

RESOLUTION NO. 2019 – 06

A RESOLUTION OF SUMMIT COUNTY SERVICE AREA #3 AUTHORIZING THE ACQUISITION OF A SAFE DEPOSIT BOX AND ENACTING POLICIES REGARDING THE SAME

WHEREAS, Summit County Service Area #3 (the “Service Area”) owns certain documents that it desires to acquire a safe deposit box to store certain important documents; and

WHEREAS, the Board of Trustees for the Service Area desires to adopt enact policies regarding the access and use of the safe deposit box.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for Summit County Service Area #3 that effective immediately:

1. Service Area staff are instructed and authorized to open a safe deposit box with a bank or credit union located within Summit County, Utah, provided that the staff will provide the Board with the box number, address of the bank or credit union, and any other relevant information as soon as reasonably practicable after opening the box; and
2. The attached policy is adopted effectively immediately.

APPROVED and **PASSED** this 23 day of SEPT, 2019.

BOARD OF TRUSTEES OF SUMMIT COUNTY SERVICE AREA NO. 3.

By: 

Vince Pao-Borjigin, Chair

ATTEST:


Larry Finch, Board Clerk

VOTING

Trustee Suzanne Carpenter voting	<u>Yes</u>
Trustee Larry Finch voting	<u>Yes</u>
Trustee Eileen Galoostian voting	<u>Absent</u>
Trustee Michael Montgomery voting	<u>Absent</u>
Trustee Bob Olson voting	<u>Yes</u>
Trustee Vincent Pao-Borjigin voting	<u>Yes</u>
Trustee Carol Spiegel voting	<u>Yes</u>

**SUMMIT COUNTY SERVICE AREA#3
SAFE DEPOSIT BOX POLICY**

Adopted September 23, 3019

1. Purpose: The purpose of this policy is to govern the use and access of any safe deposit box the Service Area may acquire.
2. Keys: Any keys associated with the safe deposit box will be stored at the Service Area's offices.
3. Authorized Individuals: Those individuals holding the office or position of Chair, Vice Chair, Clerk, Treasurer, and General Manager for the Service Area (the "**Authorized Individuals**") are authorized to access the safe deposit box by virtue of their office or title, provided that the Board may, in its discretion, revoke by majority vote any Authorized Individual's authorization to access the safe deposit box at any time regardless of that person's office or title.
4. Two Authorized Individuals Required to Access Safe Deposit Box: At least two Authorized Individuals must be physically present to access the safe deposit box.
5. Contents: At a minimum, the Service Area will store within the safe deposit box all original water share certificates (or copies if an original is not available) issued to the Service Area. The Board or the General Manager may store other documents they deem necessary in the box pursuant to the terms of this policy. The Service Area will maintain copies of all documents stored in the safe deposit box and will store said copies at the Service Area office.
6. Log: The Chair and General Manager will prepare in duplicate an initial list of the documents stored within the safe deposit box, which shall constitute the "**Log**," provided; (A) a copy of the Log will be stored within the safe deposit box and another copy will be stored at the Service Area's office; and (B) the Log will include the following fields:

Documents in Box as of Date Accessed	Date Accessed	Persons Accessing Box	Reason(s) for Accessing Box	Document(s) Added/Removed
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7. Access: Any Trustee or Authorized Individual desiring to inspect the safe deposit box will submit a written request to the General Manager, who will arrange a mutually acceptable and reasonable time to access the safe deposit box with the person requesting the inspection. The General Manager may accompany the requesting individual or arrange for another Authorized Individual to accompany the individual in accessing the safe deposit box. If the General Manager desires to access the safe deposit box, the General Manager will schedule a time with another Authorized Individual to access the safe deposit box.

8. Addition or Removal of Documents: If an item is added to or removed from the safe deposit box, the Authorized Individuals accessing the safe deposit box must: (A) make the appropriate notation in the Log located within the safe deposit box and the Log located at the Service Area's office; and (B) and notify the Board and General Manager in writing or by email within 24 hours of adding or removing a document. Any notifications provided under this paragraph will be stored with the Log kept at the Service Area's office.
9. Annual Review: Before June 30 of each calendar year, the General Manager and one or more other Authorized Individuals will review the contents of the safe deposit box (the "**Annual Review**") by: (A) comparing said contents with the Log stored within the safe deposit box and the Log stored at the Service Area's office; (B) verifying the accuracy of both Logs or identifying any discrepancies; and (C) making a copy of the Log stored within the safe deposit box, which shall be stored with the Log kept at the Service Area offices; and (D) reporting on the results of their inspection at the next regularly scheduled Board meeting.
10. Discrepancies: If the Authorized Individuals who perform the Annual Review identify any discrepancies between the contents of the safe deposit box and the two Logs, they will notify the Board and the General Manager of the discrepancies as soon as is reasonably practicable in writing and the Board will discuss the discrepancies at its next regularly scheduled meeting.