



State of Utah

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATER RIGHTS

Norman H. Bangerter
Governor
Dee C. Hansen
Executive Director
Robert L. Morgan
State Engineer

1636 West North Temple, Suite 220
Salt Lake City, Utah 84116-3156
801-538-7240

March 13, 1991

Ms. Erma Carter
3880 So. Highway 66
Morgan, UT 84050

Dear Erma:

Re: Personnel and/or Payroll Forms

Enclosed are one or more forms we need you to fill out and return to us. Instructions for the forms are described in the following paragraphs.

As I indicated at the annual meeting, the retirement system policies now are that commissioners who make less than \$6,624 per year and deputies who work less than 20 hours per week, 12 months a year, are not eligible to participate in the retirement system. Therefore, as I explained, contributions in your name will no longer be made to the retirement system, but you do have the option of participating in the 401k plan.

If you have been in the position for more than four years, you will be able to apply for a monthly benefit from the retirement system at age 65. If you are on the contributory retirement system, you may be able to withdraw your retirement money as a lump sum upon termination of your employment as commissioner. You should contact the retirement office for further details.

If you are interested in participating in a 401k deferred compensation account, please fill out the enclosed contract form. We were informed the money for the 401k must be paid to you as salary and then deducted from your paycheck to the 401k account. This means the money deferred to the 401k will be exempt from federal and state income taxes but social security taxes must be paid on it. Please indicate the amount or percentage of the salary which you wish to be deducted to the 401k at each paycheck. This deduction to the 401k will begin as soon as possible after we receive this completed contract from you. Those commissioners or deputies who are paid on a six month basis will need to complete a new contract each year. Those commissioners or deputies who are paid on a twelve month basis will only need to complete a new contract if they wish to change the amount or percentage deducted at each paycheck.

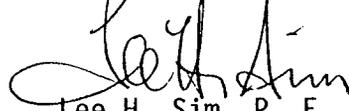
The salary for the commissioners position on your distribution system will be paid over a six month period. The first paycheck will be issued on April 26th, the last paycheck will be issued on October 11th.

Please complete the enclosed forms as soon as possible. They are very important to assure you are properly enrolled in the payroll system and in the benefits provided.

Personnel and/or Payroll Forms
Continued -Page 2-

If you have any questions concerning the forms, please contact me at
538-7380 or JoAnn Padley at 538-7424 or Boyd Strout at 538-7423.

Sincerely,

A handwritten signature in black ink, appearing to read "Lee H. Sim". The signature is fluid and cursive, with a large initial "L" and "S".

Lee H. Sim, P. E.
Directing Engineer for
Adjudication/Distribution

LHS:bd