5:30 p.m. – Work Session (City Council Conference Room)
No motions or decisions will be considered during this session, which is open to the public.

6:00 p.m. – Council Meeting (Council Chambers)

A. Welcome & Roll Call

B. Pledge of Allegiance

C. Moment of Silence

D. Public Comment
   (This is an opportunity to address the City Council regarding your concerns or ideas. No action will be taken during public comment. Please limit your comments to three minutes.)

E. Presentations and Reports
   1. Mayor’s Report
      a. Council Committee Assignment Reports
   2. Landslide Update

F. Consent Items
   1. Consideration/Review of meeting minutes from:
      February 6, 2018 City Council Work Session
      February 6, 2018 City Council Regular Session
      February 20, 2018 City Council Work Session
      February 20, 2018 City Council Regular Session
   2. Consideration to set a public hearing on May 1, 2018, to receive and consider comments regarding the following:
      b. Declaring unclaimed property as public interest use.
   3. Consideration to set a public hearing on June 19, 2018, to receive and consider comments regarding the following:
      a. Amending the Riverdale City Budget for Fiscal Year 2017-2018 (as needed)
      b. Adopting the Riverdale City Final Budget for Fiscal Year 2018-2019
      d. Culinary water utilized by the City's general operations and the corresponding nonreciprocal interfund transfer to the City's water enterprise fund.

G. Action Items

   Presented by: Shawn Douglas, Public Works Director

H. Discretionary Items
I. Adjournment

In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 2nd day of March, 2018 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at http://www.riverdalecity.com/ 3) the Public Notice Website: http://www.utah.gov/pmn/index.html and 4) A copy was also provided to the Standard-Examiner.

Jackie Manning
Riverdale City Recorder
AGENDA ITEM: F

SUBJECT: Consideration to approve meeting minutes.

PRESENTER: Jackie Manning, City Recorder

INFORMATION:

a. February 6, 2018 City Council Work Session
b. February 6, 2018 City Council Regular Meeting
c. February 20, 2018 City Council Work Session
d. February 20, 2018 City Council Regular Meeting
Minutes of the Work Session of the Riverdale City Council and RDA Tuesday, February 6, 2018 at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:  
City Council:  
Norm Searle, Mayor  
Braden Mitchell, Councilmember  
Brent Ellis, Councilmember  
Alan Arnold, Councilmember  
Cody Hansen, Councilmember  
Bart Stevens, Councilmember  

City Employees:  
Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Mike Eggett, Community Development  
Jackie Manning, City Recorder  

The Work Session meeting began 5:30 p.m. Mayor Searle welcomed the Council Members stating for the record that all were in attendance.

Open Communications:  
There were no confirmed open communications.

Presentations and Reports:  
Nothing was reported.

Consent Items:  
Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meeting held on January 16, 2018. There were no changes to the meeting minutes.

Action Items:  
Mayor Searle invited discussion regarding the first action item, Consideration of City Council Resolution 2018-02, Declaration of Emergency on landslide area. Steve Brooks, the City Attorney, explained this is a requirement of Utah State Law. He summarized the executive summary and invited questions.

There was a discussion regarding the progression of the landslide in relation to the homeowners who were evacuated. There was a brief discussion regarding possible federal funding for persons impacted by natural disasters.

There was a brief discussion regarding Weber Basin water in Washington Terrace. There was a brief discussion regarding Weber Basin's water testing results within the landslide area. It was noted the results are open to the public.

Mayor Searle invited discussion regarding the second action item, Consideration of Final Site Plan and Plat approval for Krispy Kreme Riverdale (Riverdale Landing, Phase One Subdivision), property located approximately 4212 Riverdale Road, Riverdale, Utah 84405; requested by Grand Slam Ventures LLC and the RDA of Riverdale City. Mike Eggett, in Community Development, summarized the executive summary and invited questions.

Mayor Searle invited discussion regarding the third action item, Consideration to approve the official name for the Veteran’s Memorial. (Consensus Item from 01/16/18 City Council Regular Meeting). Mayor Searle explained Veteran Memorial Committee Member Dave Leahy will be presenting this item.

It was noted the executive closed session was no longer needed. Mr. Brooks expressed caution to the City Councilmembers in regards to what they say about the landslide.

RDA AGENDA Items

Consent Items:  
Mayor Searle invited any corrections or comments to the minutes for the RDA Meeting that was held on January 16, 2018. There were no requested corrections.

Reports/Discussion  
Mayor Searle invited discussion regarding the first item, update regarding use of RDA Housing funds for environmental impacts. (Consensus Item from 01/16/18 RDA Meeting). Mr. Worthen summarized a staff memo and discussed the various professionals he contacted from the Utah regarding the use of RDA funds. Each entity Mr. Worthen spoke to issued a word of caution and advised against this type of funding. Mr. Worthen stated he will do whatever the RDA Board directs. Mr. Worthen continued to explain the purpose of the RDA areas, which is to improve an overall area for the purpose of generating more tax revenue and adding to the housing stock.

Mr. Ellis discussed the fundraiser conducted by the Riverdale Lion’s Club for the purpose of assisting the home
owners impacted by the landslide. He explained the homeowners refused the money that was offered to them for assistance.

The second item, discussion regarding the ingress and egress along Riverdale Road near the business Pep Boys, was not discussed.

Discretionary Items:
Mayor Searle reminded the Councilmembers of the upcoming training in April located in St. George, Utah, hosted by the Utah League of Cities and Towns.

Mayor Searle discussed sales tax rates in relation to car sales throughout each county in Utah.

Adjournment:
Having no further business to discuss the Council adjourned at 6:02 p.m. to convene into their Regular City Council Meeting.
Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, February 6, 2018, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: City Council: Norm Searle, Mayor
          Braden Mitchell, Councilmember
          Brent Ellis, Councilmember
          Alan Arnold, Councilmember
          Cody Hansen, Councilmember
          Bart Stevens, Councilmember

City Employees: Rodger Worthen, City Administrator
                Steve Brooks, City Attorney
                Cody Cardon, Business Administrator
                Scott Brenkman, Police Chief
                Jared Sholly, Fire Chief
                Mike Eggett, Community Development

Excused: Jackie Manning, City Recorder

Visitors: Teresa Knight
          Lana Delioh
          John Shelburne
          Doug Gregory
          Shanda Butterfield
          David Leahy
          Ronda Rodriguez
          Amber Gallegos
          Britt Ni Benegar
          Margie Poe
          Dave Morgan
          Robert Hiatt
          Annette Cutler
          Louis Donnovan
          Chelsea Hulet
          Lori Brinkerhoff
          Jerry Siefert

There were additional names that were not legible. Brett Stephenson

A. Welcome & Roll Call

The City Council meeting began at 6:04 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public. Mayor Searle reminded members of the public to sign the meeting roster.

Mayor Searle invited the senior patrol leader for scout troop 187, to introduce the troop to the City Council. The scouts were present to earn their citizenship badge.

B. Pledge of Allegiance

Mayor Searle invited Rodger Worthen to lead the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decisions this evening.

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes. If there are multiple members of the public present to speak on the same issue, the Mayor asked the public to have a representative speak on behalf of the group of people.

Joe Thompson, member of the Riverdale Lions Club, expressed appreciation to the City of Riverdale regarding the recent spaghetti fundraiser dinner, which proceeds were to go for the residents impacted by the Riverdale Landslide. He felt the response was positive. He stated over $5,000 was raised from this event. He stated there are still people donating for the landslide residents.

Becky Meehan, a Riverdale Landowner [property located at the bottom of the landslide], explained she has not been able to get a hold of city staff members for the purpose of setting up a meeting to discuss the landslide. She expressed concerns regarding the loss of buildings and equipment on her property as a result of the landslide. She expressed concerns regarding her horses, which cannot be moved from the property. She asked if the land owner of the hillside [now landslide area] had been contacted regarding efforts to stop the constant water. She felt the community should do something to stop the landslide destruction. She wanted to know who is responsible for all the damage occurring.
Mayor Searle had comments relating to the efforts made by Riverdale City staff specifically the monitoring of all the water lines. He discussed Weber Basin and Washington Terrace who have also checked their lines and noted at this point in time the water source is unknown.

Louis Donovan, a Riverdale Resident [a homeowner who was evacuated as a result of the landslide], stated he had an independent water study done [on the landslide] by a reputable company called Wasatch Engineering. According to Mr. Donovan the report stated the water results came back inconclusive. Mr. Donovan stated he had a meeting with the Board of Directors for Weber Basin and at that meeting was told the Weber Basin Water samples were also inconclusive. Mr. Donovan discussed water records from Weber Basin and Washington Terrace from 2015 and 2016 and felt the City should investigate the water shortages listed in the report.

Mr. Donovan asked why his home had not been condemned, and explained his gas and water lines had been disconnected, per the direction of Riverdale City. Mr. Donovan referred to a prior City Council Meeting during the month of silent portion, wherein Mayor Searle asked that everyone keep the victims of the California Mudslide in their thoughts. Mr. Donovan felt the comment was in good faith, but felt disrespected by the Mayor for not recognizing his own citizens. Mayor Searle discussed his personal prayers for the local residents and explained his comment regarding California was in relation to the victims that lost their life. It was not intended as a slight to the Riverdale residents.

Brett Stephenson, a Riverdale Landlord/Home Owner [owns and rents his home a few houses down from the evacuated homes near the landslide], stated he will likely be the next home evacuated. Mr. Stephenson asked when the appropriate time and place would be for landowners impacted by the landslide to be heard. He discussed the inconclusive water and filtering process. Mr. Stephenson felt the city should go find the source of water. He discussed the property damage of those impacted by the landslide and estimated the damage to be millions of dollars. He referred to hurricane Katrina and explained there were public funds used during that disaster to assist private property owners. He asked why the City didn’t use imminent domain to take ownership of the hillside for the purposes of fixing the landslide issue. Mr. Stephenson asked why the City couldn’t build a wall or drill pipes through the ground to help mitigate the landslide impact.

Mike Meehan, a Riverdale Landowner [property located at the bottom of the landslide], stated there is asbestos in one of the evacuated homes. He expressed concern regarding the asbestos home rolling down the hillside and mixing with the water below. Mr. Meehan asked if anyone from the City Council had been near the landslide recently. Mr. Meehan stated he hasn’t been in conversation with anyone from the City for over a month. He didn’t feel there was open communication [between the City and the residents].

Jerry Siefert, a Riverdale resident [who lives on the hillside near the landslide], discussed the drilling occurring at the top of the hillside. He felt the City should start checking the sewer lines and punch holes to check the water throughout the landslide and encouraged Washington Terrace to the same. He suggested drilling a hole for the purpose of pumping out the water to help mitigate the hillside movement. He stated there are two possible causes for the water, man-made or natural. He discussed the option of diverting the water. He felt the City’s first step should be to stop the water and then determine who is responsible.

Mayor Searle discussed all the efforts made by the public works department checking for water sources, drilling holes along the water pipes. No leaks were found. He further explained there is a geological technology study being conducted to detect movement in the landslide. There was a brief discussion regarding the continuous changing topography of the hillside.

There was a discussion regarding demolition of the evacuated homes located at the top of the landslide area, with an emphasis that at this time the City will not demolish the homes.

Ms. Meehan expressed concern about the eventual clean-up when the homes go down the hillside. Ms. Meehan stated she wants a copy of the geological technical report. Rodger Worthen, the City Administrator, stated as soon as the report is available he will share the information.

Dave Morgan, a Riverdale Resident, stated he agrees with his neighbors comments. He expressed concern regarding the bystanders looking at the hillside. He noted among the bystanders were children.

There were no other comments.

E. Presentations and Reports

1. Mayors Report
   a. Council Committee Assignment Reports

This item was not discussed.

F. Consent Items

1. Review of meeting minutes for the City Council Work Session and Regular Meeting minutes held on January
16, 2018.

Mayor Searle invited any corrections or comments for the City Council Work Session and Regular Meeting minutes held on January 16, 2018. There were no requested changes.

MOTION: Councilmember Mitchell moved to approve the consent items as proposed. Councilmember Ellis seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

G. Action Items


   Steve Brooks, the City Attorney, summarized the executive summary which explained:

   State code requires that if a mayor takes unilateral action in times of an emergency then for any acts to continue long-term, the full governing body needs to consent and declare a local emergency. The slide continues to advance and the mayor’s evacuation order should likewise continue to be in effect.

   Also, by declaring this on a local level it may open doors for other possible county, state and federal options and possible resources. This doesn’t mean that anything will happen or is available, only that this act must be done first before it will ever be looked at on a higher level.

   MOTION: Councilmember Arnold moved to approve Resolution 2018-02, Declaration of Emergency on landslide area. Councilmember Hansen seconded the motion.

   Mayor Searle invited discussion regarding the motion. There was not a discussion.

   ROLL CALL VOTE: Councilmembers Hansen, Stevens, Ellis, Mitchell, Arnold all voted in favor of Resolution 2018-02.

   Mr. Brooks explained this Resolution will be passed along to Weber County. Mr. Brooks stated there may be state agencies that may be able to assist some of the impacted residents.

   Mayor Searle discussed research conducted by the City in relation to federal or state response for disasters, such as hurricanes. The research concluded that the State of Utah would only become involved if the number of impacted homes were at least 25, and the federal government won’t get involved until at least 100 homes are impacted.

2. Consideration of Final Site Plan and Plat approval for Krispy Kreme Riverdale (Riverdale Landing, Phase One Subdivision), property located approximately 4212 Riverdale Road, Riverdale, Utah 84405; requested by Grand Slam Ventures LLC and the RDA of Riverdale City.

   Mike Eggett, Community Development Director, summarized the executive summary which explained:

   Grand Slam Venture, as represented by Eric Malmberg/Jeff Randall, have applied for a Preliminary Site Plan and Subdivision Plat (which is now at the final consideration stage) of a Krispy Kreme restaurant/cafe located at approximately 4212 South Riverdale Road in a Community Commercial (C-2) zone. This site plan and plat is being proposed for development on property that is within the Riverdale Road RDA area and currently owned by Grand Slam Ventures (GSV). A public hearing is not required to consider this final site plan and plat proposal. On November 28, 2017, the preliminary site plan and plat for this GSV project was approved by the Planning Commission. Then on January 9, 2018, the final site plan, plat, and conditional use permit for this project were approved by the Planning Commission to be constructed at the requested site location. Following the presentation and discussion of the proposal, the City Council may make a motion to approve the Krispy Kreme Riverdale final site plan and plat proposal, approve the proposed site plan and plat with any requested modifications, or not approve the Krispy Kreme Riverdale final site plan and plat. If final approval is provided, then this matter could move forward to the platting, performance security, building, and preconstruction phases for this project.

   Title 10 Ordinance Guidelines (Code Reference)

   This Final Site Plan and Subdivision Plat review is regulated under City Code 10-21 “Subdivisions”, 10-25 “Development in All Zones”, and is affected by City Codes 10-10A “Community Commercial Zones (C-2)”, 10-14 “Regulations Applicable to All Zones”, 10-15 “Parking, Loading Space; Vehicle Traffic and Access”, and 10-16 “Sign Regulations”.

   The proposed development parcel is located on the northeast corner of 500 West and Riverdale Road on property currently owned by Grand Slam Ventures, LLC. The property is in a C-2 zone and all uses listed in this zone are considered conditional; on January 9, 2018, the Planning Commission approved the conditional use permit for this use in the existing C-2 zone. Per the applicant, the desired uses are restaurant/café and food production.
Attached with this executive summary is a document entitled “Final Site Plan and Plat Review – Riverdale Krispy Kreme Riverdale (Riverdale Landing Phase 1 Subdivision)”; this is a supplementary document representing a continued review of listed items found on the Preliminary Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Chief, the City Administrator, and contracted City Engineer. The City Council should discuss any concerns raised by these summaries.

On January 3, 2018, the Design Review Committee reviewed and discussed the architectural building design/colors, landscaping, and signage, which thereafter became approved design elements for this site.

All site signage is regulated per City Code 10-16 (specifically section 8.(b.) for Commercial Districts); it is anticipated that the applicant will adhere to this Code when finalizing and installing signage.

If final approval is provided, then this matter could move forward to the platting, performance security, building, and preconstruction phases for this project.

General Plan Guidance (Section Reference)
The General Plan use for this area is currently set as “Planned Commercial - High” and this proposed project would comply with this land use.

**MOTION:** Councilmember Arnold moved to approve the Final Site Plan and Plat approval for Krispy Kreme Riverdale (Riverdale Landing, Phase One Subdivision), property located approximately 4212 Riverdale Road, Riverdale, Utah 84405; requested by Grand Slam Ventures LLC and the RDA of Riverdale City, subject to city staff concerns being addressed/resolved.

Councilmember Mitchell seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilmembers Stevens, Ellis, Mitchell, Arnold and Hansen all voted in favor of the final site plan.

Councilmember Mitchell discussed the median in front of Pep Boys and explained the benefits of the area by removing the median. He expressed appreciation to Pep Boys for being willing to cooperate with the Utah Department of Transportation (UDOT).

3. Consideration to approve the official name for the Veteran’s Memorial. (Consensus Item from 01/16/18 City Council Regular Meeting).

Mayor Searle explained Dave Leahy, the prior president of the Veterans Memorial, will be presenting this item. Dave Leahy explained by naming the memorial it identifies the Veteran’s Memorial and provides additional meaning. One of the names proposed and discussed at the last meeting was “Riverdale City Defenders of Freedom”. Mr. Leahy stated once the name is determined a plaque will be made to further identify the memorial.

There was a discussion regarding determining which name would be most appropriate. Councilmember Arnold suggested letting the Veteran’s Committee choose the official name. Councilmember Mitchell agreed with Councilmember Arnold’s comments and encouraged the Veteran’s to include Riverdale somewhere in the name.

**MOTION:** Councilmember Stevens moved to defer the decision to determine the Veteran’s Memorials official name to the Veteran’s Committee Members. Councilmember Arnold seconded the motion.

There was no discussion regarding this motion.

**CALL THE QUESTION:** All Councilmembers voted unanimously in favor of the motion.

Mayor Searle noted there was no longer a need to conduct a closed executive session.

H. Discretionary Items

Councilmember Mitchell stated he was approached by residents with a concern of the built up gravel along the park strips. He asked the public works to look into the build-up. Councilmember Mitchell referred to complaints made on facebook regarding conduct of a police officer and asked for follow up regarding that matter. Mayor Searle noted he was made aware of this circumstance and explained in this instance, Police Chief Brenkman did respond to the resident who made the initial complaint on facebook.

Councilmember Arnold encouraged City Staff to respond to residents phone calls and encouraged residents to contact him directly if this is not being done.
Councilmember Hansen asked if it was possible to get an official statement regarding their water loss reports. There was a discussion regarding contacting various agencies, such as Washington Terrace and Weber County with relation to the landslide, with an emphasis on jurisdiction.

Councilmember Hansen asked if the city staff could look into better fencing for the landslide area.

I. **Adjournment.**

**MOTION:** Having no further business to discuss, Councilmember Mitchell made a motion to adjourn. The motion was seconded by Councilmember Ellis; all voted in favor. The meeting was adjourned at 7:23 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

**Date Approved: March 6, 2018**
Minutes of the Work Session of the Riverdale City Council held Tuesday, February 20, 2018, at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: City Council: Norm Searle, Mayor
Braden Mitchell, Councilmember
Brent Ellis, Councilmember
Alan Arnold, Councilmember
Cody Hansen, Councilmember
Bart Stevens, Councilmember
City Employees: Rodger Worthen, City Administrator
Steve Brooks, City Attorney
Shawn Douglas, Public Works Director
Stacey Comeau, Human Resources
Mike Eggett, Community Development
Jackie Manning, City Recorder
Visitors: Bonnie Young

The City Council Work Session meeting began at 5:30 p.m. Mayor Searle welcomed all in attendance.

Open Communications:
There were no known open communications.

Presentations and Reports:
Mayor Searle reminded the City Councilmembers of the upcoming Strategic Planning Meeting on Saturday at 8:00 a.m. at the Riverdale Senior Center. Mayor Searle stated tomorrow, February 21, 2018, the Riverdale Fire Department is hosting a business outreach event from 5:00 p.m. – 7:00 p.m.

The City Administration report will be discussed during the regular meeting.

Action Items:
Mayor Searle invited discussion regarding the first action item, Consideration of Resolution 2018-03, a line item adjustment to the general fund budget. Cody Cardon, the Business Administrator, summarized the executive summary and invited questions.

There was a brief discussion regarding construction in relation to the Coleman Property with an emphasis on road improvements. It was noted Ritter Drive would begin construction after the improvements are made to 1250 West.

Mayor Searle invited discussion regarding the second action item, Consideration to award bid to Granite Construction for the 2018 Storm Water & Roadway Improvement Projects in the amount of $596,419.00. Shawn Douglas, Public Works Director, summarized the executive summary and invited questions. There were no follow up questions regarding this item.

Mayor Searle invited discussion regarding the third action item, Consideration to award bid to US Foods for the purchase of food for lunch services at the Riverdale Senior Center. Rich Taylor, Community Services Director, summarized the executive summary and invited questions. Councilmember Stevens asked if this program breaks even financially. Mr. Taylor responded the program covers the cost of food, but not the staff time to prepare and serve.

Discretionary Items:
There was no discretionary business discussed.

Adjournment:
Having no further business to discuss the Council adjourned at 5:44 p.m. to convene into their Regular City Council Meeting.
Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, February 20, 2018, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:  
City Council:  
Norm Searle, Mayor  
Braden Mitchell, Councilmember-left at 6:25 p.m.  
Brent Ellis, Councilmember  
Alan Arnold, Councilmember  
Cody Hansen, Councilmember  
Bart Stevens, Councilmember  

City Employees:  
Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Cody Cardon, Business Administrator  
Rich Taylor, Community Services Director  
Shawn Douglas, Public Works Director  
Miranda Rizzi, Senior Center Specialist  
Jared Sholly, Fire Chief  
Scott Brenchman, Police Chief  
Jackie Manning, City Recorder  

Excused:  

Visitors:  
Brett Benegar  
Lori Fleming  
David A. Leahy  
Chuck Kerkvliet  
Bonnie Young  
Sandy Seifert  
Jerry Seifert  

A. Welcome & Roll Call  
The City Council meeting began at 6:00 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

B. Pledge of Allegiance  
Mayor Searle invited Councilmember Mitchell to lead the Pledge of Allegiance.

C. Moment of Silence  
Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decisions this evening.

D. Open Communications  
Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes.

Charles Kerkvliet, a Riverdale Resident, noted the Riverdale City Staffing has been reduced. Mr. Kerkvliet expressed concern regarding code enforcement, and referred to case number 1190, which Mr. Kerkvliet reported a couple months prior. Mr. Kerkvliet discussed road improvements and referenced 700 West in front of the business, Carey Cycle and expressed dissatisfaction to the work performed on that road. He expressed it may not be the best option to accept the lowest bidder when it comes to road improvements. Mr. Kerkvliet would like to see handicap ramp improvements made to sidewalk corners of 900 West and 4375 South.

Brett Benegar, a Riverdale Resident [lives on the hillside 2 houses from those issued a mandatory evacuation due to the landslide], stated he had a geologist do an evaluation on his home, and was advised by the geologist to have an engineer stability test conducted. Mr. Benegar expressed concern regarding the Riverdale City website in relation to lack of information about the active landslide. He recommended City Officials put the information referenced in meetings on the website, so citizens can stay informed.

E. Presentations and Reports  

1. Mayors Report  
Mayor Searle reminded the Councilmembers of the upcoming Strategic Planning Meeting on February 24, 2018 at 8:00 a.m. at the Riverdale Senior Center. He clarified this is an open public meeting to discuss the Riverdale budget.

Mayor Searle discussed the 2018 legislative session and noted various proposed bills that he and the City Administrator, Rodger Worthen, are actively watching.
Mayor Searle discussed the geological technical study being conducted, which involves taking soil samples to help assess the stability of the hillside near the landslide area. The results are still forthcoming. Mr. Worthen verified the drilling is complete, but the data has not yet been given to the City. Mayor Searle explained the fencing area around the landslide has been improved to a chain link fence.

There was a brief discussion regarding the landslide with an emphasis on stability, and the topographical changes throughout the years.

2. City Administration Report

Mr. Worthen summarized the City Administration Report which includes city staff summaries, city staff anniversaries, the community development report (which includes newly opened businesses or anticipated businesses), and the treasurers report. There were no fifth year incremental anniversaries.

There was a discussion regarding Weber Basin Water Rights for Riverdale City with an emphasis on best quality and quantity of water for Riverdale City. Shawn Douglas, the Public Works Director, emphasized the importance of having a water redundancy plan, for which he is exploring all viable options.

Councilmember Hansen asked for an update regarding video streaming for the City Council meetings. Cody Cardon, the Business Administrator, stated he is meeting with Music Village the following day to finalize the recording plans.

F. Action Items

1. Consideration of Resolution 2018-03, a line item adjustment to the general fund budget.

Mr. Cardon summarized the executive summary which explained:

Because of acceleration of the Coleman Farms Subdivision/Development the City would like to reallocate $200,000 of funds set aside from Local Option Sales Tax for Highway and Transportation Revenues for the improvement of Ritter Drive. These funds were budgeted in “Non-Departmental” account 10-49-8100 and we would like to reallocate them by budget line adjustment to the “Streets Department” account 10-61-4300. This would consolidate all of the Local Option Highway Expenditures into a single account and provides the City with the financial resources necessary to fund engineering and begin paying for costs associated with Ritter Drive and 1250 West. Please see attachment “B.”

Per the Utah State Code Local Governments may move budgeted expenditures from one budgeted line item to another, without a public hearing. Adjusting line items is allowed as long as the adjustment is within the same fund and as long as the adjustment does not increase total expenditures or involve reducing the amount budgeted for debt retirement or reduction of a deficit. There were no questions regarding this item.

MOTION: Councilmember Arnold moved to approve Resolution 2018-03, a line item adjustment to the general fund budget. Councilmember Ellis seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilmembers Arnold, Hansen, Stevens, and Ellis all voted in favor.

Councilmember Mitchell was not present to vote for this item as he left the meeting at 6:25 p.m.

2. Consideration to award bid to Granite Construction for the 2018 Storm Water & Roadway Improvement Project in the amount of $596,419.00.

Shawn Douglas, the Public Works Director, summarized the executive summary which explained:

On February 13th the City conducted a bid opening for the 2018 Street Projects. There are numerous projects in the bid including street overlays, storm drain piping, and curb and gutter replacement. There were three bidders on the project. Granite Construction was the lowest bidder in the amount of $596,419.00. Funding for these projects will be storm water, class C road funds, and local option funds. Mr. Douglas recommended approval.

There was a discussion regarding the bid selection process and Mr. Douglas noted Riverdale City does not always select the lowest bidder. If a company has not performed in the past and the City has documentation to support the non-performance there are circumstances when the lowest bidder will not be selected. Mr. Douglas discussed the difference in road overlays versus chip seal in relation to longevity of the roads.

Councilmember Hansen asked what is covered under warranty for road contracts. Mr. Douglas explained the warranty is for 3 years, anything outside normal wear and tear would not be covered.
MOTION: Councilmember Hansen moved to award bid to Granite Construction for the 2018 Storm Water & Roadway Improvement Project in the amount of $596,419.00. Councilmember Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilmembers Hansen, Stevens, Ellis and Arnold all voted in favor of the bid award.

3. Consideration to award bid to US Foods for the purchase of food for lunch services at the Riverdale Senior Center.

Rich Taylor, Community Services Director, summarized the executive summary which explained:

The City has been purchasing most of the Senior Center food from Nicholas & Co for the last several years. Recently Mr. Taylor has found the costs rising and the service lacking. As a result, more food has been purchased at Walmart and Sam’s Club as a means to cut costs. This resulted in the decision to create a Request for Proposal (RFP) to see what other options were available.

Three companies submitted bids in response to the RFP; they are: Sysco, Nicholas & Co, and US Foods. All three bidders met the basic requirements of the RFP. There was a price list of staple items we purchase to use for comparison. US Foods was able to provide all of the items while, Sysco and Nicholas & Co. had a few items that weren’t available.

Mr. Taylor recommended the bid be awarded to US Foods. They are consistently lower in price for their meats and milk, which are some of the more expensive and frequently ordered items. This would be a big cost savings for the City. For the items that they are not lowest bid they are very competitive in their price. US Foods will also be able to provide sugar free gelatin and pudding mixes, which will be a dietary benefit to many of the seniors who eat lunch at the center. US Foods has a warehouse very close and are willing to deliver orders more than once a week, if needed, without an additional surcharge. Each bid is included in the attached documents in the packet. There were no questions regarding this item.

MOTION: Councilmember Arnold moved to award bid to US Foods for the purchase of food for lunch services at the Riverdale Senior Center, the price list as outlined in the packet. Councilmember Ellis seconded the motion.

There was no discussion regarding this motion.

ROLL CALL VOTE: Councilmembers Stevens, Ellis, Arnold and Hansen all voted in favor of the bid award.

G. Discretionary Items

There was a discussion relating to storm drains near the landslide and Mr. Douglas stated the public works department has been actively looking at the City storm drains. He noted the storm drain located on the Meehan’s property is not owned by the City, but rather Washington Terrace. The drains are checked weekly. There was a brief discussion regarding the topography change of the land at the bottom of the landslide.

Councilmember Hansen asked City Staff if they could update the City website with a timeline in relation to the landslide. Mr. Worthen discussed the various continuous efforts made by City Staff in relation to the landslide and agreed to compile a timeline for the City Website.

H. Adjournment

MOTION: Having no further business to discuss, Councilmember Ellis made a motion to adjourn. The motion was seconded by Councilmember Arnold; all voted in favor. The meeting was adjourned at 6:48 p.m.

Norm Searle, Mayor Jackie Manning, City Recorder

Date Approved: March 6, 2018
AGENDA ITEM: G1

SUBJECT: Consideration of City Council Resolution 2018-04, the Annual Municipal Waste Water Report

PRESENTER: Shawn Douglas, Public Works Director

INFORMATION:

a. Executive Summary

b. Resolution 2018-04

c. Municipal Waste Water Report

BACK TO AGENDA
**City Council Executive Summary**

<table>
<thead>
<tr>
<th>For the Council meeting on:</th>
<th>Petitioner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2018</td>
<td>Shawn Douglas, Public Works Director</td>
</tr>
</tbody>
</table>

**Summary of Proposed Action**


**Summary of Supporting Facts & Options**

The Municipal Waste Water Planning Program is required by the State Division of Water Quality. We have completed the report as required by the Division of Water Quality. Our system is in good condition and the maintenance program that we have in place keeps it functioning well. During the last year we did not have any waste water backups or overflows. I would recommend approval of the resolution.

**Legal Comments - City Attorney**

<table>
<thead>
<tr>
<th>Steve Brooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Attorney</td>
</tr>
</tbody>
</table>

**Fiscal Comments - Treasurer/Budget Officer**

<table>
<thead>
<tr>
<th>Cody Cardon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cody Cardon</td>
</tr>
<tr>
<td>Business Administrator</td>
</tr>
</tbody>
</table>

**Administrative Comments - City Administrator**

<table>
<thead>
<tr>
<th>Rodger Worthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodger Worthen</td>
</tr>
<tr>
<td>City Administrator</td>
</tr>
</tbody>
</table>

Signatures were added electronically. There were no comments regarding this item.
RESOLUTION NO. 2018-04

A RESOLUTION ADOPTING THE ANNUAL MUNICIPAL WASTE WATER REPORT COVERING ALL AREAS WITHIN THE INCORPORATED BOUNDARIES OF RIVERDALE CITY.

WHEREAS, the City Council of Riverdale recognizes the importance of a waste water program to cover the areas of Riverdale City; and

WHEREAS, the City finds that in order to meet the requirements of the state of Utah’s Sanitary Sewer Management Program and other entities, that certain items need to be accomplished and recorded; and

WHEREAS, the Council finds that it is in the best interest of the City and will promote the health, safety and general welfare of the community to review and accept the annual municipal waste water report as prepared by the Public Works Department for 2018, and directs them to take all appropriate actions and complete the necessary documentation in order to remain compliant with any state and federal requirements under the Waste Water Management Plan for the Riverdale City.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the annual municipal waste water report has been prepared, reviewed accepted and deemed accurate as set forth in Attachment "A" and is hereby accepted and adopted as the official position of Riverdale City and that the City take all appropriate actions and complete the necessary documentation in order to remain compliant with any state and federal requirements under the Waste Water Management Plan for the city of Riverdale.

Passed the _____ day of March, 2018.

RIVERDALE CITY

By: _________________________
   Norm Searle, Mayor

Attest:

_____________________________
Jackie Manning, City Recorder
Municipal Wastewater Planning Program (MWPP) Annual Report

2017

Please Select the Appropriate Facility from the Dropdown Menu

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>RIVERDALE CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Class and Grade</td>
<td>COLLECTION II</td>
</tr>
<tr>
<td>Owner Name:</td>
<td>Riverdale City Corp.</td>
</tr>
<tr>
<td>Name and Title of Contact Person:</td>
<td>Rodger S Worthen</td>
</tr>
<tr>
<td></td>
<td>City Administrator</td>
</tr>
<tr>
<td>Phone:</td>
<td>801-394-5541</td>
</tr>
<tr>
<td>E-mail:</td>
<td>@RiverdaleCity.com</td>
</tr>
</tbody>
</table>

SUBMIT BY APRIL 16, 2018

Electronic Submittal:
https://deq.utah.gov/ProgramsServices/services/submissions/index.htm

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. 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 call Beth or Judy, Utah Division of Water Quality: (801) 536-4300.
Definitions

1. Definitions: The following terms and definitions will help you complete the worksheets and questionnaire:

1. **Asset Management** – Any combination of management tools applied to physical assets of the sewer system with the objective of providing the required level of service in the most cost-effective manner. It incorporates asset lifecycle management tools, including depreciation, with the accountant's cost allocation process.

2. **Capital Facility Plan** – An engineering report detailing the planning procedures including a comprehensive analysis to establish the need, scope, basis, viability and implementation schedule of proposed sewer system projects.

3. **Capital Improvements** - Addition of a permanent structural change or the restoration of a property that renews or improves its value, increases its useful life, or adapts it to new uses.

4. **Capital Improvement Reserve Fund** - A fund or account established for capital improvement projects.

5. **Debt Service** – A payment of interest and principal, usually due annually, made in repayment of a loan or bond obligation.

6. **Debt Service Reserve Fund** - A fund or account established for use in making up deficiencies in bond repayment funds.

7. **Equivalent Residential Connection (ERC)** - A unit of wastewater that incurs the same cost for operations and maintenance as the average volume of domestic waste discharged from a single family residence in the sewer system service area.

8. **Impact Fee** – A fee established by ordinance to be imposed on new development for payment of capital costs associated with providing public services to the new development.

9. **Operation and Maintenance Costs** - The total annual cost for management, operations and maintenance of sewer systems including labor and benefits, general and administrative overhead, materials, supplies, utilities, fuel, tools, etc. These costs do not include capital improvements costs or debt service. Repair and replacement costs for fixed assets may be included.

10. **Plan of Operations** – A plan summarizing the operational and financial requirements that the sewer system must meet to achieve its goals and purpose. The minimum requirements are established I UAC R137-3-1.8

11. **Rate Study** – A study that establishes the user charge(s) of a sewer system based on the required level of service and its cost.

12. **Repair and Replacement Costs** - The annual cost to renew or replace fixed assets of the sewer system. Fixed assets are generally land, buildings and equipment. These are often major major costs not included in operations and maintenance budgets.

13. **Repair and Replacement Sinking Fund** - A fund or account established for renewal or replacement of fixed assets.

14. **Sewer Revenues** - Income from user charges and other fees or taxes collected to pay the cost of sewer systems.

15. **Sewer System** - The collective of sewerage systems and treatment works operated by the public utility or sponsor.

16. **User Charge** - A fee established by ordinance and used to pay the cost of sewer systems. Different fees may be established for one or more classes of users. For purposes of this survey, user charge means the annual average fee charges per sewer connection.

Instructions

Save this file to your local computer. The digital MWPP form is built in Microsoft excel. Please contact Beth or Judy if you cannot find your facility name or having trouble downloading your digital MWPP form. You will need to fill all the yellow boxes with the appropriate information. Several of the questions are Yes/No questions that require you to select the yellow cell and then click the small arrow drop down button to be able to select the appropriate answer. You may move through the worksheet by simply pressing tab to move from box to box. Hitting Enter within the form may cause you to skip over questions. Please be sure to verify that all yellow boxes have been filled with the appropriate information. Begin filling out the form by selecting the name of your facility from the dropdown menu. Please be sure to select the correct facility from the dropdown menu. DWQ will only accept one form from each facility. Once you have entered all the appropriate information in all the yellow boxes the MWPP form is complete and you are ready to submit the completed MWPP package back to DWQ. Please be sure to save your completed form. Please do not submit your form until you have the date the MWPP was presented to your Board or Council completed. You may not submit a second form with the date at a later time. DWQ will only accept one form from each facility. If you experience any trouble or have any questions please contact DWQ Engineering Section Staff.
Financial Evaluation Section

Form completed by: Shawn Douglas
May Receive Continuing Education /units (CEUs)
**Complete the following table:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the User Charge(^{16}) for 2017?</td>
<td>$23.53</td>
</tr>
</tbody>
</table>

**Part I: OPERATION AND MAINTENANCE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are property taxes or other assessments applied to the sewer systems(^{15})?</td>
<td>No</td>
</tr>
<tr>
<td>Are sewer revenues(^{14}) sufficient to cover operations &amp; maintenance costs(^{9}), and repair &amp; replacement costs(^{12}) (OM&amp;R) \textit{at this time}?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are projected sewer revenues sufficient to cover OM&amp;R costs for the \textit{next five years}?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the sewer system have sufficient staff to provide proper OM&amp;R?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has a repair and replacement sinking fund(^{13}) been established for the sewer system?</td>
<td>No</td>
</tr>
<tr>
<td>Is the repair &amp; replacement sinking fund sufficient to meet anticipated needs?</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: CAPITAL IMPROVEMENTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are sewer revenues sufficient to cover all costs of current capital improvements(^{3}) projects?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has a Capital Improvements Reserve Fund(^{4}) been established to provide for anticipated capital improvement projects?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are projected Capital Improvements Reserve Funds sufficient for the \textit{next five years}?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are projected Capital Improvements Reserve Funds sufficient for the \textit{next ten years}?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are projected Capital Improvements Reserve Funds sufficient for the \textit{next twenty years}?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Part III: GENERAL QUESTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are sewer revenues maintained in a dedicated purpose enterprise/district account?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you collecting 95% or more of your anticipated sewer revenue?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Complete the following table:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Debt Service Reserve Fund requirements being met?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a written emergency response plan for sewer systems?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a written safety plan for sewer systems?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**RIVERDALE CITY**

**Part IV: FISCAL SUSTAINABILITY REVIEW**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you completed a Rate Study within the last five years?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you charge Impact fees?</td>
<td>No</td>
</tr>
<tr>
<td>Have you completed an Impact Fee Study in accordance with UCA 11-36a-3</td>
<td>No</td>
</tr>
<tr>
<td>within the last five years?</td>
<td></td>
</tr>
<tr>
<td>Do you maintain a Plan of Operations?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you updated your Capital Facility Plan within the last five years?</td>
<td>No</td>
</tr>
<tr>
<td>Do you use an Asset Management system for your sewer systems?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you know the total replacement cost of your sewer system capital assets?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?</td>
<td>Yes</td>
</tr>
<tr>
<td>Please enter the date that this MWPP package was presented to your Board or Council</td>
<td>3/6/2018</td>
</tr>
</tbody>
</table>

**Provide your best estimate of the following costs:**

<table>
<thead>
<tr>
<th>Cost of projected capital improvements</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250,000</td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$300,000</td>
<td>$350,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINANCIAL EVALUATION SECTION END**
Collection System Section

Form completed by:

Shawn Douglas

May Receive Continuing Education /units (CEUs)

Complete the following table:
**Part I: SYSTEM AGE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What year was your collection system first constructed (approximately)?</td>
<td>1958</td>
</tr>
<tr>
<td>What year was the oldest part of your collection system constructed, replaced, or renewed?</td>
<td>1958</td>
</tr>
</tbody>
</table>

Complete the following table:

**Part II: DISCHARGES**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?</td>
<td>0</td>
</tr>
<tr>
<td>How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?</td>
<td>0</td>
</tr>
</tbody>
</table>

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
(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

Below include the number of SSOs that occurred in year: 2017

<table>
<thead>
<tr>
<th>Number of Class 1 SSOs in Calendar year</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Class 2 SSOs in Calendar year</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Please specify whether the SSOs were caused by contract or tributary community, etc.
### Part III: NEW DEVELOPMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td>No</td>
</tr>
<tr>
<td>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?</td>
<td>No</td>
</tr>
<tr>
<td>Number of new residential sewer connections added in the last year</td>
<td>10</td>
</tr>
<tr>
<td>Number of new commercial/industrial connections in the last year</td>
<td>10</td>
</tr>
<tr>
<td>Equivalent residential connections(^7) served</td>
<td>20</td>
</tr>
</tbody>
</table>

### Part IV: OPERATOR CERTIFICATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many collection system operators do you employ?</td>
<td>4</td>
</tr>
<tr>
<td>Approximate population served</td>
<td>8500</td>
</tr>
</tbody>
</table>

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

What is the current grade of the collection system DRC operator(s)?

<table>
<thead>
<tr>
<th>Shawn Douglas</th>
<th>2</th>
<th>Facility Class &amp; Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Favero</td>
<td>2</td>
<td>COLLECTION II</td>
</tr>
<tr>
<td>Bart Poll</td>
<td>2</td>
<td>-</td>
</tr>
</tbody>
</table>

List all other collection operators in your system by their certification. 

*Note: Enter all names even if the list isn't visible within the cell.*

<table>
<thead>
<tr>
<th>Not Certified</th>
<th>[Names]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Lagoons</td>
<td>[Names]</td>
</tr>
<tr>
<td>Collection I</td>
<td>[Names]</td>
</tr>
</tbody>
</table>
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?

Yes

Complete the following table:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you implemented a preventative maintenance program for your collection system?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you updated the collection system operations and maintenance manual within the past 5 years?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Complete the following table:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your system completed a Sewer System Management Plan (SSMP)?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the completed SSMP been public noticed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Date of Public Notice</td>
<td>8/18/15</td>
</tr>
<tr>
<td>Has the SSMP been adopted by the permittee’s governing body at a public meeting?</td>
<td>Yes</td>
</tr>
<tr>
<td>During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?</td>
<td>No</td>
</tr>
</tbody>
</table>

If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?
During 2017, was any part of the SSMP audited as part of the five year audit?  **Yes**

If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?

**Sewer line video program was implemented.**

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?  **Yes**
Complete the following table:
This section should be completed with the system operators.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the physical condition of the sewerage system: (lift stations, etc. included)</td>
<td><strong>The system is in good working condition.</strong></td>
</tr>
<tr>
<td>What sewerage system capital improvements does the utility need to implement in the next 10 years?</td>
<td><strong>Line repairs and replacements</strong></td>
</tr>
<tr>
<td>What sewerage system problems, other than plugging, have you had over the last year?</td>
<td><strong>None</strong></td>
</tr>
<tr>
<td>Is your utility currently preparing or updating its capital facility plan?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Does the municipality/district pay for the continuing education expenses of operators?</td>
<td>100% covered</td>
</tr>
<tr>
<td>Is there a written policy regarding continuing education and training for wastewater operators?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Any additional comments?</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**COLLECTION SYSTEM SECTION END**