

Interlaken Town Council Regular Meeting Agenda
Tuesday, 15 February 2022, 6:30 PM – 8:30 PM
Meeting Conducted Remotely with Zoom Video Conferencing Software

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QlJNT3loV3J4Nm83TFJlOEdGVm91dz09>

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentations:** Verkada-Geneva Communications Presentation
Anthony Magliocchino and Jennings Genho will provide information about their security and surveillance system bid for the town pumphouse and DPW site
- 4. Public Comment:** Comments will be taken by the Town Council on any non-agenda items. Comments are limited to four minutes per speaker. The Council may or may not respond to non-agenda issues brought up under public comment. Those wishing to comment should stand, state their full name and address, whom they represent, and the subject matter to be addressed. Total time allocated to public comments will be no more than twenty minutes.
- 5. Consent Agenda:** None
- 6. Approval of Agenda or Changes**
- 7. Approval of 01/03/2022 Council Regular Meeting Minutes**
- 8. Discussion of Geneva Bid, Pumphouse and DPW Site Security and Safety**
- 9. Town Lawyer Meeting 2/10/22 Summary and Discussion**
- 10. Dumpsters and Recycling**
- 11. Water Line Break 2/4/22**
Water Line Break 2/4/22 Status
New equipment for emergency response
- 12. Water System Unresolved Issues**
Pumphouse Electrical Service Upgrade
Cross Connection Control Requirement – 12/21/22 deadline
Wasatch Mountain State Park 20-year Easement – 5/22/23 deadline
Water Rights Status
- 13. Grants Update**
Community Block Grants
FEMA Grants, BRIC Grants
- 14. Financial Matters**
FY2021 AUP and Additional State Reporting Status
FY2022 Water Billing Status
- 15. Planning Commission Update**
- 16. Previous Action Items and Updates**
- 17. Other Business**
- 18. Council Comments**
- 19. Adjournment**

Interlaken Town Council Regular Meeting Minutes
Tuesday, 15 February 2022, 6:32 PM – 9:00 PM
Meeting Conducted Remotely with Zoom Video Conferencing Software

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QJINT3loV3J4Nm83TFJlOjV3SUE1ldz09>

1. **Call to Order** - Mayor Harrigan called the meeting to order at 6:32 pm

2. **Roll Call**

Greg Harrigan, Mayor

Chuck O’Nan, Council Member

Sue O’Nan, Council Member

Justin Hibbard, Council Member

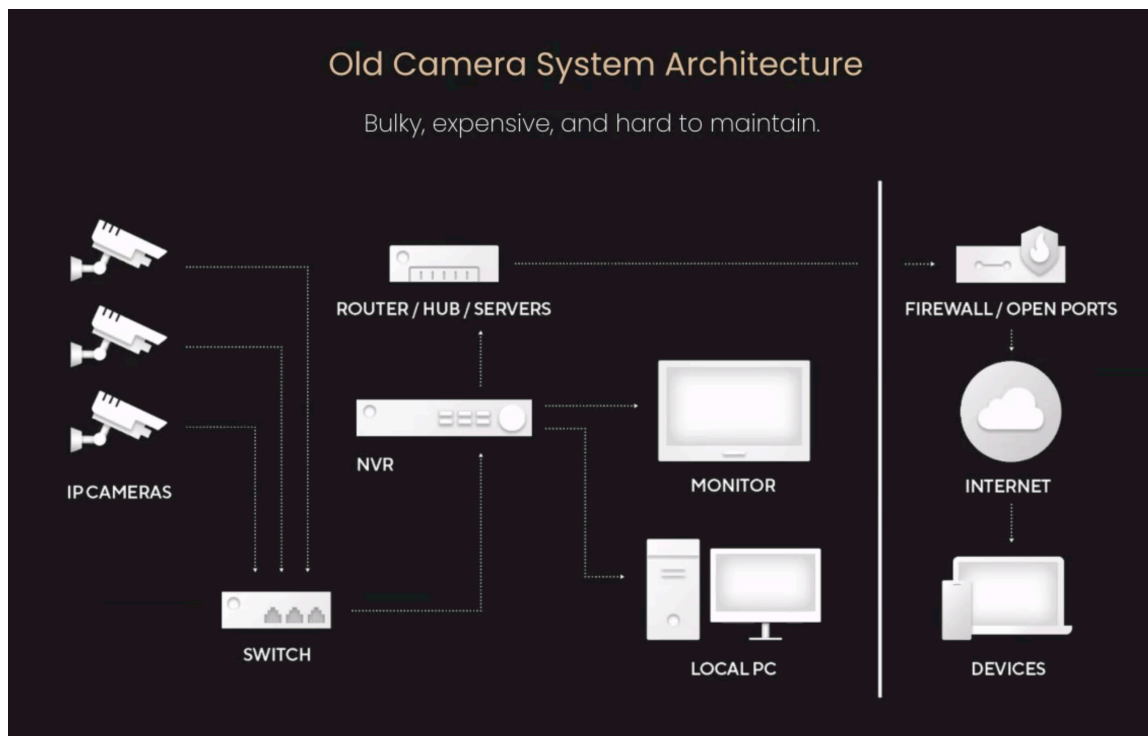
Chuck Cullom, Council Member arrived late

3. **Presentations:** Verkada-Geneva Communications – Security and Monitoring System

Anthony Magliocchino (Verkada) and Jennings Genho (Geneva) provided information about their security and surveillance system bid for the town pumphouse and DPW site. The town is interested in a security system, environmental monitoring, and remote access control for the pumphouse, water tank site, and DPW site.

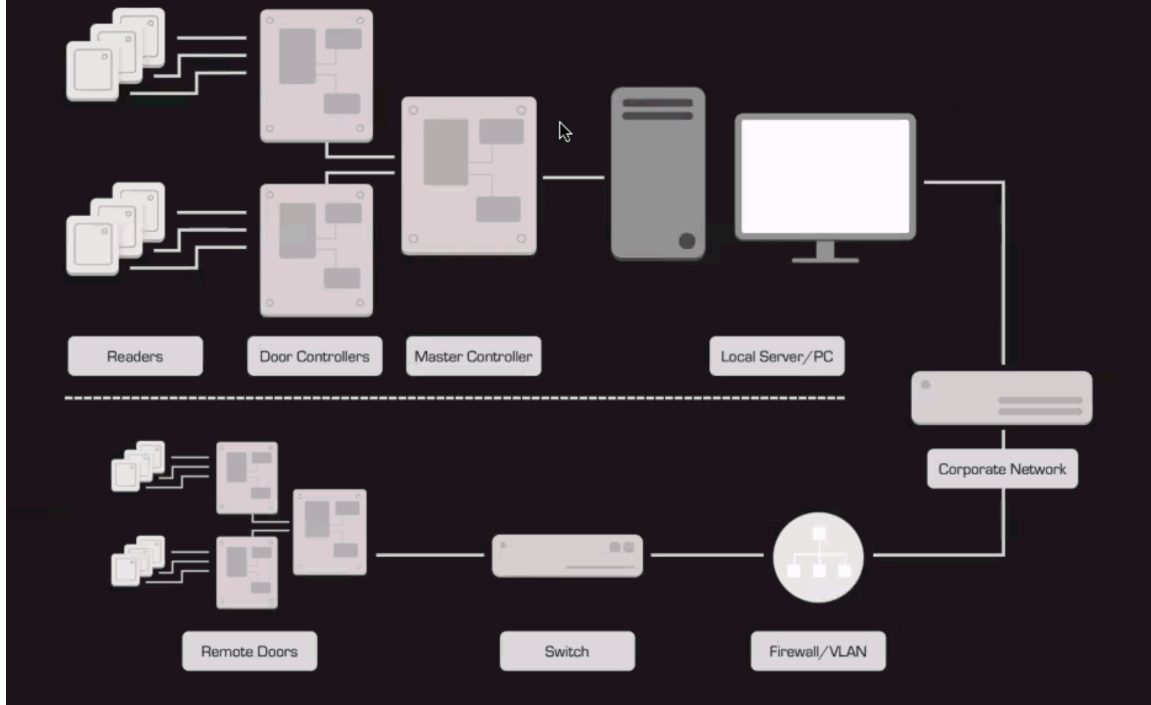
Verkada is a San Mateo based company that provides the hardware and software for the system. Anthony works for Verkada and is located in SLC. Geneva Communications does the installation of these systems. Jennings works for Geneva and is in Provo. Here are some excerpts from their presentation:

Enterprise space security is traditionally difficult to set up. Verkada addressed this. Goal is to be an operating system for a building. Lots of local companies are using their system. The video recorder is built into the camera, so an internet connection is not required to record footage. A local DVR or server not necessary. The system is a hybrid cloud architecture, differing from the traditional old camera system architecture.

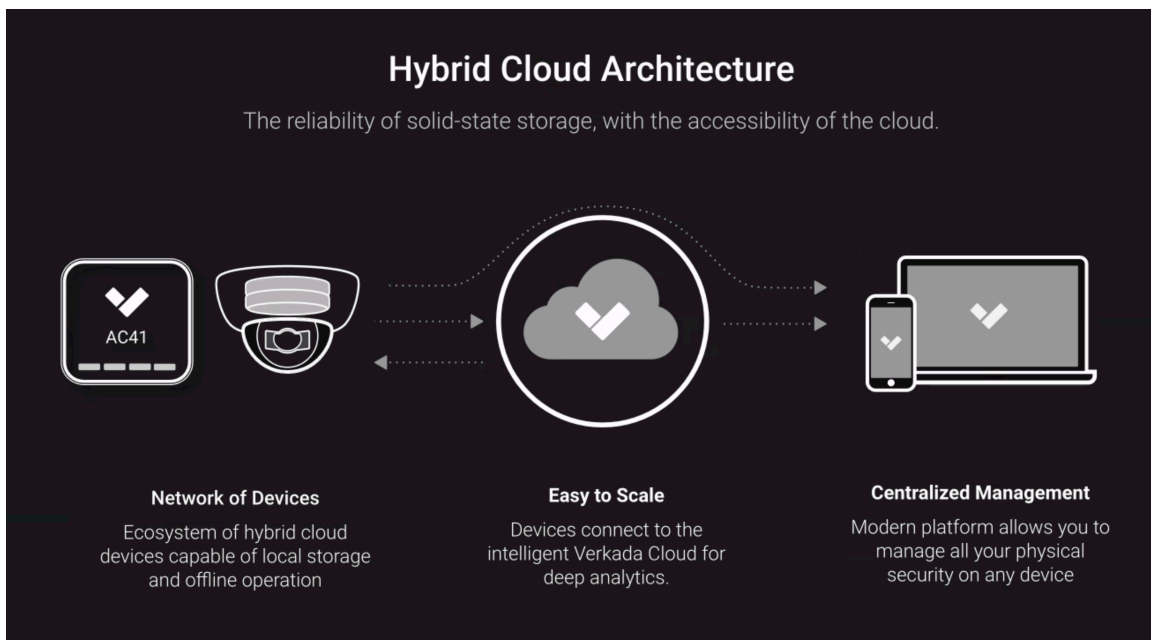


Traditional Access Control Architecture

Bulky, expensive, and hard to maintain.

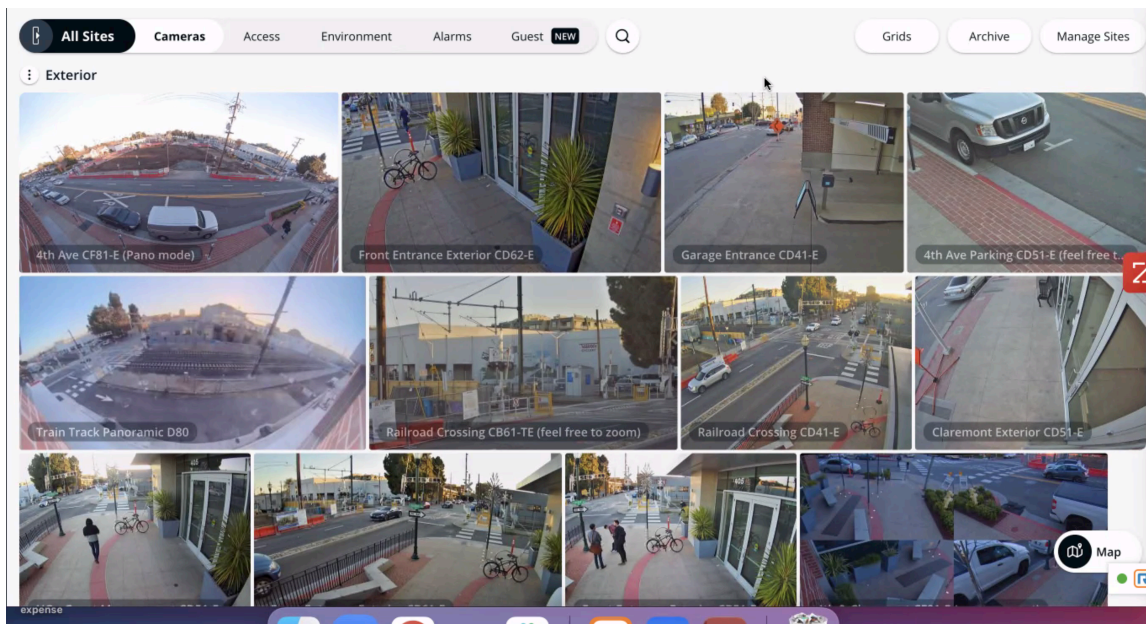


Verkada architecture is a hybrid model combining local storage with cloud storage.

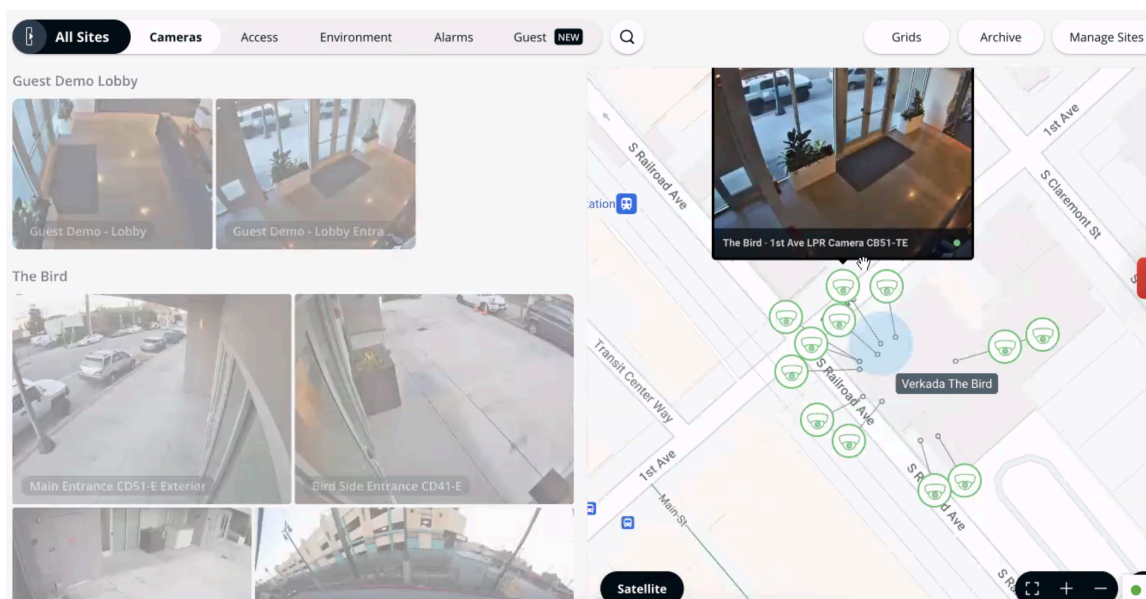


Verkada provides a 10-year warranty on all hardware. They will overnight new equipment if a device fails or is destroyed by vandals. Finding, saving, and sharing footage is one of the key advantages of their system.

Here is a screen view of all cameras connected to the system from Verkada's headquarters in San Mateo:



Individual cameras can be accessed via a map that shows status of all the cameras in the system:



The Verkada system allows you to divide the camera view into smaller grid sections and search for motion detection or other visual aspects in that grid. You decide what grid sector you want to isolate to see motion. The system provides people analytics - facial recognition, search based on description – gender, clothing, etc. It can also search for a vehicle – color, license plate.

Sue – how much light is required to pick up a description at nighttime, for example a license plate? Anthony - you could still see with their equipment with night vision.

Sharing footage – if you need to share live access, you can do it through text or email to local law enforcement. Verkada provides unlimited archival storage on the cloud. You can select how many days storage for the camera itself.

Cameras interface with access control. You can remotely lock and unlock a door. You can schedule times to lock/unlock doors. You can designate start dates and end dates for contractors to gain entry.

Verkada provides several environmental sensors in their system:



Sensors and alarms – smoke, water leakage, temperature, you can get a text message when is something is detected. The camera system can be turned into an alarm system – that notifies a designated party, police or a monitoring service (additional cost).

Greg – it’s amazing technology but a little big brother. Justin – visited their booth at a tech conference. Noted that you can be notified if a repeat offender shows up. Person of Interest notification.

Chuck O’Nan– how big are these cameras – are they out in the open, how easy is it to knock them down, destroy them? Anthony - If someone was to walk up to the camera and start tampering the video would immediately upload the video and turn into a brick.

Justin – what happens if there’s a failed camera? Anthony - You can chat with the engineers, provide them with an access key so they can have access to the cameras (not possible unless they are given permission). They can troubleshoot the software on the back-end or identify a hardware issue. If they can’t fix it remotely within 5 minutes, they overnight a new camera. If it is an installation issue, Geneva would guarantee their work. Their cameras are plug and play and not difficult to set up.

Chuck Cullom – what are the year over year maintenance costs? Anthony - Cameras are guaranteed for 10 years. The software side has a licensing fee covering 3, 5, or 10 years. 10 years is good because the camera is fully covered as well as the software. If you license a camera for 10 years, you will get all the upgrades in that period. If there are additional cameras added down the line, all cameras will have the same licensing period. It is a per device licensing – each camera and sensor have its own license. Not a user license. You can add a site license monitoring for an additional fee. It may also be possible to connect the Verkada system to the proposed warning siren to be added to the pumphouse, for remote activation.

See the attached documents that provide notes from the previous 12/9/21 presentation, the Interlaken Town proposal, the bid from Verkada and Geneva, and information about a potential siren from Sentry Siren.

4. Public Comment:

Tasha Lingos, 311 Interlaken Drive. Has the walking trail in the Reserves that crossed into town property been addressed? Greg – yes, we are addressing it – it will be relocated. Tasha - Has BHR contributed to road expenses. Greg – not yet.

5. Consent Agenda: None

6. Approval of Agenda or Changes

Motion: Council Member Sue O’Nan moved to approve the agenda.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

Vote: The motion was approved with the Council Members unanimously voting Aye.

7. Approval of 01/03/2022 Council Regular Meeting Minutes

Motion: Council Member Sue O’Nan moved to approve the 1/3/22 minutes as presented.

Second: Council Member Chuck O’Nan seconded the motion.

Discussion: no discussion.

Vote: The motion was approved with the Council Members unanimously voting Aye.

8. Discussion of Geneva Bid, Pumphouse and DPW Site Security and Safety

Bart – much in favor of the system primarily because of the reliability and different search techniques. Sue – could we put a remote camera in other areas that were abused? Bart – yes, we could identify cars in sensitive areas. The system is completely expandable.

Justin – concerned about enforcement. Bart – we will discuss this in the next agenda item.

Greg – most concerned about our water system. The exposure to our pumphouse and generator is only going to get worse. Someone could severely damage our water system.

Chuck Cullom – the critical path for the town’s health and safety is the water system, and fire recognition and prevention. When you couple that with our change in demographics, the message to the community is about protecting our key assets and not so much dumpster misuse.

Greg – he thinks it would be good to get 3 bids – Peak Alarm, Strawberry, and Verkada. Sue agrees – we should probably get another bid, but she is impressed with this system. Justin – he likes the integration of the system.

Greg – let’s get Jon Hagen’s bid from Strawberry as well for the next meeting.

The council discussed and decided to continue their review of the proposal and compare the Verkada/Geneva bid with the previous Peak Alarm bid, and a bid from Strawberry Communications.

9. Town Lawyer Meeting 2/10/22 Summary and Discussion

See the attached notes from the meeting between Jeremy Cook, Mayor Harrigan, and clerk Smith.

Greg - We need to tighten up our ordinances vs resolutions. Then we can go to the sheriff and ask them to enforce. Greg feels we need more signage as well.

Chuck Cullom– we should clean up our town ordinances all at once. We’ve been a town for 6 years, let’s clean up the code for things that matter for public health and safety. We should review all our ordinances and get them ready for a public hearing in early June. He prefers that we use the public space to review all the changes.

10. Dumpsters and Recycling

Greg – the dumpsters cannot be closed because they are overfilled, attracting vermin and birds. He has repeatedly picked up trash - 2 dumpsters with 3 pickups a week are not enough. He suggested adding a 3rd dumpster immediately. This spring he would like SuperDave to dig out the site and make space for a recycling bin.

Chuck O’Nan – How are hard would it be to put another dumpster closer to the pumphouse?

Greg -We can't because it would fall within the 100-foot source protection zone (100 foot radius around the well heads). We are not serving our community well by having 2 dumpsters. He doesn't feel people will use the recycling bin effectively.

Chuck Cullom - also feels we have overgrown 2 dumpsters; he recycles with ReCyclops and agrees with Greg.

Sue – agrees as well, thinks we need a third dumpster. Maybe in the summer we could add a recycle bin where the salt is currently stored. If we have room for only one or another, right now, she would prefer a dumpster.

Justin – feels we should have a recycling bin. He suggested we fine people that put cardboard or plastic in the dumpster.

Bart – this would be difficult to enforce – it's not possible to dig through the dumpster looking for items, and as lot owners pay Wasatch County for the service, we may run into difficulty enforcing our own penalties on their service.

Chuck Cullom – is there a modest sized recycle bin we could use as a pilot project?

Bart – The Recyclops fee is \$40 per pickup, \$20 additional for glass.

Justin – doesn't think we've tried recycling and the proper messaging enough to know if it works and wants to give it a try.

Bart – could we get a bid from Recyclops for the whole town? We could add it to General fund revenue and pay for it through Wasatch County taxes.

Sue – can we put a bin in after the salt is gone?

Chuck Cullom – if we're contemplating a tax rate increase, then we should find out what the community wants. He's interested in seeing how the community responds to a recycling opportunity, but we need to figure out how we pay for it. He would support a public discussion, for example, what are you willing to pay for this service? Or we could offer it and see how it is used. We should be mindful of how this impacts someone's tax bill.

Greg – agrees we should put it out there – that this is what we are doing and get a response from the town.

Greg – let's add a dumpster immediately, and a recycling bin when they pave Luzern Rd. and we pave the site, or in May if that's earlier.

Sue – we shouldn't wait for paving that could be a while.

Justin is good with that proposal.

Motion: Council Member Chuck Cullom moved we authorize a 3rd dumpster and explore the option of adding a recycling bin this summer.

Second: Council Member Sue O'Nan seconded the motion.

Discussion: no discussion.

Vote: The motion was approved with the Council Members unanimously voting Aye.

Justin – it's a 6 cubic yard dumpster for recycling. \$40 a pickup plus tax, 96 gallon bin for glass – we won't provide the glass recycling. He will set this up starting in the beginning of May.

Greg – the county currently picks up the trash dumpsters Mon, Wed, Fri. usually around 8:30.

11. Water Line Break 2/4/22 - St. Moritz

The lateral water line break on St. Moritz was repaired in less than 24 hrs. We do need to remove the dirt piles on the side of the road. The pit we dug in the fall saved the Osborne's house.

Greg – maybe we can pay Brother B. to clean up the DPW site. Sue will call and ask him to do that as well as move the dirt from the Osbornes.

New equipment for emergency response – Chuck O’Nan already purchased the generator and some other tools. Bart will coordinate what we have with what the water masters need. The current wanted list includes a torch with propane tank to melt ice, metal detector, water pump, digger tools, and screens to cover valve pits.

12. Water System Unresolved Issues

Pumphouse Electrical Service Upgrade

It became apparent during the water break that the transformers at the pump house were not functioning properly. Harold Wilson from HL&P ordered new tubs to fix the power at the pole. The service to the pumphouse is 100 amps. We need to upgrade to 200 amps and provide better service to the pumps.

Cross Connection Control Requirement – 12/21/22 deadline

The state is mandating that all irrigation systems that connect to a culinary system use an approved cross connection control device. These devices must be installed and inspected annually. See the attached documents that describe this requirement.

Wasatch Mountain State Park 20-year Easement – 5/22/23 deadline – Chuck Cullom has a contact at the park that he will meet with in the next few weeks.

Water Rights Status – Chuck Cullom spoke with the director of Water Resources - Candice Hazenyeager. She put him in touch with the correct person –he will meet with them the first week in March.

13. Grants Update

Community Block Grants – we failed to qualify for this grant because we are too affluent a town and didn’t pass the low to moderate income percentage requirement. It’s possible we could apply next year again.

FEMA Grants, BRIC Grants - it looks like there’s a component in the FEMA program that might qualify us for a warning siren. It is a tight timeline, due date is in mid-March. It’s a federal grant, with a state coordinator – Ember. 75% paid by grant, 25% by grantee. Bart will work with Sue Cullom to get this done.

14. Financial Matters

FY2021 AUP and Additional State Reporting Status – see attachments.

The AUP report and large financial survey were completed with help from Hinton Burdick, CPA.

The total fee for Hinton Burdick was \$4725, significantly less than what was budgeted.

FY2022 Water Billing Status – see the attached summary billing report.

The FY2022 water billing was sent out on 2/15/22. The due date for payment is 4/15/22, with a monthly \$25 late fee for payments received after 4/15/22.

15. Planning Commission Update

No report available from the planning commission.

16. Previous Action Items and Updates

BHR and The Reserves RMA – Greg, still waiting to meet with Watts and the BHR group.

Interlaken Town sign – was originally built by the “Wilson Boys” – Sherry Bolca. Chuck O’Nan will contact RC Ornamental and have him to come out. He does a lot of stuff in Promontory.

17. Other Business – None.

18. Council Comments

Greg – should we do a spring party, with a modest outlay. Justin is interested – he will look into it. Greg – there’s 19 new homeowners, it would be cool to have a gathering. Chuck Cullom – could we make it a founder’s day.

19. Adjournment - Council Member Hibbard moved to adjourn the meeting. Council member Sue O’Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:00 PM. The next town council meeting is scheduled for Monday, March 7, at 6:30pm via Zoom.

12/9/21 Presentation – Anthony Magliocchino, Jennings Genho

Verkada Security Systems

<https://www.verkada.com/>

Their techs will be onsite, at the pumphouse, January 6th, 10am, installing our free 30-day trial equipment – 2 outdoor cameras and 1 indoor camera.

Enterprise oriented system for complete building and site security and surveillance. They want to be the operating system for buildings. They have supported communities in the past in grant writing for their systems.

Surveillance

Plug N Play system, cameras with built-in motion detectors

Motion Capture Clips – video clips are archived based on a quadrant of the entire clip, so you can detect motion in a specific area of the field of view, and send a notification.

License plate recognition, optical zoom

Facial recognition, ability to search footage based on a profile – gender, shirt color, activity in a quadrant, etc

Unlimited Cloud Storage

Accurate timestamp which holds up in court

Solar powered unit could be installed at the water tank

Alarm system and 24-hr monitoring is available

Live footage can be shared with the community

Access Control

Key card reader, Bluetooth control, or numeric keypad

Able to open the door remotely after verifying visually

Door can be locked or unlocked based on a schedule, or access can be granted for an individual

Environmental Sensors

Humidity

Temperature

Motion Detection

Noise Level

Tampering – eg entry door

Water pooling – may be possible

May be possible to integrate an emergency notification system – siren

Verkada Security System – Interlaken Town

Outdoor Motion Sensitive Cameras

- Dumpster site – license plate capture, facing west
- Dumpster site – wide angle facing east
- Pumphouse door entry – for remote entry recognition
- Generator view
- Water Tank – Wasatch Mtn State Park (solar powered?)

Indoor Pumphouse Camera – 1 or 2 necessary to cover full interior view with motion sensors

Access Control at Pumphouse Entry Door

Environmental Sensors

Humidity

Temperature

Motion Detection

Noise Level

Tampering – eg entry door

Water pooling – may be possible

Power Outage

May be possible to integrate an emergency notification system – siren



2737 N Town Rd.
 Santa Clara, UT. 84765
 United States

Quote: 003255
Date: January 12, 2022
Sales Rep: Jennings Genho
Sales Engineer: Alex Wiley
Customer: City of Interlaken
Address:
City - State - Zip: Interlaken UT
Contact Name: Bart Smith
Contact - Phone / Email:
Quote Expiration: February 11, 2022
Valid for 30 Days

Quote Description:

Item Description (Water Leak Detection and Environment Sensor)	Manufacturer	Part #	Qty	Customer Cost
Wireless Hub - North America	Verkada	BH61-HW	1	\$731.27
Wireless Water Leak Sensor	Verkada	BR35-HW	1	\$145.67
5-Year Wireless Alarm Hub License	Verkada	LIC-BH-5Y	1	\$779.22
SV11 Environmental Sensor	Verkada	SV11-HW	1	\$731.27
5-Year Sensor License	Verkada	LIC-SV-5Y	1	\$779.22
Shipping and Handling			1	\$42.00
SECTION SUBTOTALS				\$3,208.64

Item Description (Door Hardware - Remote Unlock/Monitor)	Manufacturer	Current Part #	Qty	Customer Cost
AC41 4 Door Controller	Verkada	AC41-HW	1	\$1,170.47
AD31 Multi-format Card Reader	Verkada	AD31-HW	1	\$218.87
5-Year Door License	Verkada	LIC-AC-5Y	1	\$779.22
Door Strike			1	\$549.00
Wired Surface Mount Door Contact	Verkada	BR12-HW	1	\$72.47
Request Exit Button			1	\$61.00
Backup Battery for AC41	Verkada	ACC-BAT-4AH	1	\$72.47
Shipping and Handling			1	\$107.00
SECTION SUBTOTALS				\$3,030.49

Item Description (Cameras)	Manufacturer	Current Part #	Qty	Customer Cost
Outdoor Fisheye Camera, 12MP, Fixed Lens, 30 Days of Storage	Verkada	CF81-30E-HW	1	\$1,463.27
Outdoor Dome Camera, 5MP, Fixed Lens, 30 Days of Storage	Verkada	CD41-30E-HW	2	\$1,462.54
Outdoor Bullet Camera, 5MP, Telephoto Zoom Lens, 30 Days of Storage	Verkada	CB51-30TE-HW	1	\$1,097.27
Outdoor Bullet Camera, 5MP, Zoom Lens, 30 Days of Storage	Verkada	CB51-30E-HW	2	\$2,048.14
5-Year Camera License	Verkada	LIC-5Y	6	\$3,739.32
Shipping and Handling			1	\$68.00
SECTION SUBTOTALS				\$9,878.53

Item Description (Water Tank)	Manufacturer	Current Part #	Qty	Customer Cost
Water tank camera + Solar Panel/Battery			1	\$4,563.00
Point to Point Radio link			1	\$585.00
5-Year Camera License	Verkada	LIC-5Y	1	\$623.22
Shipping and Handling			1	\$345.00
SECTION SUBTOTALS				\$6,116.22

Install Labor			1	\$5,460.00
Installation Materials			1	\$888.00
SECTION SUBTOTALS				\$6,348.00

Sales Tax \$0.00
Total Cost \$28,581.88

Approval Signature _____

Print Name _____ Date _____

Outdoor Warning Sirens

Outdoor warning sirens, known to most people as severe weather sirens or tornado sirens, are one of the most effective ways to inform the public of dangerous weather conditions and other emergencies. This is true across the United States, especially in tornado-prone states like Oklahoma, Kansas, Nebraska, South Dakota, Texas, Missouri, and Iowa. And with the different financing options available, including U.S. Homeland Security Grants and U.S.D.A. Grants, the time to get an emergency signaling system has never been better.

Sentry Siren specializes providing state-of-the-art warning siren systems for communities, schools, and businesses around the world. Within our outdoor warning siren product line, there are two basic product categories:

- Electro-mechanical warning sirens
- Electronic / Giant Voice warning sirens

When it comes to providing a warning signal / siren tone over a large geographic area, or in areas with high ambient background noise, there is no better solution than Sentry's omni-directional, electro-mechanical warning sirens. Using the toughest continuous-duty motors available, our true 360 degree sound output pattern will provide the most cost-effective wide-area siren signal available. And keep in mind what FEMA says about omni-directional versus rotating sirens:

OMNI-DIRECTIONAL DEVICES:

- "...present a distinct advantage.. over rotational devices," according to FEMA's warning system guide. It says "a rotational device will have an overall lower dB level when assessed across a given time period than an Omni-directional device operating at the same frequency. Additionally, because sound has a reinforcing effect, Omni-directional devices can act as sound "boosters" with adjacent audible devices." (4.4.5 FEMA OWS Technical Bulletin 2.0)
- Further, the guide states: "Omni-directional sirens provide a greater area of coverage than do rotating or directional devices. They provide a more constant signal that improves public alerting, therefore Omni-directional sirens can be used to good advantage in areas with high population density and in areas with high ambient noise levels." (4.4.5 FEMA OWS Technical Bulletin 2.0)

For applications that require a pre-recorded voice message to communicate immediate and specific instructions to an impacted population, Sentry's VR series Giant Voice sirens provide clear and intelligible voice messaging and siren tones with the highest Speech Transmission Index (STI) rating available in the industry.

Please explore our comprehensive emergency siren solutions below and [Contact Us](#) to put us to work for you!



3V8

- 107dB(C)
- 5HP AC continuous duty motor
- Single Phase and Three Phase
- Estimated 1,700 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **\$3,536.32**

[Download Literature](#)



3V8-H

- 109dB(C)
- 5HP AC continuous duty motor
- Single Phase and Three Phase
- Estimated 2,000 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **\$3,786.93**

[Download Literature](#)



3V8-H-B

- 116dB(C)
- 4HP DC continuous duty motor
- 48VDC
- DC primary operation
- Estimated 3,400 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **\$8,066.05**

[Download Literature](#)



7V8

- 112dB(C)
- 7.5HP AC continuous duty motor
- Single Phase and Three Phase
- Estimated 2,800 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **\$4,670.00**

[Download Literature](#)



10V

- 115dB(C)
- 10HP AC continuous duty motor
- Single Phase and Three Phase
- Estimated 3,300 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **\$5,077.06**

[Download Literature](#)



7V8-B AC/DC

- 121dB(C)
- 8HP DC continuous duty motor
- 72VDC
- AC/DC battery backup operation
- Estimated 4,000 ft. effective range / coverage radius
- 460Hz broadcast frequency

Priced From: **Call For Price**

[Download Literature](#)

2022-02-10 Meeting with Jeremy Cook – Town Attorney

Water Rights

Jeremy noted that we need to go after the deed to our water rights.. Chuck Cullom is pursuing this.

Building Permit Approval Process

A building permit application is a “land use application” not a “land use regulation”. This means basically that a building permit application can be approved through an administrative action and does not require legislative action under state law. In other words, the planning commission is not required to meet and vote to approve an application, and then make a recommendation to the council for their approval on a building permit.

This means we could shorten the time for permit approvals by having the town and TO engineers review the plan set, and give approval without going through the planning commission and council. The review by the town could be done by a planning commission member, or anyone else who is familiar with specific issues in the town’s code. TO typically focuses on IBC compliance, structural calculations, and other issues that require a professional engineer. The town review typically looks at setbacks, height requirements, dumpsters, porta potty placement, parking issues, and other issues specific to the town.

Here’s the relevant Interlaken code:

Section 2.04.030 Authority and Duties of the Planning Commission

The Interlaken Town Planning Commission is authorized to fulfill the following duties:

- A. Make recommendations to the Town of Interlaken Council for:
 1. The adoption of or amendment of the general plan.
 2. The adoption of or amendment of the Land Use Title, zoning maps and other official maps.
 3. Before the Commission can give a favorable recommendation for the adoption of or amendment of any of the above documents it must be shown the proposed recommendation will:
 - a. Not be contrary to the intent of the general plan or land use ordinance.
 - b. Not obstruct the fulfillment of any other provisions of the general plan.
 - c. Not decrease nor adversely affect the health, safety, convenience, morals or general welfare of the public.
 - d. More fully carry out the intent and purpose of the land use ordinance.
 - e. Balance the interest of the petitioner with the interest of the public in general, both interests being served better by adopting such an amendment.
 4. In considering a request for adoption of or amendment to an element of the Land Use Ordinance or Zoning Map the Planning Commission may submit to the Town Council a recommendation for or against the requested change or it may submit an alternate proposal.

- B. Hear and make recommendations to the Town Council on land use applications. They shall review and recommend approving, disapproving, or approving subject to conditions, requests for permits in accordance with the Town's land use regulations. To accomplish these tasks the Commission shall implement an application process that:
1. Shall protect the right of:
 - a. Each applicant or affected third party to require formal consideration of any land use application.
 - b. Each participant in a public hearing to be heard in the case of a contested land use application.
 2. May include a designation of routine land use matters that, upon application and proper notice, receive informal streamlined review and action if the application is uncontested.

Jeremy suggested we remove the highlighted language as part of a land use code revision in order to transform the permit approval process from a legislative action to an administrative action. The planning commission would continue to perform the duties as outlined in part A. Jeremy was not familiar with another municipality that involves the planning commission or council in building permit approvals. He showed us an example from Eagle Mountain that uses a table that specifies what decisions can be made administratively.

To change our code, we would have to hold a public land use hearing, as per the open meetings act.

Engaging Wasatch County Sheriff and Prosecutor's office for Code Enforcement

This was a long discussion. In summary, he noted that the Wasatch County Sheriff's office normally wouldn't enforce town ordinances, only state law. Our code that invokes civil penalties, not criminal, and are hard to enforce. This is especially true for non-residents. We do have some options though.

Dumpster Misuse

He thought we may have an opportunity to enforce dumpster misuse through "trespassing" or "theft of service" through the sheriff's office. We'd need evidence to present to the sheriff. If we fine an offender, we may have to go through District Court to actually get the fine. It's harder to enforce for non-residents. Sometimes a notice of violation from our lawyer may get results.

Fireworks – Vandalism – Open Fire Ban – Egregious Building Code Violation

These may be covered under state law, and could be enforced through the sheriff's office. A CO violation or other building permit violation (trash on site) may be best handled with a letter from the town – "you are in violation of... the fine is \$... per day and after 10 days it will be enforced. We need to verify that a CO violation is in the IBC code, or specifically in our land use

code in order to enforce it. He recommended an escalating fine structure and waiting until the total fine is significant before turning it over to district court.

Parking Violations

Jeremy's advice was to tag the vehicle with a sticker and send notice to the owner from the town if we can get the owner's information. We could also have the vehicle towed. We need to make sure it's written into our ordinance that the vehicle will be towed if in violation. These are civil fines and more difficult to enforce. The sheriff's office will not pursue these.

Town Administrator Appointment Process

This is a simple matter of appointment through town council resolution. We brought this up because as more and more of the clerk's duties take on an administrative aspect, this would formalize that appointed position.

Voting on Expenditures – Necessary if Already Budgeted?

The council could codify spending practices by resolution or a policy statement, rather than reviewing and voting on each expenditure. If an expenditure is already budgeted, it should be okay to proceed. An example of a policy statement might be something like, anything over \$10K must be approved by the council. Anything under that amount does not require approval if it has been budgeted. We could add another stipulation by qualifying the policy - anything over \$10K requires council approval unless it is an emergency requiring immediate attention. This might be the case for a water system failure, for example. We don't want to wait a month to take action. It is best to have political cover for large expenditures so such a policy should be adopted.

Invocation Request for Council Meeting

The town is not required to approve a request for a prayer or invocation at the beginning of a council meeting. If we typically begin a meeting with a prayer, then we cannot discriminate against different religious viewpoints.



8yd

**ABSOLUTELY
NO METAL
OR CONCRETE**

Disruptive for
the neighborhood
garbage can
and construction
activity.
Above of dumpsters
will not be tolerated.
Make your contractors
aware of these
restrictions.

When you leave garbage on
the ground, you will be
fined \$100.00. If you
are disrespectful of
our neighborhood, if
the dumpster is full,
come back and we'll
take it away for you.
Thank you for your cooperation.

WASATCH

NO PARKING
NO TRUCKS
NO TRAILERS
NO STORAGE
NO OBSTRUCTION
NO UNLAWFUL USE

NO PARKING

**ABSOLUTELY
NO METAL
OR CONCRETE**

Disruptive for
the neighborhood
garbage can
and construction
activity.
Above of dumpsters
will not be tolerated.
Make your contractors
aware of these
restrictions.



NO PARKING

ABSOLUTELY NO METAL OR CONCRETE

WASATCH COUNTY

ABSOLUTELY NO METAL OR CONCRETE

WASATCH COUNTY

PARKING

WASATCH COUNTY
WASTE MANAGEMENT
RECYCLING CENTER
1000 S. 1000 E. SUITE 100
CANYONVILLE, OR 97523
PHONE: 531-325-3333
FAX: 531-325-3334
WWW.WASATCHCOUNTYOR.GOV

NO BURNING

NO FLAMMABLES

NO HAZARDOUS WASTE

NO REFRIGERATORS

NO AIR CONDITIONERS

NO STOVE TOPS

NO OVEN TOPS

NO WASHERS

NO DRYERS

NO REFRIGERATORS

NO AIR CONDITIONERS

NO STOVE TOPS

NO OVEN TOPS

NO WASHERS

NO DRYERS



<https://deq.utah.gov/drinking-water/water-system-tools#websites-organizations>

REQUIRED ELEMENTS OF A CROSS-CONNECTION CONTROL PROGRAM

R309-105-12 requires that every public drinking water system establish and actively enforce a cross connection control program. An effective cross connection control program consists of components which when properly administrated are designed to prevent contamination from entering your water distribution system.

The FIVE components of an effective cross connection control system are:

1- LOCAL AUTHORITY:

This would consist of an ordinance, bylaw, or some other type of legal provision established by the council, board, or governing legal body, that would authorize the drinking water system to carry out a cross connection control program. Specific items to be covered in this ordinance would include: authority to require inspections or surveys; authority to require testing of assemblies and/or devices; authority to discontinue service to connections that refuse to comply; and individuals responsible for program and enforcement.

2 - PUBLIC AWARENESS:

A good public awareness program will provide information to the public concerning: what cross connections are; how they can be prevented; what types of protection are available; and the concerns associated with thermal expansion where protection is required.

3- TRAINED STAFF:

It is recommended, but not necessary, that at least one member of the water systems staff be trained as a backflow technician or specialist. It is imperative though that at least one member of the systems staff have some training in cross connection control. This training is being made available to managers and operators throughout the state through organizations such as the Rural Water Association of Utah and the Utah Chapter of the American Backflow Prevention Association. Division of Drinking Water staff are also available to provide training in cross connection control. ***A certified CCC Program Administrator is required for Community water systems population 500 and above by December 31, 2020, and population below 500 by December 31, 2022.***

4 - RECORD KEEPING:

Once a water system has an ordinance and has began to establish a program, an efficient and detailed record keeping program must be established and maintained. Records should be made and kept concerning the following: all surveys or inspections; locations of assemblies and high hazard air gaps with testing and inspection records; and any backflow incidents and corrective actions taken as well as any compliance actions.

5 - ON-GOING ENFORCEMENT PROGRAM:

The program will only be as effective as the individuals who are authorized to carry it out. Ideally this would extend to the building inspection and or plumbing inspection departments where possible but as a minimum someone in the water department should be authorized to administrate the program and take the necessary compliance actions. Testing and inspections may be done by system personnel or the responsibility for it may be delegated to the building or site ownership as is usually the case. Either way someone must be authorized to administrate the program and must have the time and necessary support to do so.

CROSS CONNECTON CONTROL AND BACKFLOW PREVENTION

Starting and Maintaining a Program for your
Water System

DEVELOPING CCC PROGRAM



DRINKING WATER

Gary Rager
Utah Division of Drinking Water
801-536-4498
grager@utah.gov

LOCAL AUTHORITY

Lickin Creek Water Distric #04279
CROSS CONNECTION CONTROL POLICY

A policy relating to "cross connection control and backflow-prevention control" at the Lickin Creek Water District.

**PART I:
CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION**

(1) It shall be against Lickin Creek Water District policy, at any connection supplied with water from the Lickin Creek Water District distribution system, to do any of the following:

- (a) To install or use any physical connection or arrangement of piping or fixtures, which may allow any fluid or substances unsuitable for human consumption to enter the potable water distribution system, as required by Section 608.1 through 608.5 of the International Plumbing Code.
- (b) To install any connection, arrangement, or fixtures without a Backflow Prevention Device or approved Assembly unless arranged otherwise by the Board Member over Water.
- (c) To incorrectly install any Backflow Prevention Device or Assembly required by Section 608.6 and 608.1 of the International Plumbing Code.

(2) Any person found in violation of this policy shall be subject to reprimand or other appropriate disciplinary action as determined by the Board Member over Water.

(3) Administration of this policy shall be referenced by "Cross Connection Control Program of Utah, November 2003". A copy of the manual shall be available at the office of the Lickin Creek Water District.

(4) Backflow prevention assemblies required by this policy will be required to be tested at least annually. The Board Member over Water shall prepare and maintain a Backflow Assembly Information sheet on all such devices and Test results shall be maintained for a period of no less than five (5) years.

PART II:

This policy shall take effect on January 1, 1999. A copy of the policy shall be placed in the office in the Water Board water system binder and will be reviewed for all new construction projects on a case by case basis.

Signed: *Michael H. Jones*

Date: December 15, 1998

Title: Owner



LOCAL AUTHORITY

- Statement of Authority (Ordinance, Policy, By-law)
 - Established and approved by water system governing body
 - Require protection of all cross connections
 - Require periodic hazard assessment inspections
- Require notification of an installed assembly
 - Require testing of all installed assemblies
 - Identify and document enforcement methods
- Create, adopt and maintain by rule for the duration of the systems operation.
- Recommend review every 3 to 5 years and update as necessary.

TRAINED STAFF



TRAINED STAFF

- Documentation of training received at a State sponsored training class.
 - The water system management or operations staff member.
 - Time required is one half day or evening.
 - May take a refresher anytime to refocus for program needs.
- A trained person shall be maintained by rule for the duration of the systems operation.
- When staff or management changes, new person needs to be identified and trained.
- ***A certified CCC Program Administrator is required for Community water systems population 500 and above by December 31, 2020, and population below 500 by December 31, 2022.***

Utah Water System Requirement for Cross Connection Control Program Administrator Certification

WATER SYSTEM	POPULATION	COMPLIANCE DATE
COMMUNITY	500 AND ABOVE	BY DEC 31, 2020
COMMUNITY	BELOW 500	BY DEC 31, 2022
ALL OTHER WATER SYSTEMS Non-Transient Non-Community & Transient Non-Community (If complex health risks are present)		AT DIRECTORS DISCRETION

Backflow.utah.gov for detailed information



TRAINED STAFF

- Should at a minimum:
 - Know the rules and regulations
 - Be able to identify a Cross Connection
 - Understand what backflow is and what causes it to occur.
 - Know how to protect a cross connection against backflow
 - Participate in continuing education to improve and keep updated on changes

PUBLIC AWARENESS





PUBLIC AWARENESS

- Documentation of providing information to consumers or employees
 - Required on an annual basis.
- What are cross connections?
 - How can they be prevented?
 - How can they be protected?
 - What is thermal expansion?
 - Is thermal expansion a concern?
- Document each flyer sent and/or record of meeting minutes.
- Recommend maintain records for a minimum period of 5 years.

WRITTEN RECORDS





RECORD KEEPING

- Record of hazards connected to the water system.
 - Recommend that these records be maintained for the duration of the systems operation.
- Record existing protection to cross connections found.
- Document test histories and inspections.
 - By rule maintain records for a minimum period of 5 years.
- Record all surveys and inspections in the water system.
- Document any backflow incidents.
 - Who, What, When, Where, Why and How
 - Recommend document and maintain these records for a minimum period of 5 years.
- Document all staff training

ONGOING PROGRAM

ON-GOING ENFORCEMENT PROGRAM

- Document annual information supplied to consumers and employees.
- Document annually a review of the water system for cross connections.
- Documentation that cross connections are protected.
- Document that backflow assemblies are tested annually, correctly and timely.
- Document annually all test report records and histories.
- Document any backflow incidents.
- Recommend that these records be maintained for a minimum period of 5 years.



ON-GOING ENFORCEMENT

- The program will only be as effective as the individuals who are authorized to carry it out.
 - This should be extended out to those involved in building and plumbing inspection departments
 - At a minimum, water system personnel shall be authorized to administer the cross connection control program and take the necessary compliance actions.

WHEN RECORDED MAIL TO:
Susan Zarekarizi, Information/Realty Specialist
Utah Division of Parks and Recreation
P.O. Box 146001
1594 West North Temple, Suite 116
Salt Lake City, UT 84114-6001

WMSP- E57
Ent. 259027, Bk. 0630, Pg. 0279-0295
ELIZABETH M PALMIER, Recorder
WASATCH COUNTY CORPORATION
2003 JUN 11 9:14am Fee 43.00 MWC
FOR INTERLAKEN MUTUAL WATER COMP

EASEMENT AGREEMENT

A Water Tank Term Easement on Wasatch Mountain State Park: Interlaken Mutual Water Company for Fire Protection

Purpose of Easement: Interlaken Mutual Water Company (IMWC) has petitioned the Utah Division of Parks and Recreation (division--grantor) for an easement to construct an underground 400,000 gallon water tank, connecting underground utilities, pipeline, and an access road on lands owned by the division in Wasatch Mountain State Park, Wasatch County Utah to enhance capacity and water pressure for wildland fire protection and potable water uses. Note: these State Park lands are protected by the federal Land & Water Conservation Fund Act, P.L. 88-578 (LWCF) and 6(f) provisions for conversions from other than public outdoor recreation use. Inasmuch as the pipeline, utilities and the tank will be underground, and will not inhibit public use of the surface for recreation purposes, no formal 6(f) conversion is deemed necessary. Funds derived from this easement will be dedicated to LWCF real property replacement costs.

THIS EASEMENT AND RIGHT-OF-WAY agreement is made and entered into as of May 7, 2003, by the State Of Utah, Department of Natural Resources, Division of Parks and Recreation ("Division" and grantor); and the Interlaken Mutual Water Company (IMWC--grantee).

AGREEMENTS

NOW, THEREFORE, in consideration of the mutual promises and terms set forth herein, the Division (grantor) and Interlaken Mutual Water Company (grantee) hereby agree as follows:

1. **Grant of Easement and Right-of-Way.** The grantor hereby conveys, assigns, transfers, and grants to IMWC a non-exclusive right of way, over, under, across and through certain real property and one (1) tank site easement shown on exhibit "A" for the sole purpose of constructing, installing, operating, maintaining, repairing one (1) 400,000 gallon underground water storage tank, with surface vents, underground control utilities, and system-connecting pipeline (approximately 1500 feet) installed under and within the 20 foot wide post construction access roadway (10 feet each side of centerline). In addition, a temporary "construction easement" (15 feet each side of the centerline) will utilize <1.92 acres for the road, pipeline and tank construction site; and a subsequent "term easement" (post construction) will utilize 0.734 acres for the underground tank site, and 0.794 acres or less for the access road and pipeline; i.e., totaling about 1.528 acres. The width of the temporary construction easement may be up to 30 feet wide. Specific

construction drawings and calculations will be affixed as exhibit "B" and will be reviewed and considered for approval by the Division engineer.

2. Term of the Easement and Options. The post construction term easement granted herein shall terminate twenty years (20) from the date of signing of this Agreement, but can be extended for successive ten (10) year terms based on the then-current value assessment, needs and condition of the State Park at that time, and needs of the grantee. The Division grants no perpetual easements over LWCF and State Park properties. The easement granted herein may be terminated at any time upon mutual written consent of the parties. The cost of the 20-year easement will be \$20,000 for the twenty-year term. Subsequent fees will be calculated based on a value and utility assessment by the Division, with fees established by the Board of State Parks.
3. Rights Run with the Land. The rights granted to, and the obligations of, the Division and IWMC described herein shall run with the land for the granted term; and shall be binding on the Division and IWMC and their respective successors, assigns, lessees and grantors, each of whom shall be an intended beneficiary of the rights hereunder. Notice shall be made in writing to the Division of any change in ownership or management of said easement 90 days in advance of such change. The Division reserves the right to accept or deny any change in ownership.
4. Approximate Location of Project and Easement. The site is on the easterly slope of Phosphate Hill, north of Interlaken Estates, at approximately 6400 ft amsl, approximately North 4300 feet and East 900 feet from the Southwest corner of Section 23, Township 3 South, Range 4 East, Salt Lake Base and Meridian. This site description will be nominally adjusted per final design, and site/alignment modifications made by the grantee and grantor to minimize visual and environmental impacts on the park and view shed. The tank site will remain unfenced.
5. Project Mitigation and Design Considerations. The tank will be completely buried, re-vegetated, and covered as per exhibit "B". Exposed slopes (tanks site and cuts/fills) will be covered with natural colored stabilizing mesh or similar materials to ensure screening vegetative growth and seedbed. The project and mitigation plan will be submitted for Division approval prior to construction; i.e., exhibits A and B. The Environmental Assessment, exhibit "C", will be adhered to including all mitigation measures described in the document. Excavated materials and topsoil will be stored on site and used to refill voided areas, except for the material displaced by the tank. Excess materials will be exported from the Park land.
 - A. Existing topsoil will be stored in a location separated from the other materials and used for final topsoil in landscaping and re-vegetating the area, including cuts and fills.
 - B. Water bars will be placed across the roadway, sloped downhill, and closely spaced at intervals to prohibit precipitation flows from eroding the road and immediate environs. Any runoff from excavated material around the tank or roadway will be detained in a pond where solids will be settled out and used

- for landscaping or refill material. The Division engineer will approve the design.
- C. The access road from Interlaken Estates will be gated to prohibit any motorized access, except authorized IMWC maintenance or State Park Patrol or emergency access. Non-motorized access will be allowed for public recreation access on the State Park.
 - D. Any additional construction, installation, or site modification shall require a renewed application and approval from the Division.
 - E. IMWC bears complete responsibility for any and all environmental impacts resulting from leakage, broken lines, or any abnormal uses directly relating to IMWC operations.
 - F. In the event the tank is damaged or destroyed rendering it unsafe or infeasible for use, or is no longer needed, the IMWC shall be responsible for removing the water tank and all appurtenances within one (1) year of the event. All disturbances will be re-profiled to a natural form consistent with the immediate slopes and surroundings, and re-vegetated with indigenous plant materials.
 - G. It is anticipated that IMWC and its engineering consultant will test the soils and geological condition of the tank site prior to construction. In the event the proposed site is found unusable for construction, does not meet engineering or safety standards, or the project is deemed otherwise unfeasible, IMWC may withdraw from this agreement. During the initial construction phases, if IMWC cancels this agreement, its \$20,000 fee will be returned. IMWC will be responsible for restoration, to the satisfaction of the State, of all the areas affected by the work done to date.
6. IMWC agrees to indemnify, hold harmless, and release the State Of Utah and the Department of Natural Resources, Division of Parks and Recreation, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits and proceedings arising out of the performance of this right-of-way easement.
 7. IMWC shall not sub-lease or share this right-of-way easement with any other entity. The Division must review any assignment of this right-of-way easement in writing, for approval or denial.
 8. IMWC shall ensure that all local, state, and federal permits have been secured and are complied with prior to the beginning of construction.
 9. IMWC shall be solely responsible for all protection and security of the acreage and facility for which the Division provides this easement. Both parties agree the Division shall not be held responsible for damages done to the site or adjoining private properties. The Division shall only accept responsibility for damages directly related to its actions.

Agreed to this 17th day of May 2003

Marianne Wicks
Marianne Wicks
Secretary/Treasurer
Interlaken Mutual Water Company

STATE OF UTAH)
 :SS
County of Wasatch)

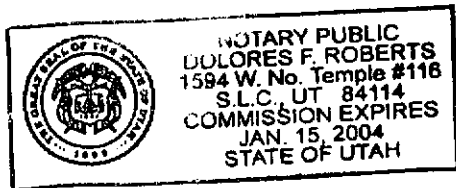
This instrument was acknowledged before me on _____, 2003, by Marianne Wicks, Marianne Wicks, Known to me as the Secretary/Treasurer of the Interlaken Mutual Water Company, who duly acknowledged to me that she executed the same as said Secretary/Treasurer.

Signed this 22nd day of MAY, 2003

Courtland Nelson
Courtland Nelson, Director
Utah Division of Parks and Recreation

STATE OF UTAH)
 :SS
County of Salt Lake)

This instrument was acknowledged before me on 22 May, 2003, by Courtland Nelson, know to me as the Director of the Utah Division of Parks and Recreation, who duly acknowledged to me that he executed the same as said Director.



Dolores F. Roberts
Notary Public

EXHIBIT "A"
EASEMENTS

EXHIBIT "A"
TANK ACCESS ROAD EASEMENTS

A term easement twenty (20) feet wide for the maintenance of a water line, ten (10) feet on both sides of the following described centerline, and a temporary construction easement five (5) feet wide on each side on the term easement for construction purposes, said easements described as follows:

All that portion of property owned by Wasatch Mountain State Park included within a strip of land twenty (20) feet wide (plus an additional five (5) feet wide for the temporary construction easement on each side of the term easement) with the center line described as follows:

Beginning at a point which is East 3698.22 feet and North 2640.23 feet from the South Quarter Corner of Section 22, Township 3 South, Range 4 East, Salt Lake Base and Meridian running;

Thence N 24°27'27" W 146.14 feet;
 Thence 137.23 feet along the arc of a 200.00 foot radius curve to the right through an angle of 39°18'50" (chord= N 04°48'02" W 134.56 feet);
 Thence N 14°51'23" E 65.19 feet;
 Thence 106.55 feet along the arc of a 300.00 foot radius curve to the right through an angle of 20°21'00" (chord= N 25°01'53" E 105.99 feet);
 Thence N 35°12'22" E 66.30 feet;
 Thence 74.92 feet along the arc of a 100.00 foot radius curve to the left through an angle of 42°55'30" (chord= N 13°44'37" E 73.18 feet);
 Thence N 07°43'08" W 100.49 feet;
 Thence 9.55 feet along the arc of a 200.00 foot radius curve to the right through an angle of 02°44'08" (chord= N 06°21'04" W 9.55 feet);
 Thence N 04°59'00" W 299.49 feet;
 Thence 11.55 feet along the arc of a 200.00 foot radius curve to the left through an angle of 03°18'34" (chord= N 06°38'17" W 11.55 feet);
 Thence N 08°17'34" W 39.47 feet;
 Thence 34.42 feet along the arc of a 200.00 foot radius curve to the right through an angle of 09°51'35" (chord= N 03°21'46" W 34.37 feet);
 Thence N 01°34'01" E 35.67 feet;
 Thence 19.15 feet along the arc of a 200.00 foot radius curve to the left through an angle of 05°29'12" (chord= N 01°10'35" W 19.15 feet);
 Thence N 03°55'11" W 115.12 feet;
 Thence 78.24 feet along the arc of a 200.00 foot radius curve to the right through an angle of 22°24'50" (chord= N 07°17'13" E 77.74 feet);
 Thence N 18°29'38" E 38.26 feet;
 Thence 76.10 feet along the arc of a 200.00 foot radius curve to the left through an angle of 21°48'00" (chord= N 07°35'38" E 75.64 feet);
 Thence N 03°18'22" W 58.03 feet;
 Thence 27.70 feet along the arc of a 200.00 foot radius curve to the right through an angle of 07°56'06" (chord= N 01°55'50" E 27.68 feet);
 Thence N 05°53'52" E 2.44 feet more or less to the South boundary of proposed tank site easement. The side lines of said tank access road easement to be shortened or lengthened to terminate at the South boundary line of said tank site easement.

Contains: 0.789 ac Term Easement
 0.395 ac Temporary Easement

EXHIBIT "A"
TANK SITE EASEMENT

A term easement for the construction and maintenance of a water tank

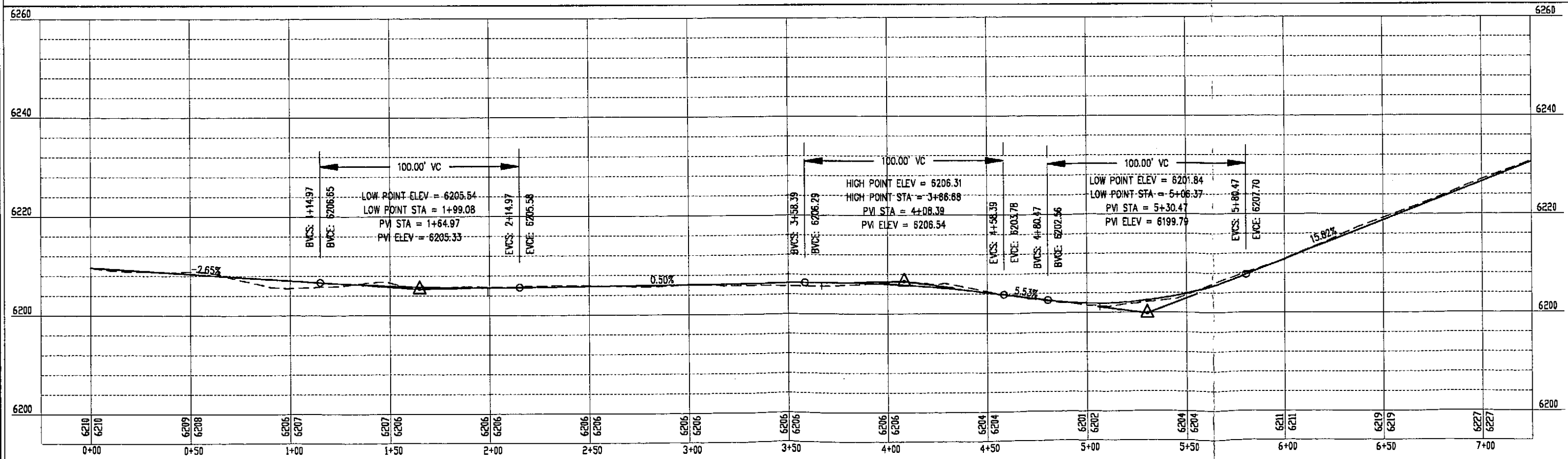
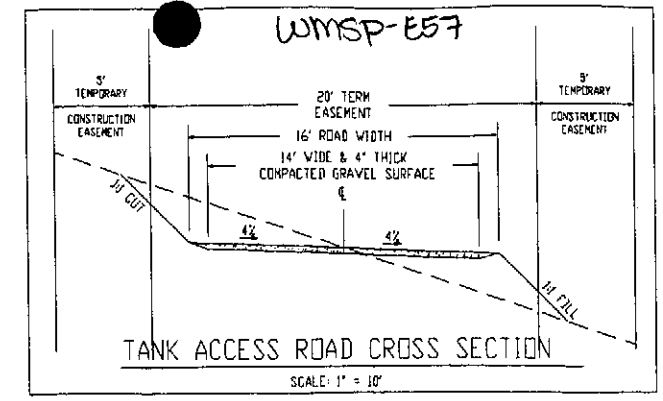
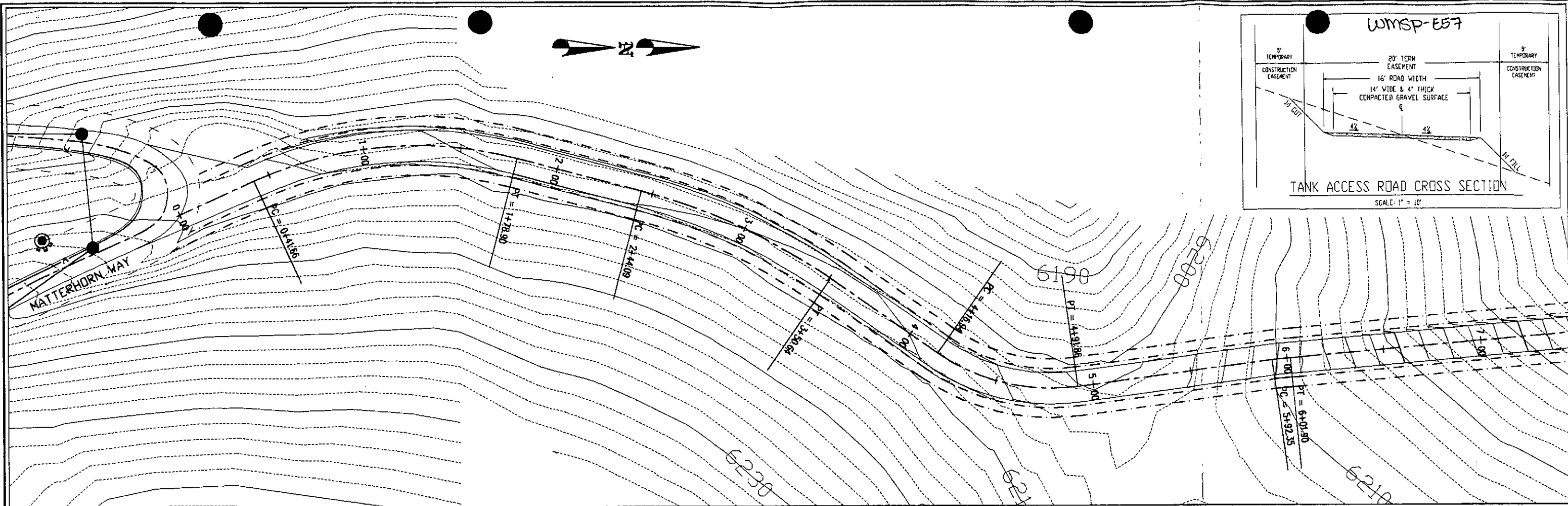
All that portion of property owned by Wasatch Mountain State Park included within the following description:

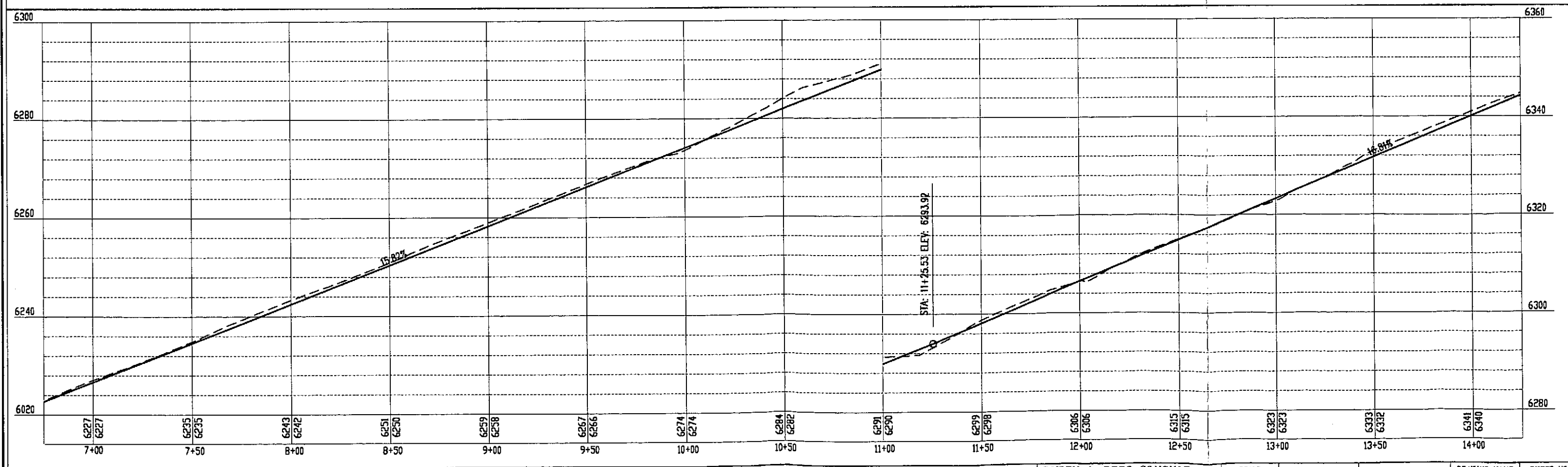
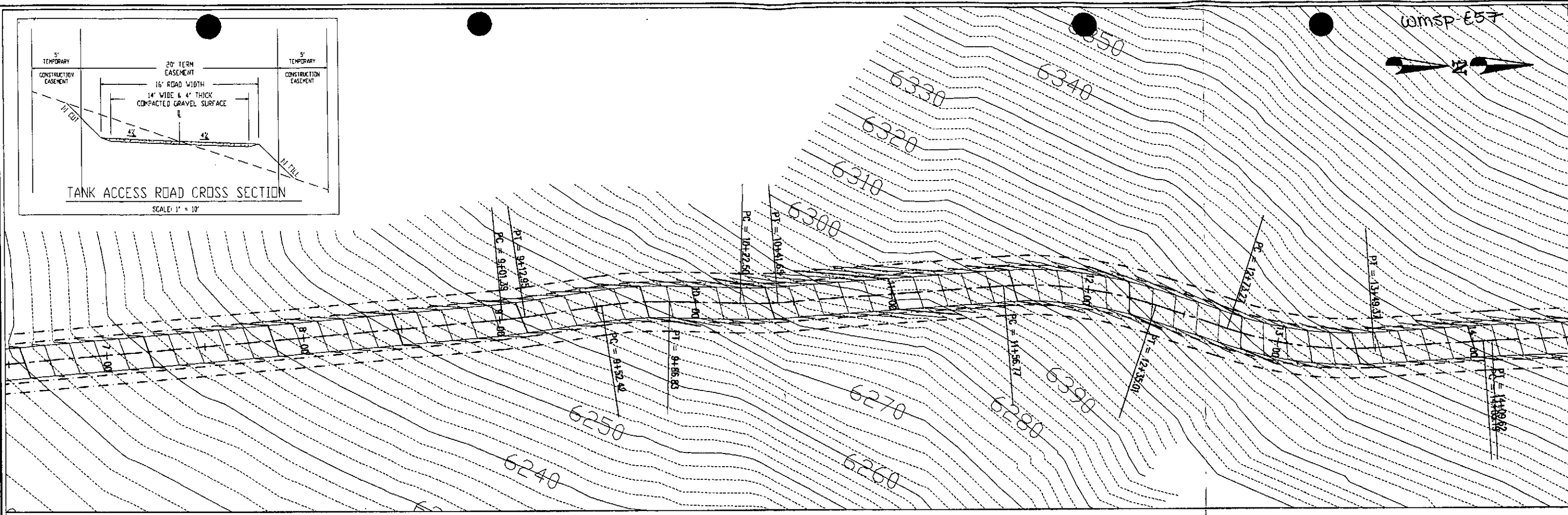
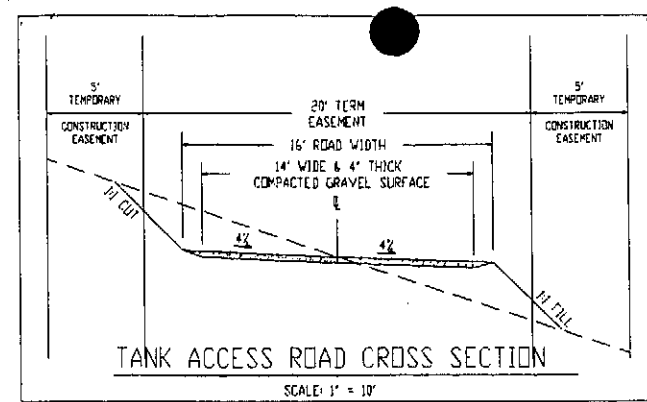
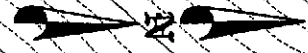
Beginning at a point which is East 3613.78 feet and North 4316.79 feet from the South Quarter Corner of Section 22, Township 3 South, Range 4 East, Salt Lake Base and Meridian running;

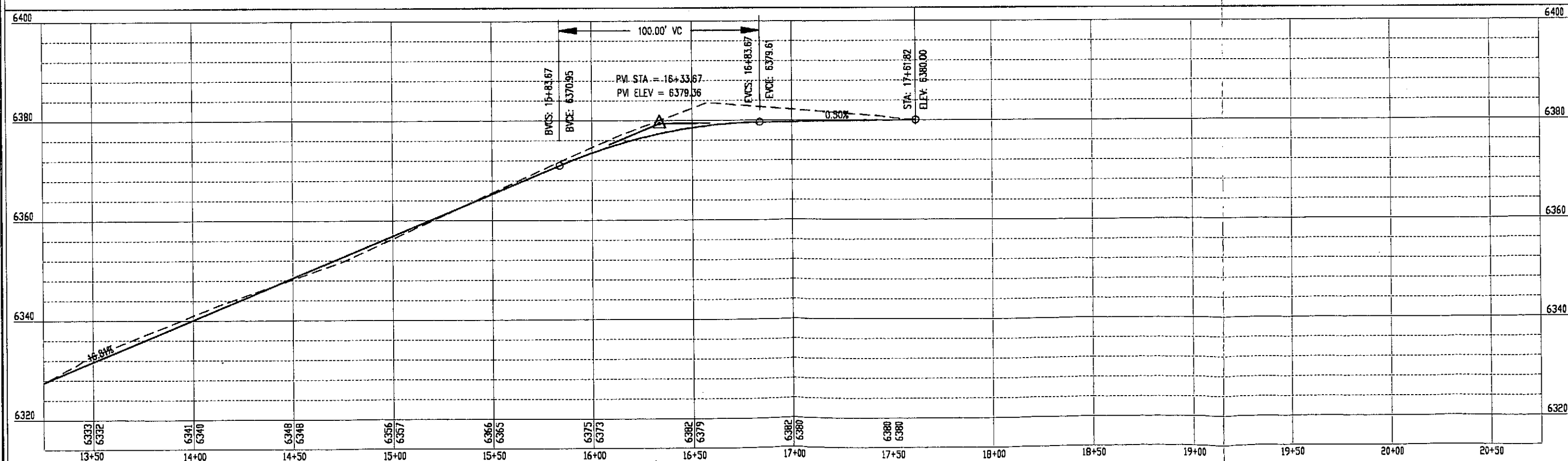
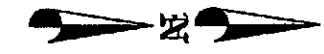
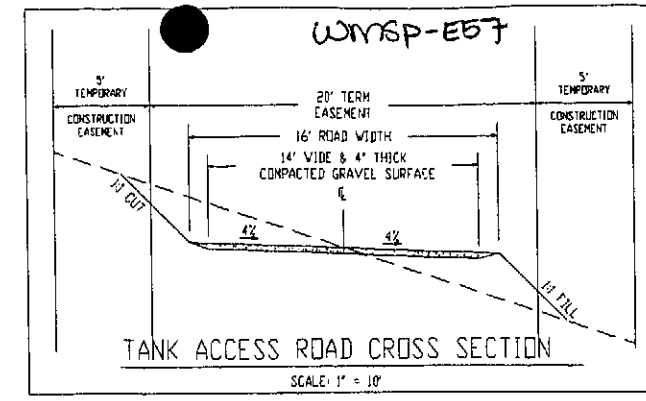
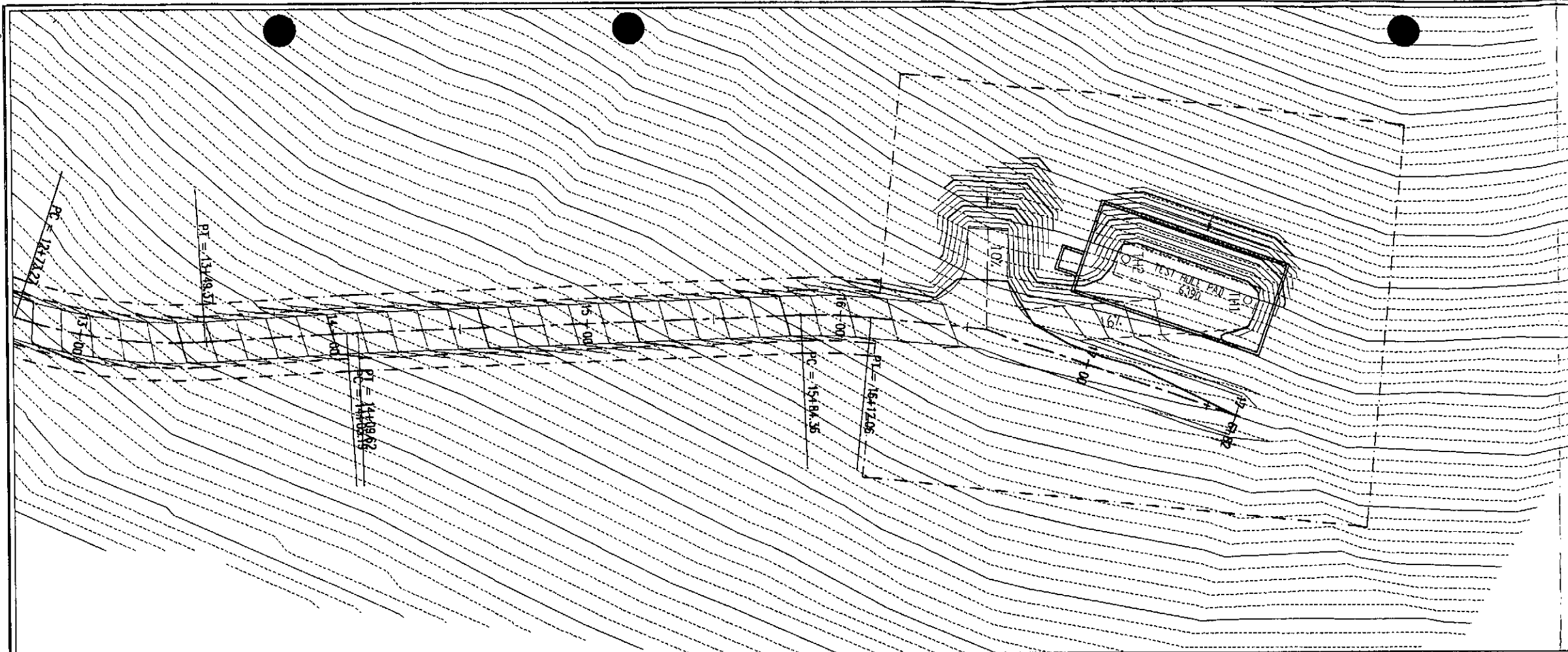
Thence	N 05°53'52" E	200.00 feet;
Thence	S 84°06'08" E	160.00 feet;
Thence	S 05°53'52" W	200.00 feet;
Thence	N 84°06'08" W	160.00 feet to the point of beginning.

Contains: 0.734 ac Term Easement

EXHIBIT "B"
CONSTRUCTION DRAWINGS







Subject: RE: Connected Lots

Date: Tuesday, January 25, 2022 at 11:03:54 AM Mountain Standard Time

From: Trent Davis <interlaken.watermaster@gmail.com>

To: Bart Smith <interlakenclerk@gmail.com>

308 and 320 Interlaken were installed backwards. 254 Interlaken had a leak between the meter and the house early in the summer which was fixed.

The cross connection note on there was just to appease the Sanitary Survey Auditor in October. That is a whole other bear that we need to address this spring. We spoke with the program administrator and it sounds like we will have two years to get the town in compliance but it is going to take the boards involvement to move forward. We need to update our cross connection control policy for the town, create new ordinances, and complete walk through inspections each year. The hardest part about this is that anyone with a sprinkler system is going to have to upgrade it to include an "RPP" which is a reduced pressure principal assembly. This is a testable device which will have to be tested each spring before the owner turns on a sprinkler system and they will have to give us the report which we will have to file and track each year. In the past a double check was considered an acceptable device to prevent cross connection but they are no longer accepting that and are requiring homeowners to upgrade their sprinkler systems so the sooner we create new ordinances and put it out to the homeowners the better so they have the time to make the upgrade. In the ordinance we will have to include things like a fine each month for homeowners who do not comply, that's where things get really tricky and some of these owners are of course going to be angry which is understandable. I believe our past ordinance stated that we just don't allow sprinkler systems which worked for a while but the sanitary survey inspectors are now going to be looking for these connections upon inspection of the system and well, its not hard to spot a sprinkler box so we will be dinged on every one they find.

I will send you a link to a file I have started for cross connection that has some example information in it showing what things will have to look like.

Sent from [Mail](#) for Windows

From: [Bart Smith](#)

Sent: Tuesday, January 25, 2022 9:50 AM

To: [Trent Davis](#)

Subject: Re: Connected Lots

I'll take another look and see if I can figure it out – do you know which lots had the backwards installs? I've attached copies of your originals.

Also, just to verify – it looks like you looked for cross connections and they were are a NO – is that right?

Thanks Trent

Bart Smith

Interlaken Town Clerk

(435) 565-3812

From: Interlaken Water Master <interlaken.watermaster@gmail.com>

Date: Tuesday, January 25, 2022 at 9:46 AM

To: Bart Smith <interlakenclerk@gmail.com>

Subject: RE: Connected Lots



HINTON BURDICK
CPAs & ADVISORS

63 South 300 East, Suite 100
St. George, UT 84770
www.hintonburdick.com
435-628-3663

Interlaken Town
PO Box 1256
Interlaken, UT 86047

Invoice: 257203
Client ID: INTER026
Date: 12/31/2021
Due Date: 01/30/2022

For professional service rendered as follows:

Progress Billing - FY21 AUP	3,200.00
Progress Billing - Accounting Services	250.00
	<hr/>
Billed Services & Expenses	\$3,450.00
Invoice Total	<hr/> <hr/>
Beginning Balance	\$0.00
Invoices	3,450.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	<hr/> <hr/>

<u>12/31/2021</u>	<u>11/30/2021</u>	<u>10/31/2021</u>	<u>09/30/2021</u>	<u>08/31/2021+</u>	<u>Total</u>
3,450.00	0.00	0.00	0.00	0.00	\$3,450.00

Please return this portion with payment or include invoice number on check.

Invoice: 257203

Client ID: INTER026
Interlaken Town
435-565-3812

Date: 12/31/2021
Due Date: 01/30/2022

Amount Due: \$3,450.00

Amount Enclosed: \$ _____

Payments can be made online at www.hintonburdick.com, via bank transfer or credit card, using the Client ID shown above. Past due amounts are subject to service charges assessed from the billing date at an annual rate of 18%.



HINTON BURDICK
CPAs & ADVISORS

63 South 300 East, Suite 100
St. George, UT 84770
www.hintonburdick.com
435-628-3663

Interlaken Town
PO Box 1256
Interlaken, UT 86047

Invoice: 258273
Client ID: INTER026
Date: 01/31/2022
Due Date: 02/28/2022

For professional service rendered as follows:

Final Billing - FY21 AUP	775.00
Progress Billing - Accounting Services	500.00
	1,275.00
Billed Services & Expenses	\$1,275.00
Invoice Total	\$1,275.00
Beginning Balance	\$3,450.00
Invoices	1,275.00
Receipts	(3,450.00)
Adjustments	0.00
Service Charges	0.00
Amount Due	\$1,275.00

<u>01/31/2022</u>	<u>12/31/2021</u>	<u>11/30/2021</u>	<u>10/31/2021</u>	<u>09/30/2021+</u>	<u>Total</u>
1,275.00	0.00	0.00	0.00	0.00	\$1,275.00

Please return this portion with payment or include invoice number on check.

Invoice: 258273

Client ID: INTER026
Interlaken Town
435-565-3812

Date: 01/31/2022
Due Date: 02/28/2022

Amount Due: \$1,275.00

Amount Enclosed: \$ _____

Payments can be made online at www.hintonburdick.com, via bank transfer or credit card, using the Client ID shown above. Past due amounts are subject to service charges assessed from the billing date at an annual rate of 18%.



**INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

To the Town Council
and Honorable Mayor,
Interlaken, Utah

In accordance with *Utah Code 51-2a-201*, we have performed the procedures enumerated below, which were agreed to by the Town Council of the Town of Interlaken, and the Office of the State Auditor related to the Interlaken’s Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements for the period July 1, 2020 to June 30, 2021.

Interlaken’s management is responsible for its Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The procedures that we performed and our findings are summarized as follows:

PROCEDURES	RESULT
FINANCIAL SURVEY	
GENERAL	We noted no exceptions as a result of these procedures
1. We obtained a copy of the entity’s Financial Survey which was completed by the entity.	
2. We agreed amounts reported on the Financial Survey to the entity’s general ledger.	We noted no exceptions as a result of these procedures
REVENUES	We noted no exceptions as a result of these procedures
3. We compared each revenue account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation and determined whether the entity’s explanation for the change was in accordance with the entity’s policies and procedures, GAAP, and State and/or Federal policies as applicable.	

PROCEDURES	RESULT
<p>DISBURSEMENTS</p> <p>4. We compared each expense account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>ACCOUNTING RECORDS</p>	
<p>GENERAL</p> <p>5. We inquired with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>DISBURSEMENTS</p> <p>6. We determined whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We selected one financial report and (1) scanned the general ledger and determined that all funds were included in the report, and (2) agreed the lesser of 10% or 15 line items from the report to the general ledger.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>7. We inquired with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We also scanned disbursement records for disbursements to related parties and determined who has credit cards or purchasing cards issued by the entity. We selected the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties as well as credit card or purchase card disbursements made by members of the governing body and executive level of management.</p> <p>For each transaction selected, we determined the whether the disbursement:</p> <p>a. Was consistent with the entity's purpose.</p> <p>b. Agreed to the receipt or invoice supporting the amount and payee.</p> <p>c. Was authorized consistent with the entity's policies and procedures.</p> <p>d. Was in compliance with the entity's purchasing policy (bids, quotes, etc.).</p> <p>e. Was classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable.</p>	<p>We noted no exceptions as a result of these procedures</p> <p>We noted no exceptions as a result of these procedures</p> <p>We noted no exceptions as a result of these procedures</p> <p>We noted no exceptions as a result of these procedures</p> <p>We noted no exceptions as a result of these procedures</p>
<p>8. For each credit or purchasing card used, we selected one month during the period and determined whether card purchases were reconciled to receipts monthly by someone other than the card holder.</p>	<p>We noted no exceptions as a result of these procedures</p>

PROCEDURES	RESULT
<p>9. Through inquiry with management and scanning receipt records, we determined what restricted revenue was received by the entity and selected the lesser of 10% or 5 disbursements from restricted funds and determined whether the disbursements were in compliance with restrictions placed on the funds.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>CASH</p> <p>10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following:</p> <p>a. Traced the bank balance on the reconciliation to the balance per the bank statement.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>b. Traced the reconciled book balance to the general ledger and the amount reported on the Financial Survey.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>c. Tested the clerical accuracy of the reconciliation.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>d. For reconciling items greater than 5% of annual revenues, inquired of management and reviewed applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Traced the lesser of 10% or five reconciling items to a subsequent bank statement.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>e. Traced the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we determined whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements (including direct access to perform withdrawals/transfers in the bank accounts). If the individual did have access to receipts or disbursements, we determined whether a separate individual reviewed the completed bank reconciliation.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>MEETINGS</p> <p>12. We reviewed the governing board's meeting minutes for the period applicable to the engagement through the report date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a selection of the lesser of 10% or 3 less-significant financial transactions discussed, we traced the transactions to the entity's accounting records and determined whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>COMPLIANCE</p>	
<p>MEETINGS</p> <p>13. We selected and obtained the agenda and meeting minutes for two public meetings held during the engagement year and performed the following:</p>	<p>We noted no exceptions as a result of these procedures</p>

PROCEDURES	RESULT
a. We determined if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice Website.	We noted no exceptions as a result of these procedures
b. We determined if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed.	We noted no exceptions as a result of these procedures
c. We determined if the public body took any final actions on a topic in the meeting that was not listed under an agenda item.	We noted no exceptions as a result of these procedures
d. We determined whether the minutes were posted to the Utah Public Notice Website within three days of the minutes being approved. (Exceptions: Charter schools are required only to <u>make the meeting minutes available</u> to the public within three days of being approved.)	We noted the October 2020 and February 2021 minutes were approved in November 2020 and March 1, 2021 and Posted in January 2021 and March 21, 2021 respectively,
e. If a portion of the meeting was closed to the public, we determined that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under UCA 52-4-205, and 3) an audio recording of the closed meeting was made, or in the case of meetings closed to discuss Section 52-4-205(1)(a)(i)(f) or (2), the presiding person had executed a sworn statement that the sole purpose of the closed meeting was to discuss those issues.	We noted no exceptions as a result of these procedures
BUDGET 14. We determined if a budget was approved before the start of the budget year and if the budget presented to the public and governing body contained the required financial information.	We noted no exceptions as a result of these procedures
15. We determined if the entity provided the required 7-day notice for its original and final budget adoption hearing.	We noted no exceptions as a result of these procedures
16. We examined the entity's records and financial reports and determined whether the total expenditures stayed within the amounts appropriated in the final adopted budget.	We noted no exceptions as a result of these procedures
FUND BALANCES 17. Deficit Fund Balances: For any fund that had a deficit fund balance in the year under review, we determined whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under review.	We noted no exceptions as a result of these procedures
18. General Fund Balance Limitations: We determined whether the entity's unrestricted (committed, assigned, and unassigned) general fund balance did not exceed 25% for cities or 75% for towns of the total revenue of the general fund for the engagement year. a.	We noted no exceptions as a result of these procedures

PROCEDURES	RESULT
<p>TRAINING</p> <p>19. Through inquiry with officials of the entity and observation of meeting agendas, certificates or other relevant evidence, we determined whether the following training had occurred as applicable:</p> <p>a. Annual training on the requirements of the Open and Public Meetings Act.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>b. Annual online training by the entity's designated records officer on the requirements of GRAMA.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>GRAMA (GOVERNMENT RECORDS ACCESS MANAGEMENT ACT)</p> <p>20. If the entity charges fees for GRAMA requests, we verified that the entity has adopted a uniform fee structure.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>Fraud Risk Assessment</p> <p>21. We reviewed the entity Fraud Risk Assessment and verified that it was signed by the appropriate officers and discussed by the governing body as represented in the minutes.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>PUBLIC TREASURER'S BOND</p> <p>22. We determined whether the Treasurer was bonded or insured in accordance with Money Management Council Rule R628-4-4.</p>	<p>We noted no exceptions as a result of these procedures</p>
<p>Government Fees</p> <p>23. We determined that Government Fees collected by the entity were approved, tracked and reasonable according to the prescribed criteria.</p>	<p>We noted that the town does not track excess revenues over expenses from year to year for government fees.</p>

We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on Town of Interlaken's Financial Survey, accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of our testing of Town of Interlaken's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements and the results of that testing, and not to provide an opinion or conclusion on the Financial Survey, the accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, this communication is not suitable for any other purpose.



HintonBurdick, PLLC
 St. George, UT
 December 15, 2021

Interlaken Town Annual Water Billing 2022-02-15 Summary

Billing Category	# Bills Emailed	# Bills US Mail	Amount Billed Base Usage	Overage Amount Billed	New Owner Transfer Billing
Connected Lots	144	3	\$ 142,884.00	\$ 4,466.40	\$ 750.00
Disconnected Lots	38		\$ 30,192.00		

Total Billing 2/15/22	\$ 178,292.40
Prepayments	\$ (4,865.48)
Receivables 2/15/22	\$ 173,426.92

Overage Details		
Lot #	Overage - Gallons	Overage Charge
003	60,457	\$ 1,223.93
009	505	\$ 3.79
110	35,800	\$ 607.50
120	79,805	\$ 1,707.63
143	39,942	\$ 711.05
145	18,740	\$ 212.50
TOTALS	235,249	\$ 4,466.40

Total Water Usage (gallons)	
Sept 2020 - Sept 2021	8,748,802
Sept 2019 - Sept 2020	9,139,701
Sept 2018- Sept 2019	6,433,931
Sept 2017 - Sept 2018	7,436,397