



**Summit County
Service Area #3**

Public Meeting

January 14, 2025

Summit County Service Area #3
Board of Trustees
Public Meeting/Hearing
January 14, 2025, 5:30 P.M. Mountain Time
Service Area 3 office, 629 Parkway Drive
Park City, UT 84098
(435) 500-6276
Please silence all electronic devices

Topic	Time	Presenter(s)
1. Welcome and Call Meeting to Order (motion/voting): a. Welcome b. Roll Call c. Election of board officers	5:30 pm	Chair
2. General Public Comments – Comments limited to three minutes per person	5:50 pm	Chair
3. Administrative & Financial (motion/voting): a. Conflict of Interest Disclosure and review of related documents (10 minutes)* b. Approval of December 9, 2024 minutes* (5 minutes) c. Approval of expenditures* (5 minutes) d. 2024 Q4 financial review* - Dave Sanderson (15 minutes)	6:10 pm	Chair and Operations Manager and Accountant
4. Water (Discussion only) a. Rate Study update (5 minutes)	6:45 pm	Operations Manager
5. Roads Update (motion/voting): a. Gary Horton to present 2025 Road Projects (40 minutes)	6:50: pm	Road Manager & Road Engineer
6. General Public Comments – Comments limited to three minutes per person	7:30 pm	Chair
Closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and/or the sale or purchase of real property pursuant to Utah Code §§ 52-4-204 through 205.	7:45 pm	Legal Counsel
7. Adjournment	8:15 pm	Chair

* Documents provided| Minutes, agenda and policies available at: <http://summitcounty.org/923/Documents>

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



**Summit County
Service Area #3**

629 E. Parkway Drive · Suite 1 · Park City · UT 84098 · (435) 649-7949 · permit@scsa3.org

Welcome and Roll Call



**Summit County
Service Area #3**

Public Comment



**Summit County
Service Area #3**

Administrative & Financial

Chapter 16

Utah Public Officers' and Employees' Ethics Act

67-16-1 Short title.

This chapter is known as the "Utah Public Officers' and Employees' Ethics Act."

Amended by Chapter 147, 1989 General Session

67-16-2 Purpose of chapter.

The purpose of this chapter is to set forth standards of conduct for officers and employees of the state of Utah and its political subdivisions in areas where there are actual or potential conflicts of interest between their public duties and their private interests. In this manner the Legislature intends to promote the public interest and strengthen the faith and confidence of the people of Utah in the integrity of their government. It does not intend to deny any public officer or employee the opportunities available to all other citizens of the state to acquire private economic or other interests so long as this does not interfere with his full and faithful discharge of his public duties.

Amended by Chapter 147, 1989 General Session

67-16-3 Definitions.

As used in this chapter:

- (1) "Agency" means:
 - (a) any department, division, agency, commission, board, council, committee, authority, or any other institution of the state or any of its political subdivisions; or
 - (b) an association as defined in Section 53G-7-1101.
- (2) "Agency head" means the chief executive or administrative officer of any agency.
- (3) "Assist" means to act, or offer or agree to act, in such a way as to help, represent, aid, advise, furnish information to, or otherwise provide assistance to a person or business entity, believing that such action is of help, aid, advice, or assistance to such person or business entity and with the intent to assist such person or business entity.
- (4) "Business entity" means a sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business.
- (5) "Compensation" means anything of economic value, however designated, which is paid, loaned, granted, given, donated, or transferred to any person or business entity by anyone other than the governmental employer for or in consideration of personal services, materials, property, or any other thing whatsoever.
- (6) "Controlled, private, or protected information" means information classified as controlled, private, or protected in Title 63G, Chapter 2, Government Records Access and Management Act, or other applicable provision of law.
- (7) "Governmental action" means any action on the part of the state, a political subdivision, or an agency, including:
 - (a) any decision, determination, finding, ruling, or order; and
 - (b) any grant, payment, award, license, contract, subcontract, transaction, decision, sanction, or approval, or the denial thereof, or the failure to act in respect to.
- (8) "Improper disclosure" means disclosure of controlled, private, or protected information to any person who does not have the right to receive the information.

- (9) "Legislative employee" means any officer or employee of the Legislature, or any committee of the Legislature, who is appointed or employed to serve, either with or without compensation, for an aggregate of less than 800 hours during any period of 365 days. "Legislative employee" does not include legislators.
- (10) "Legislator" means a member or member-elect of either house of the Legislature of the state of Utah.
- (11) "Political subdivision" means a district, school district, or any other political subdivision of the state that is not an agency, but does not include a municipality or a county.
- (12)
- (a) "Public employee" means a person who is not a public officer who is employed on a full-time, part-time, or contract basis by:
- (i) the state;
 - (ii) a political subdivision of the state; or
 - (iii) an association as defined in Section 53G-7-1101.
- (b) "Public employee" does not include legislators or legislative employees.
- (13)
- (a) "Public officer" means an elected or appointed officer:
- (i)
 - (A) of the state;
 - (B) of a political subdivision of the state; or
 - (C) an association as defined in Section 53G-7-1101; and
 - (ii) who occupies a policymaking post.
- (b) "Public officer" does not include legislators or legislative employees.
- (14) "State" means the state of Utah.
- (15) "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding capital stock of a corporation or a 10% interest in any other business entity.

Amended by Chapter 415, 2018 General Session

67-16-4 Improperly disclosing or using private, controlled, or protected information – Using position to secure privileges or exemptions – Accepting employment that would impair independence of judgment or ethical performance – Exception.

- (1) Except as provided in Subsection (3), it is an offense for a public officer, public employee, or legislator to:
- (a) accept employment or engage in any business or professional activity that he might reasonably expect would require or induce him to improperly disclose controlled information that he has gained by reason of his official position;
 - (b) disclose or improperly use controlled, private, or protected information acquired by reason of his official position or in the course of official duties in order to further substantially the officer's or employee's personal economic interest or to secure special privileges or exemptions for himself or others;
 - (c) use or attempt to use his official position to:
 - (i) further substantially the officer's or employee's personal economic interest; or
 - (ii) secure special privileges or exemptions for himself or others;
 - (d) accept other employment that he might expect would impair his independence of judgment in the performance of his public duties; or

- (e) accept other employment that he might expect would interfere with the ethical performance of his public duties.
- (2)
 - (a) Subsection (1) does not apply to the provision of education-related services to public school students by public education employees acting outside their regular employment.
 - (b) The conduct referred to in Subsection (2)(a) is subject to Section 53E-3-512.
- (3) This section does not apply to a public officer, public employee, or legislator who engages in conduct that constitutes a violation of this section to the extent that the public officer, public employee, or legislator is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

Amended by Chapter 415, 2018 General Session

67-16-5 Accepting gift, compensation, or loan – When prohibited.

- (1) As used in this section, "economic benefit tantamount to a gift" includes:
 - (a) a loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and
 - (b) compensation received for private services rendered at a rate substantially exceeding the fair market value of the services.
- (2) Except as provided in Subsection (4), it is an offense for a public officer or public employee to knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
 - (a) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;
 - (b) that the public officer or public employee knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the public officer or public employee for official action taken; or
 - (c) if the public officer or public employee recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Section 67-16-6.
- (3) Subsection (2) does not apply to:
 - (a) an occasional nonpecuniary gift, having a value of not in excess of \$50;
 - (b) an award publicly presented in recognition of public services;
 - (c) any bona fide loan made in the ordinary course of business; or
 - (d) a political campaign contribution.
- (4) This section does not apply to a public officer or public employee who engages in conduct that constitutes a violation of this section to the extent that the public officer or public employee is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

Amended by Chapter 196, 2014 General Session

67-16-5.3 Requiring donation, payment, or service to government agency in exchange for approval – When prohibited.

- (1) Except as provided in Subsection (3), it is an offense for a public officer, public employee, or legislator to demand from any person as a condition of granting any application or request for a permit, approval, or other authorization, that the person donate personal property, money, or services to any agency.

- (2)
- (a) Subsection (1) does not apply to any donation of property, funds, or services to an agency that is:
 - (i) expressly required by statute, ordinance, or agency rule;
 - (ii) mutually agreed to between the applicant and the entity issuing the permit, approval, or other authorization;
 - (iii) made voluntarily by the applicant; or
 - (iv) a condition of a consent decree, settlement agreement, or other binding instrument entered into to resolve, in whole or in part, an actual or threatened agency enforcement action.
 - (b) If a person donates property, funds, or services to an agency, the agency shall, as part of the permit or other written authorization:
 - (i) identify that a donation has been made;
 - (ii) describe the donation;
 - (iii) certify, in writing, that the donation was voluntary; and
 - (iv) place that information in its files.
- (3) This section does not apply to a public officer, public employee, or legislator who engages in conduct that constitutes a violation of this section to the extent that the public officer, public employee, or legislator is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

Amended by Chapter 196, 2014 General Session

67-16-5.6 Offering donation, payment, or service to government agency in exchange for approval – When prohibited.

- (1) Except as provided in Subsection (3), it is an offense for any person to donate or offer to donate personal property, money, or services to any agency on the condition that the agency or any other agency approve any application or request for a permit, approval, or other authorization.
- (2)
- (a) Subsection (1) does not apply to any donation of property, funds, or services to an agency that is:
 - (i) otherwise expressly required by statute, ordinance, or agency rule;
 - (ii) mutually agreed to between the applicant and the entity issuing the permit, approval, or other authorization;
 - (iii) a condition of a consent decree, settlement agreement, or other binding instrument entered into to resolve, in whole or in part, an actual or threatened agency enforcement action; or (iv) made without condition.
 - (b) The person making the donation of property, funds, or services shall include with the donation a signed written statement certifying that the donation is made without condition.
 - (c) The agency receiving the donation shall place the signed written statement in its files.
- (3) This section does not apply to a person who engages in conduct that constitutes a violation of this section to the extent that the person is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

Amended by Chapter 196, 2014 General Session

67-16-6 Receiving compensation for assistance in transaction involving an agency – Filing sworn statement.

- (1) Except as provided in Subsection (5), it is an offense for a public officer or public employee to receive or agree to receive compensation for assisting any person or business entity in any transaction involving an agency unless the public officer or public employee files a sworn, written statement containing the information required by Subsection (2) with:
 - (a) the head of the officer or employee's own agency;
 - (b) the agency head of the agency with which the transaction is being conducted; and
 - (c) the state attorney general.
- (2) The statement shall contain:
 - (a) the name and address of the public officer or public employee involved;
 - (b) the name of the public officer's or public employee's agency;
 - (c) the name and address of the person or business entity being or to be assisted; and
 - (d) a brief description of:
 - (i) the transaction as to which service is rendered or is to be rendered; and
- (3) the nature of the service performed or to be performed. The statement required to be filed under Subsection (1) shall be filed within 10 days after the date of any agreement between the public officer or public employee and the person or business entity being assisted or the receipt of compensation, whichever is earlier.
- (4) The statement is public information and shall be available for examination by the public.
- (5) This section does not apply to a public officer or public employee who engages in conduct that constitutes a violation of this section to the extent that the public officer or public employee is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

Amended by Chapter 196, 2014 General Session

67-16-7 Disclosure of substantial interest in regulated business – Exceptions.

- (1) Except as provided in Subsection (5), a public officer or public employee who is an officer, director, agent, employee, or owner of a substantial interest in any business entity that is subject to the regulation of the agency by which the public officer or public employee is employed shall disclose any position held in the entity and the precise nature and value of the public officer's or public employee's interest in the entity:
 - (a) upon first becoming a public officer or public employee;
 - (b) whenever the public officer's or public employee's position in the business entity changes significantly; and
 - (c) if the value of the public officer's or public employee's interest in the entity increases significantly.
- (2) The disclosure required under Subsection (1) shall be made in a sworn statement filed with:
 - (a) for a public officer or a public employee of the state, the attorney general;
 - (b) for a public officer or a public employee of a political subdivision, the chief governing body of the political subdivision;
 - (c) the head of the agency with which the public officer or public employee is affiliated; and
 - (d) for a public employee, the public employee's immediate supervisor.
- (3)
 - (a) This section does not apply to instances where the total value of the substantial interest does not exceed \$2,000.
 - (b) A life insurance policy or an annuity is not required to be considered in determining the value of a substantial interest under this section.
- (4) A disclosure made under this section is a public record and a person with whom a disclosure is filed under Subsection (2) shall make the disclosure available for public inspection.

- (5) A public officer is not required to file a disclosure under this section if the public officer files a disclosure under Section 20A-11-1604.

Amended by Chapter 59, 2018 General Session

67-16-8 Participation in transaction involving business as to which public officer or employee has interest – Exceptions.

- (1) A public officer or public employee may not, in the public officer's or public employee's official capacity, participate in, or receive compensation as a result of, a transaction between the state or a state agency and a business entity of which the public officer or public employee is an officer, director, agent, employee, or owner of a substantial interest, unless the public officer or public employee has disclosed the public officer's or public employee's relationship to the business entity in accordance with Section 67-16-7 or 20A-11-1604.
- (2) A concession contract between an agency, political subdivision, or the state and a certified professional golf association member who is a public employee or officer does not violate the provisions of Subsection (1) or Title 10, Chapter 3, Part 13, Municipal Officers' and Employees' Ethics Act.

Amended by Chapter 59, 2018 General Session

67-16-9 Conflict of interests prohibited.

No public officer or public employee shall have personal investments in any business entity which will create a substantial conflict between his private interests and his public duties.

Enacted by Chapter 128, 1969 General Session

67-16-10 Inducing others to violate chapter.

No person shall induce or seek to induce any public officer or public employee to violate any of the provisions of this chapter.

Amended by Chapter 147, 1989 General Session

67-16-11 Applicability of provisions.

- (1) As used in this section, "government position" means the position of a legislator, public officer, or public employee.
- (2) The provisions of this chapter:
- (a) apply to all public officers and public employees; and
 - (b) do not apply to a conflict of interest that exists between two or more government positions held by the same individual, unless the conflict of interest is also due to a personal interest of the individual that is not shared by the general public.

Amended by Chapter 360, 2016 General Session

67-16-12 Penalties for violation – Removal from office or dismissal from employment.

In addition to any penalty contained in any other provision of law:

- (1) any public officer or public employee who knowingly and intentionally violates this chapter, with the exception of Sections 67-16-6 and 67-16-7, shall be dismissed from employment or removed from office as provided by law, rule, or policy within the agency; and

- (2) any public officer, public employee, or person who knowingly and intentionally violates this chapter, with the exception of Sections 67-16-6 and 67-16-7, shall be punished as follows:
- (a) as a felony of the second degree if the total value of the compensation, conflict of interest, or assistance exceeds \$1,000;
 - (b) as a felony of the third degree if:
 - (i) the total value of the compensation, conflict of interest, or assistance is more than \$250 but not more than \$1,000; or
 - (ii) the public officer or public employee has been twice before convicted of violation of this chapter and the value of the conflict of interest, compensation, or assistance was \$250 or less;
 - (c) as a class A misdemeanor if the value of the compensation or assistance was more than \$100 but does not exceed \$250; or
 - (d) as a class B misdemeanor if the value of the compensation or assistance was \$100 or less.

Amended by Chapter 108, 2000 General Session

67-16-14 Unethical transactions – Duty to dismiss officer or employee – Right to rescind or void contract.

If any transaction is entered into in violation of Section 67-16-6, 67-16-7, or 67-16-8, the state, political subdivision, or agency involved:

- (1) shall dismiss the public officer or public employee who knowingly and intentionally violates this chapter from employment or office as provided by law; and
- (2) may rescind or void any contract or subcontract entered into in respect to such transaction without returning any part of the consideration that the state, political subdivision, or agency has received.

Amended by Chapter 147, 1989 General Session

67-16-15 Complaint – Political Subdivisions Ethics Review Commission.

A person may file a complaint for an alleged violation of this chapter by a political subdivision officer or employee in accordance with Title 63A, Chapter 15, Political Subdivisions Ethics Review Commission.

Amended by Chapter 461, 2018 General Session

Ethical Behavior Policy

Summit County Service Area #3 Code of Ethics

Prohibited Conduct

1. Disqualification from Acting on Summit County Service Area #3 (“Service Area”) Business. No current officer or employee, as specified, may:
 - a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
 - b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
 - c. Fail to disqualify him or herself from acting on any transaction which involves the Service Area and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
 - d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her family, in any contract or transaction to which the Service Area may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time the Service Area enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use of Official Position. No current officer or employee, as specified, may:
 - a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of the Service Area or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
 - b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any of the Service Area funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
 - c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the Service Area provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any

matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;

- d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with the Service Area, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.
3. Gifts or Loans. No current officer or employee, as specified, may:
- a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
 - i. Unsolicited flowers, plants, and floral arrangements;
 - ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
 - iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - iv. Unsolicited food items given to a department when the contents are shared among employees and the public;
 - v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the Service Area.
 - vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
 - vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
 - viii. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the [entity];
 - ix. Travel costs, lodging, and tuition costs associated with the Service Area sanctioned training or education when not provided by a private entity under contract with the Service Area;
 - x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
 - xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
 - xii. Campaign contributions; and
 - xiii. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.
4. Privileged and Proprietary Information. No current officer or employee, as specified, may disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the Summit County Service Area #3 – Ethical Behavior Policy – 2

employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Financial or Beneficial Interest in Transactions. No current officer or employee, as specified, may:
 - i. Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of the Service Area. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with the Service Area.
6. Nepotism. No current officer or employee, as specified, may:
 - a. Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.
7. Misuse of Public Resources or Property. No current officer or employee, as specified, may:
 - a. Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.
8. Outside Employment. No current officer or employee, as specified, may:
 - i. Retain secondary employment outside of the Service Area employment, which, as determined by the State of Utah, and according to *Utah Administrative Code* R477-9-2:
 - ii. Interferes with an employee's performance.
 - iii. Conflicts with the interests of the Service Area , Summit County, or the State of Utah.
 - iv. Gives reason for criticism or suspicion of conflicting interests or duties.
9. Political Activity. No current officer or employee, as specified, may:
 - a. Except as otherwise provided by law:
 - i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with the Service Area may not provide a basis for denying employment to the applicant.
 - ii. The Service Area officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
 - iii. The Service Area employee may not engage in political campaigning or solicit political contributions during hours of employment.
 - iv. The Service Area officer or employee may not use the Service Area's equipment while engaged in campaigning or other political activity.
 - v. The Service Area officer or employee may not directly or indirectly coerce, command, or advise another Service Area officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a Summit County Service Area #3 – Ethical Behavior Policy – 3

political party, committee, organization, agency, or person for political purposes.

- vi. The Service Area officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
 - vii. A Service Area employee who has filed a declaration of candidacy may:
 - viii. be given an unpaid leave of absence for the period between the primary election and the general election; and
 - ix. Use any vacation or other leave available to engage in campaign activities.
 - b. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
 - c. Nothing in this chapter shall be construed to:
 - i. prohibit a Service Area officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
 - ii. Permit a Service Area officer or employee partisan political activity that is prohibited under federal law.
 - d. No Service Area officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Service Area property.
 - e. No Service Area officer or employee shall promise any appointment to any position with the Service Area as a reward for any political activity.
 - f. A Service Area employee who is elected to an office with the Service Area shall terminate the Service Area employment prior to being sworn into the elected office.
10. Fair and Equal Treatment. No current officer or employee, as specified, may:
- a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
 - b. No Service Area officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
11. Prohibited Conduct After Leaving the Service Area:
- a. No former officer or employee may, during the period of one (1) year after leaving the Service Area office or employment:
 - i. Disclose or use any privileged or proprietary information gained by reason of his/her Service Area employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
 - ii. Assist any person in proceedings involving an agency of the Service Area with which he/she was previously employed, involving Summit County Service Area #3 – Ethical Behavior Policy – 4

- a matter in which he or she was officially involved, participated or acted in the course of duty;
- iii. Represent any person as an advocate in any matter in which the former employee was officially involved while a Service Area employee;
 - iv. Participate as a competitor in any competitive selection process for a Service Area contract in which he or she assisted the Service Area in determining the project or work to be done or the process to be used.

ETHICAL BEHAVIOR PLEDGE FORM

Annual Summit County Service Area #3 Ethics Pledge

The following pledge is required to be made annually by all officers and employees of Summit County Service Area #3 (the "Service Area")

I, _____, am the duly appointed/elected
_____ of Summit County Service Area #3

I pledge to adhere to the code of ethics as approved by the Service Area. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that the "Utah Public Officers' and Employees' Ethics Act" ("Act") Title 67, Chapter 16 of the Utah Code and the Service Area's Conflicts of Interest Policy and Ethical Behavior Policy provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the Service Area code of ethics.

DATED THIS _____ DAY OF _____ [YEAR]

Trustee's signature: _____

Name:

Date:

Witnessed by:

Signature: _____

Name:

Title:

DATED THIS _____ DAY OF _____ 2024

CONFLICTS OF INTEREST POLICY

Summit County Service Area #3

Overview

Summit County Service Area #3 (“**Service Area**”) officers and employees individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Officers and employees must avoid even the appearance of impropriety to ensure and maintain public confidence in the Service Area. Officers and employees owe a fiduciary duty to the Service Area and must not act in a manner that is contrary to that duty or to the interests of the Service Area. Officers must place the interests of the Service Area over their own personal interests with respect to the governance, policy, strategic direction and operations of the Service Area.

Policy

It is the intent of the Service Area to meet and exceed those protections against conflicts of interest contained in State law. Under this policy, a conflict of interest arises when an officer or employee has a personal interest in a matter that is or may be in conflict with or contrary to the Service Area’s interests and objectives to such an extent that the officer or employee is or may not be able to exercise independent and objective judgment within the context of the best interest of the Service Area. For the purposes of this policy, an officer’s or employee’s “personal interest” includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

1. The following provisions shall serve as a guide to officers and employees with respect to the affairs of the Service Area:
 - a. Service Area officers and employees shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Officers and employees are required to submit a report to the Service Area and the County’s Internal Auditor of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds \$50.00.
 - b. The complete confidentiality of proprietary business information must be respected at all times. Officers and employees are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the Service Area, Summit County, or to individually conduct negotiations or make contacts or

inquiries on behalf of the Service Area unless officially designated by the Service Area's Board of Trustees.

- c. Officers and employees are prohibited from acquiring or having a financial interest in any property that the Service Area acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the Service Area does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between the Service Area and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with the Service Area is prohibited if this interest or relationship might tend to impair the ability of the officer(s) to be independent and objective in his or her service to the Service Area.
- d. If members of the immediate family of an officer or employee have a financial interest as specified above, such interest shall be fully disclosed to the Service Area which shall decide if such interest should prevent the Service Area from entering into a particular transaction, purchase, or engagement of services. The term "immediate family" means officer's spouse, parent, dependent children, and other dependent relatives.
- e. When a conflict of interest exists, the officer or employees shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.
- f. Officers and employees may not realize, seek, or acquire a personal interest in a business that does business with the Service Area.
- g. Officers and employees shall complete a Conflict of Interest Disclosure Form annually by the end of January. This Form shall be signed. Completed Forms shall be submitted to the General Manager and made available to the public upon request.
- h. The General Manager shall provide copies of all completed Forms to the Board of Trustee's Chair at the end of January each year.
- i. The Board of Trustee's Chair shall review all completed forms and consider the disclosures. The Board of Trustee's Chair should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the Service Area.

SUMMIT COUNTY SERVICE AREA #3 CONFLICT OF INTEREST DISCLOSURE FORM

Annual Conflict of Interest Disclosure Form

The following disclosures are required to be made annually by all officers of Summit County Service Area #3 (the "**Service Area**") pursuant to the "Utah Public Officers' and Employees' Ethics Act" ("**Act**") Title 67, Chapter 16 of the Utah Code. A copy of the Act is attached for reference.

If additional space is needed, please use a separate sheet of paper. Per the Act, the information provided shall be kept on file with the Service Area and may be subject to disclosure to the public.

I, _____ am the duly appointed/elected
_____ of the Service Area.

- 1) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of the Service Area, and within such business entities, I hold the following positions: Business Entity Name: _____
Position within Business Entity: _____
Ownership of a substantial interest is defined in U.C.A. § 67-16-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

- 2) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with Service Area:

Business Entity Name:

Position within Business Entity:

Please note that pursuant to U.C.A. § 67-16-7, an officer must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that the Service Area may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

- 3) The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

Business Entity Name:

Position within Business Entity:

Acknowledgement

I understand that it is a criminal offense under the Act to: (a) accept employment or engage in any business or professional activity that I might reasonably expect would require or induce me to improperly disclose controlled information that I may gain by reason of my position with the District; (b) disclose or improperly use controlled, private, or protected information acquired by reason of my employment or in the course of my duties in order to further substantially my personal economic interest or to secure special privileges or exemptions for myself or others; (c) use or attempt to use my District position to: (i) further substantially my personal economic interest; or (ii) secure special privileges or exemptions for myself or others; (d) accept other employment that I might expect would impair my independence of judgment in the performance of my

District duties; or (e) accept other employment that I might expect would interfere with the ethical performance of my District duties.

*** * * OPTIONAL DISCLOSURES * * ***

- 4) The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

Note:

You are encouraged to consult with the Service Area's legal counsel or private legal counsel if you have any questions about filling out this Disclosure. Please note that the Service Area's legal counsel only represents the Service Area and does not represent individual officers or employees of the Service Area.

Trustee's signature: _____

Name:

Date:

Witnessed by:

Signature: _____

Name:

Title:

Date:



MINUTES

SUMMIT COUNTY SERVICE AREA 3 BOARD OF TRUSTEES
MOUNTAIN LIFE CHURCH, 7375 SILVER CREEK RD, PARK CITY, UT 84098
[MONDAY, DECEMBER 9, 2024 AT 5:30PM](#)

Meeting also conducted via Google Meet.

1. **Welcome**

- a. Welcome called to order by Derek Price, Vice-Chair
- b. Roll Call

Board Members:

Scott Witkin
Derek Price
David Olson
Jon "Otto" Blum
Rick Parisi
John Ball
Karri Taix

Staff & Contractors:

John O'Brien
Vince Pao-Borjigin
Jody Anagnos (online)
Chris Bullock
Dave Sanderson
Nathan Bracken (online)

- c. Unfinished business - None

2. **Public Comment I: (5:34pm)**

- Boyd Mitchell
- John Nowoslawski acknowledged how great the loan terms are for the infrastructure upgrade, acknowledged Vince's work, wants to buy his water right so he doesn't have to pay for that loan. It was explained that the fees collected from the well users, will not go towards the loan.

Karri Taix arrived after public comment. Jody requested roll call again because of problems with audio. All Board members were present at this time.

3. **Administrative & Financial**

- a. Conflict of Interest Disclosure - No conflicts were disclosed.

- b. Approval of Minutes for December 2, 2024

Karri made a motion to approve the December 2, 2024 minutes, Derek seconded the motion. All members voted in favor of approving the December 2, 2024 minutes. (7-0)

Attachment: [Approved minutes, 2 December 2024](#)

- c. Approval of Expenditures
One invoice over \$5,000 was presented for Board approval, it is for the amount retained for Staker Parson.
Karri made a motion to approve the expenditure, Scott seconded the motion. All members voted in favor to approve the invoice presented. (7-0)

- 4. **Water** - Water and Roads agenda items moved up because it was not 6:00pm so it was too early to start Public Comment on the Budget Hearing
 - a. Chris gave a brief update on hydrant locks which are \$160/piece. A question was asked about using the Greenfield well for hydrant sales, that well has high arsenic levels and must be blended with the other well for culinary water.

5. Roads and Trails

- a. There will be pothole repairs this week.

- 3. Board took a five minute break to resume at 6:00pm

Public Comment for Budget Hearing (6:01pm)

The tentative budget was posted on the Utah Public Site and the Service Area website on Tuesday, December 3, 2024. Dave discussed the changes made from the last meeting.

There was no public comment for the budget hearing.

- d. Resolution 2024-10 adopting 2025 final budget
Karri made a motion to adopt the 2025 final budget, Scott seconded the motion. All members voted in favor of approving the 2025 final budget. (7-0)

Attachment: [Resolution 2024-10 Executed](#)

- e. Resolution 2024-11 amendment to 2024 budget
Karri made a motion to adopt the amendments to the 2024 budget, Rick seconded the motion. All members voted in favor of approving the 2024 budget amendments. (7-0)

Attachment: [Resolution 2024-11 Executed](#)

6. Public Comment II

Lisa D'Urso commented on water increases moving forward.

Closed Session - no closed session

- 7. **Adjournment (6:10pm)**

Karri made a motion to to adjourn the meeting, Rick seconded the motion. All members voted in favor of adjournment. (7-0)

Online participants: Andrea McLaughlin, Sally White, Genevieve Gunnarson

PENDING

UTAH STATE DIVISION OF FINANCE
PO BOX 141031

Page: 1 Period Ending: 12/31/24

SALT LAKE CITY UT 84114-1031
-801- 957-7737

Loan Number....: [REDACTED] DDW

Address: SERIES 2010

Borrower ID Code: [REDACTED]

SUMMIT COUNTY SERVICE AREA # 3
GENERAL MANAGER
629 PARKWAY DRIVE
PARK CITY UT 84098

* Please Remit 9,619.50 *

TERMS: Payment is Due 01/01/25

***** BALANCE AS OF 12/02/24 *****

Current Loan Amount..	214,000.00	Borrower Funds Bal...	0.00
Original Loan Amount.	214,000.00	IR Bal. after Bill...	0.00
Interest Margin/Rate.	1.69000	Net Prin Undisbursed.	0.00
Billing Rate.....	1.69000	Undisbursed.....	0.00
Interest Paid YTD....	2,737.81	Disbursed to Date....	214,000.00

***** Activity this period ***** Receivables this period *****

Prev. Principal Bal..	162,000.00	Prev Balance Due.....	9,737.81
Loan Funds Disbursed.	0.00	Pymts To Interest....	2,737.81
Payments Received....	7,000.00	Pymts To Princ Due...	7,000.00
Rate Option Transfers	0.00	Pymts To Late Charge.	0.00
Current Balance.....	155,000.00	Pymts To Escrows.....	0.00
		Pymts To Fees.....	0.00
Prev. Borr Fund Bal..	0.00	Balance.....	0.00
Current Disbursements	0.00		
Adjustment Journals..	0.00	Interest Bill Adj....	0.00
Current Balance:.....	0.00	Current Interest Due.	2,415.77
		Interest Estimate....	203.73
Prev. Defer Int. Bal.	0.00	Interest Adjustments.	0.00
Applied to Principal.	0.00	Principal Due.....	7,000.00
Deferred this period.	0.00	Late Charges Due.....	0.00
End Deferred Int Bal.	0.00	Escrows Due.....	0.00
Collect Rate.....	0.00000	Fees Due.....	0.00

Branch: DDW
Loan...: [REDACTED]

*Statement Amount..... 9,619.50 *
*Interest To Be Applied From Reserve 0.00 *
*Amount to be Remitted..... 9,619.50 *

JB

If payment is not received by 01/31/25, it will be subject to a late charge and additional interest as provided in the Note.

*** PLEASE MAKE SURE YOU UPDATE OUR ADDRESS - OUR PHYSICAL ADDRESS CHANGED BUT THE PO BOX REMAINED THE SAME. ***

UTAH STATE DIVISION OF FINANCE
PO BOX 141031

Page: 2 Period Ending: 12/31/24

SALT LAKE CITY UT 84114-1031
-801- 957-7737

Loan Number.....: [REDACTED] DDW

Address: SERIES 2010

LOAN	LOT:	BLOCK:	ADDRESS:	SERIES 2010				
DATE	DESCRIPTION	BUDGET	CHECK	TRANS	AMT.	LOAN BAL.	REC. BAL.	—
12/03	BALANCE FORWARD	RATE 1.69000				162,000.00	9,737.81	
01/03	2024 PMT						2,737.81	
	2024 PMT		3405	7,000.00		155,000.00		
01/03	2024 PMT			2,737.81			0.00	
12/02	ACCRUAL FOR 12/31/24	PRINCIPAL		7,000.00			7,000.00	
12/02	ACCRUAL FOR 12/31/24	INTEREST		2,619.50			9,619.50	
	RESULTING BALANCE	RATE 1.69000				155,000.00	9,619.50	B

Summit County Service Area #3
General Ledger for Water Fund - 1/1/2024 to 12/31/2024

Account		Description	Debit	Credit	Balance
Date	Code				
6276 - Water System Monitoring (continued)					
5/3/2024	AP	INV: 801587431 Badger Meter -	378.41		3,630.81
5/3/2024	AP	VOID INV: 801587431 Badger Meter -		378.41	3,252.40
5/3/2024	AP	INV: 80157431 Badger Meter -	352.17		3,604.57
5/6/2024	AP	INV: 00836 SCADA CLOUD SOLUTIONS -	30.00		3,634.57
5/30/2024	AP	INV: 80160104 Badger Meter -	386.23		4,020.80
5/30/2024	AP	VOID INV: 80160104 Badger Meter -		386.23	3,634.57
5/30/2024	AP	INV: 80160104 Badger Meter -	359.45		3,994.02
6/4/2024	AP	INV: 00849 SCADA CLOUD SOLUTIONS -	30.00		4,024.02
6/28/2024	AP	INV: 27966 SKM -	1,089.58		5,113.60
7/3/2024	AP	INV: 80162967 Badger Meter -	365.82		5,479.42
7/5/2024	AP	INV: 00861 SCADA CLOUD SOLUTIONS -	30.00		5,509.42
8/1/2024	AP	INV: 80166046 Badger Meter -	379.47		5,888.89
8/5/2024	AP	INV: 00873 SCADA CLOUD SOLUTIONS -	30.00		5,918.89
9/3/2024	AP	INV: 80169133 Badger Meter -	380.38		6,299.27
9/5/2024	AP	INV: 00886 SCADA CLOUD SOLUTIONS -	30.00		6,329.27
10/1/2024	AP	INV: 80172205 Badger Meter -	383.11		6,712.38
10/4/2024	AP	INV: 00904 SCADA CLOUD SOLUTIONS -	30.00		6,742.38
10/31/2024	AP	INV: 80175176 Badger Meter -	386.75		7,129.13
11/4/2024	AP	INV: 00917 SCADA CLOUD SOLUTIONS -	30.00		7,159.13
11/27/2024	AP	INV: 29049 SKM -	1,942.28		9,101.41
11/29/2024	AP	INV: 80178205 Badger Meter -	390.08		9,491.49
12/4/2024	AP	INV: 00930 SCADA CLOUD SOLUTIONS -	30.00		9,521.49
12/30/2024	AP	INV: 80181133 Badger Meter -	392.84		9,914.33
			\$12,706.47	(\$2,792.14)	\$9,914.33
6327 - Water General Legal Fees					
1/12/2024	OCC	10024101: LANSKY, JENNIFER - Reimbursement for water agreement legal fees		1,239.00	\$0.00 (1,239.00)
4/8/2024	AP	INV: 63100 SMITH-HARTVIGSEN, PLLC -	1,340.00		101.00
4/8/2024	AP	INV: 63103 SMITH-HARTVIGSEN, PLLC -	60.00		161.00
5/1/2024	AP	VOID INV: 61929 SMITH-HARTVIGSEN, PLLC - December legal fees		1,604.50	(1,443.50)
5/7/2024	AP	INV: 63510 SMITH-HARTVIGSEN, PLLC -	4,540.00		3,096.50
6/11/2024	AP	INV: 63940 SMITH-HARTVIGSEN, PLLC -	2,738.00		5,834.50
11/13/2024	AP	INV: 66077 SMITH-HARTVIGSEN, PLLC -	1,133.00		6,967.50
11/13/2024	AP	INV: 66078 SMITH-HARTVIGSEN, PLLC -	10,000.00		16,967.50
			\$19,811.00	(\$2,843.50)	\$16,967.50
6330 - Well System Legal Fees					
10/8/2024	AP	INV: 65449-65451 SMITH-HARTVIGSEN, PLLC -	2,821.00		2,821.00
			\$2,821.00		\$2,821.00
6331 - Water System Legal Fees					
2/7/2024	AP	INV: 62292 SMITH-HARTVIGSEN, PLLC -	1,230.00		1,230.00
3/6/2024	AP	INV: 62723 SMITH-HARTVIGSEN, PLLC - February 2024	6,636.00		7,866.00
3/6/2024	AP	INV: 62725 SMITH-HARTVIGSEN, PLLC - February 2024	3,196.00		11,062.00
7/8/2024	AP	INV: 34295 SMITH-HARTVIGSEN, PLLC -	6,981.00		18,043.00
8/13/2024	AP	INV: 64678 SMITH-HARTVIGSEN, PLLC -	4,813.34		22,856.34
8/13/2024	AP	INV: 64678 SMITH-HARTVIGSEN, PLLC -	1,613.34		24,469.68
9/10/2024	AP	INV: 65064 SMITH-HARTVIGSEN, PLLC -	1,207.00		25,676.68
9/10/2024	AP	INV: 65064 SMITH-HARTVIGSEN, PLLC -	686.00		26,362.68
10/8/2024	AP	INV: 65449-65451 SMITH-HARTVIGSEN, PLLC -	270.00		26,632.68
			\$26,632.68		\$26,632.68
6332 - Water operator services					
2/6/2024	AP	INV: 14521 TCB LANDSCAPING - FEBRUARY	3,250.00		3,250.00
2/6/2024	AP	INV: 14552 TCB LANDSCAPING - JANUARY	2,020.00		5,270.00
3/8/2024	AP	INV: 14623 TCB LANDSCAPING - March	3,250.00		8,520.00
4/4/2024	AP	INV: 14684 TCB LANDSCAPING -	3,250.00		11,770.00
5/9/2024	AP	INV: 14768 TCB LANDSCAPING -	3,250.00		15,020.00
6/12/2024	AP	INV: 14828 TCB LANDSCAPING -	3,250.00		18,270.00
7/8/2024	AP	INV: 14900 TCB LANDSCAPING -	3,250.00		21,520.00
8/13/2024	AP	INV: 14992 TCB LANDSCAPING -	3,250.00		24,770.00
9/12/2024	AP	INV: 15048 TCB LANDSCAPING -	3,250.00		28,020.00
10/13/2024	AP	INV: 15114 TCB LANDSCAPING -	3,250.00		31,270.00
12/3/2024	AP	INV: 15246 TCB LANDSCAPING - road management	3,250.00		34,520.00
			\$34,520.00		\$34,520.00
6333 - Professional fees					
2/1/2024	AP	INV: 240301w Pelorus Methods, Inc. -	765.00		765.00
			\$765.00		\$765.00

Summit County Service Area #3
General Ledger for General Fund - 1/1/2024 to 12/31/2024

Account					Balance
Date	Code	Description	Debit	Credit	
4326 - Legal fees- Roads					\$0.00
4/8/2024	AP	INV: 63102 SMITH-HARTVIGSEN, PLLC -	810.00		810.00
5/7/2024	AP	INV: 63512 SMITH-HARTVIGSEN, PLLC -	3,470.00		4,280.00
6/11/2024	AP	INV: 63938 SMITH-HARTVIGSEN, PLLC -	244.00		4,524.00
7/8/2024	AP	INV: 64297 SMITH-HARTVIGSEN, PLLC -	605.50		5,129.50
7/8/2024	AP	INV: 64298 SMITH-HARTVIGSEN, PLLC -	60.00		5,189.50
8/13/2024	AP	INV: 64677 SMITH-HARTVIGSEN, PLLC -	513.00		5,702.50
8/13/2024	AP	INV: 64677 SMITH-HARTVIGSEN, PLLC -	1,932.00		7,634.50
8/13/2024	AP	INV: 64679 SMITH-HARTVIGSEN, PLLC -	513.00		8,147.50
8/13/2024	AP	INV: 64678 SMITH-HARTVIGSEN, PLLC -	624.96		8,772.46
9/10/2024	AP	INV: 65064 SMITH-HARTVIGSEN, PLLC -	1,172.00		9,944.46
9/10/2024	AP	INV: 65064 SMITH-HARTVIGSEN, PLLC -	4,906.00		14,850.46
10/8/2024	AP	INV: 65449-65451 SMITH-HARTVIGSEN, PLLC -	278.00		15,128.46
11/13/2024	AP	INV: 66079 SMITH-HARTVIGSEN, PLLC -	381.00		15,509.46
11/13/2024	AP	INV: 66080 SMITH-HARTVIGSEN, PLLC -	23.50		15,532.96
12/12/2024	AP	INV: 4327 SMITH-HARTVIGSEN, PLLC -	3,333.00		18,865.96
			\$18,865.96		\$18,865.96
4327 - Legal fees - General					\$0.00
2/7/2024	AP	INV: 62293 SMITH-HARTVIGSEN, PLLC -	1,980.00		1,980.00
3/6/2024	AP	INV: 62724 SMITH-HARTVIGSEN, PLLC - February 2024	2,820.00		4,800.00
3/6/2024	AP	INV: 61931a SMITH-HARTVIGSEN, PLLC - Part of 61931 to fully pay	857.00		5,657.00
4/8/2024	AP	INV: 63101 SMITH-HARTVIGSEN, PLLC -	1,380.00		7,037.00
5/7/2024	AP	INV: 63511 SMITH-HARTVIGSEN, PLLC -	1,080.00		8,117.00
6/11/2024	AP	INV: 63939 SMITH-HARTVIGSEN, PLLC -	790.00		8,907.00
7/8/2024	AP	INV: 64296 SMITH-HARTVIGSEN, PLLC -	8,584.50		17,491.50
8/13/2024	AP	INV: 64677 SMITH-HARTVIGSEN, PLLC -	6,990.00		24,481.50
10/8/2024	AP	INV: 65449-65451 SMITH-HARTVIGSEN, PLLC -	7,756.00		32,237.50
12/12/2024	AP	INV: 6331 SMITH-HARTVIGSEN, PLLC -	574.00		32,811.50
12/12/2024	AP	INV: 6330 SMITH-HARTVIGSEN, PLLC -	858.00		33,669.50
12/15/2024	AP	INV: 67148 SMITH-HARTVIGSEN, PLLC - December 2024	1,576.00		35,245.50
12/15/2024	AP	INV: 67149 SMITH-HARTVIGSEN, PLLC - December 2024	233.50		35,479.00
12/15/2024	AP	INV: 6717 SMITH-HARTVIGSEN, PLLC - December 2024	2,634.50		38,113.50
			\$38,113.50		\$38,113.50
4330 - Professional fees					\$0.00
2/1/2024	AP	INV: 240301 Pelorus Methods, Inc. -	85.00		85.00
			\$85.00		\$85.00
4331 - Accounting Fees					\$0.00
1/30/2024	AP	INV: 2024-0635 DS Accounting Services LLC -	600.00		600.00
2/28/2024	AP	INV: 2024-0659 DS Accounting Services LLC - February 2024	405.15		1,005.15
4/4/2024	AP	INV: 2024-0684 DS Accounting Services LLC -	300.00		1,305.15
4/30/2024	AP	INV: 2024-0708 DS Accounting Services LLC - April 2024	300.00		1,605.15
5/31/2024	AP	INV: 2024-0729 DS Accounting Services LLC -	250.00		1,855.15
6/17/2024	AP	INV: 22488423 LARSON & COMPANY, PC -	6,550.00		8,405.15
7/3/2024	AP	INV: 2024-0752 DS Accounting Services LLC -	900.00		9,305.15
7/30/2024	AP	INV: 2024-0776 DS Accounting Services LLC -	250.00		9,555.15
8/30/2024	AP	INV: 2024-0799 DS Accounting Services LLC -	300.00		9,855.15
9/30/2024	AP	INV: 2024-0821 DS Accounting Services LLC -	250.00		10,105.15
10/31/2024	AP	INV: 2024-0843 DS Accounting Services LLC - October	582.45		10,687.60
11/29/2024	AP	INV: 2024-0865 DS Accounting Services LLC -	618.10		11,305.70
12/31/2024	AP	INV: 2025-0113 DS Accounting Services LLC - DECEMBER 2024	491.60		11,797.30
			\$11,797.30		\$11,797.30
4332 - Engineering fees					\$0.00
2/27/2024	AP	INV: 13673 WALL CONSULTANT GROUP -	1,430.00		1,430.00
3/28/2024	AP	INV: 13835 WALL CONSULTANT GROUP -	500.00		1,930.00
4/16/2024	AP	INV: 14018 WALL CONSULTANT GROUP -	620.00		2,550.00
5/17/2024	AP	INV: 14201 WALL CONSULTANT GROUP -	672.50		3,222.50
7/22/2024	AP	INV: 14598 WALL CONSULTANT GROUP -	1,120.00		4,342.50
9/3/2024	AP	INV: 14830 WALL CONSULTANT GROUP -	1,585.00		5,927.50
9/30/2024	AP	INV: WFM-24-155 WALL CONSULTANT GROUP -	1,430.00		7,357.50
10/28/2024	AP	INV: 15129 WALL CONSULTANT GROUP -	577.50		7,935.00
12/6/2024	JE	807 - WALL CONSULTANT CK		672.50	7,262.50
			\$7,935.00	(\$672.50)	\$7,262.50
4333 - Road manager fees					\$0.00
1/11/2024	OCC	10020201: BRODIL, ALEXANDER - Property transfer inspection fee		75.00	(75.00)
2/6/2024	AP	INV: 14558 TCB LANDSCAPING - January	1,318.34		1,243.34
2/6/2024	AP	INV: 14526 TCB LANDSCAPING - February	3,250.00		4,493.34
3/8/2024	OCC	10034201: GRANGER, RENEE A. - Final inspection for 353 Wasatch Way 3.8.24		75.00	4,418.34

Summit County Service Area #3
Operational Budget Report
10 General Fund - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/ Used
Change In Net Position						
Revenue:						
Taxes						
3110 Property taxes - current	511,633.12	415,941.19	472,292.42	564,300.00	92,007.58	83.70%
3120 Property taxes - prior years	8,783.65	0.00	8,783.64	8,500.00	(283.64)	103.34%
3170 Fee in lieu of property tax	3,103.08	0.00	1,684.60	5,000.00	3,315.40	33.69%
3171 Interest and penalties taxes	37.24	0.00	154.86	250.00	95.14	61.94%
Total Taxes	523,557.09	415,941.19	482,915.52	578,050.00	95,134.48	83.54%
Intergovernmental revenue						
3356 Class B road allotment	138,922.33	20,999.00	124,918.68	120,000.00	(4,918.68)	104.10%
Total Intergovernmental revenue	138,922.33	20,999.00	124,918.68	120,000.00	(4,918.68)	104.10%
Charges for services						
3430 Construction service fees	150,378.00	1,500.00	119,621.13	75,000.00	(44,621.13)	159.49%
3431 Roads maintenance fees	4,610.60	0.00	7,875.00	8,000.00	125.00	98.44%
3432 Roads transfer fees	575.00	0.00	1,643.99	0.00	(1,643.99)	0.00%
3433 Road Inspection Fees	0.00	325.00	2,525.00	0.00	(2,525.00)	0.00%
Total Charges for services	155,563.60	1,825.00	131,665.12	83,000.00	(48,665.12)	158.63%
Interest						
3610 Interest income	70,739.29	5,225.32	76,820.80	45,000.00	(31,820.80)	170.71%
Total Interest	70,739.29	5,225.32	76,820.80	45,000.00	(31,820.80)	170.71%
Miscellaneous revenue						
3615 Miscellaneous non-operating incom	0.00	0.00	53,182.17	0.00	(53,182.17)	0.00%
3690 Sundry revenue	22.18	0.00	0.00	0.00	0.00	0.00%
Total Miscellaneous revenue	22.18	0.00	53,182.17	0.00	(53,182.17)	0.00%
Contributions and transfers						
3810 Appropriated use of fund balance	0.00	0.00	0.00	170,000.00	170,000.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	170,000.00	170,000.00	0.00%
Total Revenue:	888,804.49	443,990.51	869,502.29	996,050.00	126,547.71	87.30%
Expenditures						
Payroll						
4400 General Manager	59,244.17	1,865.50	44,418.21	44,000.00	(418.21)	100.95%
4401 Operations Payroll	26,732.40	6,214.74	41,704.86	39,600.00	(2,104.86)	105.32%
4402 Staff Payroll	12,673.86	2,237.93	34,927.03	27,000.00	(7,927.03)	129.36%
4403 Payroll Fees	628.80	181.98	1,131.60	0.00	(1,131.60)	0.00%
4410 Benefits	24,726.32	3,640.69	21,322.63	10,500.00	(10,822.63)	203.07%
Total Payroll	124,005.55	14,140.84	143,504.33	121,100.00	(22,404.33)	118.50%
Professional Fees						
4326 Legal fees- Roads	1,112.75	3,333.00	18,865.96	0.00	(18,865.96)	0.00%
4327 Legal fees - General	21,355.25	5,876.00	38,113.50	22,500.00	(15,613.50)	169.39%
4330 Professional fees	0.00	0.00	85.00	12,000.00	11,915.00	0.71%
4331 Accounting Fees	4,247.55	491.60	11,797.30	6,000.00	(5,797.30)	196.62%
4332 Engineering fees	28,504.16	(672.50)	7,262.50	15,000.00	7,737.50	48.42%
4800 Training	0.00	0.00	142.50	1,000.00	857.50	14.25%
Total Professional Fees	55,219.71	9,028.10	76,266.76	56,500.00	(19,766.76)	134.99%
Office Expenses						
4212 Membership and subscriptions	2,409.71	0.00	223.00	500.00	277.00	44.60%
4220 Public notice	0.00	0.00	0.00	300.00	300.00	0.00%
4225 Bank fees	609.67	941.21	4,427.69	750.00	(3,677.69)	590.36%
4238 Computer/Technology Equipment	2,020.73	0.00	975.02	1,500.00	524.98	65.00%
4239 Software	4,017.73	0.00	2,121.16	3,000.00	878.84	70.71%
4240 Office supplies and expenses	3,618.68	0.00	10,057.78	8,000.00	(2,057.78)	125.72%
4240.1 Newsletter	0.00	0.00	0.00	700.00	700.00	0.00%
4241 Food	156.57	0.00	132.96	400.00	267.04	33.24%
4242 Board Meeting	0.00	0.00	170.00	0.00	(170.00)	0.00%
4245 Postage	0.00	0.00	46.04	0.00	(46.04)	0.00%
4850 Rent	9,000.00	0.00	8,250.00	7,150.00	(1,100.00)	115.38%
Total Office Expenses	21,833.09	941.21	26,403.65	22,300.00	(4,103.65)	118.40%
Maintenance & Repairs						
4250 Snow Removal	259,465.82	3,151.14	90,318.83	164,000.00	73,681.17	55.07%
4251 Road maintenance	363,895.18	240.00	155,280.42	200,000.00	44,719.58	77.64%
4252 Trail Maintenance	0.00	0.00	405.00	90,000.00	89,595.00	0.45%
4333 Road manager fees	38,738.34	3,250.00	33,743.34	25,000.00	(8,743.34)	134.97%

Summit County Service Area #3
Operational Budget Report
10 General Fund - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>% Earned/ Used</u>
Total Maintenance & Repairs	662,099.34	6,641.14	279,747.59	479,000.00	199,252.41	58.40%
Utilities						
4268 Internet Office	0.00	0.00	205.44	0.00	(205.44)	0.00%
4269 Phone	207.75	67.63	769.62	1,500.00	730.38	51.31%
4270 Electric Office	449.21	192.72	614.99	2,500.00	1,885.01	24.60%
Total Utilities	656.96	260.35	1,590.05	4,000.00	2,409.95	39.75%
Capital Outlay						
4651 Trails Capital Outlay - Approved Pro	0.00	0.00	70,649.40	60,000.00	(10,649.40)	117.75%
4740 Capital Outlay	144,064.98	7,492.54	90,502.24	100,000.00	9,497.76	90.50%
Total Capital Outlay	144,064.98	7,492.54	161,151.64	160,000.00	(1,151.64)	100.72%
Other General Administration						
4334 Other general administration	0.00	0.00	110.42	200.00	89.58	55.21%
4510 Insurance	4,299.19	0.00	4,360.68	12,500.00	8,139.32	34.89%
4999 Other Genereral Admiistrative Expe	0.00	0.00	0.00	1,200.00	1,200.00	0.00%
Total Other General Administration	4,299.19	0.00	4,471.10	13,900.00	9,428.90	32.17%
Transfers out						
4941 Transfers to Capital Projects	0.00	139,250.00	139,250.00	139,250.00	0.00	100.00%
Total Transfers out	0.00	139,250.00	139,250.00	139,250.00	0.00	100.00%
Total Expenditures	1,012,178.82	177,754.18	832,385.12	996,050.00	163,664.88	83.57%
Total Change In Net Position	(123,374.33)	266,236.33	37,117.17	0.00	(37,117.17)	0.00%

Summit County Service Area #3
Operational Budget Report
40 Capital Projects - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/ Used
Change In Net Position						
Revenue:						
Contributions and transfers						
3800 Transfers in	0.00	139,250.00	139,250.00	0.00	(139,250.00)	0.00%
Total Contributions and transfers	0.00	139,250.00	139,250.00	0.00	(139,250.00)	0.00%
Total Revenue:	0.00	139,250.00	139,250.00	0.00	(139,250.00)	0.00%
Total Change In Net Position	0.00	139,250.00	139,250.00	0.00	(139,250.00)	0.00%

Summit County Service Area #3
Operational Budget Report
51 Water Fund - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/Used
Income or Expense						
Income From Operations:						
Operating income						
5110 Water standby fees	11,136.00	780.00	960.00	11,900.00	10,940.00	8.07%
5111 Well standby fees	5,940.00	0.00	0.00	11,600.00	11,600.00	0.00%
5140 Water service fees	363,306.84	27,756.41	452,182.93	300,000.00	(152,182.93)	150.73%
5142 Hydrant water fees	0.00	2,166.00	29,171.50	0.00	(29,171.50)	0.00%
5240 Water rights assessments	44,180.38	0.00	174.00	12,000.00	11,826.00	1.45%
5310 Connection fees	8,700.00	0.00	77,740.00	15,000.00	(62,740.00)	518.27%
5315 Inspection Fees	0.00	75.00	75.00	0.00	(75.00)	0.00%
5317 Water Evaluation Fee	0.00	0.00	4,000.00	0.00	(4,000.00)	0.00%
5410 Late penalties and fees	21,142.12	13,162.50	9,700.08	150.00	(9,550.08)	6,466.72%
5490 Other operating income	20,704.81	(10,274.16)	0.00	2,000.00	2,000.00	0.00%
5491 Parts & Equipment Sales	41,798.58	0.00	16,817.96	1,000.00	(15,817.96)	1,681.80%
5510 Water Transfer Fee	3,500.00	4,500.00	6,000.00	1,500.00	(4,500.00)	400.00%
Total Operating income	520,408.73	38,165.75	596,821.47	355,150.00	(241,671.47)	168.05%
Operating expense						
Payroll						
6400 General Manager	59,203.18	8,971.50	44,419.41	44,000.00	(419.41)	100.95%
6401 Operations Payroll	26,731.97	3,538.72	41,706.38	39,600.00	(2,106.38)	105.32%
6402 Staff Payroll	12,674.16	4,727.98	34,927.23	27,000.00	(7,927.23)	129.36%
6403 Payroll Fees	628.81	(4.04)	1,133.70	0.00	(1,133.70)	0.00%
6410 Benefits	12,914.22	4,240.67	21,322.51	8,500.00	(12,822.51)	250.85%
Total Payroll	112,152.34	21,474.83	143,509.23	119,100.00	(24,409.23)	120.49%
Professional Fees						
6332 Water operator services	44,801.10	3,250.00	34,520.00	37,500.00	2,980.00	92.05%
6333 Professional fees	8,082.43	0.00	765.00	20,000.00	19,235.00	3.83%
6333.1 Accounting Fees	24,623.45	1,147.04	19,588.53	0.00	(19,588.53)	0.00%
6334 Water Engineering Fees Capital	9,030.75	0.00	0.00	25,000.00	25,000.00	0.00%
6335 Water Engineering Maintenance	8,212.50	1,132.00	10,226.75	0.00	(10,226.75)	0.00%
6336 Water Engineering Projects	3,082.00	0.00	24,040.13	0.00	(24,040.13)	0.00%
6800 Training	0.00	0.00	1,836.11	1,500.00	(336.11)	122.41%
Total Professional Fees	97,832.23	5,529.04	90,976.52	84,000.00	(6,976.52)	108.31%
Legal Fees						
6327 Water General Legal Fees	11,541.00	0.00	16,967.50	0.00	(16,967.50)	0.00%
6330 Well System Legal Fees	251.50	0.00	2,821.00	0.00	(2,821.00)	0.00%
6331 Water System Legal Fees	9,269.00	0.00	26,632.68	80,000.00	53,367.32	33.29%
Total Legal Fees	21,061.50	0.00	46,421.18	80,000.00	33,578.82	58.03%
Utilities						
6270 Utilities	240.47	0.00	1,752.05	16,000.00	14,247.95	10.95%
6271 Electric Office	330.31	0.00	0.00	0.00	0.00	0.00%
6272 Electric Water System	8,166.37	1,497.73	20,323.71	0.00	(20,323.71)	0.00%
6275 Phone Office	0.00	67.62	67.62	0.00	(67.62)	0.00%
6276 Water System Monitoring	20,269.21	422.84	9,914.33	0.00	(9,914.33)	0.00%
Total Utilities	29,006.36	1,988.19	32,057.71	16,000.00	(16,057.71)	200.36%
Office Expenses						
6211 Public notices	0.00	0.00	44.48	300.00	255.52	14.83%
6212 Association and subscriptions	2,401.79	0.00	1,103.00	3,200.00	2,097.00	34.47%
6215 Bank fees	4,126.24	0.00	3,727.12	750.00	(2,977.12)	496.95%
6237 Office Supplies	0.00	0.00	282.00	0.00	(282.00)	0.00%
6238 Computer/Technology Equipment	2,020.73	0.00	975.02	0.00	(975.02)	0.00%
6239 Software	5,799.97	0.00	5,335.70	0.00	(5,335.70)	0.00%
6240 Office supplies and expenses	16.11	0.00	734.65	3,000.00	2,265.35	24.49%
6241 Newsletter	0.00	0.00	46.09	700.00	653.91	6.58%
6242 Board meetings	0.00	0.00	256.87	400.00	143.13	64.22%
6243 Postage	0.00	0.00	203.55	1,000.00	796.45	20.36%
Total Office Expenses	14,364.84	0.00	12,708.48	9,350.00	(3,358.48)	135.92%
Repairs & Maintenance						
6250 Repairs and maintenance	75,303.40	0.00	133,693.77	133,000.00	(693.77)	100.52%
6250.01 Emergency Repairs and Mainte	0.00	0.00	125,477.11	130,000.00	4,522.89	96.52%
6253 Water tests	12,010.72	651.00	11,247.00	4,000.00	(7,247.00)	281.18%
6254 Water rights assessments	6,881.30	2,375.25	7,175.62	5,500.00	(1,675.62)	130.47%
6255 Parts & supplies purchases	2,348.38	2,550.00	10,597.63	0.00	(10,597.63)	0.00%
6334.1 HAL - Arsenic Study	0.00	0.00	0.00	20,000.00	20,000.00	0.00%

Summit County Service Area #3
Operational Budget Report
51 Water Fund - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/Used
6334.2 HAL Fire flow	0.00	0.00	0.00	15,000.00	15,000.00	0.00%
6380 Meter relocation and replacement	0.00	0.00	9,777.50	10,000.00	222.50	97.78%
6381 Meter Relocation Fees - Refund	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6729 Parts & Equipment repairs	0.00	1,256.28	12,911.80	0.00	(12,911.80)	0.00%
6732 Water System - Greenfield Well	0.00	0.00	942.04	0.00	(942.04)	0.00%
6739 New Water Tank Project 2025	0.00	1,450.00	11,476.55	0.00	(11,476.55)	0.00%
6744 Fire Flow Improvements	0.00	0.00	94,907.88	0.00	(94,907.88)	0.00%
Total Repairs & Maintenance	96,543.80	8,282.53	418,206.90	322,500.00	(95,706.90)	129.68%
Other General Administration						
6510 Insurance & bonds	7,920.87	2,619.50	6,980.19	8,500.00	1,519.81	82.12%
6520 Depreciation expense	66,229.92	0.00	0.00	10,000.00	10,000.00	0.00%
6600 Rent	7,500.00	0.00	7,500.00	7,150.00	(350.00)	104.90%
6730 Capital outlay	0.00	0.00	0.00	25,000.00	25,000.00	0.00%
6850 Water Rights - Capital Outlay	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
6901 Interest expense	2,737.81	0.00	0.00	0.00	0.00	0.00%
6999 Other Water Administration	7,087.42	0.00	393.37	0.00	(393.37)	0.00%
Total Other General Administration	91,476.02	2,619.50	14,873.56	52,650.00	37,776.44	28.25%
Total Operating expense	462,437.09	39,894.09	758,753.58	683,600.00	(75,153.58)	110.99%
Total Income From Operations:	57,971.64	(1,728.34)	(161,932.11)	(328,450.00)	(166,517.89)	49.30%
Non-Operating Items:						
Non-operating income						
5492 Non Compliant well fee	62,500.00	0.00	0.00	0.00	0.00	0.00%
5501 Property taxes /Liens	5,810.00	0.00	0.00	0.00	0.00	0.00%
5610 Interest income	34,017.73	3,047.54	39,341.58	4,500.00	(34,841.58)	874.26%
5615 Non-operating Income	0.00	0.00	80,533.35	273,600.00	193,066.65	29.43%
5810 Transfers in	0.00	0.00	0.00	50,350.00	50,350.00	0.00%
Total Non-operating income	102,327.73	3,047.54	119,874.93	328,450.00	208,575.07	36.50%
Total Non-Operating Items:	102,327.73	3,047.54	119,874.93	328,450.00	208,575.07	36.50%
Total Income or Expense	160,299.37	1,319.20	(42,057.18)	0.00	42,057.18	0.00%

Summit County Service Area #3
Operational Budget Report
91 General Fixed Assets - 01/01/2024 to 12/31/2024
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/ Used
Change In Net Position						
Expenditures						
Other General Administration						
4400 Depn Expense	212,617.93	0.00	0.00	0.00	0.00	0.00%
Total Other General Administration	212,617.93	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	212,617.93	0.00	0.00	0.00	0.00	0.00%
Total Change In Net Position	(212,617.93)	0.00	0.00	0.00	0.00	0.00%

Summit County Service Area #3
Operational Budget Report
100% of Year
10 General Fund - 01/01/2024 to 12/31/2024

Revenue:	Current YTD	Annual Budget	Percentage	Projection
Taxes				
3110 Property taxes - current	\$ 472,292	\$ 564,300	84%	\$ 525,000
3120 Property taxes - prior years	8,784	8,500	103%	10,000
3170 Fee in lieu of property tax	1,685	5,000	34%	2,250
3171 Interest and penalties taxes	155	250	62%	250
Total Taxes	482,915	578,050	84%	537,500
Intergovernmental revenue				
3356 Class B road allotment	124,919	120,000	104%	137,500
Total Intergovernmental revenue	124,919	120,000	104%	137,500
Charges for services				
3430 Construction service fees	119,621	75,000	159%	125,648
3431 Roads maintenance fees	7,875	8,000	98%	7,875
3432 Roads transfer fees	1,644	-	100%	1,644
3433 Road Inspection Fees	2,525	-	100%	2,525
Total Charges for services	131,665	83,000	159%	137,692
Interest				
3610 Interest income	76,821	45,000	171%	76,821
Total Interest	76,821	45,000	171%	76,821
Miscellaneous revenue				
3615 Miscellaneous non-operating income	53,182	-	0%	53,183
3690 Sundry revenue	-	-	0%	-
Total Miscellaneous revenue	53,182	-	0%	53,183
Contributions and transfers				
3810 Appropriated use of fund balance	-	60,000	0%	-
Total Contributions and transfers	-	60,000	0%	-
Total Revenue:	869,503	886,050	98%	942,696

Expenditures	Current YTD	Annual Budget	Percentage	Projection
Payroll				
4400 General Manager	44,418	44,000	101%	44,418
4401 Operations Payroll	41,705	39,600	105%	41,705
4402 Staff Payroll	34,927	27,000	129%	34,927
4403 Payroll Fees	1,131	-	100%	1,131
4410 Benefits	21,323	10,500	203%	21,323
Total Payroll	143,504	121,100	119%	143,504
Professional Fees				
4326 Legal fees- Roads	18,866	-	100%	21,000
4327 Legal fees - General	38,113	22,500	169%	38,113
4330 Professional fees	85	12,000	1%	85
4331 Accounting Fees	11,797	6,000	197%	13,000
4332 Engineering fees	7,263	15,000	48%	12,500
4800 Training	142	1,000	14%	142
Total Professional Fees	76,266	56,500	135%	84,840
Office Expenses				
4212 Membership and subscriptions	223	500	45%	223
4220 Public notice	-	300	0%	-
4225 Bank fees	4,428	750	590%	4,428
4238 Computer/Technology Equipment	975	1,500	65%	975
4239 Software	2,121	3,000	71%	3,000
4240 Office supplies and expenses	10,058	8,000	126%	11,000
4240.1 Newsletter	-	700	0%	-
4241 Food	302	400	76%	405
4245 Postage	46	-	100%	46
4850 Rent	8,250	7,150	115%	8,250
Total Office Expenses	26,403	22,300	118%	28,327
Maintenance & Repairs				
4250 Snow Removal	90,319	110,000	82%	115,000
4251 Road maintenance	155,280	150,000	104%	160,000
4252 Trail Maintenance	405	90,000	0%	405
4333 Road manager fees	33,743	25,000	135%	36,993
Total Maintenance & Repairs	279,747	375,000	75%	312,398
Utilities				
4268 Internet Office	205	-	100%	300
4269 Phone	770	1,500	51%	1,000
4270 Electric Office	615	2,500	25%	750
Total Utilities	1,590	4,000	40%	2,050
Capital Outlay				
4740 Capital Outlay	161,152	100,000	161%	161,152
Total Capital Outlay	161,152	100,000	161%	161,152

	Current YTD	Annual Budget	Percentage	Projection
Other General Administration				
4334 Other general administration	110	200	55%	111
4510 Insurance	4,361	12,500	35%	4,361
4999 Other General Administrative Expenses	-	1,200	0%	-
Total Other General Administration	4,471	13,900	32%	4,472
Transfers out				
4941 Transfers to Capital Projects	139,250	139,250	100%	139,250
Total Transfers out	139,250	139,250	100%	139,250
Total Expenditures	832,384	832,050	50%	875,993
Surplus	\$ 37,119	\$ 54,000		\$ 66,703

51 Water Fund - 01/01/2024 to 12/31/2024

	Current YTD	Annual Budget	Percentage	Projection
Operating income				
5110 Water standby fees	960	11,900	8%	960
5111 Well standby fees	-	11,600	0%	-
5140 Water service fees	452,183	300,000	151%	454,039
5240 Hydrant Water fees	29,172	-	#DIV/0!	29,172
5240 Water rights assessments	174	12,000	1%	174
5310 Connection fees	77,740	15,000	518%	77,740
5310 Water evaluation fee	4,075	-	#DIV/0!	4,075
5410 Late penalties and fees	9,700	150	6467%	9,700
5490 Other operating income	-	2,000	0%	-
5491 Parts & Equipment Sales	16,818	1,000	1682%	16,818
5510 Water Transfer Fee	6,000	1,500	400%	6,000
Total Operating income	596,822	355,150	168%	598,678

	Current YTD	Annual Budget	Percentage	Projection
Operating expense				
Payroll				
6400 General Manager	44,419	44,000	101%	44,419
6401 Operations Payroll	41,707	39,600	105%	41,707
6402 Staff Payroll	34,927	27,000	129%	34,927
6403 Payroll Fees	1,134	-	100%	1,134
6410 Benefits	21,323	8,500	251%	21,323
Total Payroll	143,510	119,100	120%	143,510

Professional Fees				
6332 Water operator services	34,520	37,500	92%	37,500
6333 Professional fees	765	20,000	4%	1,000
6333.1 Accounting Fees	19,589	-	100%	20,000
6334 Water Engineering Fees Capital	-	25,000	0%	-
6335 Water Engineering Maintenance	10,227	-	100%	11,000
6336 Water Engineering Projects	24,040	-	100%	27,500
6800 Training	1,836	1,500	122%	1,836
Total Professional Fees	90,977	84,000	108%	98,836

Legal Fees				
6327 Water General Legal Fees	16,968	-	100%	20,000
6330 Well System Legal Fees	2,821	-	100%	3,500
6331 Water System Legal Fees	26,633	50,000	53%	26,633
Total Legal Fees	46,422	50,000	93%	50,133

Utilities				
6270 Utilities	1,752	16,000	11%	1,784
6271 Electric Office	-	-	100%	-
6272 Electric Water System	20,324	-	100%	22,500
6275 Phone Office	68	-	100%	100
6276 Water System Monitoring	9,914	-	100%	10,000
Total Utilities	32,058	16,000	200%	34,384

	Current YTD	Annual Budget	Percentage	Projection
Office Expenses				
6211 Public notices	44	300	15%	44
6212 Association and subscriptions	1,103	3,200	34%	1,103
6215 Bank fees	3,727	750	497%	3,727
6237 Office Supplies	282	-	100%	282
6238 Computer/Technology Equipment	975	-	100%	975
6239 Software	5,336	-	100%	5,449
6240 Office supplies and expenses	734	3,000	24%	762
6241 Newsletter	46	700	7%	47
6242 Board meetings	257	400	64%	359
6243 Postage	204	1,000	20%	204
Total Office Expenses	12,708	9,350	136%	12,952
Repairs & Maintenance				
6250 Repairs and maintenance	133,694	40,000	334%	135,000
6250.01 Emergency Repairs and Maintenance	125,477	-	100%	130,000
6253 Water tests	11,247	4,000	281%	12,500
6254 Water rights assessments	7,176	5,500	130%	7,176
6255 Parts & supplies purchases	10,598	-	100%	10,598
6334.1 HAL - Arsenic Study	-	20,000	0%	-
6334.2 HAL Fire flow	-	15,000	0%	-
6380 Meter relocation and replacement	9,778	10,000	98%	9,778
6381 Meter Relocation Fees - Refund	-	5,000	0%	-
6729 Parts & Equipment repairs	12,912	-	100%	12,912
6732 Water System - Greenfield Well	942	-	100%	1,000
6733 Water System - Infrastructure	-	-	100%	5,500
6734 Water System - SA3 Water Rights	-	-	100%	2,821
6739 New Water Tank Project	11,476	-	100%	11,476
6744 Fire flow improvements	94,908	-	100%	95,000
Total Repairs & Maintenance	418,208	99,500	420%	433,761
Other General Administration				
6510 Insurance & bonds	6,980	8,500	82%	8,500
6520 Depreciation expense	-	10,000	0%	-
6600 Rent	7,500	7,150	105%	7,500
6730 Capital outlay	-	25,000	0%	-
6850 Water Rights - Capital Outlay	-	2,000	0%	-
6999 Other Water Administration	393	-	100%	500
Total Other General Administration	14,873	52,650	28%	16,500
Total Operating expense	758,757	430,600	176%	790,076
Non-operating income (Expense)				
5492 Non Compliant well fee	-	-	100%	-
5610 Interest income	39,342	4,500	874%	39,342

5615 Non-operating Income	80,533	-	100%	80,533
5810 Transfers in	-	50,350	0%	-
Total Non-operating income	119,875	54,850	219%	119,875
Total Income or Expense	(42,060)	(20,600)		(71,523)



**Summit County
Service Area #3**

Water



**Summit County
Service Area #3**

Roads



Date: January 10, 2024
To: Summit County Service Area #3 (SCSA#3) Board
From: Gary Horton, SE
Subject: SCSA#3 2025 – **DRAFT** Roadway Improvements

SCSA#3 2025

Based on the yearly Roadway Evaluation Criteria (REC) evaluated by WCG, available funding, and project opportunities by other agencies below are the proposed improvements for the 2025 calendar year to be considered by the SCSA#3 Board. The available funding and proposed improvements are divided into three separate categories.

- Roadway Maintenance – Estimated 2025 budget of \$150K (+/-)
- Roadway CIP – Estimated 2025 budget of \$120K (+/-)
- Trail Improvements – Estimated 2025 Budget of \$ 30K (+/-)

Roadway Maintenance

Every year Summit County completes a pavement preservation project for various roadways throughout the County with various preservation methods. Where possible we have piggybacked Summit County's project with maintenance needs for the Service Area. Our working relationship allows this to happen, and it saves money for the Service Area on engineering while providing the opportunity to hire a quality contractor.

This year Summit County is going to perform crack sealing, slurry seal, reconstruction, along with milling and overlays. They will be advertising the project by the end of February.

For 2025 it is recommended that for most of the paved roads in the Service Area we perform a crack seal. Crack sealing helps keep stormwater shedding on the surface and not deteriorating the subsurface. Because it is the first year of crack sealing on the Service Area roadways the cost to crack seal is difficult to estimate but it is anticipated around \$35K to \$50K. In future years it will likely be in the range of \$10K to \$15K.

WCG has also requested from Summit County to provide two days of asphalt overlay on the following streets. Estimated cost for the overlay will be around \$30K to \$50K

1. Silver Creek Road between Crescent Drive South to Aspen
2. Crescent Drive South
3. Crescent Drive North

4. Highfield
5. Aspen

Based on the REC below is the list of priority projects for roadway maintenance project this year that would not be in combination with Summit County.

6. Placement of asphalt tailings on the north end where Greenfield Drive ties into Mammoth Drive.
7. Highfield Rd Drainage Improvements (widen drainage ditch, replace culverts, erosion control blankets, rip rap, and seed) – Estimated between \$10K and \$20K.
8. Crescent Drive North Drainage Improvements (widen drainage ditch, replace culverts, erosion control blankets, rip rap, and seed) – Estimated between \$10K and \$20K.
9. Crescent Drive South Drainage Improvements (widen drainage ditch, replace culverts, erosion control blankets, rip rap, and seed) – Estimated between \$10K and \$20K.
10. Pothole patching with a cold mix (winter) and hot mix (summer)

Roadway CIP

In 2024 funds more than \$120K was spent on roadway improvements that tied into the Summit County project and repaired Silver Creek Road past the Mountain Life Church. Typically, \$120K is not sufficient funds to make significant roadway improvements. It is recommended to keep the \$120K in reserve and add funds for the next couple of years to plan a project large enough to obtain an economy of scale that maximizes the funding. It would be recommended to have a budget in excess of \$400K to plan the project.

However, the caveat to this plan would depend on if rotomill tailings become available on the UDOT I-80 rotomill project between Silver Creek to Jeremy Ranch. UDOT completed a rotomill and overlay project in 2023. The results of the 2023 UDOT project did not meet the desired plan, therefore UDOT is replacing the asphalt again. The rotomill tailings from the project planned in 2025 will have a higher asphalt content than compared to most rotomill tailings. If the rotomill tailings become available, it would be recommended to place the tailings on various roadways that are not paved at this time. To properly use the tailings, it would be recommended to spend a portion of the roadway CIP funds to shape and compact the tailings. The amount of funding that will be needed can be determined when we know if the rotomill tailings will be made available and how many will be made available.

Trail Improvements

In 2024 funds more than \$30K was spent on the trails. At this time, it is recommended to spend less than \$30K, make necessary maintenance improvements on the existing trail system that can be identified in the late spring when the snow has melted. It is typically recommended to have more than \$75K of available funding to plan a project large enough to obtain an economy of scale that maximizes the funding.



**Summit County
Service Area #3**

Public Comment



**Summit County
Service Area #3**

Closed Session



**Summit County
Service Area #3**

Adjournment