

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: June 4, 2026, at 1:00 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) May 28, 2026
- 3) Public Hearings
 - a) Budget Hearing: FY 2027 Tentative to Final.
- 4) Discussion/Action Items
 - a) Resolution: Cash Receipting and Deposit Policy
 - b) Resolution: Credit Card and Purchasing Cards Policy
 - c) Resolution: IT and Computer Security Policy
 - d) Resolution: Personal Use of Entity Assets Policy
 - e) Resolution: Travel and Reimbursement Policy
 - f) Budget Resolution:
 - i) Review and adoption of final budget for FY 2027
- 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 BOARD MEETING MINUTES
May 28, 2026 at 1:30 pm

Call to Order

Meeting was called to order at 1:30 pm.

The meeting was held in person with invited electronic participation.

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

Present in the meeting were:

Craig Weston, Chair (electronically)
Jonathan Hoffman, Board Member
Trent Arnold, Board Member (electronically)
Tom Gottlieb, Board Member (electronically)
Jay Springer, Municipal Counsel (electronically)
Members of the Public in attendance

Excused: Melodie McCandless, Board Member

AGENDA

Welcome and call meeting to order.

Approval of Minutes from Prior Meeting:

- o Minutes of Meetings held on October 13, 2025 and February 12, 2026 for Approval:
 - Motion by: Board Member Gottlieb.
 - Seconded by: Chair Weston.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: Approved minutes.

Public Hearings: None

Discussion/Action Items:

- a. Ratification of Representation of Litigation Counsel.
 - Motion by: Board Member Arnold to approve the ratification of the representation of Smith Knowles as litigation counsel.
 - Seconded by: Chair Weston.
 - Result: Passed Unanimously.
 - Notable discussion: None.

- Related documents: None.
- b. Resolution: Renewal of Insurance (increased annual cost), including confirmation of fraud risk assessment.
 - Motion by: Board Member Hoffman to approve the renewal of insurance and fraud risk assessment, with the authorized renewal cap changed to \$10,000.
 - Seconded by: Board Member Gottlieb.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: Insurance renewal resolution.
- c. Consideration with the advice and consent of the Echo Canyon Board, removal of an Echo Canyon Preliminary Municipality Planning Commission Board Member.
 - Motion by: Board Member Gottlieb to approve the removal.
 - Seconded by: Board Member Arnold.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: None.
- d. Resolution: Update to Electronic Meetings Policy.
 - Motion by: Board Member Hoffman to adopt the resolution updating the electronic meetings policy.
 - Seconded by: Board Member Arnold.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: Resolution and updated electronic meetings policy.
- e. Budget Resolution.
 - Motion by: Board Member Gottlieb to adopt the resolution adopting a tentative budget for FY ending June 30, 2027 and setting June 4, 2026 for the public budget hearing.
 - Seconded by: Board Member Arnold.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: Budget resolution.
- f. Resolution: Updated GRAMA policy.
 - Motion by: Board Member Arnold to adopt the resolution providing an updated GRAMA policy.
 - Seconded by: Chair Weston.
 - Result: Passed Unanimously.
 - Notable discussion: None.
 - Related documents: Resolution and updated policy.

Board Member Reports (and others as invited by the Chair). There were none.

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)

There was no closed session.

Adjournment

- Motion by: Chair Weston to adjourn the meeting.
- Seconded by: Board Member Gottlieb.
- Result: Passed Unanimously.
- Notable discussion: None.
- Related documents: None.

ECHO CANYON PRELIMINARY MUNICIPALITY

NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF FINAL BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2027

NOTICE IS HEREBY GIVEN pursuant to Utah Code § 10-6-113 and 10-6-114 that the Echo Canyon Preliminary Municipality Board will hold a public hearing on Thursday, June 4, 2026 at 1:00 PM to receive public comment on the tentative budget for fiscal year ending June 30, 2027. The meeting will be held at 1813 Kane Springs Road (Onsite Construction Structure), Echo Canyon, Grand County, Utah 84532.

The Board will consider adoption of the tentative budget as the final budget for fiscal year ending June 30, 2027 after taking comments from the public during the hearing. The tentative budget is available for review and inspection on the public notice website.

You may also obtain copies of the tentative budget and submit written comments prior to the public hearing by contacting Jay Springer at jay@meridianland.law. Individuals needing special accommodation should also contact Jay Springer at least 3 business days before the public hearing.

Revenue Expense Summary By Line Item

Echo Canyon Preliminary Municipality FY 2027

	Actual FY 2025	Tentative Final Budget FY 2026	Final Budget FY 2027
Revenues			
Bond Proceeds	\$ -	\$ -	\$ -
Interest income	-	-	-
Loan proceeds	-	25,000	-
Appropriated reserves	-	-	-
Total Revenues	\$ -	\$ 25,000	\$ -
Expenses			
Professional and technical	-	25,000	-
Cost of issuance	-	-	-
Debt Service	-	-	-
Miscellaneous	-	-	-
Land	-	-	-
Improvements other than Buildings	-	-	-
Equipment	-	-	-
#REF!	-	-	-
Reserves	-	-	-
Total Expenses	\$ -	\$ 25,000	\$ -
Total Surplus (Deficit)	\$ -	\$ -	\$ -

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-_____

June 4, 2026

A RESOLUTION ADOPTING CASH RECEIPTING AND DEPOSIT POLICY, CREDIT CARD AND PURCHASING CARDS POLICY, IT AND COMPUTER SECURITY POLICY, PERSONAL USE OF ENTITY ASSETS POLICY, AND TRAVEL REIMBURSEMENT 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, a Cash Receipting and Deposit Policy has been presented to the Board for review and adoption; and

WHEREAS, a Credit Card and Purchasing Cards Policy has been presented to the Board for review and adoption; and

WHEREAS, a IT and Computer Security Policy has been presented to the Board for review and adoption; and

WHEREAS, a Personal Use of Entity Assets Policy has been presented to the Board for review and adoption; and

WHEREAS, a Travel and Reimbursement Policy has been presented to the Board for review and adoption; and

WHEREAS, the Board finds that adoption of the policies 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 Cash Receipting and Deposit Policy. The Board hereby adopts the Cash Receipting and Deposit Policy in substantially the form attached hereto as **Exhibit A**.
2. Adoption of Credit Card and Purchasing Cards Policy. The Board hereby adopts the Credit Card and Purchasing Cards Policy in substantially the form attached hereto as **Exhibit B**.
3. Adoption of IT and Computer Security Policy. The Board hereby adopts the IT and Computer Security Policy in substantially the form attached hereto as **Exhibit C**.
4. Adoption of Personal Use of Entity Assets Policy. The Board hereby adopts the Personal Use of Entity Assets Policy in substantially the form attached hereto as **Exhibit D**.
5. Adoption of Travel Reimbursement Policy. The Board hereby adopts the Travel and Reimbursement Policy in substantially the form attached hereto as **Exhibit E**.
6. 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 policies and to take all actions necessary to implement the policies.

7. Posting and Maintenance. The Municipality's officers and consultants are authorized to maintain, post, distribute, and apply the policies as required or appropriate under applicable law.
8. Effective Date. This Resolution is effective upon adoption.

PASSED, APPROVED, and MADE EFFECTIVE this: June 4, 2026.

Echo Canyon, Utah

By: _____
Craig Weston, Chair

ATTEST

Municipal 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

Cash Receipting and Deposit Policy

[Attach/insert document here.]

ECHO CANYON PRELIMINARY MUNICIPALITY CASH RECEIPTING AND DEPOSIT POLICY

Purpose

Establish a uniform control design for all departments of Echo Canyon Preliminary Municipality (the “Municipality”) that receive cash. This policy has been developed by the Municipality with input received from the Utah State Auditor’s website and materials and approved by the Municipality Board who ultimately is responsible for the overall design and implementation of organizational controls. Over time it is expected this policy will be adjusted for changes in systems and organizational structure at which time the Municipality will propose changes to the Municipality Board for review and approval.

Initial Use (Bar on Cash Receipts)

1. Until this Section is removed by the Board and the subsequent policies are adopted, the Municipality may not handle cash receipts of municipal funds. Any need for handling cash of the Municipality will require prior Board approval.

Cash Receipts at Separate Individual Locations

2. All funds received are entered into the accounting system at the time of the transaction or if the transaction occurs at a location without access to the accounting system the funds will be logged into a pre-numbered receipt book with enough detail to determine where/who the funds came from, the purpose for receiving the funds, the method of payment; cash, check, credit card etc., and designate the appropriate account. Manual receipts should have three copies; Customer copy, a Treasurer copy and a location copy.
3. At the end of each day the person responsible for receiving cash will close out their cash drawer, reconcile the system generated report to the cash in the drawer, place cash, checks and credit card receipts received along with the report in a deposit bag and either deliver it to the Treasurer’s office or place it in a secure (locked) place for deposit on the next business day.
4. Void/adjusted transactions. If a transaction needs to be voided or adjusted it should be done by someone who does not receive cash. If an office doesn’t have enough employees to have adjustments made by a supervisor that doesn’t receive cash, two employees will sign off on the adjustment or voided transaction explaining the circumstances causing the adjustment. If the location is using a manual receipt book all copies of the receipt should be present for any voided receipt. The system should be designed to generate a report of all adjusted/voided transactions to facilitate monitoring of this process.
5. Every effort should be made to ensure large quantities of cash are not on hand at any location overnight. If a location has a large transaction or series of transactions leaving cash on hand over \$1,000 the deposit should be made in the same day.
6. When deposits are made with the Treasurer’s office the employee making the deposit will turn over the funds and watch as it is counted, receive a receipt detailing the amount, date of receipt and the signature of the Treasurer’s office employee who took custody of the funds. This receipt will be returned to the location and kept with the receipt records. Any

discrepancy in the funds being deposited and the supporting documentation should occur when custody of the funds changes.

7. The Treasurer's office enters the deposit into the accounting system, and takes funds to the bank.
8. The Municipality will install and maintain surveillance systems in offices receiving funds. Surveillance evidence, where applicable, will be maintained for 60 days.
9. Mail will be opened in the presence of two or more employees and any correspondence containing payments will be removed and processed prior to distributing mail to individual persons or departments.

Deposits with Treasurer

1. Treasurer's office employee will receive department funds, count the funds, compare the amount received to the supporting documentation provided and give a receipt to the employee who turned over the funds with the amount received, date and that employee's name and signature.
2. An employee from the Treasurer's office enters the information from the deposit into the Accounting system.
3. At the end of each day, the Treasurer will compile all cash and checks received, match the total to the total receipts in the accounting system, and create a deposit slip (deposit information should be sufficiently detailed to allow a reviewer to trace individual transactions from satellite locations into the deposit and verify that the funds were received by the bank).
4. Copies of deposit slips are maintained and used to reconcile bank statements to the accounting records.
5. Department heads for departments that collect cash should review the revenue recorded into the accounting system with their copy of the deposits to ensure correct recording of cash. Where practicable the system should be designed to only allow receipts for cash receipts to be recorded to accounts that pertain to that office or department.

EXHIBIT B

Credit Card and Purchasing Cards Policy

[Attach/insert document here.]

ECHO CANYON PRELIMINARY MUNICIPALITY CREDIT CARD AND PURCHASING CARDS POLICY

- 1.01 Initial Prohibition on Credit and Purchasing Cards.** Until this Section is removed by the Board and the subsequent policies are adopted, the Municipality may not authorize Credit Cards or Purchasing Cards. Any need or request for such cards will require prior Board approval.

Credit Card Procedures

By requesting an Entity Credit Card, each applicant acknowledges that they have read and understand the Entity's Policy and Procedures, in its entirety. These procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

1.10- To Obtain a Card:

Complete an Entity Credit Card Acceptance Agreement (Appendix A). All requests will be processed through the Entity Accountant with final approval by the Entity Council. The cardholder's signature on the Acceptance Agreement (Appendix A) indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Credit Card Policy and Procedures.

Upon receipt of an approved credit card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The credit card is issued in the name of the applicant and it will be assumed that any purchases made with the card will have been made by the applicant. **The cardholder is the only person entitled to use the card issued.** Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

1.20 – Card Holder Responsibilities: It is the responsibility of the cardholder to:

- Read and understand the Entity Credit Card Policies and Procedures
- Sign the Entity Credit Card Acceptance Agreement. (See Appendix A)
- Make only authorized purchases as prescribed by the Entity Purchasing Policy and approved departmental budget
- Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder and a Member of the Entity Council. (See Appendix B)
- Reconcile the credit card statement upon its arrival. All reconciliations, statements, and receipts, with an attached Warrant request for each transaction, are due to the Entity Accountant by the 1st of the following month
- Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Entity Accountant
- Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Entity Accountant

Roduc 1.30 – Accountant Responsibilities

It is the responsibility of the Accountant to:

- Request and oversee the issuance of new cards, through the Treasurer's Office, and the Entity Council. The credit limit will be determined at the discretion of the Entity Council
- Inform the Entity Council when limit changes or cancellations are needed due to personnel changes
- Payment on Credit Cards is to be done immediately upon receipt
- Credit Card reconciliations are to be completed within 15 days of payment due date
- Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Entity policies and procedures
- Address the cardholder about questionable transactions for clarification purposes
- Report any misuses of credit cards immediately to the Entity Council.
- Sign the Warrant form for each cardholder after review
- Insure that the Treasurer's Office receives copies of receipts, if sales tax has been paid, in order for reimbursement from the State of Utah

1.40 – Approved Credit Card Purchases:

- Business related uses, subscriptions, seminars, dues, books
- Office supplies, furniture
- Small tools (purchase/rental), electrical, safety and building maintenance supplies
- Vehicle maintenance supplies
- Certain allowable travel expenditures:
 - o Conference registrations or seminar rooms
 - o Entity sponsored group gatherings
 - o Hotel rooms

1.50 – Prohibited Credit Card Purchases:

The following purchases are strictly prohibited from being purchased by using an Entity credit card:

- Any merchant, product, or service normally considered to be inappropriate use of Entity funds
- Purchase of items for personal use or consumption
- Purchasing in violation of the Entity Purchasing Policy
- Capital equipment purchases/repair
- Gift cards/certificates
- Alcohol
- Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
- Splitting a purchase to remain under purchasing policy limits
- Consultants:
 - o Architects
 - o Engineers
 - o Attorneys and Attorney's fees
 - o Medical, including hospital/doctor visits

1.60 – Built-In Restrictions:

Each card is assigned Monthly and Single-Purchase credit limits. If you find over time that these limits are too low to accommodate your monthly requirements, please contact a member of the Entity Council to review the limit given. Entity has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the Entity chooses to block a Merchant the card will be declined. Please refer to the Accountant regarding issues with a possible blocked card.

1.70 – Reconciliation and Payment:

The Entity Credit Card Program carries Entity, not individual, liability. Credit Card Invoices will be paid by the Entity Accountant as outlined in Section 1.30. The cardholder will not be required to pay the Monthly Statement using personal funds. The program does not impact the cardholder's personal credit rating in any way.

The cardholder is required to obtain and retain all receipts for goods and services purchased when using the credit card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include and itemized receipt with the goods when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The reconciled statement is to be sent to the Entity Accountant for review, and approval. The cardholder's activity may be audited at any time.

1.80 – Disputed Transactions:

Disputes on credit cards must be identified in writing to the issuing credit card company within 60 days of the monthly statement date. If a dispute is not identified in writing within 60 days of the Monthly Statement date the issue must then be resolved between the Entity and the supplier.

The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

It is the cardholder's responsibility to notify immediately the Entity Accountant if there is a possible dispute on an issued credit card.

1.90 – Employee Termination:

Upon notice of a cardholder terminating their current employment, the cardholder's supervisor is responsible to take possession of the card and any outstanding original receipts. The supervisor should immediately notify the Accountant so they can notify the card issuer and close the account.

Appendix A

CREDIT CARD HOLDER ACCEPTANCE AGREEMENT

The following Credit Card Acceptance Agreement must be signed by all authorized employees of Entity with access to a credit card.

I understand that Entity has authorized my use of an Entity credit card for authorized Entity expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy the needs of my department and the Entity
- I will not use the card to obtain cash advances
- I understand that **I am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card
- I will not use the card for personal use or for any other non-Entity purposes
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card policy and procedures approved by the Entity Council
- I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my assigned card
- I understand that I am responsible to provide appropriate documentation/receipts for credit card transactions charged to my assigned card
- I will surrender my assigned card to the Entity Accountant (Administrator) in the event of my separation from the Entity
- I understand that any charges against my assigned card that are not properly identified or not allowed by the Entity shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Administrator or Member of the Entity Council
- I will immediately report any stolen or lost card to the Administrator

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges. All Entity credit cards are subject to examination by external and internal auditors.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name: _____ Department: _____

Signature: _____ Credit Card #: _____

Appendix B

ENTITY CREDIT CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on a Entity Credit Card. It will be allowed only as a rare circumstance. It must be filled out COMPLETELY and signed by a Council Member.

*Cardholder Information

Cardholder Name:		Account #:	
Department:		Extension:	

*Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

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*Supplier Information

Supplier Name:		Phone #:	
City and State:			
Date of Purchase:			
Order placed with (name of supplier's representative):			

*Item Description

Quantity Unit Price Amount

* Order Total

The Entity is exempt from sales tax in most instances. Tax Exempt #: XXXXX

* Cardholder Signature:	_____	Date:	_____
* County Council Member:	_____	Date:	_____

* = Required Information

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the Credit Card or other disciplinary action may be taken.

EXHIBIT C

IT and Computer Security Policy

[Attach/insert document here.]

ECHO CANYON PRELIMINARY MUNICIPALITY IT AND COMPUTER SECURITY POLICY

Statement

Echo Canyon, Utah may furnish computers for employees' use in conducting municipal business.

This includes access to e-mail and the Internet. The internet contains many useful features, including email to non-municipal resources, access to research materials, and information exchange. The purpose of this policy is to establish basic rules for employees' use of the municipal's computer system, including the Internet and email.

Computer System, Internet and E-mail Use Policies

The Internet can be misused in a variety of ways, including but not limited to:

1. Downloading files that contain viruses, thereby endangering municipal information services;
2. Accessing objectionable material;
3. Wasting work time by performing unauthorized research or accessing non business related information and people or for computer games, or online games.

Individual Responsibilities:

Internet users are responsible for complying with this and all other municipal policies when using the municipal's resources for accessing the Internet. Violation of this policy is grounds for disciplinary action, up to and including termination.

General Policies for Use of the Entity's Computer System, Including the Internet:

An employee does not have a right to privacy when using the Internet via Entity resources and employees should not expect or assume any privacy regarding the content of email communications. The Entity reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time, and to read, use and disclose e-mail messages. In addition, all software, files, information, communications, and messages (including emails) downloaded or sent via the Internet using municipal resources are the municipal's records and property of the municipal; such records are subject to potential review and disclosure under the public disclosure law of the State of Utah. Even after an email message has been "deleted," it may still be possible to retrieve it.

The Preliminary Municipality Board has the right to restrict or prohibit any employee from Internet access for violation of the policy. Violations may also result in disciplinary action, up to and including termination.

Internet use via municipal resources is for municipal business. Except as outlined here, use of municipal's computer, Internet and email services are for municipal business only. Some limited

personal use is permitted, so long as it does not result in cost to the municipal, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of municipal business and does not compromise the security or integrity of municipal information or software. Such limited use shall not occur on “paid time,” but is permitted immediately before or after work hours and during an employee’s breaks. Examples of allowable personal use include accessing a weather report or news item on the Internet, or transmitting email to a family member to assure safe arrival at home. Any personal use of Echo Canyon Preliminary Municipality’s computer, Internet and email services must comply with all applicable laws and Echo Canyon Preliminary Municipality policies, including anti-discrimination policies and Internet usage policy.

Internet use must comply with applicable laws and municipal policies including but not limited to all federal and state laws, and municipal policies governing sexual harassment, discrimination, intellectual property protection, privacy, public disclosure, confidentiality, misuse of municipal resources, information and data security.

All Internet use must be consistent with the municipal’s Personnel Policies Manual.

Echo Canyon Preliminary Municipality’s computer system permits employees to perform jobs, share files, and communicate internally and with selected outside individuals and entities in the performance and conduct of municipal business. Employees are prohibited from gaining unauthorized access to another employee’s email messages, or sending messages using another employee’s password.

In order to prevent potential municipal liability, it is the responsibility of all Internet users to clearly communicate to the recipient when the opinions expressed do not represent those of Echo Canyon Preliminary Municipality.

Echo Canyon Preliminary Municipality has the capability and reserves the right to access, review, copy, modify and delete any information transmitted through or stored in its computer system. The municipal may disclose all such information to any party (inside or outside the Entity) it deems appropriate and in accordance with applicable law. Accordingly, employees should not use the computer system to send, receive or store any information they wish to keep private. Employees should treat the computer system like a shared file system—with the expectation that files sent, received or stored anywhere in the system will be available for review by any authorized representative of the municipal for any purpose, as well as the public if a proper request is made for public records.

Good judgment should always be employed in using the municipal’s email and Internet systems. Employee email messages may be read by someone other than the person(s) to whom they were sent. Email inconsistent with the municipal’s policies must be avoided. For example, it is prohibited to make jokes or comments which could offend someone on the basis of gender, race, age, religion, national origin, disability or sexual orientation. These comments would be in direct conflict with the municipal’s policies prohibiting discrimination and harassment. Accordingly, employees should create and send only courteous, professional and businesslike messages that do not contain objectionable offensive or potentially discriminatory material.

Caution should be taken in transmitting confidential information on the computer system. Employees should use due care in addressing email messages to assure messages are not inadvertently sent to the wrong person inside or outside the Entity. Email creates a written record subject to court rules of discovery and may be used as evidence in claims or legal proceedings. Once sent, email cannot be retracted. Even after deletion at a workstation, email can be retrieved and read.

The safety and security of the municipal's network and resources must be considered at all times when using the Internet. Any programs from a non-current source (i.e., software that is not purchased in original diskette or CD ROM format) or which involve executable or binary files must not be downloaded or installed without prior permission from the [IT Director] and without being properly scanned for viruses. Employees are not to share or reveal individual passwords to anyone.

There is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users must be aware that the municipal has no control over available information on the Internet and cannot be responsible for the content of information.

Prohibited Uses of the Internet:

The following is a non-exclusive list of prohibited uses of the Internet and email:

- Commercial use – any form of commercial use of the Internet is prohibited;
- Solicitation – the purchase or sale of personal items or non-business items through advertising on the Internet is prohibited;
- Copyright violations – the unlawful reproduction or distribution of copyrighted information, regardless of the source, is prohibited;
- Discrimination / Harassment – the use of the Internet to send messages or other content which is harassing, derogatory or unlawfully discriminatory to employees, citizens, vendors or customers is prohibited;
- Political – the use of the Internet for political purposes is prohibited;
- Aliases / Anonymous messages / misrepresentation – the use of aliases or transmission of anonymous messages is prohibited. Also, the misrepresentation of an employee's job title, job description, or position with the municipal is prohibited;
- Social networking sites – the accessing and/or creation of social networking sites, such as Facebook, Twitter, Instagram, Blogs and similar sites is prohibited for non-entity business purposes;
- Instant messaging;
- Misinformation / Confidential Information – the release of untrue, distorted, or confidential information regarding municipal business is prohibited;
- Viewing or Downloading of Non-Business Related Information - the accessing, viewing, distribution, downloading, or any other method for retrieving non-municipal related information is prohibited. This includes, but is not limited to, entertainment sites, pornographic sites, sexually explicit sites, chat rooms and bulletin boards;
- Unauthorized attempts to access another's network or e-mail account;
- Display or transmission of sensitive or proprietary information to unauthorized persons or organizations;

- Spamming email accounts from the municipal's email services or municipal machines.

Nothing in this chapter prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.

EXHIBIT D

Personal Use of Entity Assets Policy

[Attach/insert document here.]

ECHO CANYON PRELIMINARY MUNICIPALITY, UTAH PERSONAL USE OF MUNICIPAL PROPERTY

This policy constitutes a written policy of the Echo Canyon Municipality for purposes of Utah Code Ann. § 76-8-402. In accordance with this policy, a Municipality “Employee” is authorized to use Municipality property for reasonable personal use (i.e. for purposes other than Municipality business). For purposes of this policy, “Employee” means an appointed official of the Municipality; an employee; or a volunteer of the Municipality. The “Board” is the Echo Canyon Preliminary Municipality Board.

Employees shall use their best judgment when using any Municipality property for personal use. An Employee’s discretion to use Municipality property in accordance with this policy may be revoked, in whole or in part, at any time by the Board.

I. FACILITIES AND EQUIPMENT

Authorized individuals should obtain prior approval from the Board before using Municipality equipment or facilities for personal purposes. Personal use must be incidental and shall not interfere with Municipality operations or result in more than minimal cost.

II. MUNICIPALITY VEHICLES

- A. An Employee’s incidental personal use of Municipality vehicles is allowed during the performance of the Employee’s work responsibilities. Such incidental use includes driving a Municipality vehicle home when on call or required to work outside of normal business hours.
- B. Non-employees may be passengers in Municipality vehicles in limited circumstances, but only when necessary for the efficient execution of the Employee’s duties or to further Municipality business.
- C. Beyond incidental use, an Employee may use Municipality vehicles for personal use only with permission from the Municipality Board.
- D. An Employee’s permitted use of Municipality vehicles may not cost the Municipality more than incidental amounts and may not interfere with use of the Municipality vehicles as intended for Municipality use.

III. SUPPLIES, TECHNOLOGY, AND OTHER MUNICIPALITY PROPERTY

Municipality-issued technology is intended for Municipality business. Limited incidental personal use is permitted if it does not interfere with operations or compromise security.

IV. USE OF PERSONAL DEVICES FOR MUNICIPALITY BUSINESS

- A. Employees are permitted to use their personal devices (e.g., mobile phones, laptops, tablets) to conduct Municipality business, provided such use adheres to Municipality policies and State requirements for public employees and officers regarding data security, confidentiality, and professionalism.

- B. Employees must ensure that any Municipality-related information stored or transmitted on personal devices is safeguarded in accordance with the Municipality's IT security policies, as applicable.
- C. Employees may be required to install Municipality-approved security software or applications on personal devices if they are used for Municipality business.
- D. Employees who use personal devices for Municipality business acknowledge that such devices may be subject to legal discovery or public records requests as required by applicable law.
- E. Employees should consult the Board, management, counsel, or IT department for guidance on best practices for secure and compliant use of personal devices.

V. ADMINISTRATION AND ENFORCEMENT

The Municipality may enforce this policy in any reasonable way the Board deems appropriate.

EXHIBIT E

Travel Reimbursement Policy

[Attach/insert document here.]

ECHO CANYON PRELIMINARY MUNICIPALITY, UTAH TRAVEL REIMBURSEMENT POLICY

This policy constitutes a written policy of the Echo Canyon Preliminary Municipality (“**Municipality**”). In accordance with this policy, reimbursement of travel expenses by employees, board members, or volunteers shall be considered on a case-by-case basis, upon request, and subject to approval by the Board. Reimbursement is not guaranteed in any instance.

For purposes of this policy, “Employee” means an appointed official of the Municipality; an employee; or a volunteer of the Municipality. The “Board” is the Echo Canyon Preliminary Municipality Board.

I. SUBMISSION AND APPROVAL OF REQUESTS

Any request for reimbursement must be submitted in writing to the Board and must include receipts or other proof of payment and a written statement describing the purpose of the travel, such as attendance at a conference, training, meeting, or other authorized activity.

Requests for reimbursement should be submitted prior to travel whenever practicable. The Board may deny reimbursement for expenses incurred without prior approval. Submission of documentation after travel has occurred does not create any guarantee or entitlement to reimbursement.

II. ALLOWABLE EXPENSES

Reimbursement, if approved, shall be limited to reasonable and necessary travel expenses, as determined by the Board of Trustees in its sole discretion. Such expenses may include mileage, lodging, meals, and transportation, but only if specifically approved. The Board may impose caps or other limitations as it deems appropriate.

III. MEETINGS OF THE MUNICIPALITY

There shall be no standardized reimbursement for attendance at municipal meetings, such as Board meetings or planning commission meetings. Any request for reimbursement related to meeting attendance must be separately submitted and approved by the Board on a case-by-case basis.

IV. ADMINISTRATION AND ENFORCEMENT

The Preliminary Municipality Board may interpret, apply, and enforce this policy in any reasonable manner it deems appropriate. Authorization for reimbursement may be revoked, denied, or limited at any time in the Board’s discretion.

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-____

June 4, 2026

**A RESOLUTION ADOPTING THE ECHO CANYON FINAL 2027 FISCAL YEAR
BUDGET**

WHEREAS, on May 28, 2026, Echo Canyon, Utah (“Echo Canyon”) adopted a tentative budget for the 2027 fiscal year; and

WHEREAS, Echo Canyon has provided notice pursuant to Utah Code concerning the tentative budget and of the date, time, and place of a public hearing on the same; and

WHEREAS, Echo Canyon has made said tentative FY2027 budget available for public inspection for a period of at least seven days prior to the public hearing in accordance with Utah Code; and

WHEREAS, on June 4, 2026, at 1:00 p.m., Echo Canyon held said public hearing on said tentative budget in accordance with Utah Code.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the tentative FY 2027 budget adopted on May 28, 2026, as amended (if amended) and attached hereto as **Exhibit A**, be and hereby is adopted as the Final Budget of Echo Canyon for the 2027 fiscal year.
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 policies and to take all actions necessary to implement the policies
3. This Resolution shall be effective immediately upon posting.

ADOPTED AND APPROVED by majority vote at a duly called meeting of the Echo Canyon Preliminary Municipality Board on this: June 4, 2026.

[signature page follows]

Echo Canyon, Utah

By: _____
Craig Weston, Chair
Preliminary Municipality Board

ATTEST:

Municipal Clerk

Exhibit A

FY 2027 Budget

Revenue Expense Summary By Line Item

Echo Canyon Preliminary Municipality FY 2027

	Actual FY 2025	Tentative Final Budget FY 2026	Final Budget FY 2027
Revenues			
Bond Proceeds	\$ -	\$ -	\$ -
Interest income	-	-	-
Loan proceeds	-	25,000	-
Appropriated reserves	-	-	-
Total Revenues	\$ -	\$ 25,000	\$ -
Expenses			
Professional and technical	-	25,000	-
Cost of issuance	-	-	-
Debt Service	-	-	-
Miscellaneous	-	-	-
Land	-	-	-
Improvements other than Buildings	-	-	-
Equipment	-	-	-
#REF!	-	-	-
Reserves	-	-	-
Total Expenses	\$ -	\$ 25,000	\$ -
Total Surplus (Deficit)	\$ -	\$ -	\$ -