



Regular City Council Meeting

Tuesday, April 4, 2023

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
PRESENTATION: FY 2024 TENTATIVE BUDGET AND FY 2025-28 BUDGET PLAN
Staff will present to Council the major budget issues for the FY 2024 Tentative Budget and FY 2025-28 Budget Plan.
2. **ROLL CALL** **6:00 P.M.**
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME**
5. **CONSENT ITEMS**
 - 5.1 **APPROVAL OF AGENDA**
Any point of order or issue regarding items on the agenda or the order of the agenda need to be addressed here prior to the approval of the agenda
 - 5.2 **APPROVAL OF MARCH 21, 2023, COUNCIL MEETING MINUTES**
6. **SPECIAL ORDER**
Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by Council, Chair opens public hearing, citizen input; Chair closes public hearing, then Council final discussion.
 - 6.1 **PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE
PROJECTS THAT WERE AWARDED UNDER THE 2023 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**
7. **CITIZEN COMMENTS**
This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.
8. **NEW BUSINESS**
 - 8.1 **MOTION/RESOLUTION 23-04: APPROVAL OF THE MUNICIPAL WASTEWATER
PLANNING PROGRAM**
The Utah Department of Environmental Quality (DEQ) requires the City to implement the Utah Sewer Management Program. The Resolution will approve the self-assessment report for 2022.

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

8.2 MOTION: MOTION TO CANCEL THE APRIL 18, 2023 CITY COUNCIL MEETING

The City Council, along with the Mayor and City Manager, will be attending the Utah League of Cities and Towns Mid-year conference in St. George the week of the 17th.

9. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

10. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

11. UPCOMING EVENTS

April 18th: City Council Meeting (Cancellation pending approval)

April 19th-21st: Utah League of Cities and Towns Convention/Training, St. George, UT

April 28th: Planning Commission Meeting (tentative)

May 2nd: City Council Work Session 5:00 p.m.

May 2nd: City Council Meeting 6:00 p.m.

May 16th: City Council Work Session 5:00 p.m.

May 16th: City Council Meeting 6:00 p.m.

May 25th: City Council Planning Commission (tentative)

May 29th: City Offices Closed for Memorial Day Observance

12. ADJOURN THE MEETING

-

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1
2
3 **City of Washington Terrace**
4

5 **Minutes of a Regular City Council meeting**
6 **Held on March 21, 2023**
7 **City Hall, 5249 South 400 East, Washington Terrace City, Utah**
8

9 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

10 Mayor Mark C. Allen
11 Council Member F. Carey Seal
12 Council Member Jeff West
13 Council Member Jill Christiansen
14 Council Member Scott Barker
15 Council Member Randy Ferlin
16 Parks and Recreation Director Carlos Grava
17 City Manager Tom Hanson
18 City Recorder Amy Rodriguez
19

20 **Others Present**

21 Mike Lawrence
22
23

24 **1. WORK SESSION**

5:00 P.M.

25 **Topics to include, but are not limited to:**

- 26 • **Parks Terrace Capital Investments Project (Parks TCIP)**
 - 27 - **Park Capital Projects**
 - 28 - **Budget**
 - 29 - **Park Master Plan**
- 30

31 Grava presented the Parks Terrace Capital Investment Projects. TCIP is comprised of larger projects and
32 improvements taking place over the next five years. Hanson stated that the budget will only consist of the
33 five year window.
34

35 Grava outlined six projects:

36 **Phase one of the Pickleball Project (FY22)** Grava stated that this phase will be completed in June. This
37 was partially funded with a RAMP grant of \$500,000. Grava stated that the phase entails the courts and the
38 lighting.
39

40 **Phase two of the Pickle ball Project (FY23).** Grava stated that \$647,000 was awarded to the City through
41 RAMP grants. This project will be going out to bid shortly. Grava stated that this phase includes the
42 playground equipment, storm water infrastructure, grading and asphaltting of the parking lot, street and
43 parking lighting, and security cameras. Grava stated that there will be a water conservation concept design.
44

45 **South Entrance Sidewalk Project at Rohmer Park (FY23).** Grava stated that this is more of a safety

46 issue, as there are no sidewalks at the South end or North end of the park. This project will make it safer
47 for pedestrians. The end of the sidewalk will eventually connect to the walking trail. The estimated cost is
48 \$30,000. This project will include switching the landscape to rocks or slag.

49

50 **North Entrance Sidewalk Project at Rohmer Park (FY24).** The estimated cost of this project is
51 \$50,000. Grava stated that this project is a little bigger than the south end, due to hills. A sidewalk and
52 crosswalk will need to be constructed, along with a retention wall.

53

54 **Phase 3 phase of the Pickleball Project (FY 24).** Grava stated that this phase of the project will include a
55 new pavilion, rustic playground, shade structures, and infrastructure for septic sewer and drain field. Grava
56 stated that the cost is estimated at 1.72 million. The City plans to apply for RAMo grants for partial
57 funding.

58

59 **Phase 4 phase of the Pickleball Project (FY 26).** Grava stated that the City plans to apply for RAMP
60 grants to help with funding. Grava stated that this phase will consist of a dog park, concrete flatworks,
61 shade structures, and natural pathways. It is estimated that the cost may be 1.1 million, however, it is hard
62 to estimate that far out in the future. Grava stated that this is a concept for right now, recognizing that
63 feedback may change the design over the years.

64

65 Hanson asked if Council would like the plan to be worked into the five year budget plan. Hanson stated
66 that phase 3 and 4 may total 2.2 million, even with RAMP funding. Hanson stated that phase 3 is schedule
67 for RAMP and CDBG applications, however, we cannot bank on receiving the grants.

68 Council Member West asked if there are improvements that can be made on the other parks.

69 Grava stated that the parks master plan is being revised and recommendations will be given to Council for
70 feedback. Grava stated that the goal is to due improvements every year that wont affect the parks master
71 plan over the next few years, and then once the Pickleball Project is completed, the other projects will be
72 worked as part of the Master Plan. Grava stated that he is looking into other grants for the smaller parks as
73 well. He stated that minor improvements can be absorbed in our current budget for the other parks.

74

75 Council Member West stated that we should work in the park plans for the fire station park on 300 West
76 into the reconstruction project on 300 West so that the entrances and infrastructure is in place. Hanson
77 stated that there is a thought to put a food truck park in that area, and it has received support from
78 residents. Council Member Christiansen asked if we could get the ball rolling on the food truck park now
79 and see how much interest there is. Hanson stated that the playground won't be set up yet, however, there
80 are other ideas that we can do for community engagement.

81

82 Hanson stated that Grava is a certified safety inspector for park equipment and will be doing a deeper dive
83 on all park equipment this spring.

84

85

86

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88

89

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91
92 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

- 93 Mayor Mark C. Allen
94 Council Member F. Carey Seal
95 Council Member Jeff West
96 Council Member Jill Christiansen
97 Council Member Scott Barker
98 Council Member Randy Ferlin
99 City Manager Tom Hanson
100 City Recorder Amy Rodriguez

101
102 **Others Present**

103 Mike Lawrence, Ricky Hatch, Lauren Shafer, Zishon Zunyaid

104
105 **2. ROLL CALL** **6:00 P.M.**
106

107 **3. PLEDGE OF ALLEGIANCE**
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109 **4. WELCOME**
110

111 **5. CONSENT ITEMS**

112 **5.1 APPROVAL OF AGENDA**

113 **5.2 APPROVAL OF MARCH 7, 2023, COUNCIL MEETING AND MARCH 14, 2023**
114 **WORK SESSION MINUTES**

115 Items 5.1 and 5.2 were approved by general consent.
116

117 **6. CITIZEN COMMENTS**
118 There were no citizen comments.
119

120 **7. NEW BUSINESS**

121
122 **7.1 PRESENTATION: WEBER COUNTY ELECTIONS OFFICE**

123
124 Weber County Clerk Auditor Ricky Hatch and Elections Director Lauren Shafer presented to Council on
125 the security and integrity of the voting process.
126 Hatch gave a presentation to Council, noting that the Council is welcome to contact his office on any issue
127 that have with the elections. He presented on the key points of election integrity. He highlighted that the
128 processes are audited in public. The Lt. Governor’s office has oversight over elections, noting that there is
129 a separation of powers. He explained the verification process for voter registration, noting that they only
130 mail ballots to active verified voters.
131 Hatch stated that they check for duplicates and deceased records. He highlighted several checks that his
132 office makes concerning voter identification.
133 Hatch explained the ballot chain and process.
134 Hatch explained the security measures regarding accuracy, certifications, and software, noting that the
135 equipment is not connected to the internet in any way. He stated that the machines are logged, sealed, and
136 are in compliance with state law.
CC Minutes 03-21-23

137 Hatch stated that audits are performed before, during, and after an election in full view of the public to
138 ensure that the candidates and public are confident that the results are safe and reliable.
139 Council Member Barker stated that he is concerned about ballots floating around out there. Hatch stated
140 that someone can call the county and inform them when a voter has passed away, moved, or has not re-
141 registered to vote.

142
143 **7.2 MOTION/RESOLUTION 23-02: INTERLOCAL AGREEMENT WITH WEBER**
144 **COUNTY FOR MUNICIPAL ELECTION SERVICES.**

145 Rodriguez stated that staff would recommend to contract with Weber County again for election services,
146 noting that we have a great partnership with the county and appreciate the knowledge and reliability that
147 they bring with their services. Rodriguez stated that the Council has received the breakdown of services,
148 and the City responsibilities running the election. She stated that the election will be vote by mail, using
149 our drop box, county drop boxes, and two vote centers in the county.

150 Rodriguez stated that the cost is estimated at \$9000, however, if there is a county question on the ballot,
151 the cost will decrease by half. Hatch stated that it is unclear at this point in the process to know if there will
152 be a county question, however, it seems likely that there might be.

153
154 Council Member West asked if the elections office will tabulate ballots if we contract with them and
155 decide to use Rank Choice Voting as our voting method. Hatch responded that the county would try to
156 partner as best as they could, however, they would have to purchase additional equipment for the system,
157 which he noted is not EAC certified. Hatch stated that if the city felt strongly about RCV, his office would
158 talk with Council about what that would include and the pitfalls that it may come from making that
159 decision. Hatch stated that due to auditing concerns, the county would not be the ones who would tabulate
160 the ballots. This would have to be contracted out by the city, or the city would run the ballots themselves.

161
162 Mayor Allen inquired about the ballot tabulation machines back east that are in question, wondering if they
163 were EAC certified. Hatch stated that the Dominion system is EAC certified and that Utah used the
164 Dominion system in 2016, and then moved to the largest provider (ES&S), noting that they both systems
165 are certified and audited. He stated that he has not seen any evidence that the machines were
166 compromised, or any inaccuracies in Dominion or EAC tabulations.

167
168 **Motion by Council Member Barker**
169 **Seconded by Council Member West**
170 **To approve resolution 23-02 to approve**
171 **The interlocal agreement with Weber County Elections for the 2023 election**
172 **Approved unanimously (5-0)**
173 **Roll Call Vote**
174
175
176

177 **7.3 MOTION/RESOLUTION 23-03: RESOLUTION SUPPORTING THE FUNDING TO**
178 **REPLACE THE CITY'S AGING FIRE ENGINE AND SUPPORT THE FIRE**
179 **DEPARTMENT**

180 Hanson stated that he has applied for a grant through Senator Moore's office to receive funding to repair
181 the pumper truck. He stated that the total estimated cost for the new unity is \$850,000, and that the City
182 would have to match 45 percent of the cost. Hanson noted that there is unified support for this grant,

183 stating that he submitted letters of support from the Mayors of Riverdale and South Ogden, Ogden Fire
184 Chief, Representative Lesser, Senator Miller, Representative Hall, County Commissioners, and
185 Washington Terrace City Council as an informal letter of support. Hanson stated that the resolution will
186 make the City Council support for this project more formal.
187 Hanson stated that the response from Sen. Moore’s office has been encouraging, and he is hopeful to
188 receive funding.

189 **Motion by Council Member Christiansen**
190 **Seconded by Council Member Seal**
191 **To approve Resolution 23-03**
192 **Supporting the funding to replace the**
193 **City’s aging fire engine and support the Fire Department**
194 **Approved unanimously (5-0)**
195 **Roll Call Vote**

196
197 **8. COUNCIL COMMUNICATION WITH STAFF**

198 Council Member Christiansen commended Hanson and the Mayor on all the support that they were able to
199 garner for the Fire Engine grant. She stated that it speaks highly of the many years cultivating
200 relationships with the people outside of our community and the benefits that it brings to the City.

201
202 **9. ADMINISTRATION REPORTS**

203
204 Hanson stated that there will be a tour of Weber Basin Water systems on June 22nd , and to please RSVP if
205 Council is planning on attending.

206
207 Hanson stated that there will be the Weber Basin Water District annual meeting on April 6th if Council
208 would like to attend.

209
210 Hanson stated that the Easter Egg roll will be held on April 8th.

211
212 Hanson stated that sand and sandbags are available at the Public Works Shop. Hanson stated that residents
213 will need to bring a shovel to fill any bags that they need. Council Member Barker stated that there is
214 water behind the houses by the hospital that is coming up through their basements. Hanson stated that
215 ground water is impacting residents throughout the city and they will need to use a sump-pump. Hanson
216 stated that Meibos has checked the hospital pumps and everything is in working order.
217 Mayor Allen stated that the sump pump needs to be drained into the storm drain and not the sewer system
218 drain.

219
220 **10. UPCOMING EVENTS**

221 March 30th : Planning Commission Meeting (tentative) 6:00 p.m.
222 April 4th: City Council Work Session 5:00 p.m.
223 April 4th: Cit Council Meeting 6:00 p.m.
224 April 18th: City Council Meeting (Cancellation pending)
225 April 19th-21st: Utah League of Cities and Towns Convention/Training, St. George, UT
226 April 28th: Planning Commission Meeting (tentative)

227
228 **11. ADJOURN THE MEETING**

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**Motion by Council Member West
Seconded by Council Member Barker
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:53 P.M.**

Date approved

City Recorder

-

City Council Staff Report

Author: Amy Rodriguez
Subject: CDBG SECOND PUBLIC HEARING
Date: 4-04-23 **Admin Dept.**
Type of Item: Public Hearing

Summary Recommendations: The City Council will hear public comment on the 2023 CDBG City Wide Fire Department Cab and Chassis Project, and the City Wide Advanced Metering Infrastructure (AMI) System (Phase Two) Project.

Questions from the audience need to be responded to (particularly those who may be immediately impacted by the projects).

Description:

A. Topic: CDBG SECOND PUBLIC HEARING

B. Background:

CDBG requires that a second public hearing be held after an applicant has been notified that their application has been funded by the Rating and Ranking committee (RRC) but before the final application is due in May. The City was notified in March that the proposed Projects were recommended for funding of a total of \$222,652 (The Fire Department Equipment \$57,838 and City Wide AMI system \$164814).

C. Analysis:

CDBG further requires that the second public hearing being conducted as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING

Mayor Allen opened the second public hearing for the CDBG program. **Mayor Allen stated that this hearing was called to allow all citizens to provide input concerning the projects that were awarded under the 2023 Grant Year Community Development Block Grant Program.**

The City has amended its capital investment plan and decided to apply for funds on behalf of the City Wide Advanced Metering Infrastructure (AMI) System (Phase Two) Project with varied locations throughout the City, as well as the City Wide Fire Department Cab and Chassis Equipment Project.

The Mayor introduced Amy Rodriguez as Grant Manager, and stated that Jake Meibos was the Project Manager of the City Wide Advanced Metering Infrastructure (AMI) System (Phase One) Project, and Chief Clay Peterson as the Project Manager for the Fire Department Cab and Chassis Project.

The Mayor explained that the applications were successful in the regional rating and ranking process and The City Wide Advanced Metering Infrastructure (AMI) System (Phase Two) Project was awarded \$164,814, and that the City Wide Fire Department Equipment Project was awarded \$57,838.

The Mayor explained the project to those in attendance.

The Mayor then asked for any comments, questions and concerns from the audience.

The Mayor stated that copies of the capital investment plan are available if anyone would like a copy.

There were no more comments and the hearing was adjourned at _____.

City Council Staff Report



Author: Jake Meibos
Subject: 2022 MWPP Annual Report
Date: 4/4/2023
Type of Item: Discussion / Adoption

Summary Recommendation: Adopt by resolution the Washington Terrace City 2022 Municipal Wastewater Planning Program Annual Report. (MWPP)

Description:

- A. **Topic:** Adoption, by resolution the 2022 Washington Terrace City MWPP Annual Report.
- B. **Background:** The Utah Division of Water Quality (DWQ) has been given primacy by the Environment Protection Agency to oversee all wastewater discharges in the state of Utah. All municipal entities with a Utah Pollution Discharge Elimination System (UPDE) permit shall develop a Sewer System Management Plan (SSMP) to operate, maintain, upgrade, and resolve overflow problems within the system. In 2015, the SSMP was expanded to the requirements by the DWQ and adopted by resolution.
- C. **Analysis:** The annual report evaluates on-going planning, operations, and financial funding for the sewer system. the report also ensures the future planning, financial requirements and daily operations are consistent with SSMP.
- D. **Fiscal Impact:** No fiscal impact
- E. **Department Review:** Public Works, Finance

Alternatives:

- A. **Approve the Request:** Staff is recommending that Council approve the 2022 Municipal Wastewater Planning Program Annual Report.
- B. **Deny The Request:** Noncompliant with DWQ regulations.

**CITY OF WASHINGTON TERRACE
RESOLUTION 23-04**

MUNICIPAL WASTEWATER PLANNING PROGRAM

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,
APPROVING THE MUNICIPAL WASTEWATER PLANNING PROGRAM
SELF-ASSESSMENT REPORT FOR 2022 .**

WHEREAS, Washington Terrace City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, the City Council is the legislative body of the City;

WHEREAS, the Utah Department of Environmental Quality (DEQ) adopted Rule 317-801 in 2012 which requires the City to implement the Utah Sewer Management Program in accordance with state law;

WHEREAS, the Utah Department of Environmental Quality (DEQ) enforces the Utah Pollutant Discharge Elimination System (UPDES) and provides the City a permit for the same;

WHEREAS, the City Council desires to approve the Municipal Wastewater Planning Program Self- Assessment Report for 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington Terrace, Utah, as follows:

Section 1. Review and Adoption.

The City Council has reviewed and hereby approves the Municipal Wastewater Planning Program Self-Assessment Report for 2022 which is attached hereto as Exhibit “A” and incorporated herein by this reference.

Section 2. UPDES Compliance.

That to the best knowledge of the City Council, the City has taken all appropriate actions necessary to maintain collection system operation effluent requirements stipulated in the City UPDES Permit No. UTG580110.

Section 3. Effective Date

This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the Washington Terrace City Council this ____ day of _____, 2023

MARK ALLEN, Mayor
City of Washington Terrace

ATTEST:

AMY RODRIGUEZ, City Recorder

Roll Call Vote
Council Member Scott Barker
Council Member Jill Christiansen
Council Member Randy Ferlin
Council Member Carey Seal
Council Member Jeff West

Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2022
WASHINGTON TERRACE CITY

Thank you for filling out the requested information. Please let DWQ know when it is approved by the Council.

Please download a copy of your form by clicking "Download PDF" below.

Below is a summary of your responses

[Download PDF](#)

SUBMIT BY APRIL 15, 2023

Are you the person responsible for completing this report for your organization?

Yes

No

This is the current information recorded for your facility:

Facility Name:	WASHINGTON TERRACE CITY
Contact - First Name:	Jake
Contact - Last Name:	Meibos
Contact - Title	Public Works Dir.
Contact - Email:	meibos@washingtonterracecity.com

Contact - Phone:	801-395-8289
Contact - Email:	jakem@washingtonterracecity.org

Is this information above complete and correct?

Yes

No

Your wastewater system is described as Collection & Financial:

Classification: COLLECTION

Grade: II

(if applicable)

Classification: -

Grade: -

Is this correct?

WARNING: If you select 'no', you will no longer have access to this form upon clicking Save & Continue. DWQ will update the information and contact you again.

Yes

No

Click on a link below to view a previous year's examples of sections in the survey:

(Your wastewater system is described as Collection & Financial)

[MWPP Collection System.pdf](#)

[MWPP Discharging Lagoon.pdf](#)

[MWPP Financial Evaluation.pdf](#)

[MWPP Mechanical Plant.pdf](#)

[MWPP Non-Discharging Lagoon.pdf](#)

Will multiple people be required to fill out this form?

Yes

No

Please update the information for the person in charge of filling out each section.

	Email ex. john@email.com	Name (first and last)	Notes These notes will be sent in the invite email
Financial Evaluation	sharig@washingtonterracecity.org	Shari' Garrett	[notes, if any apply, should be entered here]
Collection System	jakem@washingtonterracecity.org	Jake Meibos	
Review, sign and submit	jakem@washingtonterracecity.org	Jake Meibos	

Click 'Yes' to send an email to each responsible person with the notes you've included (if any) with a link to the forms and to receive updates

Yes, send the link to this form for the next person to fill out.

Continue filling out the form myself and send the link to others later.

Financial Evaluation Section

Form completed by:

Shari' Garrett

Part I: GENERAL QUESTIONS

Yes

No

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Yes

No

Are you collecting 95% or more of your anticipated sewer revenue?

Are Debt Service Reserve Fund⁶ requirements being met?

What was the annual average User Charge¹⁶ for 2022?

615

Do you have a water and/or sewer customer assistance program* (CAP)?

Yes

No

Part II: OPERATING REVENUES AND RESERVES

Yes

No

Are property taxes or other assessments applied to the sewer systems¹⁵?

Yes

No

Are sewer revenues¹⁴ sufficient to cover operations & maintenance costs⁹, and repair & replacement costs¹² (OM&R) at this time?

- | | | |
|--|--------------------------------------|--------------------------|
| Are projected sewer revenues sufficient to cover OM&R costs for the <i>next five years</i> ? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Does the sewer system have sufficient staff to provide proper OM&R? | <input checked="" type="radio"/> | <input type="radio"/> |
| Has a repair and replacement sinking fund ¹³ been established for the sewer system? | <input checked="" type="radio"/> | <input type="radio"/> |
| Is the repair & replacement sinking fund sufficient to meet anticipated needs? | <input checked="" type="radio"/> | <input type="radio"/> |

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

- | | Yes | No |
|--|----------------------------------|----------------------------------|
| Are sewer revenues sufficient to cover all costs of current capital improvements ³ projects? | <input checked="" type="radio"/> | <input type="radio"/> |
| Has a Capital Improvements Reserve Fund ⁴ been established to provide for anticipated capital improvement projects? | <input checked="" type="radio"/> | <input type="radio"/> |
| Are projected Capital Improvements Reserve Funds sufficient for the <i>next five years</i> ? | <input checked="" type="radio"/> | <input type="radio"/> |
| Are projected Capital Improvements Reserve Funds sufficient for the <i>next ten years</i> ? | <input type="radio"/> | <input checked="" type="radio"/> |
| Are projected Capital Improvements Reserve Funds sufficient for the <i>next twenty years</i> ? | <input type="radio"/> | <input checked="" type="radio"/> |

Part IV: FISCAL SUSTAINABILITY REVIEW

- | | Yes | No |
|---|----------------------------------|-----------------------|
| Have you completed a Rate Study ¹¹ within the last five years? | <input checked="" type="radio"/> | <input type="radio"/> |
| Do you charge Impact fees ⁸ ? | <input checked="" type="radio"/> | <input type="radio"/> |

2022 Impact Fee (if not a flat fee, use average of all collected fees) =

533 minimum service size

Yes

No

Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?

Do you maintain a Plan of Operations¹⁰?

Have you updated your Capital Facility Plan² within the last five years?

Yes

No

Do you use an Asset Management¹ system for your sewer systems?

Yes

No

Do you know the total replacement cost of your sewer system capital assets?

Yes

No

Do you fund sewer system capital

improvements annually with sewer revenues at 2% or more of the total replacement cost?



What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?



What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

0

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Cost of projected capital improvements

	Cost Please enter a valid numerical value	Purpose of Improvements		
		Replace/Restore	New Technology	Increase Capacity
2023	265,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2023 thru 2027	1,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2028 thru 2032	2,200,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2033 thru 2037	1,500,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2038 thru 2042		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

Yes

This is the end of the Financial section. What would you like to do next?

This entire section is complete. Send the link to the next person in charge. (*Once you Save & Continue, you will no longer be able to use the same link to view/edit your responses*).

I will continue to fill out/review the next section myself.

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Jake Meibos

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

15

What is the average depth of the collection system (in feet)?

6

What is the total length of sewer pipe in the system (length in miles)?

33

How many lift/pump stations are in the collection system?

0

0

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

N/A

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

What year was your collection system first constructed (approximately)?

1940

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

1940

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Below include the number of SSOs that occurred in year: 2022

	Number
Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	2

Please indicate what caused the SSO(s) in the previous question.

dirt and debris in manholes due to construction.

Please specify whether the SSOs were caused by contract or tributary community, etc.

Contract

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

Yes

No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

Yes

No

Number of new commercial/industrial connections in the last year

1

Number of new residential sewer connections added in the last year

2

Equivalent residential connections⁷ served

2979

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

5

5

Approximate population served

9800

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

	Name First and Last Name	Grade	Email Please enter full email address
Chief Operator/DRC	Jake Meibos	II	jakem@washingtonterracecity.org

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

	Name separate by comma
SLS ¹⁷ Grade I:	
Collection Grade I:	Denzil Remington
Collection Grade II:	
Collection Grade III:	
Collection Grade IV:	

List all other Collection System operators by certification grade, separate names by commas:

Name

	separate by comma Name
SLS ¹⁷ Grade I:	separate by comma
Collection Grade I:	Scott Ricketts
Collection Grade II:	Curtis Gerritsen, Dustin Goza
Collection Grade III:	
Collection Grade IV:	
No Current Collection Certification:	

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

Yes

No

Part V: FACILITY MAINTENANCE

	Yes	No
Have you implemented a preventative maintenance program for your collection system?	<input checked="" type="radio"/>	<input type="radio"/>
Have you updated the collection system operations and maintenance manual within the past 5 years?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have a written emergency response plan for sewer systems?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have a written safety plan for sewer systems?	<input checked="" type="radio"/>	<input type="radio"/>
Is the entire collections system TV inspected at least every 5 years?	<input checked="" type="radio"/>	<input type="radio"/>
Is at least 85% of the collections system mapped in GIS?	<input checked="" type="radio"/>	<input type="radio"/>

Part VI: SSMP EVALUATION

Yes

No

Has your system completed a Sewer System Management Plan (SSMP)?

Has the SSMP been adopted by the permittee's governing body at a public meeting?

Has the completed SSMP been public noticed?

During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?

Date of Public Notice

10/01/2015

What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?

CCTV inspections, MH inspections

During 2022, was any part of the SSMP audited as part of the five year audit?

Yes

No

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

Yes

No

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Gravity collection system. The system consists of concrete pipe, clay pipe, and PVC pipe. Physical condition is good and maintaining adequate service.

What sewerage system capital improvements³ does the utility need to implement in the next 10 years?

In situ lining to eliminate root issues.

What sewerage system problems, other than plugging, have you had over the last year?

Tree roots.

Is your utility currently preparing or updating its capital facilities plan²?

Yes

No

Does the municipality/district pay for the continuing education expenses of operators?

100% Covered

Partially cover

Does not pay

Is there a written policy regarding continuing education and training for wastewater operators?

Yes

No

Any additional comments?

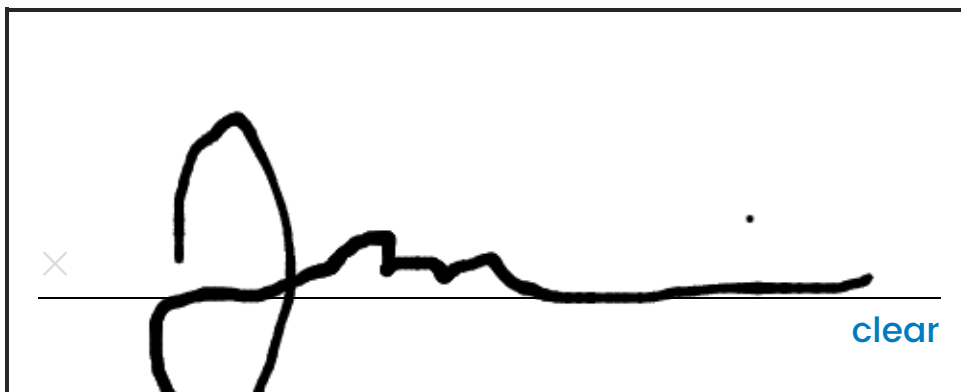
N/A

This is the end of the Collections System questions

To the best of my knowledge, the Collections System section is completed and accurate.

Yes

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.

A digital signature box containing a handwritten signature in black ink. The signature is written over a horizontal line. In the top-left corner of the box is a small 'x' icon, and in the bottom-right corner is the word 'clear' in blue text.

Has this been adopted by the council? If no, what date will it be presented to the council?

Yes

No

What date will it be presented to the council?

Date format ex. mm/dd/yyyy

04/18/2023

Please log in.

Email

PIN

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. Completion of the collection section meets the annual reporting requirement for the USMP. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.

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