

RESOLUTION NO. 06-19-2018B

**A RESOLUTION APPROVING THE 2017
MUNICIPAL WASTEWATER PLANNING PROGRAM ANNUAL REPORT**

WHEREAS, West Point City, a Municipal Corporation, hereinafter referred to as the “City,” is a public body of the State of Utah; and,

WHEREAS, the City is governed by a Mayor and City Council duly elected according to law;

NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED that West Point City informs the Water Quality Board of the Utah Department of Environmental Quality of the following actions taken by the West Point City Council:

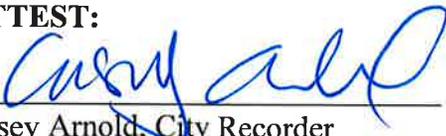
1. Reviewed and approved the attached Municipal Wastewater Planning Program Annual Report for 2017.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (if applicable).

PASSED AND ADOPTED this 19th day of June, 2018.

WEST POINT CITY,
A Municipal Corporation

By: 
Erik Craythorne, Mayor

ATTEST:


Casey Arnold, City Recorder





Municipal Wastewater Planning Program (MWPP) Annual Report 2017

Please Select the Appropriate Facility from the Dropdown Menu

Facility Name:	WEST POINT
Facility Class and Grade	COLLECTION II
Owner Name:	West Point City
Name and Title of Contact Person:	Paul Rochell Public Works Director
Phone:	(801)336-6196
E-mail:	prochell@westpointcity.org

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

I. 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:

Kenny England

May Receive Continuing Education /units (CEUs)

Complete the following table:

WEST POINT

Part I: OPERATION AND MAINTENANCE	
Question	Answer
	Amount
What was the User Charge ¹⁶ for 2017?	\$ 28.20
	Yes/No
Are property taxes or other assessments applied to the sewer systems ¹⁵ ?	No

Are sewer revenues ¹⁴ sufficient to cover operations & maintenance costs ⁹ , and repair & replacement costs ¹² (OM&R) <i>at this time</i> ?	Yes
Are projected sewer revenues sufficient to cover OM&R costs for the <i>next five years</i> ?	Yes
Does the sewer system have sufficient staff to provide proper OM&R?	Yes
Has a repair and replacement sinking fund ¹³ been established for the sewer system?	Yes
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	Yes

Complete the following table:

WEST POINT

Part II: CAPITAL IMPROVEMENTS	
Question	Answer
	YES/NO
Are sewer revenues sufficient to cover all costs of current capital improvements ³ projects?	Yes
Has a Capital Improvements Reserve Fund ⁴ been established to provide for anticipated capital improvement projects?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <i>next five years</i> ?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <i>next ten years</i> ?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <i>next twenty years</i> ?	Yes

Complete the following table:

WEST POINT

Part III: GENERAL QUESTIONS	
Question	Answer
	YES/NO
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	Yes
Are you collecting 95% or more of your anticipated sewer revenue?	Yes
Are Debt Service Reserve Fund ⁶ requirements being met?	Yes
Do you have a written emergency response plan for sewer systems?	Yes
Do you have a written safety plan for sewer systems?	Yes

Complete the following table:

WEST POINT

Part IV: FISCAL SUSTAINABILITY REVIEW	
Question	Answer
	YES/NO
Have you completed a Rate Study ¹¹ within the last five years?	Yes
Do you charge Impact fees ⁸ ?	Yes
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	Yes
Do you maintain a Plan of Operations ¹⁰ ?	Yes
Have you updated your Capital Facility Plan ² within the last five years?	Yes
Do you use an Asset Management ¹ system for your sewer systems?	Yes
Do you know the total replacement cost of your sewer system capital assets?	Yes
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	Yes
Please enter the date that this MWPP package was presented to your Board or Council	6/5/2018

Provide your best estimate of the following costs:

Part IV: PROJECTED NEEDS				
	2018	2019	2020	2021
Cost of projected capital improvements	\$0	\$0	\$0	\$0
	2022	2023		
	\$400,000	\$0		

FINANCIAL EVALUATION SECTION END

Collection System Section

Form completed by:

Kenny England

May Receive Continuing Education /units (CEUs)

Complete the following table:

WEST POINT

Part I: SYSTEM AGE	
Question	Answer
What year was your collection system first constructed (approximately)?	1980
What year was the the oldest part of your collection system constructed, replaced, or renewed?	1980

Complete the following table:

WEST POINT

Part II: DISCHARGES	
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Question	Answer
How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?	0
How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?	0

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

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

(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

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

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

No SSO's to report in 2017.

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

No SSO's to report in 2017.

Complete the following table:

WEST POINT

Part III: NEW DEVELOPMENT	
Question	Answer
	Yes/No
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?	No
Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD ₅ loadings to the sewerage system by 25% or more?	No
Number of new residential sewer connections added in the last year	18
Number of new commercial/industrial connections in the last year	3
Equivalent residential connections ⁷ served	3,000

Complete the following table:

WEST POINT

Part IV: OPERATOR CERTIFICATION							
Question	Answer						
How many collection system operators do you employ?	4						
Approximate population served	10,500						
<i>State of Utah Administrative Rules requires all public system operators considered to be in Direct-Responsible-Charge (DRC) to be appropriately certified at least at the Facility's Grade.</i>							
What is the current grade of the collection system DRC operator(s)?							
Paul Rochell	4						
Kenny England	4						
[Names]	[Grade]						
[Names]	[Grade]						
[Names]	[Grade]						
[Names]	[Grade]						
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Facility Class & Grade</th> </tr> </thead> <tbody> <tr> <td>COLLECTION</td> <td>II</td> </tr> <tr> <td>-</td> <td>-</td> </tr> </tbody> </table>		Facility Class & Grade		COLLECTION	II	-	-
Facility Class & Grade							
COLLECTION	II						
-	-						
List all other collection operators in your system by their certification. <i>Note: Enter all names even if the list isn't visible within the cell.</i>							
Not Certified	[Names]						
Small Lagoons	[Names]						
Collection I	[Names]						
Collection II	Jamie Escuriex						
Collection III	[Names]						
Collection IV	Kasey Gibson						
Yes/No							
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?	Yes						

Complete the following table:

WEST POINT

Part V: FACILITY MAINTENANCE	
Question	Answer
	Yes/No
Have you implemented a preventative maintenance program for your collection system?	Yes
Have you updated the collection system operations and maintenance manual within the past 5 years?	Yes

Complete the following table:

WEST POINT

Part VI: SSMP EVALUATION	
Question	Answer
	Yes/No
Has your system completed a Sewer System Management Plan (SSMP)?	Yes
Has the completed SSMP been public noticed?	Yes
Date of Public Notice	1/10/16
Has the SSMP been adopted by the permittee's governing body at a public meeting?	Yes
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	No
If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?	
	Yes/No
During 2017, was any part of the SSMP audited as part of the five year audit?	No
If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?	
	Yes/No
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.

WEST POINT

Part VII: NARRATIVE EVALUATION	
Question	
Describe the physical condition of the sewerage system: (lift stations, etc. included)	
West Point City has 1 lift station that currently collects sewer from approximately 80 homes. All of our system flows to North Davis Sewer District.	
What sewerage system capital improvements ³ does the utility need to implement in the next 10 years?	
Installing sewer line from on 2000 W. from 470 N. to 800 N.	
What sewerage system problems, other than plugging, have you had over the last year?	
Our SCADA system for our lift station went out and so we replaced our complete component panel for it, which cost approximately \$10,000.	
Is your utility currently preparing or updating its capital facility plan ² ?	
Yes, it was updated in 2017.	
	Select Answer
Does the municipality/district pay for the continuing education expenses of operators?	100% covered
Is there a written policy regarding continuing education and training for wastewater operators?	
Yes, it's required in their job descriptions.	
Any additional comments?	
COLLECTION SYSTEM SECTION END	