



CITY COUNCIL MEETING

Thursday, March 07, 2024 at 6:30 PM
Council Chambers, 60 West Main, Hyrum, Utah

AGENDA

Public notice is hereby given of a Hyrum City Council Meeting to be held in the Council Chambers, 60 West Main, Hyrum, Utah at 6:30 PM, March 07, 2024. The proposed agenda is as follows:

1. **ROLL CALL**
2. **CALL TO ORDER**
3. **WELCOME**
4. **PLEDGE OF ALLEGIANCE**
5. **INVOCATION**
6. **APPROVAL OF MINUTES**
7. **AGENDA ADOPTION**
8. **PUBLIC COMMENT**
9. **SCHEDULED DELEGATIONS**
 - A. **Ryan Smith** - To discuss flooding issues from Harvest Valley Court construction site at 43 North 300 East.
 - B. **Matt Nielson, Sunset Fields Subdivision** - To request Preliminary Plat approval for a single family subdivision with 17 lots located at approximately 705 East 1100 South consisting of 7.85 acres.
 - C. **Steve Miller** - To request site plan approval for two additional storage buildings at 105 South Hammer Road (Parcel 01-002-0027) consisting of .18 acres.
 - D. **Water Reclamation Superintendent Angela Pritchett** - To present and request approval of the Hyrum City Municipal Wastewater Planning Program Annual Report for 2023.
10. **INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES**
 - A. **Resolution 24-05** - A resolution authorizing and approving the reacquiring of a portion of Municipal Irrigation Water Shares with Alan Nielsen as per Resolution 10-03.
 - B. **Resolution 24-06** - A resolution amending the Personnel Policies and Procedures Manual for Hyrum City Corporation to amend Section XII 2.A. Employment Classifications/Compensation for elected officials to further define which elected officials are eligible for Utah Retirement Systems "URS" Tier II benefits.

- C. [Resolution 24-07 - A resolution amending the Personnel Policies and Procedures Manual for Hyrum City Corporation to require City Employees to live within 10 miles of Hyrum City Offices and Supervisors to live within 5 miles of Hyrum City Limits.](#)

11. OTHER BUSINESS

- A. [Consideration and award of bid for Water Master Plan Study.](#)
- B. Closed Session - To discuss the purchase, exchange, sale, or lease of real property.
- C. Consideration and approval of the purchase of real property.
- D. [Discussion on Rodeo Grounds Agreement.](#)
- E. Discussion and approval of transferring a trailer from Power Department to Water Department.
- F. Mayor and City Council reports.

12. ADJOURNMENT

Stephanie Fricke
City Recorder

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Hyrum City at 435-245-6033 at least three working days before the meeting.

CERTIFICATE OF POSTING - The undersigned, duly appointed and acting City Recorder of Hyrum City, Utah, does hereby certify that a copy of the foregoing Notice was emailed to The Herald Journal, Logan, Utah, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices, 60 West Main, Hyrum, Utah, this **28th day of MONTH, 202x**. Stephanie Fricke, MMC, City Recorder.

**NIELSON SUBDIVISION
PRELIMINARY PLAT
~705 W 1100 SOUTH
CITY COUNCIL MEETING
MARCH 7, 2024**

Summary: Matt Nielson is seeking approval of a preliminary plat for a 17 lot subdivision on approximately 7.85 acres.

ZONING: R-2 Residential (Lot size and frontage by Annexation Agreement)

UTILITIES:

Power:	To be constructed by developer
Culinary:	To be constructed by developer
Sewer:	To be constructed by developer
Irrigation:	Not shown on plans.

PARKING & ROADS:

NOTES:

Ground water investigation has shown that the original plan to provide a deep gravel pocket in the swale will not provide the necessary storage. The preliminary plat revision shows an extended pocket under the sidewalk. Discussions with the developer and their engineer have led to a redesign to provide ponds instead of storage under the sidewalk due to concerns of frost heave.

Culinary and Irrigation mains are to be located in a manner consistent with the existing facilities.

Electrical component delays for equipment not already ordered are estimated to be 2.5 years.

DECLARATION

OF

COVENANTS, CONDITIONS AND

RESTRICTIONS

FOR THE

NIELSEN SUBDIVISION

(a Utah Residential Community)

November 2023

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE NIELSEN SUBDIVISION

This Declaration of Covenants, Conditions and Restrictions for the Nielsen Subdivision (“Declaration”) is made and executed by Canson, LLC, a Utah limited liability company (“Declarant”), the Owner of the property described in the attached Exhibit “A.”

RECITALS:

A. **Name of Project and Description of Land.** The subdivision that is the subject of this Declaration shall be known as the Nielsen Subdivision (“Project”), and is situated in and upon that certain real property (“Subject Land”) located in Cache County, State of Utah, as specifically described in Exhibit “A” attached hereto and incorporated herein by this reference. Declarant either has or will record in the office of the County Recorder for Cache County, State of Utah, a plat map for Nielsen Subdivision (“Plat”). There will be seventeen (17) Lots in the Project.

B. **Intent and Purpose.** Declarant, by recording this Declaration, does so for the purpose of: (1) creating a development for the use and enjoyment of the Owners of the Lots; and (2) to impose upon the Subject Land mutually beneficial restrictions under a general plan of improvement for the benefit of all Lots within the Project and the Owners thereof.

DEFINITIONS

- 1.1 **Defined Terms.** Unless the context clearly indicates otherwise, certain terms as used in this Declaration shall have the meanings set forth in this Article I.
- 1.2 **Declarant** shall mean Canson, LLC, a Utah limited liability company, its assigns or its successor in interest that purchases substantially all the Lots from Canson, LLC.
- 1.3 **Dwelling** shall mean and refer to each physically constructed residential dwelling or building containing a single family residence located as an improvement on a Lot.
- 1.4 **Lot** shall mean each individual parcel of real property shown on the Plat as a Lot, together with all improvements located thereon and all appurtenances thereunto appertaining.
- 1.5 **Owner** shall mean any person or entity or combination thereof, including the Declarant, owning fee title to a Lot within the Project as shown on the records of Cache County, State of Utah.

- 1.6 **Period of Administrative Control** shall end seven (7) years from the date of recordation of this Declaration or the date on which Declarant no longer holds fee title to any Lot within the Project, whichever is sooner.
- 1.7 **Plat or Map** shall mean the Plat or Plats for Nielsen Subdivision, as recorded in the office of the County Recorder for Cache County, State of Utah.
- 1.8 **Project** shall mean all Lots collectively within Nielsen Subdivision.
- 1.9 **Subject Land** shall mean the land upon which the Project is situated, as more particularly described in Exhibit "A" attached.

ARTICLE II PROJECT AND IMPROVEMENTS

- 2.1 **Submission to Declaration.** All of the Subject Land is part of the Nielsen Subdivision, and shall be subject to the covenants, conditions, restrictions, easements, uses, limitations, and obligations set forth herein. Further, each and all of the provisions hereof shall be deemed to run with the land and shall be a burden and a benefit to the Lot Owners.
- 2.2 **Description of Improvements.** The Project shall consist of one phase and contain seventeen (17) Lots, as shown on the Plat.

ARTICLE III NATURE AND INCIDENTS OF OWNERSHIP

- 3.1 **Ownership and Maintenance of Lots.** The Lot Owners shall each repair and maintain all portions of their Lot and Dwelling.
- 3.2 **Landscape Installation.** The landscaping located on a Lot must be installed and completed within one year from the date a certificate of occupancy is obtained. Xeriscaping is encouraged.
- 3.3 **Prohibition Against Subdivision of Lot.** No Owner, by deed, plat or otherwise, shall subdivide or in any manner cause his Lot to be subdivided, partitioned or separated into physical tracts or parcels smaller than the whole Lot as shown on the Plat.
- 3.4 **Exclusive Use of Lot.** All Lots and all improvements on a Lot are reserved for the exclusive use of the Owner of that Lot, and such Owner's invitees and guests and such areas shall be maintained and repaired at the expense of the Lot Owner.
- 3.5 **Fences and Walls.** Any fences constructed within the Project shall be six feet (6') tall and shall be composed of white vinyl.

ARTICLE IV ARCHITECTURAL RESTRICTIONS

- 4.1 **Single Family Residence.** All Lots in said Project shall be known and described as residential lots.
- 4.2 **Setback Requirements.** All set back lines, side yards, and back yards shall be in accordance with applicable city ordinances.
- 4.3 **Building Size and Construction.** All Dwellings on the Property shall have a minimum habitable ground floor space of at least 900 hundred (900) square feet on the ground story level, exclusive of porches, decks and garages, if any.
- 4.4 **Exterior Surfaces.** All exterior surfaces of a Dwelling or outbuilding shall be covered with brick, rock, stone, stucco, Hardiboard, or a combination of such materials. During the Period of Administrative Control, Declarant shall have the right to approve other exterior surfaces.

ARTICLE V RESTRICTIONS ON USE

- 5.1 **No Noxious or Offensive Activity.** No noxious or offensive trade or activity and no nuisance shall be carried on upon any Lot nor shall anything be done which may be or may become an annoyance in the neighborhood. No activities shall be conducted, nor improvements constructed, in or upon any part of the Project which are or may become unsafe or hazardous to any person or property.
- 5.2 **Front Yard.** No structure shall be built or constructed in the front yard of any Lot. Furthermore, nothing shall be stored or kept in the front yard of any Lot.
- 5.3 **Construction Period Exemption.** During the course of actual construction of any structures or improvements which are permitted to be located on the Project, the provisions, covenants, conditions, and restrictions contained in this Declaration shall be deemed waived to the extent necessary or convenient to permit such construction; provided, however, that during the course of such construction, nothing shall be done which would result in a violation of any of said provisions, covenants, conditions, or restrictions following completion of such construction.
- 5.4 **Pets.** No pets shall be kept on any lot in violation of any applicable city ordinance.

ARTICLE VI COMPLIANCE WITH DECLARATION

- 6.1 **Compliance.** Each Owner shall comply with the provisions of this Declaration. Failure to comply with any of the same shall be grounds for an action to recover sums due and for damages or injunctive relief or both, maintainable by a Declarant or any aggrieved Owner.

- 6.2 **Enforcement and Remedies.** The obligations, provisions, covenants, restrictions and conditions contained in this Declaration, or in any supplemental or amended Declaration, shall be enforceable by Declarant or by any Owner of a Lot, by a proceeding for a prohibitive or mandatory injunction or by a suit or action to recover damages.

ARTICLE VII DECLARANT'S SALES PROGRAM

- 7.1 **Declarant's Right to Promote and Sell the Project.** Notwithstanding any other provisions of this Declaration, until Declarant ceases to be an Owner (the "Occurrence"), Declarant, its successor or assigns shall have the following rights, in furtherance of any sales, promotional or other activities designed to accomplish or facilitate the sale of Lots owned by Declarant:
- (a) **Sales Offices and Model Lots.** Declarant, its successors and assigns, shall have the right to maintain sales offices, including a trailer, and model homes on Lots. Sales offices may be located on any Lot (at any location) owned by Declarant. Declarant shall have the right to maintain any number of model homes it may desire using the Lots Declarant owns.
- (b) **Promotional Devices.** Declarant, its successors and assigns, shall have the right to maintain a reasonable number of promotional, advertising and/or directional signs, banners and similar devices at any place or places on the Lots owned by Declarant, but any such devices shall be of sizes and in locations as are reasonable and customary.

ARTICLE VIII GENERAL PROVISIONS

- 8.1 **Intent and Purpose.** The provisions of this Declaration and any supplemental or amended Declaration shall be liberally construed to effectuate the purpose of creating a uniform plan for the development and operation of the Project. Failure to enforce any provision, restriction, covenant, or condition in this Declaration, or in any supplemental or amended Declaration, shall not operate as a waiver of any such provision, restriction, covenant, or condition or of any other provisions, restrictions, covenants, or conditions.
- 8.2 **Construction.** The provisions of this Declaration shall be in addition and supplemental to all applicable provisions of law. The provisions hereof shall be deemed independent and severable and the invalidity or partial invalidity or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision hereof.
- 8.3 **Amendment.**
- (a) Except as otherwise provided herein, this Declaration, and any amendments to the Declaration, may be amended with or without a meeting of the Owners by the affirmative consent or vote of at least sixty-seven percent (67%) of the Owners. All necessary written consents must be obtained prior to the expiration of ninety (90)

days from the date the first written consent is obtained. Any amendment so authorized shall be accomplished through the recordation of an instrument executed by at least sixty-seven percent (67%) of the Lot Owners certifying that the vote required by this Article has occurred, which properly approved amendments shall be evidenced by instruments which are duly recorded in the office of the County Recorder for Cache County, State of Utah.

- (b) During the Period of Administrative Control, the Declarant shall have and is hereby vested with the right to amend this Declaration and the Plats by an instrument duly executed and acknowledged by Declarant and recorded in the Official Records of the County Recorder of Cache County, Utah. Such right of amendment shall apply without regard to the subject matter or the nature of the amendment involved, and such amendment shall not take away any substantive legal rights of those Owners who own a Lot at the time of such amendment by the Declarant. During any time Declarant holds an ownership interest in any Lot or in any portion of the property, no amendment shall be made to this Declaration without the written consent and approval of the Declarant.

8.4 **Effective Date.** This Declaration and any amendments thereto shall take effect upon recording.

8.5 **Owner’s Obligations.** All obligations of an Owner under and by virtue of the provisions contained in this Declaration shall continue, notwithstanding that he may be leasing, renting, or selling on contract his Lot. The Owner of a Lot shall have no obligation for expenses or other obligations accruing after he conveys title to such Lot.

EXECUTED BY DECLARANT on the date of notarization appearing below:

CANSON, LLC

By _____
Its: Manager

STATE OF UTAH)
 :SS.
COUNTY OF _____)

On this ____ day of _____, 2023, personally appeared before me **Matthew Nielson**, who being by me duly sworn, did say that he is manager of Canson, LLC, and that the within and foregoing instrument was signed in behalf of said limited liability company and he duly acknowledged to me he executed the same.

Notary Public

Exhibit “A”

**LEGAL DESCRIPTION
NIELSEN SUBDIVISION**

BEGINNING 264 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 9, TOWNSHIP 10 NORTH, RANGE 1 EAST, AND THENCE WEST 396 FEET; THENCE NORTH 20 RODS; THENCE EAST 396 FEET; THENCE SOUTH 20 RODS TO THE POINT OF BEGINNING. CONTAINING 3 ACRES.

Parcel No. 01-071-0008

BEGINNING 40 RODS WEST OF THE SOUTHEAST CORNER OF SECTION 9, TOWNSHIP 10 NORTH, RANGE 1 EAST; AND THENCE WEST 40 RODS; THENCE NORTH 20 RODS; THENCE EAST 40 RODS; THENCE SOUTH 20 RODS TO THE POINT OF BEGINNING. CONTAINING 5 ACRES.

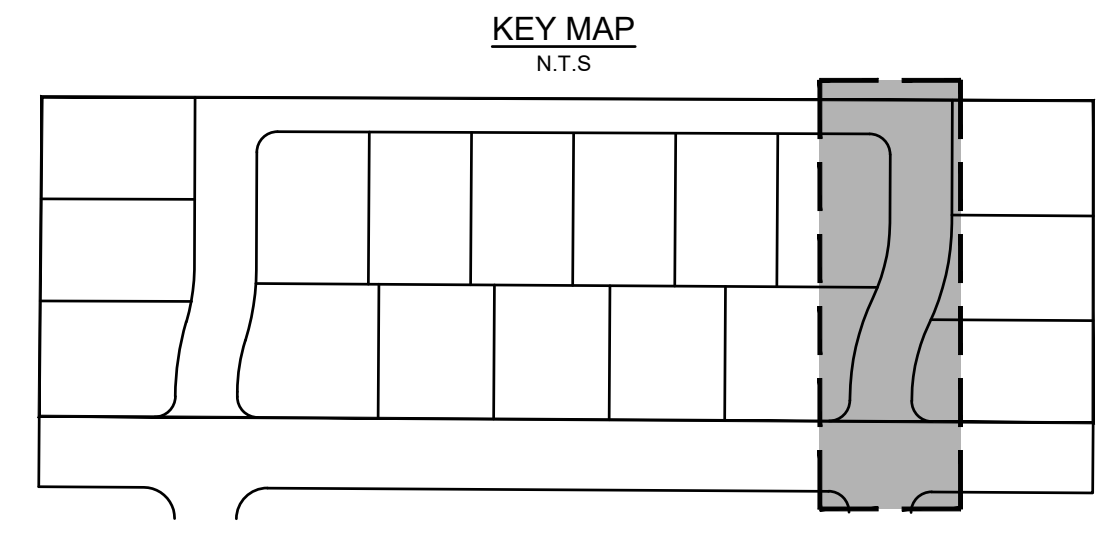
Parcel No. 01-071-0007

THIS WILL NEED TO CHANGE TO THE NEW LEGAL DESCRIPTION FOR THE SUBDIVISION. THIS CONTAINS LAND OUTSIDE OF THE CURRENT OWNERSHIP.



CACHE VALLEY | P: 435.213.3762
SALT LAKE | P: 801.216.3192
UTAH VALLEY | P: 801.874.1432
info@civilsolutionsgroup.net
www.civilsolutionsgroup.net

SUNSET FIELDS SUBDIVISION
700 EAST 1100 SOUTH
HYRUM, UT 84319



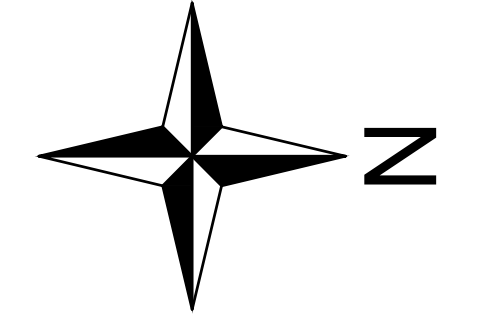
- ① SITE SHEET KEY NOTES:**
PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:
- UTILITY STUB, CAP, BLOCK & MARK END OF LINE
 - IRRIGATION SERVICE (8/C501)
 - CONNECT TO EXISTING CULINARY WATER MAIN VIA HOT TAP
 - 68-FT WIDENING ROW CROSS SECTION (1/C501)
 - 60-FT ROW CROSS SECTION (2/C501)
 - 60-FT PARTIAL WIDTH ROW CROSS SECTION (3/C501)
 - GATE VALVE (6/C502)
 - FIRE HYDRANT ASSEMBLY (3/C502)
 - 4"Ø SANITARY SEWER SERVICE (TYP) (5/C502)
 - 3/4"Ø CULINARY WATER SERVICE & METER (TYP) (2/C502)
 - CONNECT TO EXISTING SANITARY SEWER MANHOLE

- GRADING GENERAL NOTES:**
- MAINTAIN A MINIMUM OF 0.5% LONGITUDINAL SLOPE IN ALL GUTTERS.
 - MAINTAIN A MAXIMUM OF 2.0% CROSS-SLOPE ON ALL SIDEWALKS AND AT ALL BUILDING DOORWAY ENTRANCES AND EXITS.

- GRADING LEGEND:**
- FG = FINISHED GRADE
 - EG = EXISTING GRADE
 - ME = MATCH EXISTING
 - TA = TOP OF ASPHALT
 - TC = TOP OF CONCRETE
 - TBC = TOP BACK OF CURB
 - FL = FLOW LINE
 - GB = GRADE BREAK

MARK	DATE	DESCRIPTION

PROJECT #: 23-321
DRAWN BY: L. WESTON
PROJECT MANAGER: M. TAYLOR
ISSUED: 2/13/2024



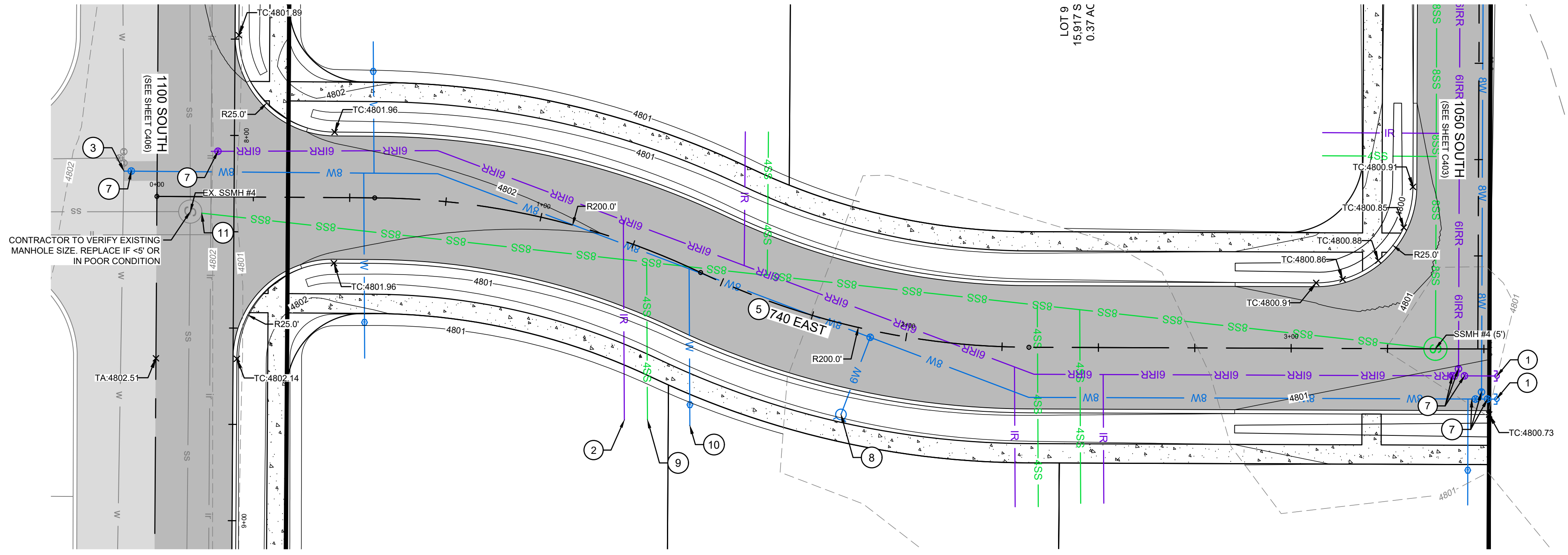
Know what's below. 811
Call 811 before you dig.
BLUE STAKES OF UTAH
UTILITY NOTIFICATION CENTER, INC.
www.bluestakes.org
1-800-662-4111



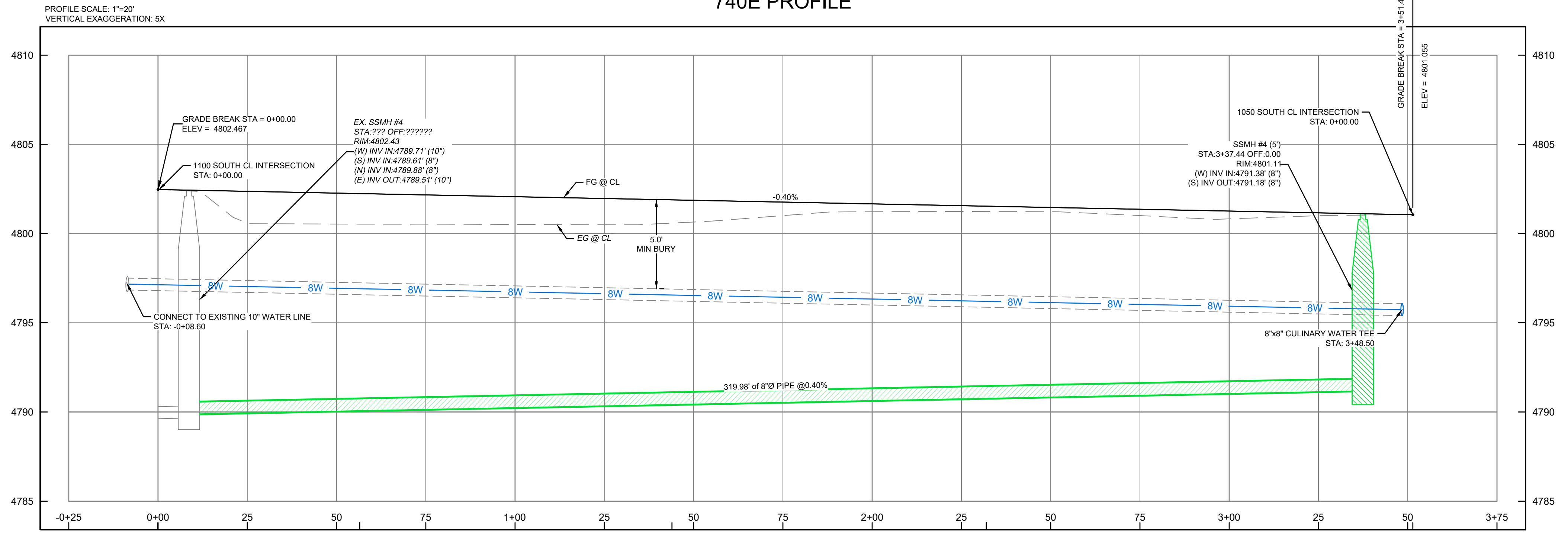
PLAN & PROFILE

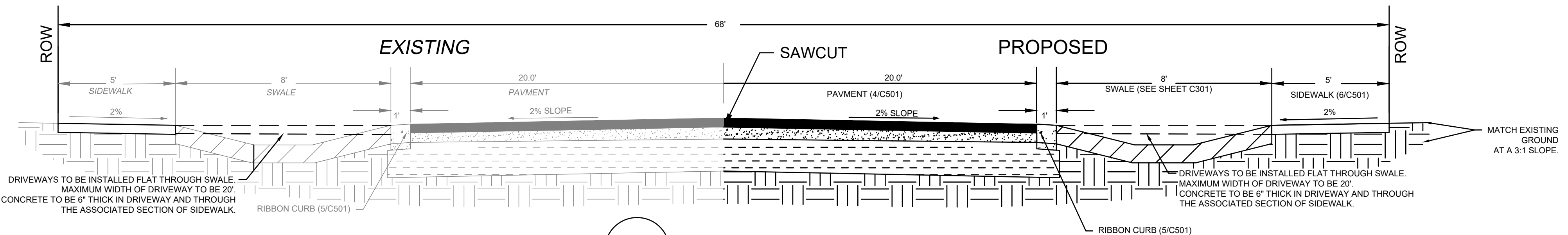
C404

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF CIVIL SOLUTIONS GROUP, INC. AND SHALL NOT BE PHOTOCOPIED, RE-DRAWN, OR USED ON ANY OTHER PROJECT OTHER THAN THE PROJECT SPECIFICALLY DESIGNED FOR, WITHOUT WRITTEN PERMISSION. THE OWNERS AND ENGINEERS OF CIVIL SOLUTIONS GROUP, INC. DISCLAIM ANY LIABILITY FOR ANY CHANGES OR MODIFICATIONS MADE TO THESE PLANS OR THE DESIGN THEREON WITHOUT THEIR CONSENT. THESE PLANS ARE DRAWN TO SCALE WHEN PLOTTED ON A 24" X 36" SHEET OF PAPER. THESE PLANS ARE PRODUCED IN COLOR AND SHOULD BE PLOTTED AS SUCH.

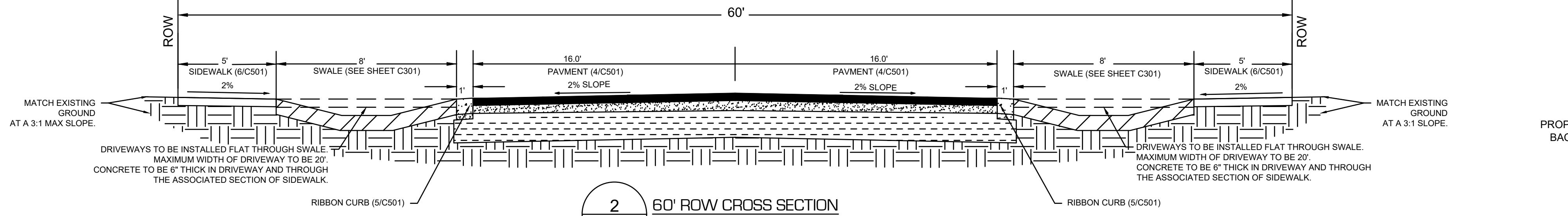


740E PROFILE

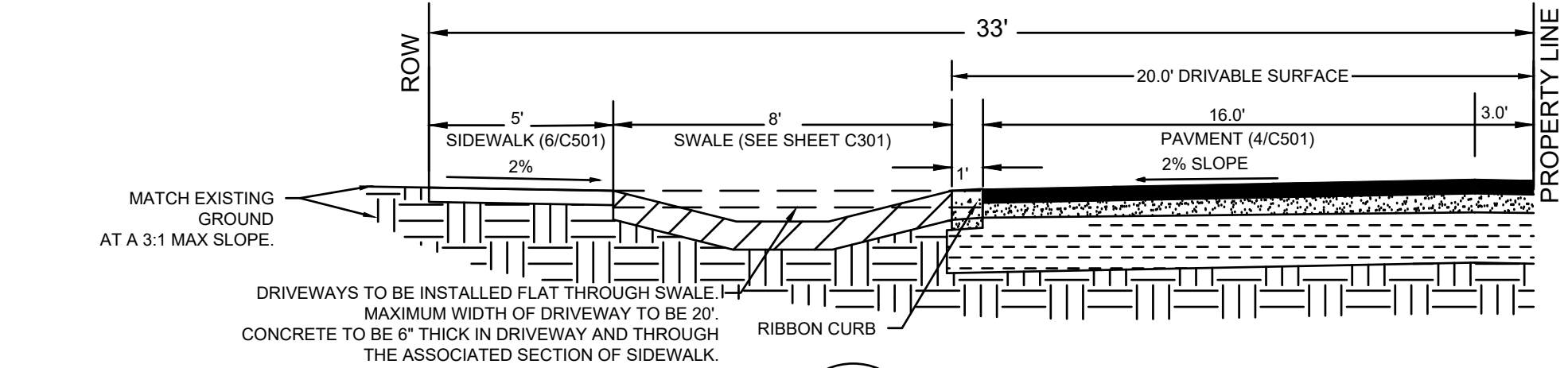




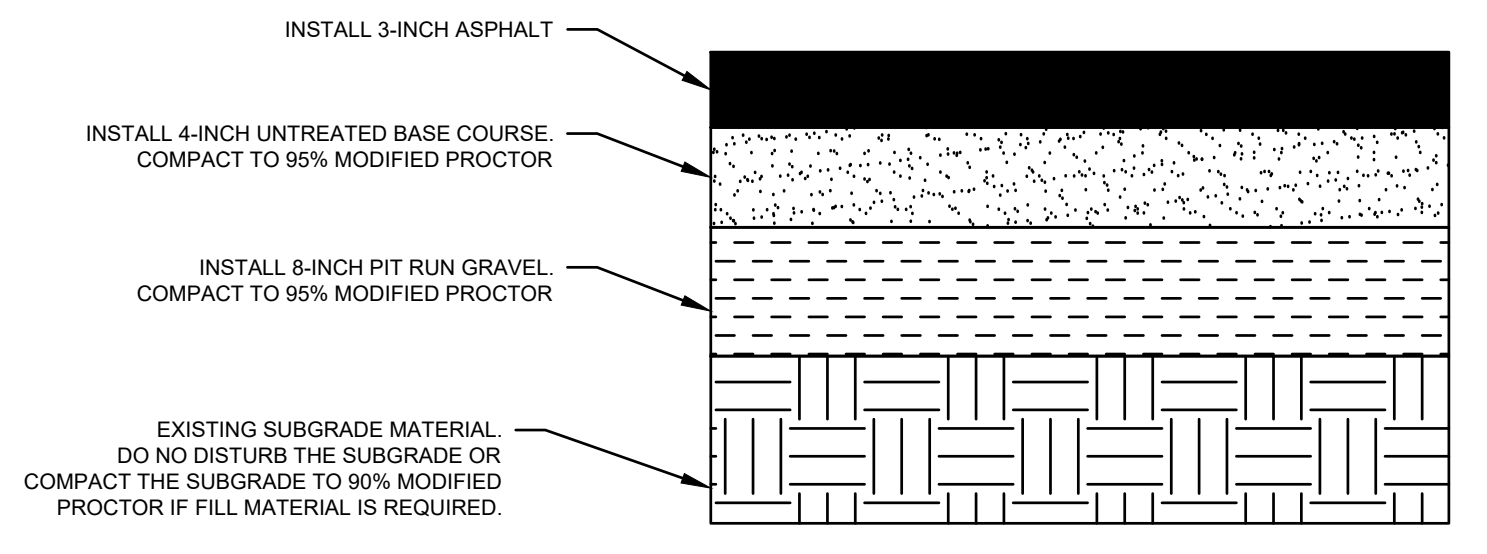
1 68' ROW CROSS SECTION
C501
NOT TO SCALE



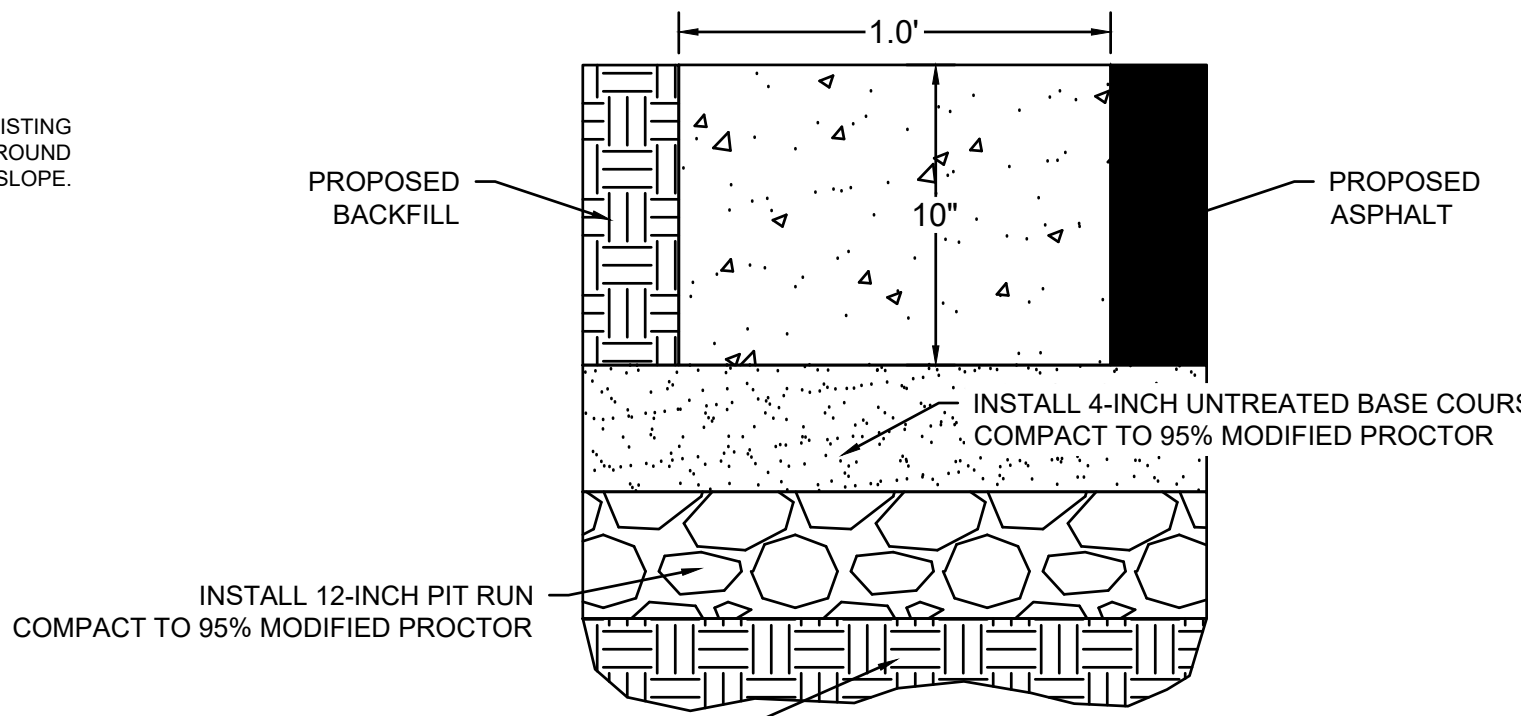
2 60' ROW CROSS SECTION
C501
NOT TO SCALE



3 PARTIAL-WIDTH 60' ROW CROSS SECTION
C501
NOT TO SCALE

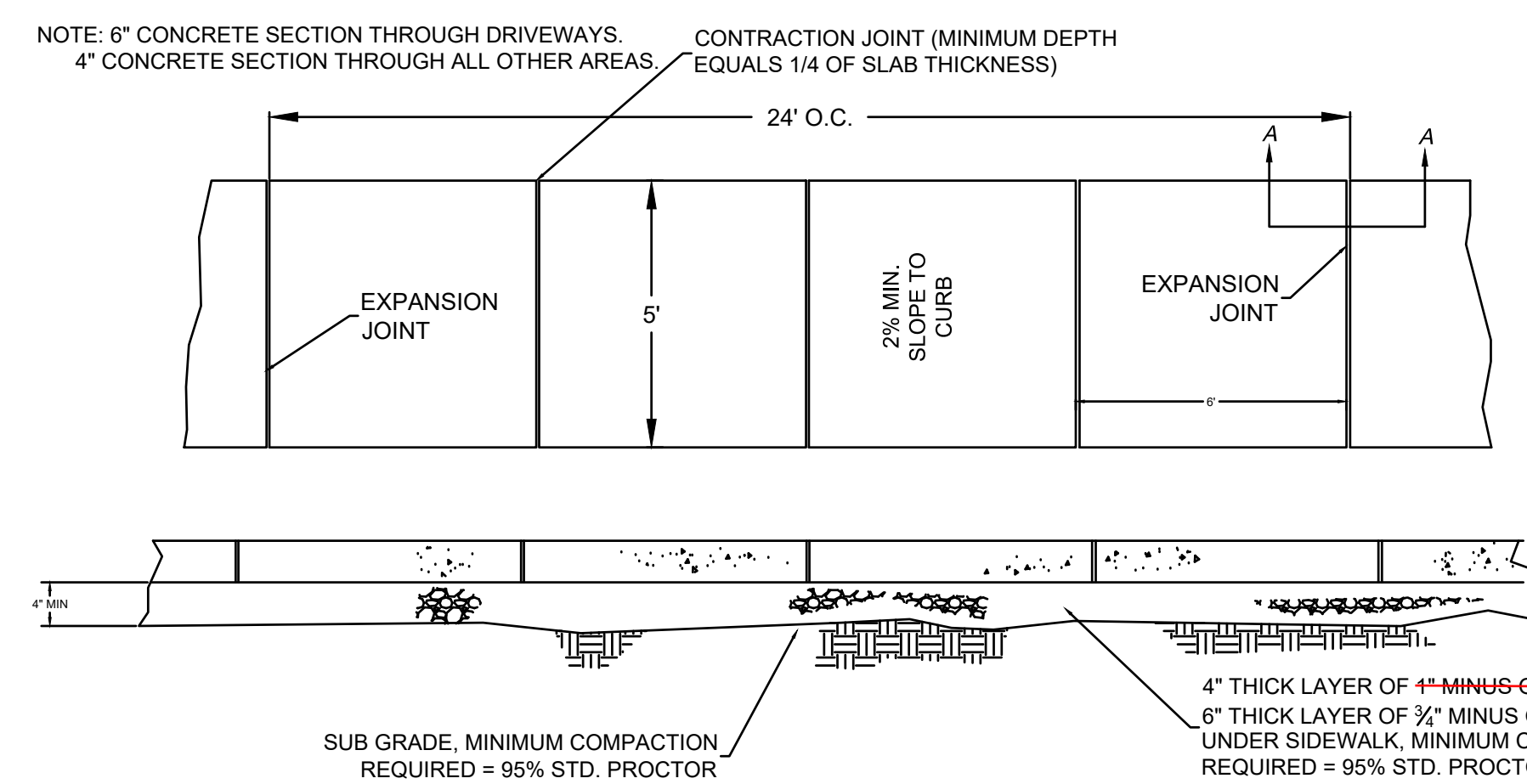


4 STANDARD DUTY ASPHALT PAVEMENT
C501
NOT TO SCALE



5 RIBBON CURB
C501
NOT TO SCALE

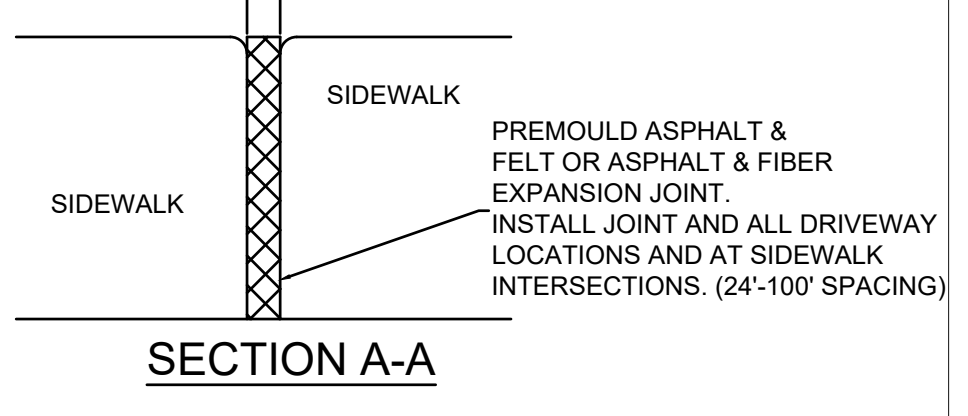
- NOTES:
1. CONCRETE SHALL BE 4000 PSI, 28 DAY STRENGTH.
 2. PROVIDE CONTRACTION JOINTS @ 10' - 0" O.C.
 3. PROVIDE EXPANSION JOINTS @ 50' - 0" O.C.
 4. BASE AND PIT RUN MATERIAL SHALL EXTEND 1 FOOT BEYOND CURB.



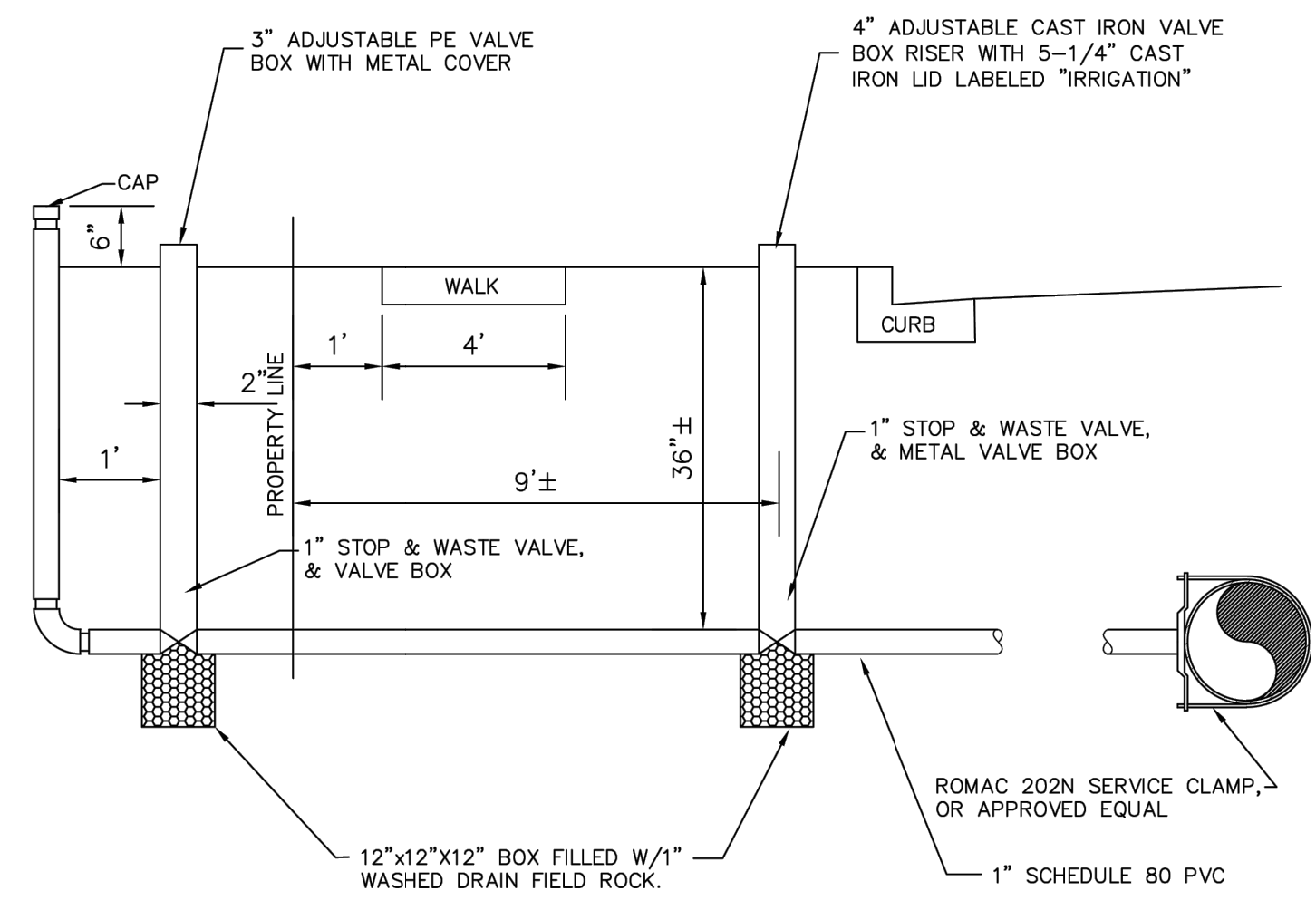
6 CONCRETE SIDEWALK
C501
NOT TO SCALE

B. Bedding: All sidewalks are to be bedded with a minimum of four (4) inches of untreated base course or six (6) inches of 3/4" minus gravel unless authorized in writing by the City.

IT WOULD BE PREFERRED TO ONLY USE BASE COURSE AS WE ARE FINDING THAT THE GRAVEL HOLDS TOO MUCH WATER AND IS SUBJECT TO HEAVE IN FREEZING CONDITIONS.



7 HYRUM CITY STREET MONUMENT
C501
NOT TO SCALE



8 IRRIGATION SERVICE CONNECTION
C501
NOT TO SCALE

civilsolutionsgroup inc.

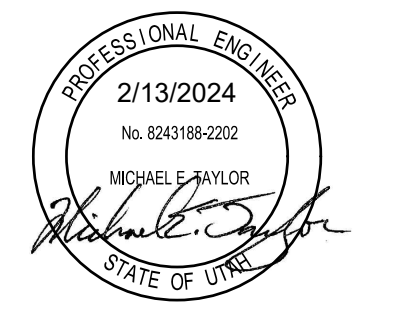


CACHE VALLEY | P: 435.213.3762
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UTAH VALLEY | P: 801.874.1432
info@civilsolutionsgroup.net
www.civilsolutionsgroup.net

SUNSET FIELDS SUBDIVISION
700 EAST 1100 SOUTH
HYRUM, UT 84319

MARK	DATE	DESCRIPTION

PROJECT #: 23-321
DRAWN BY: L. WESTON
PROJECT MANAGER: M. TAYLOR
ISSUED: 2/13/2024



DETAILS

C501

DAIRY HEALTH PRODUCTS, INC.
SITE PLAN
105 SOUTH HAMMER ROAD
CITY COUNCIL MEETING
MARCH 7, 2024

Summary: Steve Miller is seeking site plan approval to add two storage buildings on Parcel 01-002-0027. This property consists of 0.18 acres and is located at 105 South Hammer Road (1600 East)

ZONING: M-2 Manufacturing

UTILITIES: Existing

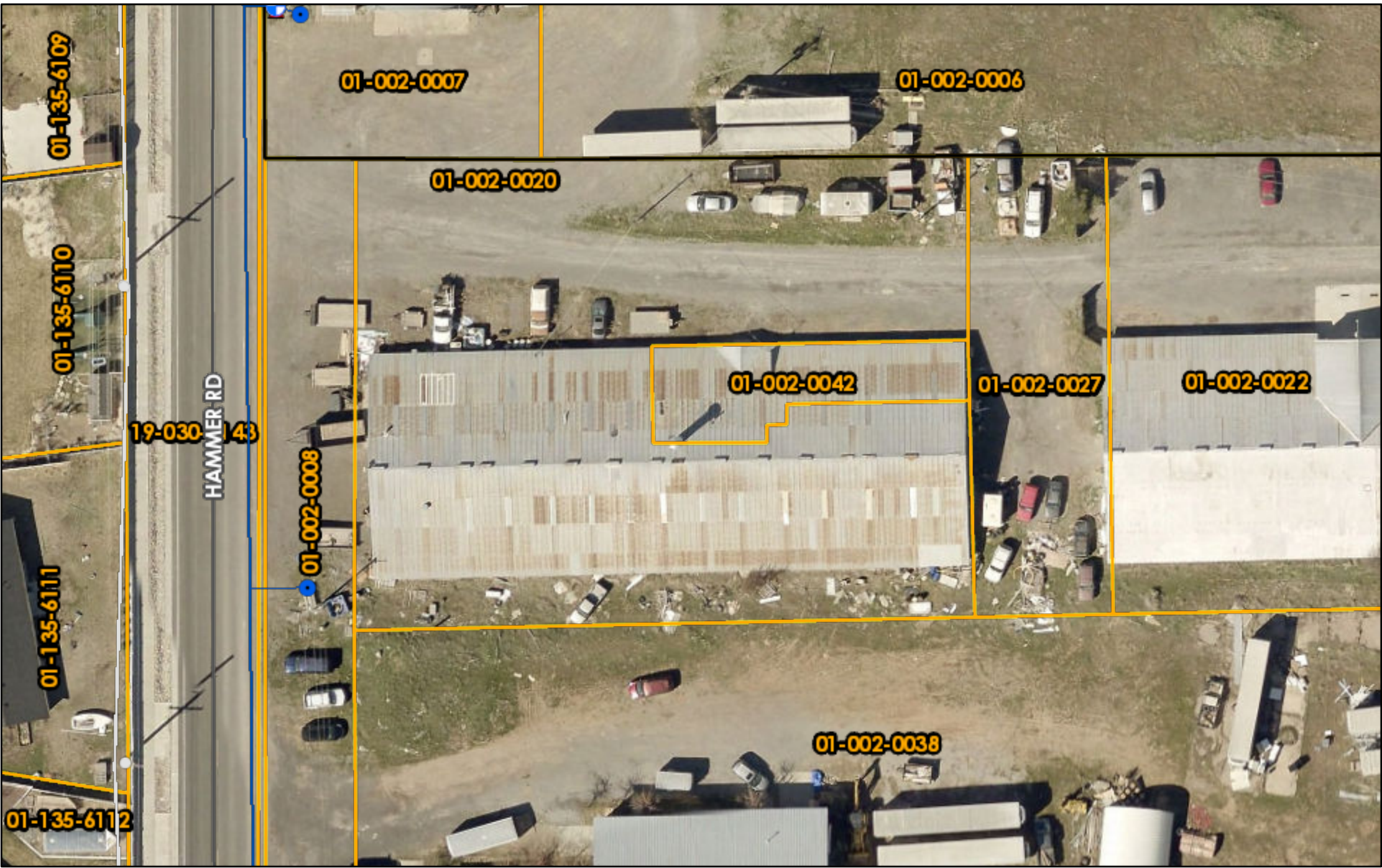
Power:	Existing building has power
Culinary:	Existing connection
Sewer:	None
Irrigation:	N/A

PARKING & ROADS: N/A

NOTES: Structures proposed are to provide a total of 5 storage bays. Dimensions of these bays are to be 14 feet wide, 35 feet long, and 14 feet high. These structures are to be utilized for personal and business purposes.

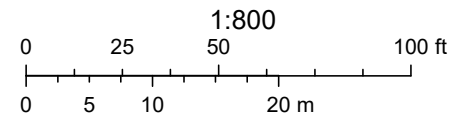
Planning Commission approved the site plan with the condition that infiltration of the runoff be provided via gravel sumps.

Map



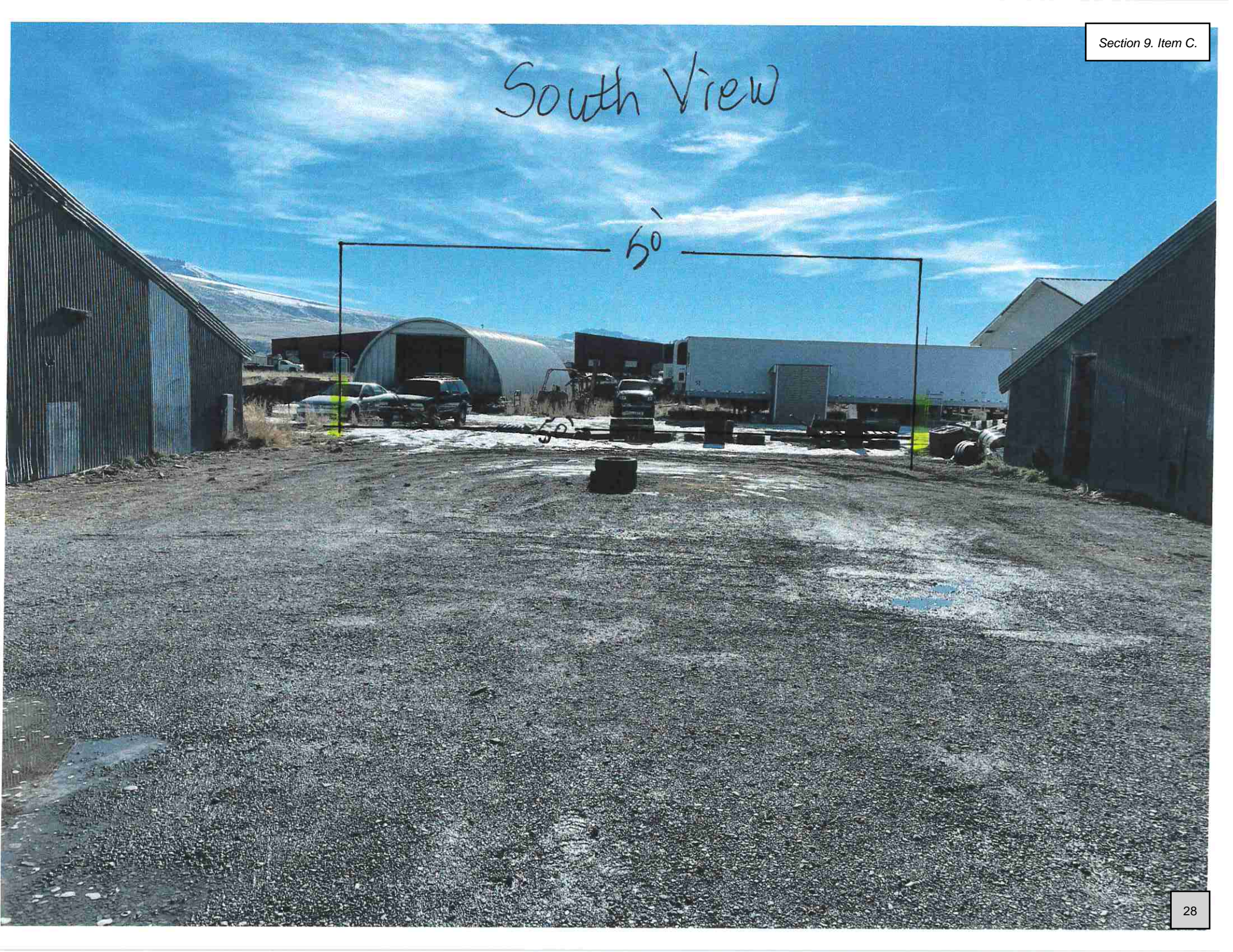
2/2/2024, 2:12:33 PM

- | | | | | | | | |
|--|---|---|---|---|--|--|--|
| <ul style="list-style-type: none"> Abandoned Mains PRV Station Culinary Leaks Service Line Fire Water Line Fire Hydrants Water Meters | <ul style="list-style-type: none"> Water Mains Water Valves Powerlines Feeders No Feeder cct. Value Assigned Hammer #1 Hammer #2 Hammer #3 | <ul style="list-style-type: none"> Hammer #4 100 North Secondary Canyon Lincoln MC RMP | <ul style="list-style-type: none"> Ridgecrest Sewer Secondary Locations No Location Type Value Assigned Building Decorative Pole | <ul style="list-style-type: none"> Junction Box 3 Phase Junction Box Secondary Junction Box Single Phase Pole Millers Private Pole Private Pole US West Power Meters | <ul style="list-style-type: none"> Power Pole Primary Power Pole Secondary Reclosure Regulators Sub Station Switch Fuse Switch Gear | <ul style="list-style-type: none"> Transformer Pad Transmission Pole Sumps Storm Drain MH Storm Drain CB Retention Basins | <ul style="list-style-type: none"> Outfalls Blow Out Service Line Pressurized Mains Pressurized Gravity Mains |
|--|---|---|---|---|--|--|--|



Maxar, Microsoft, City and JUB engineering

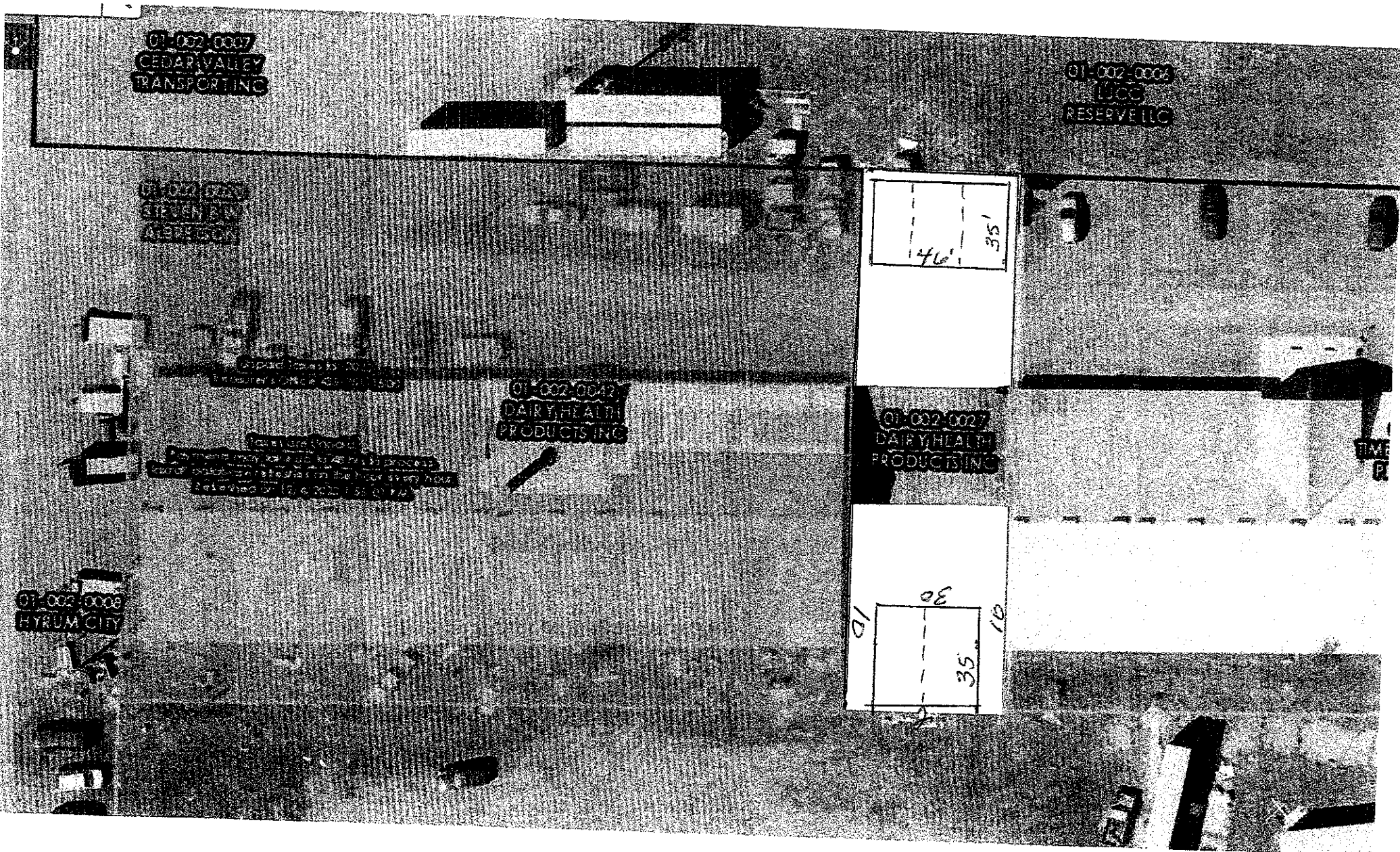
South View



North View



North



01-002-0007
CEDAR VALLEY
TRANSPORTING

01-002-0006
LJCC
RESERVE LLC

01-002-0020
STEVEN BW
ALBRETON

Unpaid Taxes for 2023
Treasurer's Office 435-755-1500

01-002-0042
DAIRY HEALTH
PRODUCTS INC

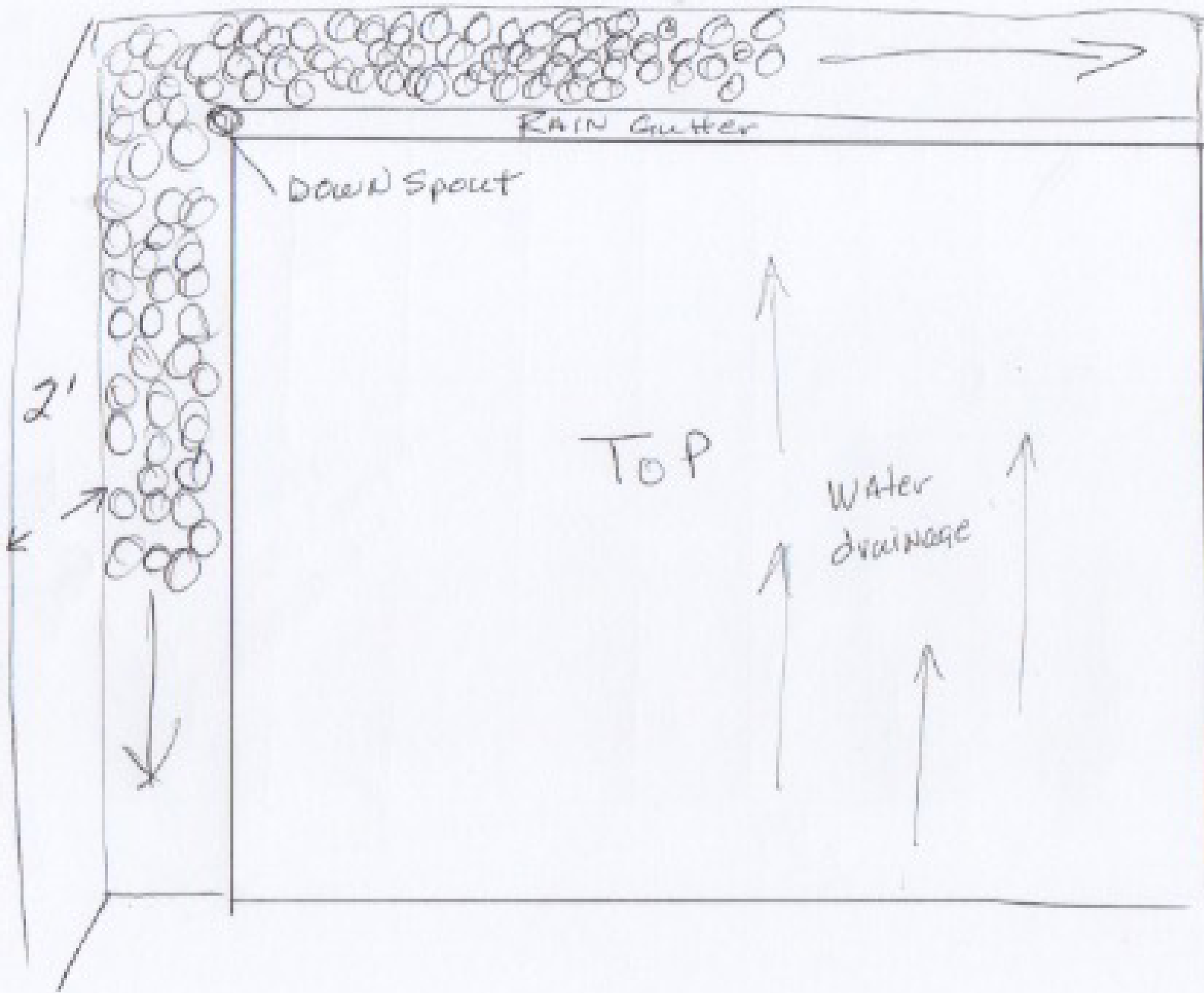
01-002-0027
DAIRY HEALTH
PRODUCTS INC

Taxes are Unpaid.
Payments may take up to 48 hrs to process.
Taxral database refreshes on the hour every hour.
Refreshed on 12/4/2023 1:55:01 PM

01-002-0008
HYRUM CITY

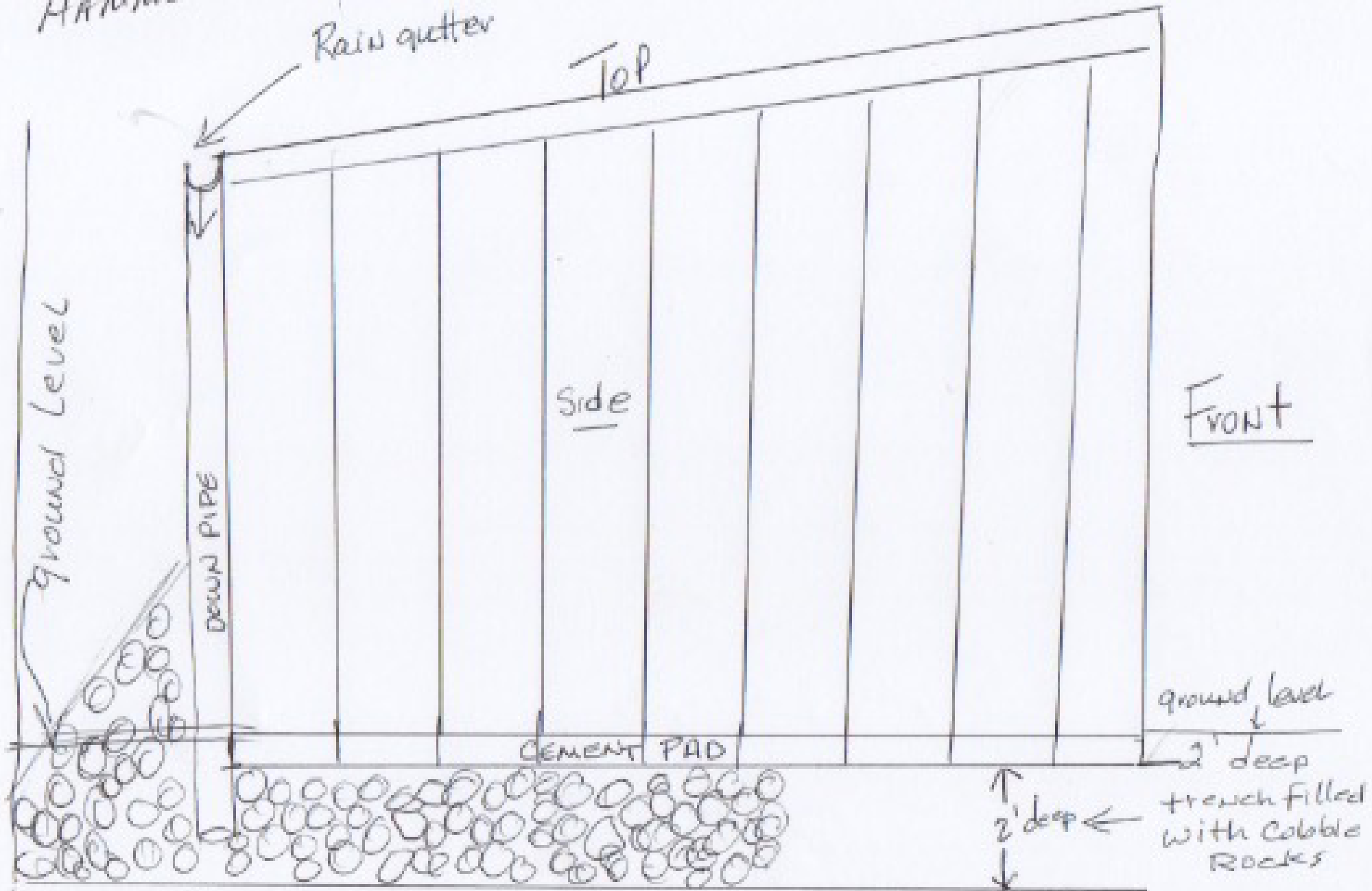
TIME
PI

N/S



Steve Miller
Proposed drainage
Storage Unit
HAMNER Rd.

STEVE Miller
Proposed Drainage
for Storage Garage
HAMMER Rd



Full MWPP Survey - 2024

Municipal Wastewater Planning Program survey for 2024.

apritchett@hyrumcity.com [Switch account](#)



* Indicates required question

Email *

apritchett@hyrumcity.com

Section I: General Information

Name of the Facility? *

Hyrum City

What is the name of the person responsible for this organization? *

Stephanie Miller



What is the title of the person responsible for this organization? *

Mayor

What is the email Address for the person responsible for this organization? *

smiller@hyrumcity.com

What is the phone number for the person responsible for this organization? *

435246033

Facility Location? *

Please provide either Longitude and Latitude, address, or a written description of the location (with area or point).

60 W Main Street, Hyrum, UT

[Next](#)

Page 1 of 15

[Clear form](#)

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This form was created inside of State of Utah. [Report Abuse](#)

Google Forms



Full MWPP Survey - 2024

apritchett@hyrumcity.com [Switch account](#)



Federal Facility Section

Are you a federal facility?

A federal facility is a military base, a national park, a facility associated with the forest service, etc.

- Yes
- No

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* Indicates required question

Financial Evaluation Section

This form is completed by [name]? *

Angela Pritchett

Part I: GENERAL QUESTIONS

Please answer the following questions regarding GENERAL QUESTIONS.

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

Yes

No

[Clear selection](#)



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

Yes

No

Are Debt Service Reserve Fund requirements being met?

Yes

No

Clear selection

Where are sewer revenues maintained?

General Fund

Combined Utilities Fund

Other

What was the average annual User Charge for 2023?

If there is more than one rate divide the total municipal yearly User Charge collected, by the total number of connections.

48



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

- Yes
- No

Clear selection

Part II: OPERATING REVENUES AND RESERVES

Please answer the following questions regarding

OPERATING REVENUES AND RESERVES.

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

- Yes
- No

Clear selection

Revenue from these taxes =

Your answer

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

- Yes
- No

Clear selection



Are projected sewer revenues sufficient to cover operation, maintenance, and repair (OM&R) costs for the next five years?

Yes

No

Clear selection

Does the sewer system have sufficient staff to provide proper OM&R?

Yes

No

Clear selection

Has a repair and replacement sinking fund been established for the sewer system?

Yes

No

Clear selection

Is the repair & replacement sinking fund sufficient to meet anticipated needs?

Yes

No

Clear selection



Part III: Capital Improvements, Revenues and Reserves.

Please answer the following questions regarding Capital Improvements, Revenues and Reserves.

Are sewer revenues sufficient to cover all costs of current capital improvements projects?

Yes

No

Clear selection

Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?

Yes

No

Clear selection

Are projected Capital Improvements Reserve Funds sufficient for the next five years?

Yes

No

Clear selection



Are projected Capital Improvements Reserve Funds sufficient for the next ten years?

- Yes
- No

Clear selection

Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?

- Yes
- No

Clear selection

Part IV: FISCAL SUSTAINABILITY REVIEW

Please answer the following questions regarding FISCAL SUSTAINABILITY REVIEW.

Have you completed a rate study within the last five years?

- Yes
- No

Clear selection



Do you charge Impact fees?

Yes

No

Clear selection

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

2282.42

Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?

Yes

No

Clear selection

Do you maintain a Plan of Operations?

Yes

No

Clear selection



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

Yes

No

Clear selection

In what year was the Capital Facility Plan last updated?

2023

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

Yes

No

Clear selection

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

Yes

No

Clear selection

Replacement Cost =

12,073,000



Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

- Yes
- No

Clear selection

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

unknown

Describe the Asset Management System.

Check all that apply

- Spreadsheet
- GIS
- Accounting Software
- Specialized Software

Please answer the following: - 2023 Capital Assets Cumulative Depreciation?

532,000



Please answer the following: - 2023 Capital Assets Book Value?

Book Value = total cost - accumulated depreciation

6,465,000

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Please answer the following questions regarding PROJECTED CAPITAL INVESTMENT COSTS.

Cost of projected capital improvements - Please enter a valid numerical value. - 2023?

267,000

Cost of projected capital improvements - Please enter a valid numerical value. - 2024 through 2028?

1,100,000

Cost of projected capital improvements - Please enter a valid numerical value. - 2029 through 2033?

Your answer



Cost of projected capital improvements - Please enter a valid numerical value. - 2034 through 2038?

Your answer

Cost of projected capital improvements - Please enter a valid numerical value. - 2039 through 2043?

Your answer

Purpose of Capital Improvements - 2023?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2024 through 2028?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity



Purpose of projected Capital Improvements - 2029 through 2033?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2034 through 2038?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements from 2039 through 2043?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

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

- True
- False

[Clear selection](#)

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 the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

Do you have a collection system?

The answer to this question is obvious in most cases, but for clarification, some wastewater systems consist of only wastewater collections (answer Yes). Some wastewater systems do not have a collection system but receive wastewater from separate collection system jurisdictions (answer No). Some wastewater systems have treatment and collections and consider their entire system as one entity (answer Yes). Some wastewater systems have treatment and collections, but consider their collections a separate entity from treatment (answer No). If you have treatment but have an independent collection system and you answered "No," you must enter your collection system separately as an independent response to the survey.

Yes

No

Clear selection

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Collection System

The collection of wastewater in a system of pipes and possibly pump stations that deliver wastewater to a treatment system that may or may not be independent of the treatment system.

This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Angela Pritchett

Part I: SYSTEM DESCRIPTION

Please answer the following questions regarding SYSTEM DESCRIPTION.

What is the largest diameter pipe in the collection system?

Please enter the diameter in inches.

24



What is the average depth of the collection system?

Please enter the depth in feet.

8

What is the total length of sewer pipe in the collection system?

Please enter the length in miles.

51

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

6

What is the largest capacity lift/pump station in the collection system?

Please enter the design capacity in gpm.

250

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

Yes

No

Clear selection



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

1975

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed?

If more than one, cite the oldest.

1975

Part II: DISCHARGES

Please answer the following questions regarding DISCHARGES.

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

0

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

0



Sanitary Sewer Overflow (SSO)

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

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

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

What is the number of Class 1 SSOs in Calendar year 2023?

1

What is the number of Class 2 SSOs in Calendar year 2023?

0

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

Main line plugged.

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

No



Part III: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

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

Yes

No

Clear selection

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

Yes

No

Clear selection

What is the number of new commercial/industrial connections in 2023?

-1

What is the number of new residential sewer connections added in 2023?

21



How many equivalent residential connections are served?

3728

Part IV: OPERATOR CERTIFICATION

Please answer the following questions regarding OPERATOR CERTIFICATION.

How many collection system operators do you employ?

3

What is the approximate population served?

10,600

State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Angela Pritchett, Grade II, apritchett@hyrumcity.com

Please list all other Collection System operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Your answer

Please list all other Collection System operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Corey Brindley, Grade IV

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

Yes

No

Clear selection

Part V: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.



Have you implemented a preventative maintenance program for your collection system?

- Yes
 No

Clear selection

Have you updated the collection system operations and maintenance manual within the past 5 years?

- Yes
 No

Clear selection

Do you have a written emergency response plan for sewer systems?

- Yes
 No

Clear selection

Do you have a written safety plan for sewer systems?

- Yes
 No

Clear selection



Is the entire collections system TV inspected at least every 5 years?

Yes

No

Clear selection

Is at least 85% of the collections system mapped in GIS?

Yes

No

Clear selection

Part VI: SSMP EVALUATION

Please answer the following questions regarding SSMP EVALUATION.

Have you completed a Sewer System Management Plan (SSMP)?

Yes

No

Clear selection



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

- Yes
- No

Clear selection

Has the completed SSMP been public noticed?

- Yes
- No

Clear selection

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Continue 1

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

Yes

No

Clear selection

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

Line cleaning and educating the public about SSO's



During 2023, was any part of the SSMP audited as part of the five year audit?

- Yes
- No

Clear selection

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

Your answer

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

- Yes
- No

Clear selection

Part VII: NARRATIVE EVALUATION

Please answer the following questions regarding NARRATIVE EVALUATION.

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

Lift stations are new and in good condition. Manholes are inspected annually and some of the collars need replaced. SL-RAT technology shows the system is in good health. SECAP modeling shows the capacity of the system is acceptable.



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

SECAP was updated and shows that the capacity of the system is acceptable. We are in the process of getting a Master Plan for the collection system. I & I needs to be evaluated.

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

None

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

Yes

No

Clear selection

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

100%

Partially

Does not pay

Clear selection



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

- Yes
- No

Clear selection

Do you have any additional comments?

Your answer

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

- True
- False

Clear selection

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 the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.

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Wastewater Treatment Options

You have either just completed or just bypassed questions about a Collection System. This section (the questions below) determines the next set of questions that you will be presented based on the choice you make for treatment.

What kind of wastewater treatment do you have in your wastewater treatment system?

If you have treatment, you must choose from Mechanical Plant, Discharging Lagoon, or Non-Discharging Lagoon. If you don't have treatment then choose "No Treatment." Choose only one answer.

- Mechanical Plant
- Discharging Lagoon
- Non-Discharging Lagoon
- No Treatment of Wastewater

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Mechanical Plant

Form completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Angela Pritchett

Part I: INFLUENT INFORMATION

Please answer the following questions regarding INFLUENT INFORMATION.

What is the design basis or rated capacity for average daily flow in MGD?

2

What is the design basis or rated capacity for average daily BOD loading in lb/day?

3670



What is the design basis or rated capacity for average daily TSS loading in lb/day?

3340

What was the 2023 average daily flow in MGD?

1.39

What was the 2023 average daily loading for BOD in lb/day?

2380

What was the 2023 average daily loading for TSS in lb/day?

2460

What is the percent of capacity used by the 2023 average daily flow?

65

What is the percent of capacity used by the 2023 average daily BOD load?

63



What is the percent of capacity used by the 2023 average daily TSS?

74

Part II: EFFLUENT INFORMATION

Please answer the following questions regarding EFFLUENT INFORMATION.

How many Notices of Violations (NOVs) did you receive for this facility in 2023?

0

How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows?

0

Part III: FACILITY AGE

Please answer the following questions regarding FACILITY AGE.

In what year was your HEADWORKS evaluated?

2023



In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

2023

What is the age of your HEADWORKS?

47

In what year was your PRIMARY TREATMENT evaluated?

2023

In what year was your PRIMARY TREATMENT constructed, upgraded or renewed?

2021

What is the age of your PRIMARY TREATMENT?

18 yr

In what year was your SECONDARY TREATMENT evaluated?

2023



In what year was your SECONDARY TREATMENT constructed, upgraded or renewed?

2021

What is the age of your SECONDARY TREATMENT?

18 yr

In what year was your TERTIARY TREATMENT evaluated?

2023

In what year was your TERTIARY TREATMENT constructed, upgraded or renewed?

NA

What is the age of your TERTIARY TREATMENT?

NA

In what year was your SOLIDS HANDLING evaluated?

2023



In what year was your SOLIDS HANDLING constructed, upgraded or renewed?

2005

What is the age of your SOLIDS HANDLING?

47 years

In what year was your DISINFECTION evaluated?

2023

In what year was your DISINFECTION constructed, upgraded or renewed?

2005

What is the age of your DISINFECTION?

18 years

In what year was your LAND APPLICATION/DISPOSAL evaluated?

2023



In what year was your LAND APPLICATION/DISPOSAL constructed, upgraded or renewed?

2023

What is the age of your LAND APPLICATION/DISPOSAL?

Unknown

Part IV: DISCHARGES

Please answer the following questions regarding DISCHARGES.

How many days in the last year was there a bypass or overflow of wastewater at the facility due to equipment failure?

0

Part V: BIOSOLIDS HANDLING

Please answer the following questions regarding BIOSOLIDS HANDLING.

Biosolids disposal (check all that apply)

- Landfill
- Land Application
- Give Away/Other Distribution



Part VI: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

Number of new commercial/industrial connections in the last year?

-1

Number of new residential sewer connections added in the last year?

21

Equivalent residential connections served?

3728

Part VII: OPERATOR CERTIFICATION

How many treatment system operators do you employ?

3



State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Treatment System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Angela Pritchett, Grade IV, apritchett@hyrumcity.com

Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Your answer

Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Your answer

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

Yes

No

Clear selection



Part VIII: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

Have you implemented a written preventative maintenance program for your treatment system?

Yes

No

Clear selection

Have you updated the treatment system operations and maintenance manual within the past 5 years?

Yes

No

Clear selection



Please identify (below) the types of treatment equipment and processes installed at your facility.

Indicate as many as you need.

- Screens
- Grit Removal
- Primary Clarifier
- Imhoff Tanks
- Fixed Film Reactor
- Activated Sludge
- Aerobic Suspended Growth Variations
- Anaerobic Suspended Growth Variations
- Physical-Chemical Systems for Organic Removal w/o Secondary Treatment
- Physical-Chemical Systems for Organic Removal Following Secondary Treatment
- Membrane Filtration
- Suspended-Growth Nitrification and Denitrification
- Air Stripping
- Phosphorus Removal - Chemical
- Phosphorus Removal - Biological
- Ion Exchange
- Reverse Osmosis
- Media Filtration
- Dissolved Air Flotation
- Micro Screens
- Chlorine Disinfection
- UV Disinfection



Effluent Use/Reuse

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

- True
- False

Clear selection

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 the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.

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* Indicates required question

Adopt & Sign

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

- True
- False

Has this been adopted by the City Council or District Board? *

- yes
- No

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What Date?

What date was this adopted by City Council or District Board?

Date

03/07/2024

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RESOLUTION 24-05

A RESOLUTION AUTHORIZING AND APPROVING THE REACQUIRING A PORTION OF MUNICIPAL IRRIGATION WATER SHARES WITH ALAN NIELSEN AS PER RESOLUTION 10-03.

WHEREAS, on January 21, 2010, Hyrum City approved Resolution 10-03 approving a water share exchange and security agreements "Agreement" with Gary, Michael, and Jared Clawson (collectively the "Clawsons"), and Alan and Julie Nielsen (collectively the "Nielsens"); and

WHEREAS, on January 27, 2010, the City and the Nielsens entered into a Water Share and Security Agreement ("Agreement") authorizing, approving, and effectuating the exchange of 9 shares of Hyrum Irrigation (which water is delivered through the O'Berry Canal) owned by Alan Nielsen and Julie Nielsen for 36 shares of Highline Irrigation owned by Hyrum City; and

WHEREAS, as per the Agreement in Section 1.4, No Encumbrances, Nielsens agreed that, except as covered by the Agreement, they will not permit any security interest, lien, claim, or any other encumbrances to be filed, recorded or asserted against the High Line Shares; and

WHEREAS, as per the Agreement in Section 1.5, City's Option to Require High Line Shares/ Events of Default, the City has an option to Reacquire High Line Shares for events listed in the Agreement, including events of default enabling the City to exercise its rights to repossess the High Line shares under the security agreement. The parties also agreed that the City may exercise its discretion in electing to require the High Line shares through utilizing the option to repurchase or by repossessing the share pursuant to the security agreement and has not obligation the Nielsens in utilizing one method over the other; and

WHEREAS, as per the Agreement in Section 1.5.1, Transfer of Farm Property, if Nielsens transfer voluntarily or involuntarily, any of the farm property that is serviced by the water rights associated with the High Line shares, the City has the right to repossess or exercise the option to repurchase a proportionate share of the High Line shares that service that portion of the farm property transferred; and

WHEREAS, as per the Agreement in Section 1.5.2, Cessation of Farming Activities, if Nielsens cease to the use the farm property for agriculture activities, the City may exercise its option to

Res. 24-05

repurchase the water shares. The parties agree that the farm property will cease to be used for agricultural activities under the Agreement if the property fails to qualify; and

WHEREAS, Alan Nielsen passed away on or about June 22, 2023 and Julie Nielsen ("Nielsen") exclusively manages and owns the High Line Canal Company Shares;

WHEREAS, Nielsen has informed the City of her intent to sale a portion of the irrigation shares traded to Hyrum City (4 shares of Hyrum Irrigation equivalent to 16 shares of High Line shares); and

WHEREAS, Hyrum City now elects to exercise its rights to reacquire the 16 shares of High Line Shares from Nielsen and reconvey 4 shares of Hyrum Irrigation to Nielsen; and

WHEREAS, after the exchange of shares as described above it will leave Nielsen with 20 shares of High Line Canal and Hyrum City with 5 shares of Hyrum Irrigation that will remain under all terms as set forth in the Water Share Exchange and Security Agreement including but not limited to the reacquisition of High Line Shares by Hyrum City dated and signed by Alan and Julie Nielsen on February 8, 2010 the same terms for reacquisition.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum City, Cache County, State of Utah, to approve the reacquisition of 16 shares of High Line from Nielsen in exchange for 4 shares of Hyrum Irrigation from Hyrum City with the condition that Nielsens sign the following Addendum attached hereto as "ADDENDUM A" to the Water Share Exchange and Security Agreement approved in Resolution 10-03 dated February 8, 2010. The Mayor is authorized to execute the Addendum A to effectuate this transaction.

THIS RESOLUTION shall become effective upon adoption.

ADOPTED AND PASSED by the Hyrum City Council this 15th day of February, 2024.

HYRUM CITY

BY: _____
Stephanie Miller
Mayor

Res. 24-05

ATTEST:

Stephanie Fricke
City Recorder

ADDENDUM “A”**TO THE****WATER SHARE EXCHANGE AND SECURITY AGREEMENT**

THIS ADDENDUM “A” (the “Addendum”) is made by and between Hyrum City (the “City”) and Julie Nielsen (“Nielsen”) as of the date set forth below to the WATER SHARE AND EXCHANGE AND SECURITY AGREEMENT (the “Agreement”) entered into on January 27, 2010, by and between Hyrum City (the “City”) and Alan and Julie Nielsen (collectively “Niensens”).

RECITALS

- A. WHEREAS, on January 27, 2010, the City and Alan Nielsen and Julie Nielsen (collectively “Niensens”) entered into the Agreement for the exchange of certain water shares between the City and the Niensens;
- B. WHEREAS, in the Agreement, the Niensens transferred 9 shares in the Hyrum Irrigation Company to the City in exchange for the City transferring 36 shares in the High Line Canal Company to the City;
- C. WHEREAS, the Agreement allowed for the City or the Niensens to repurchase or retransfer water shares under certain circumstances set forth in the Agreement;
- D. WHEREAS, the Parties desire to exercise the retransfer provision of the Agreement and have the City transfer 4 shares in the Hyrum Irrigation Company to the Niensens and the Niensens transfer 16 in the High Line Canal Company to the City;
- E. WHEREAS, Alan Nielsen passed away on or about June 22, 2023,
- F. WHEREAS, Julie Nielsen has full authorization and authority to effectuate the transfer described in this Addendum and is the sole and exclusive owner of the shares of water herein described;
- G. WHEREAS, the Parties intend for all other provisions of the Agreement, including the restrictions related to the City’s 5 remaining shares in the Hyrum Irrigation Company and Nielsen’s 20 remaining shares in the High Line Canal Company.

WTINESSETH

NOW THEREFORE, in consideration of the foregoing, and the promises, representation and mutual covenant contained herein, the receipt and sufficiency of which are hereby acknowledge, the Parties agree as follows:

1. NIELSEN’S OBLIGATIONS, REPRESENTATIONS AND WARRANTIES

- a. **Conveyance of High Line Canal Company Shares.** Nielsen, in consideration of the covenant and agreement of the City as set forth herein, agree, upon the performance of the City of those covenants and agreement specified herein, to convey to the City sixteen (16) shares in the High Line Canal Company described in Exhibit A attached to this Agreement. The High Line Canal Company Shares shall be in proper form and shall be duly executed and acknowledged by Niensens, so as to convey to the City the High Line Canal Company Shares free of all encumbrances, except as stated in the Agreement.
- b. **Representations and Warranties.** Nielsen represents and warrants as follows:
 - i. Julie Nielsen is the sole owner of the water shares in Exhibit A and is fully authorized to transfer said water shares free of encumbrances or disputes related to ownership;
 - ii. Nielsen reaffirms all other Representations and Warranties made in the Agreement and there has been no material change character or use of the water shares as described in the Agreement.
- c. **City's Option to Reacquire Remaining High Line Shares/Events of Default.** Nielsen further reaffirms the City's right to require the remaining twenty (20) High Line Canal Company shares and the events of default as contained in the Agreement remain in full force and effect.
- d. **Security Agreement.** Other than the release of the security agreement as to the transferred water shares, the security agreement in place on the remaining shares shall remain in full force and effect.
- e. **Reaffirmation of Agreement.** In all respects and to the fullest extent allowed by law, Nielsen reaffirms the Agreement and all rights, obligations, warranties, representations, and covenants required thereunder.

2. CITY'S OBLIGATIONS AND REPRESENTATIONS

- a. **Conveyance of Hyrum Irrigation Company Shares.** The City, in consideration of the covenant and agreement of Nielsen as set forth herein, agree, upon the performance of Nielsen of those covenants and agreement specified herein, to convey to the Nielsen four (4) shares in the Hyrum Irrigation Company described in Exhibit B attached to this Agreement. The Hyrum Irrigation Company Shares shall be in proper form and shall be duly executed and acknowledged by the City, so as to convey to Nielsen the Hyrum Irrigation Company Shares free of all encumbrances, except as stated in the Agreement.

- b. **Release of Security Interest.** The City hereby, upon the transfer described above, releases its security interest in the four (4) shares in the Hyrum Irrigation Company and shall execute any necessary documents to release the security interest as described in the Agreement.
- c. **Representations and Warranties.** The City represents and warrants as follows:
 - i. The City reaffirms all other Representations and Warranties made in the Agreement and there has been no material change character or use of the water shares as described in the Agreement.
- d. **Nielsen’s Option to Reacquire Remaining Hyrum Irrigation Company Shares/Events of Default.** The City further reaffirms Nielsen’s right to require the remaining five (5) Hyrum Irrigation Company shares and the events of default as contained in the Agreement remain in full force and effect.
- e. **Reaffirmation of Agreement.** In all respects and to the fullest extend allowed by law, the City reaffirms the Agreement and all rights, obligations, warranties, representations, and covenants required thereunder.

DATED this ____ day of _____, 2024.

HYRUM CITY

NIELSEN

Stephanie Miller, *Mayor*

Julie Nielsen

Attest:

Stephanie Fricke, *Recorder*

RESOLUTION 24-06

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURE MANUAL FOR HYRUM CITY CORPORATION TO AMEND SECTION XII 2. A. EMPLOYMENT CLASSIFICATIONS/COMPENSATION FOR ELECTED OFFICIALS TO FURTHER DEFINE WHICH ELECTED OFFICIALS ARE ELIGIBLE FOR UTAH RETIREMENT SYSTEMS "URS" TIER II BENEFITS.

WHEREAS, on March 19, 1998, the Hyrum City Council adopted a personnel policy manual known as "Personnel Policies and Procedures Manual for Hyrum City Corporation" and on December 5, 2013 readopted the Personnel Policy Manual after major revisions were made; and

WHEREAS, said manual sets forth those policies pertaining to personnel conduct, conditions of employment, employment classification, work week, benefits, payroll, and related matters; and

WHEREAS, Section XII of the manual establishes employment classifications; and

WHEREAS, Hyrum City's Personnel Policy defines an Elected Officials as an employee that does not qualify for Hyrum City benefits including retirement with the URS unless employee is considered to be Tier I and wage meets the URS requirement; and

WHEREAS, in February 2024 Hyrum City was audited by the URS and the classification for Elected Officials needs to be revised to include that the current judge is considered a URS Tier II employee and is eligible for URS benefits.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Section XII. 2. A. Employment Classifications/Compensation for Elected Officials of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

1. Section XII. Employment Classifications/Compensation 2. Employment Classifications of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

2. EMPLOYMENT CLASSIFICATIONS. There are six classifications of employees within Hyrum City:

A. Elected Official. Mayor, City Council, and Judge are elected officials and serve in a position where there is not a normal work week and/or works less than twenty (20) hours per week

do not qualify for any Hyrum City benefits including retirement with the Utah State Retirement System. Elected Officials who are considered Tier 1 employees by the Utah Retirement System may be eligible for retirement benefits with the Utah Retirement Systems if wage meets Utah Retirement System requirement. Elected Officials who are considered Tier II employees by Utah Retirement Systems are considered ineligible for retirement benefits with the Utah Retirement System except for the current Judge who was grandfathered with URS benefits in July, 2012. Elected Officials are considered Part-Time Non Benefited employees for all intent and purposes.

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 7th day of March, 2024.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder

RESOLUTION 24-07

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR HYRUM CITY CORPORATION TO REQUIRE CITY EMPLOYEES TO LIVE WITHIN TEN MILES OF HYRUM CITY OFFICES AND SUPERVISORS TO LIVE WITHIN FIVE MILES OF HYRUM CITY LIMITS.

WHEREAS, on March 19, 1998, the Hyrum City Council adopted a personnel policy manual known as "Personnel Policies and Procedures Manual for Hyrum City Corporation" and on December 5, 2013 readopted the Personnel Policy Manual after major revisions were made; and

WHEREAS, said manual sets forth those policies pertaining to personnel conduct, conditions of employment, employment classification, work week, benefits, payroll, and related matters; and

WHEREAS, the City Council has determined there is a need to amend Hyrum City's Personnel Policies and Procedures Manual to require an employee to reside within 10 miles of Hyrum City Offices rather than 15 miles, and for Supervisors to reside within 5 miles of Hyrum City Limits.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Sections III Employee Hiring of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

1. Section III.6. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section III Employee Hiring.

6. RESIDENCY OF CITY EMPLOYEES.

A. All employees who are on-call or are considered essential must reside within ~~fifteen (15)~~ ten (10) miles of the Hyrum City Offices throughout the period of employee's employment with Hyrum City. New employees of Hyrum City have twelve (12) months from the first day of employment to permanently relocate within ~~fifteen (15)~~ ten (10) miles of the Hyrum City Offices. Those employees who live more than ~~fifteen (15)~~ ten (10) miles from the Hyrum City Offices as of ~~August 15, 2013~~ March 1, 2024 are allowed to continue to reside at that location and work for Hyrum City until ~~he or she~~ employee changes residency, upon moving employee will need to relocate within ~~fifteen (15)~~ ten (10) miles of

Hyrum City Offices to maintain his or her employee's employment with Hyrum City.

- B. All Supervisors must reside within five (5) miles of Hyrum City Limits throughout the period of his/her employment with Hyrum City. New Supervisors of Hyrum City have three (3) months from the first day of employment to permanently relocate within five (5) miles of Hyrum City Limits. Those employees who live more than five (5) miles from Hyrum City limits as of March 1, 2024 are allowed to continue to reside at that location and work as a Supervisor for Hyrum City until employee changes residency, upon moving employee will need to relocate within five (5) miles of Hyrum City Limits to maintain employee's employment as a Supervisor with Hyrum City.

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 7th day of March, 2024.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder

FEE SCHEDULE

Hourly Rates by Role

Role	Rate
Project Engineer - Lead	\$201.00
Project Engineer - Senior	\$228.00
Project Designer	\$137.00
GIS Analyst	\$122.00
Project Accountant - Senior	\$117.00

	Mileage	GPS	Copying/ Reproduction	Subconsultant Quote
	\$0.66 / mile	\$46.50 / hour	\$0.10 / page	
Estimated Quantity	400	0	0	\$21,500.00

	Willardson, Paul Project Engineer - Lead	Smith, Nathan Project Engineer - Senior	Wakeham, Sam Project Designer	Montgomery, Danika GIS Analyst	Nielsen, Brandon Project Engineer - Senior	McArthur, Kristi Project Accountant - Senior	J-U-B Expenses	Subconsultant Expenses	Total Compensation
Project Management	39	28	20	0	0	7	\$200	\$0	\$18,000
Resource Documents and Data Review	4	10	28	15	0	0	\$0	\$0	\$8,800
Review Water Demand Estimates and Forecast	8	14	30	4	0	0	\$0	\$0	\$9,400
Update Water System Hydraulic Model and GIS Mapping	8	10	48	64	0	0	\$0	\$0	\$18,300
Calibrate Water System Hydraulic Model	5	6	24	0	0	0	\$100	\$0	\$5,800
Water Distribution System Analysis	5	12	40	0	0	0	\$0	\$0	\$9,200
System Graphics	1	2	4	16	0	0	\$0	\$0	\$3,200
System Replacement and Improvement Program	5	8	13	0	0	0	\$0	\$0	\$4,600
Capital Improvement Programs and System Master Plan	8	14	52	0	10	0	\$0	\$21,500	\$35,700
Total Hours	83	104	259	99	10	7			562
Total Cost	\$16,700	\$23,700	\$35,500	\$12,100	\$2,300	\$800	\$300	\$21,500	\$113,000

FEE SCHEDULE

Hourly Rates by Role

Role	Rate
Project Engineer - Lead	\$201.00
Project Engineer - Senior	\$228.00
Project Designer	\$137.00
GIS Analyst	\$122.00
Project Accountant - Senior	\$117.00

	Mileage	GPS	Copying/ Reproduction	Subconsultant Quote
	\$0.66 / mile	\$46.50 / hour	\$0.10 / page	
Estimated Quantity	400	0	0	\$21,500.00

	Willardson, Paul Project Engineer - Lead	Smith, Nathan Project Engineer - Senior	Wakeham, Sam Project Designer	Montgomery, Danika GIS Analyst	Nielsen, Brandon Project Engineer - Senior	McArthur, Kristi Project Accountant - Senior	J-U-B Expenses	Subconsultant Expenses	Total Compensation
Project Management	39	28	20	0	0	7	\$200	\$0	\$18,000
Resource Documents and Data Review	4	10	28	15	0	0	\$0	\$0	\$8,800
Review Water Demand Estimates and Forecast	8	14	30	4	0	0	\$0	\$0	\$9,400
Update Water System Hydraulic Model and GIS Mapping	8	10	48	64	0	0	\$0	\$0	\$18,300
Calibrate Water System Hydraulic Model	5	6	24	0	0	0	\$100	\$0	\$5,800
Water Distribution System Analysis	5	12	40	0	0	0	\$0	\$0	\$9,200
System Graphics	1	2	4	16	0	0	\$0	\$0	\$3,200
System Replacement and Improvement Program	5	8	13	0	0	0	\$0	\$0	\$4,600
Capital Improvement Programs and System Master Plan	8	14	52	0	10	0	\$0	\$21,500	\$35,700
Total Hours	83	104	259	99	10	7			562
Total Cost	\$16,700	\$23,700	\$35,500	\$12,100	\$2,300	\$800	\$300	\$21,500	\$113,000



J·U·B ENGINEERS, INC.



THE LANGDON GROUP



GATEWAY MAPPING INC.

J·U·B FAMILY OF COMPANIES

Hyrum City > Water

Statement of Qualifications for:

Hyrum City

Water Master Plan | February 28, 2024





HELPING EACH OTHER
CREATE BETTER COMMUNITIES



Section 11. Item A.



THE LANGDON GROUP



GATEWAY MAPPING INC.

J-U-B FAMILY OF COMPANIES

February 28, 2024
Todd Perkins, Hyrum City
60 West Main
Hyrum, Utah 84319

RE: Request for Proposals: Hyrum City Water Master Plan

Dear Todd:

J-U-B ENGINEERS, Inc. (J-U-B) is pleased to present to you this proposal for professional engineering services to create a Master Plan and Model for Hyrum City’s Water System. The team that we have assembled has completed water master planning for many communities in Utah and Idaho. As you are aware, we also have a robust team of GIS professionals that are already familiar with Hyrum and its infrastructure.

One of J-U-B’s guiding principles is to offer local understanding and personal client service that is backed with high-level technical expertise. Our team has vast knowledge of the InfoWater Software and will be able to produce a model that can be used by Hyrum City for critical decision making for years to come.

- » **Local Understanding and Responsiveness.** J-U-B is quickly becoming more and more familiar with Hyrum City and its infrastructure. We have strong, relationships with your staff and have seen multiple projects succeed by working together with them. Our project manager, Paul Willardson, is based in our Logan office and is a resident of Hyrum City. He has been working with Hyrum City since 2016. Paul has a very good understanding of the history and the current conditions, constraints, and opportunities of this project. Danika Montgomery, our GIS specialist, has also been working with the Hyrum City power department since 2015. This immediate, local, and personal assistance will result in an efficient and cost-effective project that incorporates your input and is tailored to your specific needs.
- » **Local and Regional Water Master Planning Expertise.** Our team includes specialists who have water master plans for many municipalities and water treatment districts similar to Hyrum. These analyses carefully evaluate details of the infrastructure and have been an invaluable tool to municipalities across the intermountain west to assess existing infrastructure capacity and prepare for future growth.

We are excited to help you put the Water Master Plan together which will give Hyrum City peace of mind as they make important decisions related to water for years to come. Should you have any questions regarding this proposal please don’t hesitate to contact us.

Sincerely,

J-U-B ENGINEERS, Inc.

Paul Willardson, PE
Project Manager
(435) 713-9514 | pwillardson@jub.com

1| Firm's Experience and Past Performance

Town of Garden City | Water Master Plan (2014)

Team: Quinn Dance, Nate Smith

The Garden City Culinary Water Master Plan outlined future infrastructure improvements to the Garden City culinary water system. It also provided the foundation for collection of culinary water impact fees for the Town through an Impact Fee Analysis. The key components that were completed with this plan were the following: provided a base level of service, determined future source, storage and distribution system needs, prepared population projection data, completed a Capital Facilities Plan (CFP) to plan for future projects with impact fees or user fees, and completed an updated hydraulic model.

J-U-B has worked with the Town for many years and continues to maintain the culinary water hydraulic model as development occurs within the town. We have also been able to utilize the Water Master Plan as minimum system sizing requirements have been provided by the State of Utah. The Water Master Plan and hydraulic model have been a key component for planning and smart infrastructure growth.

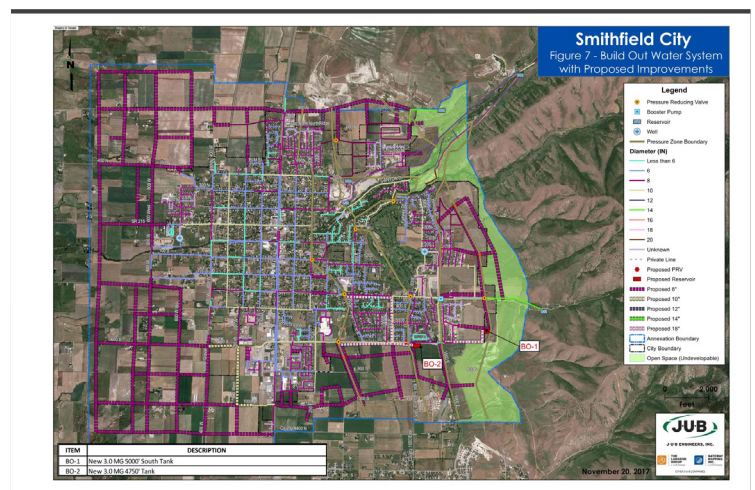


Smithfield City | Water Master Plan (2017)

Team: Chris Slater, Quinn Dance, Nate Smith, Danika Montgomery

For many years we have provided engineering services to Smithfield City with an emphasis on culinary water planning and modeling. J-U-B completed a water master plan update in 2017 for the City. This plan was a significant "update" that provided new information that would be utilized to prepare an updated impact fee to account for the anticipated growth in certain areas of the City. This master plan provided detailed cost estimates of various projects ranging from source and storage improvements to distribution upsizing to improve fire flow in certain areas of the City.

Upkeep and maintenance of the hydraulic model is an ongoing effort as development occurs within the City. Our team regularly updates the model and adds subdivisions and development as it occurs allows the City to remain compliant with the State requirements of having an updated and operational hydraulic model. This modeling effort combined with the master plan has allowed the City to make necessary improvements to the culinary water system in a timely manner. J-U-B is in the process of completing recommended projects for the City.



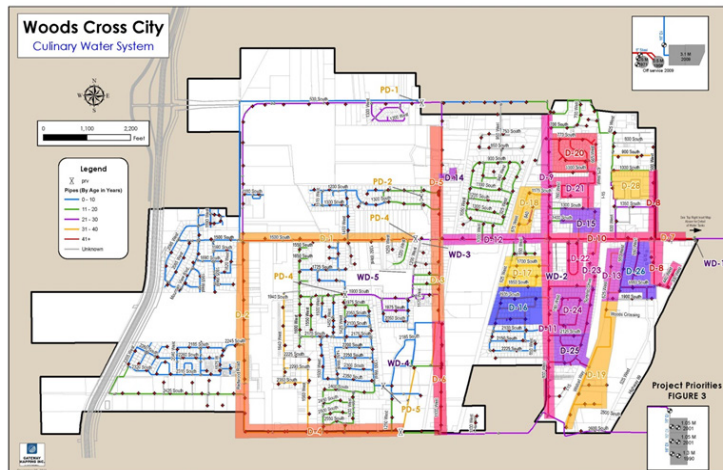
Woods Cross City | Culinary Water Asset Management Plan

Team: Nate Smith, Brandon Nielsen, Danika Montgomery

Woods Cross City became aware that their aging water system has elements in dire need of replacement. Some pipes were corroding, some materials originally used were fragile, some were undersized or deficient for existing needs. Impact fees will not cover these issues, so a utility rate adjustment was the preferred alternative.

J-U-B was called upon to review pipe age, pipe break history, soils type (corrosive), the existing water model for deficiencies, and other facility plans to coordinate the disruption of the roads. We estimated the cost for the 40 to 50 projects and then helped the City prioritize the projects. J-U-B was able to use its in-house GIS specialists as a helpful tool to incorporate the City's existing GIS information on pipe ages and break locations.

As a result of this project, a proposed rate increase of approximately 30% was determined to fund these improvements. The City is now able to move forward in completing the priority projects. It is expected that there will be water projects every year for the next 30 years and beyond totaling about \$10 million.



Corinne City | Water Master Plan & Capital Facilities Plan

Team: Nate Smith, Brandon Nielsen

Having seen surrounding communities caught off-guard by tremendous growth, Corinne City decided to be proactive and ready for growth. This required bringing all of their Master Plans, General Plan, Capital Facilities Plan, and impact fees into the 21st Century. Corinne City wanted to be organized and ready with updated ordinances and plans that would give the community a vision for the future as well as require new development to contribute in the cost of additional infrastructure, parks and trail development, and any other beneficial needs to the community.

The project included:

- » updating the General Plan
- » preparing Master Plans and impact fees for culinary and secondary water
- » updating the Master Plan for sewer treatment and infrastructure
- » developing a Master Plan for storm water, transportation, parks, and trails
- » developing impact fees for each area and updating the Capital Improvement Plan

The plan was completed two months ahead of schedule and within budget. With these plans in place and projects prioritized, Corinne City began improvements to their culinary water system including 5.25 miles of waterline and a 1MG water tank, funded in part with a \$2.6M SRF loan from the State Division of Drinking Water.



Davis & Weber Counties Canal Company | Long Term Plan, System Optimization Review & GIS Mapping

Team: Nate Smith

J-U-B has been the engineer for the Davis & Weber Counties Canal Company (DWCCC) for over 26 years. DWCCC's secondary water system serves the cities of Clinton, West Point, Layton and Kaysville. J-U-B prepared a Long Term Plan for DWCCC which included system modeling, identified water losses and identified priority improvement projects. Gateway Mapping (GMI) built GIS data structures for DWCCC and created applications using ArcGIS to track routine maintenance, call-outs, and repairs. On-site GIS training was provided for company staff at the onset of the project, and GMI continues to provide support for DWCCC on a regular basis as the GIS is continuously enhanced. Recently, GMI assisted DWCCC in adding the mapping and asset management of the company's main canal system to the GIS.



J-U-B has helped DWCCC implement this planning by acquiring grants and loans totaling nearly \$10 million. J-U-B has overseen the design and installation of pressure irrigation systems, reservoirs, pump stations, and transmission lines to expand and improve DWCCC's secondary system.

Kearns Improvement District | Secondary Water/Reclaimed Water Feasibility Study & Master Plan

Team: Nate Smith

Kearns Improvement District (KID) decided to investigate the feasibility of providing secondary water to large water users within the district. J-U-B first did a secondary water feasibility study, and then with the approval and direction of the board developed a secondary water master plan. The District provides culinary water and sanitary sewer services to over 13,000 connections. The District wanted to investigate the feasibility of converting some of their large open space customers to using secondary water, conserving the expensive and good quality culinary water for culinary use. The comprehensive secondary water feasibility study and secondary water master plan that J-U-B completed for KID was partially funded by a grant obtained from the Bureau of Reclamation. The study and master plan evaluated potential sources of secondary water including wells, canals, stormwater, the current wholesale supplier, and reclaimed water. The reclaimed water alternatives included a district-owned scalping facility and the evaluation of expanding treatment and pumping from the regional wastewater treatment facility. J-U-B also coordinated communication with a number of different agencies and organizations involved with potentially providing secondary water in the Kearns Improvement District. District staff and board members provided substantial input on the master plan.

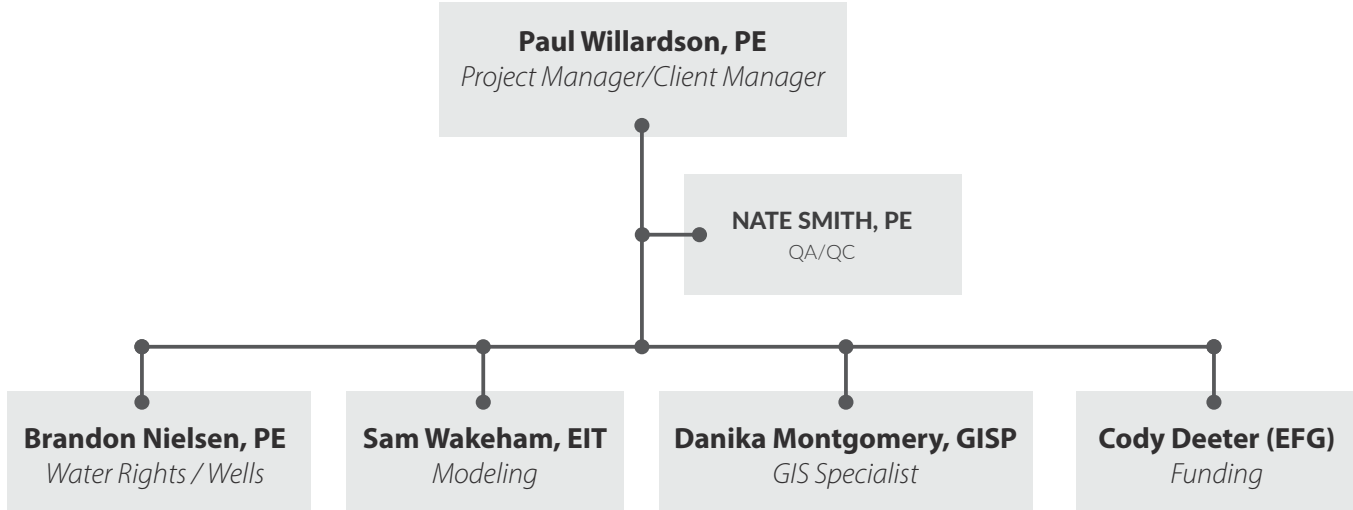


3

2 | PROJECT TEAM

J-U-B has brought together an experienced, multi-disciplinary project team for Hyrum City. Paul Willardson, the project manager, will remain on the project throughout project duration, unless approved by City.

ORGANIZATIONAL CHART



TEAM BIOS



Paul Willardson, PE | Project Manager / Client Manager

Paul has 16 years of engineering experience with projects in the water, waste water, structural and transportation disciplines. His strengths within J-U-B are his abilities to communicate well with the client and construction companies as well as his ability to set priorities and goals and accomplish them in a timely manner. Paul is a skilled engineer with a talent for working with other professionals and contractors on small and large projects.

Paul has built good rapport with the local municipalities and is respected among them due to the fair treatment and respect that he has shown in past projects. He is able to collaborate and work through issues effectively while, at the same time, making sure the needs of the client are met.



Nate Smith, PE | QA/QC

Nate has 17 years of experience working on water, sewer, irrigation, and storm drain projects. He has spent the much of that time using computer modeling to analyze complex culinary water, secondary irrigation water, sewer, and storm drain systems. This modeling has been done in Innovyze’s modeling software; InfoWATER and InfoSWMM. Nate has also completed the hydrology and hydraulics calculations for several projects.

His modeling experience includes open channel systems, closed conduit gravity systems, and closed conduit pressure systems. His breadth of modeling includes simple one pipe systems to complex city-wide networks. In addition to his modeling experience he has worked as part of the production team on multiple design projects, working in Civil 3D to create alignments and profiles, checking for utility conflicts and designing project details. He has taken on the project management responsibilities for multiple design projects, coordinating design from project conception through construction.

4



Sam Wakeham, EIT | Modeling

Sam specializes in water resources engineering. His experience in construction gives him added understanding and perspective as he designs in his expertise, which includes culinary, irrigation, and storm pipeline design as well as hydraulic modeling for gravity and pressurized pipe systems. He utilizes AutoCAD, Civil 3D, and InfoWater software.



Brandon Nielsen, PE | Modeling

Brandon has 25 years of experience in water resources projects. He is experienced in water modeling and master planning, all aspects of water wells including feasibility and site evaluation reports, aquifer classification, source protection zone delineation and planning, well drilling and equipping design, test pumping, and drawdown calculations. He is authorized by the Utah Division of Drinking Water as a grout seal witness.

His water rights experience includes preparing reports of conveyance, change applications, proving beneficial use, filing extension requests, and preparing water rights portfolio summaries. He holds a certificate from the Utah Division of Water Rights.



Danika Montgomery, GISP | GIS Specialist

Danika has over seven years of practical GIS experience, with responsibilities that include GIS project work, training, computer programming, hardware and software installation, and on-site GIS support for public and private sector Geographic Information Systems clients. Danika's experience includes data creation, conversion, and management; map design and production; GIS analysis; GIS development; aerial photo interpretation; and GPS set up and workflow integration. She is an effective and contributing team member, with proficiency in Esri software products and various other GIS tools.



Cody Deeter | Funding

Cody Deeter is the CEO and President of Energy Finance & Government Consulting. The core mission of EFG is to help government and businesses make excellent long-term financial decisions. EFG can bring custom solutions to its clients utilizing its network of strategic engineering, legal, and financial partners.

3 | SCOPE & COST OF SERVICES

Understanding

Hyrum City, like many other communities of Cache Valley, is growing. With this growth comes an increased need for a plan to continue to adequately meet the demands that will be placed upon the City's water system. The City needs to identify what improvements will be needed to repair existing water system components and what new water system infrastructure is needed to serve new areas of development. This plan will outline and prioritize what projects should be done to ensure that the residents of Hyrum continue to receive great water delivery and service for the next 20 years and beyond. Additionally, this plan must identify what portion of the future water system projects are needed to serve existing residents and what portion is needed to serve future growth. From this evaluation new water utility system rates will be developed for existing and future users and new impact fees will be determined for future connections to the system.

Approach

Our approach to water master planning is to work closely with the City to gather the information that will most be needed to create a well calibrated model. We utilize internal staff to do all of the tasks for these plans except for the impact fee assessment and the utility rate study. We will work with Cody Deeter from EFG Financial to complete the financial aspects of your plan. We have worked with EFG on many of these projects together in the past and found it to be very valuable for our clients to have a financial consultant that specializes in impact fee analysis and rate studies.

We have done GIS work for Hyrum City in the recent past and will utilize our GIS experts as we build your water model. Our GIS team will build an inventory using data that the city provides. We will put this data in an on-line viewer that the city staff can access to update or track various water system information such as pipe materials, installation dates, and other data the city wants to track. This can be a very useful and valuable tool for you as you manage your system.

In our past master plans we have been very successful in evaluating summer and winter water demands based on culinary water meter data. We will evaluate your meter data to understand the indoor and outdoor demands for various areas of your city and use our GIS team to effectively illustrate this and other key information in figures in the master plan report.

Most of the water models we build are built in Infowater software. This experience will allow us to work very efficiently to develop your models with the various scenarios that you want to see.

A well calibrated model will allow Hyrum City to be confident that the recommended actions and projects are based on actual conditions and makes for more defensible impact fee assessments. We will utilize the existing water use data from your water meter records to build the model and use the residual pressure flow test data to calibrate that model. We will then use the parameters that we used to calibrate the existing model to build your future model scenarios.

Our team is made up of local experts and we are located close which allows us to better serve you.

Schedule

	Tasks	Start	End	3/2024	4/2024	5/2024	6/2024	7/2024	8/2024	9/2024	
010	Project Management	3/28/2024	9/30/2024		█						
020	Resource Documents and Data Review	3/28/2024	4/15/2024		█						
	Data Review										
	Add GIS data to the model										
	Review Existing Hydraulic Model										
	Review other data										
030	Review Water Demand Estimates and Forecast	4/15/2024	5/6/2024		█						
	Demand Calcs										
	Coordinate water usage data from the City										
	Calculate demands for the model										
	Import demands into the model										
	Calculate future demands										
040	Update Water System Hydraulic Model and GIS Mapping	5/6/2024	6/17/2024			█					
	Hydraulic Model										
	Update Piping and new developments										
	Verify Pressure Zones										
	Updating valve, pumps, tanks, etc										
	Technical Memo										
040	GIS Mapping	5/6/2024	6/17/2024			█					
	Map tanks										
	Map valves										
	Map pipes										
	Map Services/meters										
050	Calibrate Water System Hydraulic Model	6/17/2024	7/1/2024				█				
	Calibration										
	Flow 5 hydrants										
	Calculate flows for the model										
	Adjust model to calibrate										

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	Tasks	Start	End	3/2024	4/2024	5/2024	6/2024	7/2024	8/2024	9/2024
060	Water Distribution System Analysis	7/1/2024	7/22/2024							
	Model Scenarios									
	Run and analyze existing scenario									
	Run and analyze future scenarios									
	Water age analysis									
070	System Graphics	7/1/2024	7/22/2024							
	Mapping									
	Create figures for the report									
080	System Replacement and Improvement Program	7/1/2024	9/30/2024							
	Replacement Program									
	Identify deficiencies									
	Determine yearly maximum replacement									
	Replacement program documentation									
090	Capital Improvement Programs and System Master Plan	5/6/2024	9/30/2024							
	Capital improvement list									
	Master plan									
	IFA and rate study									



Professional Engineering Services

Statement of Qualifications Hyrum City Water Master Plan

February 2024



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Section 2 Project Team

Section 3 Project Understanding & Approach

Section 4 Project Scope of Work and Deliverables /Optional Items

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Key Personnel Resumes

Hyrum City
Todd Perkins
Financial Administrator
60 W Main St.
Hyrum, UT 84319

February 28, 2024

**RE: Hyrum City Water Master Plan
Professional Engineering Services Proposal**

Dear Todd,

On behalf of Aqua Engineering (AQUA) it is a pleasure to submit our proposal to provide professional engineering services to Hyrum City for a comprehensive Water Master Plan that includes a hydraulic model, GIS development for the water system, and a Development Impact Fee (DIF) and rate study. AQUA has carefully reviewed your Request for Proposal (RFP) and has assembled a well qualified team of engineers, sub-consultants and specialists with expertise directly related to the requirements necessary to complete this Master Planning project.

AQUA is well experienced in water system Master Planning. Coupled with the expertise of Zion's Financial, who will be providing the DIF and Rate Study analysis, the City will have the best possible resources available to them. Additionally, AQUA has included Scale Consultants on the project team to provide the GIS data gathering and development requirements for this project. Together, the AQUA, Zion's Financial, and Scale team brings an unparalleled team of experts who will address your specific needs and requirements that are tailor-made for your vibrant and growing community. You know of our history in working with the City, and no one else has the background and experience that we have working and performing engineering tasks for the Hyrum Water System.

The team that we have assembled for this project is outlined in this proposal. This team of professionals will be led by Darin Hawkes, PE who is the Principal-in-Charge over Municipal Projects at AQUA. Daniel Woodbury, PE will serve as Project Manager, taking an active leadership role for each of the major aspects of this project; the master planning, the hydraulic modeling, the financial analyses, and the GIS development. This ensures your project will benefit in multiple ways. Resumes of our team members' specific experience are provided in the Appendix.

AQUA is committed to performing above and beyond the normal engineering standards for Hyrum City and to producing a successful and comprehensive Water Master Plan Project that meets the quality that the City expects and deserves. Our contact information is as follows:

Darin Hawkes, P.E., S.E., Principal
533 West 2600 South, Ste. 275
Bountiful, UT 84010
Office: 801-683-3727 (Direct)
Mobile: 801-450-7592
Email: darin.hawkes@aquaeng.com

Dan Woodbury, P.E., Project Manager
533 West 2600 South, Ste. 275
Bountiful, UT 84010
Office: 801-683-3759 (Direct)
Mobile: 801-201-2412
Email: dan.woodbury@aquaeng.com

We appreciate the opportunity to present our proposal and look forward to continuing our relationship with Hyrum City. On behalf of our team, we very much look forward to working with you again and remain committed to give

Todd Perkins | Hyrum City
Statement of Qualifications for Water Master Plan
February 28, 2024

you our best effort. Please call me, or any of the team members if you have any questions regarding our proposal.

Respectfully,



Darin Hawkes, P.E., S.E.
Principal

SECTION 1 FIRM INTRODUCTION

Firm Introduction

AQUA Engineering (AQUA) and SKM Engineering (SKM), where excellence meets innovation. We pride ourselves on being an affiliated group of highly skilled professionals, setting us apart in the field of engineering solutions for both public and private sectors across the nation. Clients choose us for our unwavering commitment to delivering top-notch services and our exceptional ability to tackle intricate engineering challenges with efficiency, all while achieving sustainable and impactful results. AQUA comprises a dedicated team of seasoned engineering professionals, leaders, and associates, each an expert in their respective disciplines. We are fully committed to not only meeting but surpassing our clients' project goals. Our focus extends beyond project success to safeguarding the environment and enhancing the quality of life for the communities we serve.

AQUA Engineering (AQUA) provides innovative engineering, operations, and construction solutions to clients nationwide. Since 1992, we have served the public and private sector. AQUA's proven experience demonstrates our capacity and stability to deliver projects that are sustainable and operable. Our team consists of experienced professionals, designers, programmers, technicians, and associates who are capable of solving your needs and are fully committed to your success. Together, we are able to give you the best project solutions possible. We have offices in Utah, Colorado, and Oregon.

Teaming Partner

Scale Consultants, P.C. is owned and operated by Gregory Wilson, P.E., P.L.S., and has operated since 2019. Scale Consultants specializes in offering professional services to larger engineering/surveying companies, specifically with data collection and Geographic Information Systems (GIS). Greg is both a licensed professional engineer and a professional licensed land surveyor. As such, he understands the intricacies of, and has worked extensively with, numerous projects that required detailed GIS interfacing and spatial data management. He has worked in the engineering/surveying industry for over 25 years, and during his career spent six years working as a US Military contractor maintaining the base maps for all the US Military bases in Afghanistan. Additionally he worked for Riverton City in development review and transfer of those developments to the City's own GIS system.

Zions First National Bank (Zions) was founded in Salt Lake City in 1873 and continues its legacy of strength and stability as one of the oldest financial institutions in the Intermountain West. To bring value to individuals, small-to middle-market businesses, nonprofits, corporations and institutions, Zions Bank provides a wide range of traditional banking and innovative services. Zions Bank is a division of ZB, N.A., which operates in nearly 500 local financial centers across 11 Western states: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Texas, Utah, Washington and Wyoming. ZB, N.A.'s parent company is Zions Bancorporation, which is included in the S&P 500 and NASDAQ Financial 100 indices (NASDAQ: ZION).

Zions Public Finance, Inc. (ZPFI), is comprised of a team of 21 professionals committed to providing unparalleled service to municipal entities, local districts, government agencies and private clients throughout Utah and the Intermountain West. We have two primary service areas: 1) financial advisory to assist governmental entities in the bonding and disclosure/ reporting process; and 2) municipal consulting services focusing on economic development, planning, real estate development advisory and fee-related services.

SECTION 1 EXPERIENCE & QUALIFICATIONS

Presented below is a summary of select clients that we have been involved in with similar engineering services.	Solutions Provided						
	Master Planning / GIS	Municipal Engineering	Water Resource Planning	Water Source & Distribution	Water Master Planning	Water & Wastewater Design Engineering	Funding Assistance
City of Corona						●	●
City of Beaumont	●		●			●	●
City of Elko	●		●			●	●
City of Imperial	●		●			●	●
City of Jerome	●	●			●	●	●
City of Orem			●			●	●
City of Springville	●	●	●			●	●
City of West Wendover <i>*Reference Provided</i>	●	●	●	●	●	●	●
Deseret Peak Special Service District	●						
Driggs, Idaho	●	●	●	●	●	●	●
Elk Ridge City <i>*Reference Provided</i>	●	●	●	●	●	●	●
Emigration Improvement District <i>*Reference Provided</i>	●	●	●	●	●	●	●
Grantsville City <i>*Reference Provided</i>	●	●	●	●	●	●	●
Hayden Area Regional Sewer Board						●	
Hyrum City <i>*Reference Provided</i>	●	●	●	●	●	●	●
Indian Hills Water District	●			●	●	●	
Last Gallinas Valley Sanitary District	●	●	●			●	●
Mayflower Mountain Resort	●		●	●	●	●	
Mountain Regional Water SSD <i>*Reference Provided</i>	●	●	●	●	●	●	●
Oakley City	●	●	●	●	●	●	●
Orem City	●	●				●	●
Payson City	●	●				●	●
Rexburg, Idaho	●	●				●	●
South Davis Sewer District	●	●				●	●
Tooele City	●	●				●	●
Town of Bennett	●		●	●	●	●	●
Western Riverside County Regional Wastewater Authority	●		●			●	●
Wolf Creek SSD	●	●				●	●

Municipal & District Consulting Services

Each city, county, and service district has their own unique challenges as it strives to meet the needs of its rate payers. Our goal is to learn and become familiar with these challenges and to find solutions that best fit your circumstances and operations. We listen to your ideas and needs instead of imposing our solutions on you. AQUA has established a reputation for designing municipal infrastructure and facilities that are maintenance friendly and cost effective.

Services Include:

- ✓ Mapping & Modeling Utilities
- ✓ Master Planning
- ✓ Water Resources
- ✓ Water Distribution & Storage
- ✓ Capital Facility Planning and Impact Fee Analysis
- ✓ Environmental Compliance
- ✓ Grants and Loans Applications
- ✓ Storm Drainage Systems
- ✓ Sewer Collection
- ✓ Subdivision & Land Development
- ✓ Construction Standards Development
- ✓ Construction Specifications
- ✓ Road Systems Design
- ✓ Solid Waste Disposal Landfills
- ✓ Transfer Facilities
- ✓ Parks & Recreation
- ✓ Streets & Boulevards

Hyrum City

Kade Maughan, Water System Superintendent, Hyrum City | P: 435.245.6033 | E: kademaughan@hyrumcity.com

AQUA Engineering serves as the contract City Engineer for Hyrum City, Utah. As part of their responsibilities they have designed numerous improvements and additions to the City's water distribution, source and storage systems, as well as the City's wastewater collection system and treatment works. They have updated 1,000-3,000 feet of pipe each year since 2006, replacing outdated or undersized piping with 8" or larger pipe to meet State size, material, flow and pressure requirements. The 2011 Water Improvement Project included 3100 feet of 8-inch to 14-inch mainline, cased installation in UDOT right of way, coordination to avoid construction delays and traffic interruptions, as well as the replacement of all the services. It also included 2 PRV Stations. AQUA has designed numerous pump station for both potable, irrigation and wastewater conveyance including a 2100 gpm facility to pump treated wastewater effluent into the pressurized secondary irrigation system. This facility was design and permitted by AQUA.

Grantsville City

James Waltz, Public Works Director | Grantsville City | P: 435.884.0627 | E: jwaltz@grantsvilleut.gov

AQUA Engineering serves as the contract City Engineer for Grantsville City, Utah. As part of its duties AQUA has been responsible for the design of numerous improvements and additions to the City's water distribution system, streets and drainage network, and several municipal facility projects. AQUA has helped the City to design and construct thousands of feet of waterline from 8-inch to 16-inch, multiple PRVs, booster pump stations, groundwater development projects and disinfection facilities. In addition to the dozens of projects that AQUA has designed for the City, we have also implemented standard details and specifications for all projects occurring in City limits, and have assisted the City with review, approval, inspection of projects ranging from single family homes to multi-phase subdivisions and commercial business parks.

SECTION 1 PROJECT EXPERIENCE & QUALIFICATIONS

City of West Wendover

Chris Melville, City Manager | City of West Wendover | P: 775.664.3081 | E: cmelville@westwendovercity.com

AQUA Engineering serves as the contract city engineer for The City of West Wendover. AQUA reviews and inspects all new subdivision and site developments, improvement of existing developments, and also ensures compliance with Pollution Discharge Elimination System storm water and erosion control requirements. Our efforts also include project inspection and QA/QC as well as coordinating and working with planning commissions, city councils, and associated staff to make sure projects are designed and constructed correctly.

Elk Ridge City

David Jean, Public Works Director | Elk Ridge City | P: 801-423-2300 Ext. 5 | E: davidj@elkridgecity.org

AQUA Engineering serves as the contract city engineer for Elk Ridge City. AQUA reviews and inspects all new subdivision and site developments, improvement of existing developments, and also ensures compliance with Utah Pollution Discharge Elimination System storm water and erosion control requirements. Our efforts also include project inspection and QA/QC as well as coordinating and working with planning commissions, city councils, and associated staff to make sure projects are designed and constructed correctly. In addition to its' typical City Engineering duties, AQUA has helped Elk Ridge to design several projects ranging from water pipeline replacements, PRVs and booster pump stations, street improvements and municipal facilities.

Mountain Regional Water District

Reference: Brian Davenport, Operations Director | P: 435-940-1916 | E: briand@mtregional.org

AQUA Engineering serves as contract District Engineer for Mountain Regional Water District. As the District Engineer, AQUA is responsible for assisting the district with water system master planning, design engineering and construction management services for various water system improvements projects. AQUA has completed several water system master plans and capital facility plans for the District as well as designed multiple pump stations, PRVs, storage tanks and an energy recovery facility and the district's flagship water treatment facility. Notable projects include the Signal Hill Water Treatment Plant, a 4MGD micro-filtration membrane plant; the Lost Canyon Booster Pump Station, a 4,000+ horsepower pumping facility that conveys 7,000 Acre-Feet of raw water through 5 miles of high pressure welded steel pipe to the Snyderville Basin for regional water use by several water service districts including MRW; and the Silver Creek Tank and Pump Station which assist the District with its' sustainability goals by capturing the energy of water moving downhill through the use of micro-turbine, offsetting the District's energy costs by \$300,000 annually.

Emigration Improvement District

Eric Hawkes | Emigration Improvement District | P: 801-243-5741 | E: eric@ecid.org

AQUA Engineering has worked with Emigration Improvement District (EID) on various water related projects to improve water service and provide fire protection to the residents of Emigration Canyon. AQUA performed the initial water system evaluation and modeling followed by design and project management for the installation of 22,600 lineal feet of 8" water main along the main canyon road including fire hydrants, pressure reducing stations, connection to existing lines, service laterals, and asphalt patching. Once this project was completed, the water model for the system was updated and calibrated based on actual fire flow tests at several fire hydrant locations. In addition, a fire hydrant map was generated for the Salt Lake County UFA.

SECTION 3 PROJECT TEAM

AQUA has assembled a team of experts and specialists to provide the City with the right combination of skills and experience to meet the requirements and expectations associated with the Hyrum City Water Master Plan project. This entire team is located in our central Bountiful office and all work will be performed by these team members. Our team is readily available and prepared, fully committed, and passionate about working with the City.

Presented below is our organizational chart of key personnel who are ready and dedicated to Hyrum City. Key Personnel resumes are included in the Appendix for your use.



Principal In-Charge
Darin Hawkes, PE

Project Manager
Dan Woodbury, PE

Financial Planning
Susie Becker, VP
Zion’s Public Finance

Aaron Sanborn, VP
Zion’s Public Finance

Engineering & Planning
Michael Maughah, PE
Hayden Karren
Andrew Flynn

Geographic Information Systems (GIS)
Greg Wilson, PE, PLS
Scale Consultants

Key Personnel Qualifications



Darin Hawkes, S.E., P.E. | Principal In Charge

Contact: darin.hawkes@aquaeng.com | 801.683.3727

Education: B.S. Civil Engineering, University of Utah, 2003

Mr. Hawkes’ has a vast amount of experience in various civil engineering disciplines. He specializes in difficult projects that often have space, access and/or extreme time constraints. He has developed a reputation for being able to view a problem from multiple angles to develop a solution that works for his client. His experience ranges from pumping system design, concrete storage tanks and open reservoir design, to large concrete water storage facilities and high elevation snowmaking reservoirs and dams. Many of his projects are provide as turn-key solutions for his clients with his direct involvement from conceptual design through contract administration and project close-out. As part of the AQUA team, he has led and assisted in the completion of several System Capacity Analyses, Municipal Capital Facility Plans and large-scale Master Plans for both culinary water and wastewater.

KEY PERSONNEL QUALIFICATIONS

**Dan Woodbury, P.E. | Project Manager**

Contact: dan.woodbury@aquaeng.com | 801.683.3759

Education: B.S. Civil Engineering, Brigham Young University, 1983

Mr. Woodbury joins AQUA Engineering and brings with him over 35 years of professional engineering experience in management and design for water resource and municipal projects. He has extensive experience with project management for hydraulic facilities including pump stations, wells, utility structures, flow measurement and controls, transmission lines and water conveyance systems. He has been involved with, and directed multiple Master Plans and Capital Improvement Plans, engineering feasibility, and water quality studies, and been involved with the design and implementation of many of the facilities and improvements recommended from those plans. Dan has directed and managed projects from concept phases to full design, and has also managed many of those projects through construction. His project experience ranges in value from a few thousand dollars to multiple millions of dollars. His recent experience running major projects for both Riverton City and Sandy City have given him special expertise including navigating the funding sources, and then designing and overseeing construction of the \$15M Secondary Water Metering Project; managing the construction of the \$6.5M 8600 South Storm Drain Installation Project; designing and managing the installation of more than 30,000 linear feet of both culinary and pressurized irrigation water lines; and designing and managing pump station expansion and upgrade projects.

**Michael Maughan, P.E. | Project Engineer**

Contact: michael.maughan@aquaeng.com, 801.874.5424

Education: ME Civil Engineering, Utah State University, 2016

Michael Maughan has 7 years of experience. His current focus has been municipal civil engineering and water resources. Mr. Maughan works and assists on projects from permitting to construction. His responsibilities include permitting, design (including structural design for hydraulic and water resource structures), construction documentation and assisting with construction management for the project.

Susie Becker, AICP | Vice President

For the past 29 years, Susie has specialized in fee studies and economic consulting and planning and has been the lead consultant on some of the largest and most challenging projects in the intermountain region, including funding mechanisms for the large Point of the Mountain project that spans Salt Lake and Utah counties, has testified before the Governor's Legislative Task Forces on economic policies and procedures in Utah and in impact fees, has been involved with numerous fee studies, as well as the creation of a multitude of community reinvestment areas. Her experience stretches from issues such as affordable housing concerns in resort communities like McCall, ID, to redevelopment of a large deteriorating commercial center in Mesa, AZ – the Fiesta District to utility rates for a newly-incorporated entity.

Aaron Sanborn | Vice President

Aaron has nearly a decade of experience with local government and municipal research. Prior to joining ZPFI, Aaron worked for Eagle Mountain City as a management intern, Financial & Management Analyst, and as Economic Development Director. He was also heavily involved in local government while still in his MPA program, working on several consulting projects with Utah cities. As economic development director, Aaron has been heavily involved in the commercial boom Eagle Mountain is currently experiencing. From providing analytical support, coordinating marketing, or directing business development, his efforts have resulted in over \$2.225 billion in direct investment in Eagle Mountain City. This includes the large investments by Meta (2018), Tyson Fresh Meats (2019), and Google (2021).

SECTION 3 PROJECT UNDERSTANDING & APPROACH

The AQUA/ZPFI/Scale team understands the need for Hyrum City to develop a comprehensive Master Plan to serve as a guidance document for the immediate future. The many cities and districts that this team has been involved with have utilized their own master plans to guide them through the growth, development, and capital projects of their organization in the most efficient and effective manner possible. The fact that Hyrum City desires to encompass each of the critical aspects of a complete and comprehensive Master Plan is a testament to their strong leadership and well organized administrative team. These critical aspects include the development of a functioning GIS of the water system, a thorough hydraulic model, and the financial analyses of the water rate structure as well as the development impact fees. Along with the development and analysis of these aspects, the development of a plan to install or replace capital facilities throughout the city is the ultimate goal in our development of this project. This will be the guiding plan for the city to help establish the yearly budgets and know how the projects will be financed. Developing the project in this fashion will provide the city with the capability to maintain and update the various aspects as the city grows and new developments, businesses, and industry enter the city.

Our team's approach is fairly simple and straight forward, but it is effective and the most efficient method to approach this type of project. Our experience has proven that this method will render the best possible outcome for the city. We will begin immediately by establishing lines of communication with and between our team members and the designated city staff members who will be involved with each of the various aspects of the project. We then begin collecting the necessary data and information that will establish the baseline, or starting point, for the overall project. This means we will coordinate with the County GIS manager to establish how much of the County system can be utilized for the City GIS. We plan to spend approximately 6 weeks in the field gathering survey grade quality data of the culinary water system to be imported into the GIS that will be specifically built for Hyrum City. This information will be augmented with and updated with any files, documents, or information the city holds in their files – including recent and planned subdivision and development projects.

As the GIS is being developed, two other critical aspects of the project can be progressing, or at least initiated. These would be the financial analyses and the hydraulic modeling. The background and existing conditions for each of these needs to be established to also determine the baseline. As the GIS information progresses and is completed, then the hydraulic model can be updated to reflect the completed system so that the various required scenarios and flow conditions can be analyzed and evaluated. Also, the anticipated growth and future forecasting can be applied to determine the capital projects that will be needed to meet the future needs. The financial studies can then be completed to determine the rates and fees required to be implemented now to also meet the future needs.

The data, information and analyses discussed above will be summarized and compiled in a final document – the Master Plan. But this document is more than just a summary. The how-to discussion will be presented and a full plan for the overall capital facilities will be developed and presented in the document. The financial evaluation and projections will also be provided. In short, a full comprehensive master plan that the city can use for the foreseeable future.

SECTION 4 SCOPE OF WORK & DELIVERABLES

Project Understanding

The City's Water Master Plan and Model Development project aim to address current and future challenges faced by the water distribution system. This comprehensive endeavor involves thorough analysis, strategic planning, and meticulous modeling to ensure the efficient and sustainable management of the City's water resources. Our understanding of the proposed scope of work encompasses key objectives, tasks, and deliverables outlined to achieve the project's overarching goals.

Deliverables

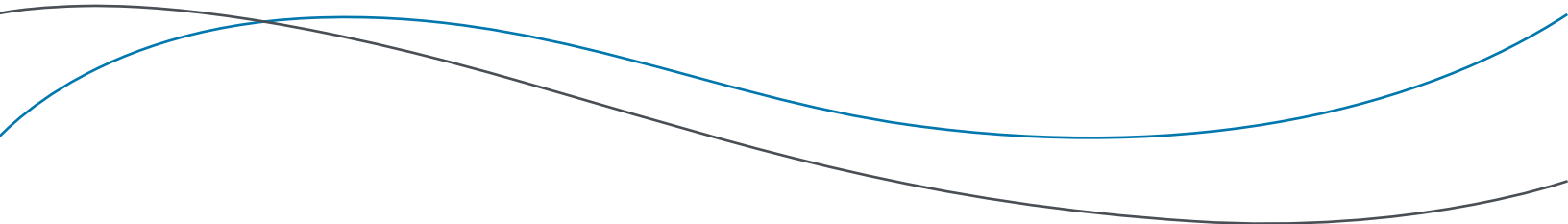
- ✓ Monthly narrative reports, invoices, and updated schedules
- ✓ Fully updated and calibrated hydraulic model
- ✓ Water Master Plan and System Master Plan, along with fee schedule breakdown
- ✓ Final report summarizing key findings, recommendations, and proposed actions.
- ✓ Presentation to City stakeholders outlining the Water Master Plan and Model development process, findings, and recommendations.

Scope of Work

Within Section III of the Request for Proposals (RFP), a detailed "Scope of Services" is delineated, spanning Tasks 1 through 10 across three pages. Due to space constraints, we choose to reference these tasks, affirming our commitment to their completion as described, along with the delivery of specified deliverables associated with certain tasks.

- ✓ Task 1 - Project Management
- ✓ Task 2 - Resource Documents and Data Review
- ✓ Task 3 - Review Water Demand Estimates & Forecast
- ✓ Task 4 - Update System Hydraulic Model & GIS Mapping
- ✓ Task 5 - Calibrate Water System Hydraulic Models
- ✓ Task 6 - Water Distribution System Analysis
- ✓ Task 7 - System Graphics
- ✓ Task 8 - System Replacement & Improvement Program
- ✓ Task 10 - Capital Improvement Programs & System Master Plan

Additionally, you will see further information associated with these tasks as they are outlined in the same manner in our fee schedule that is submitted under a separate email as is required by the RFP. The fee schedule shows the personnel anticipated to be used for this project, including those sub-consultants that we have identified in the previous section – Section 2 Project Team of this proposal. Also identified in the fee schedule is the rate of compensation for all proposed personnel to be used and the work effort anticipated for each, including the sub-consultants and the anticipated reimbursable expenses. With the project breakdown presented in this fashion, the whole Scope of Work is outlined precisely how we have described it in the Approach above and that each Task from the Scope of Services presented in the RFP will be provided.



APPENDIX A
RESUMES



Darin Hawkes, P.E., S.E. | Principal

Phone: 801.683.3727 | **Email:** darin.hawkes@aquaeng.com

Mr. Hawkes' has a vast amount of experience in various civil engineering disciplines. He specializes in difficult projects that often have space, access and/or extreme time constraints. He has developed a reputation for being able to view a problem from multiple angles to develop a solution that works for his client. His experience ranges from pumping system design, concrete storage tanks and open reservoir design, to large concrete water storage facilities and high elevation snowmaking reservoirs and dams. Many of his projects are provided as turn-key solutions for his clients with his direct involvement from conceptual design through contract administration and project close-out. As part of the AQUA team, he has lead and assisted in numerous design projects, the completion of several System Capacity Analyses, Municipal Capital Facility Plans and large-scale Master Plans for both culinary water and wastewater.

Project Experience

Driggs Idaho Water System Facility Plan

CAD software water modeling, Planning and system characterization

Western Zirconium Chemical Milling Facility Site Feasibility Study

Construction Feasibility Review

Sage Glen Well Preliminary Engineering Report

Develop PER as required per Utah Division of Drinking Water Requirements

Pole Canyon Wet Utilities Master Plan

Planning, Survey coordination, CAD Utility Modelling, Cost analysis

West Wendover Nevada Culinary Water and Wastewater System Master Plan

Planning

Mountain Regional Water 2MG Rectangular Tank Design | Principal-in-Charge, Project Engineer

Civil, Structural, Mechanical Design & Construction Management.

Mayflower 1.2MG Culinary Water Tank | Principal-in-Charge, Project Engineer

Civil, Structural, Mechanical Design & Construction Management

Mayflower Water Tank #2 and Pump Station | Principal-in-Charge

Owens Corning 225Kgal Fire Storage Tank Design | Principal-in-Charge, Project Engineer

Civil, Structural, Mechanical Design & Construction Management.

Colony Water Storage Tank Design | Principal-in-Charge

Hyrum City, Utah - 2MG Concrete Tank | Project Engineer

Civil, Structural, Mechanical Design & Construction Management.

Elk Ridge City, Utah - 1MG Prestressed Concrete Tank | Assistant Project Engineer

Civil, Structural, Mechanical Design & Construction Management, Master Plans, Capital Facility Plans, Planning Documents

MRWSSD Summit Park Tank #1 | Principal-in-Charge

Promontory Ranch 1MG Concrete Tank Design | Principal-in-Charge, Project Engineer

Civil, Structural, Mechanical Design & Construction Management.

Snowbird Snowmaking Reservoir Design | Principal-in-Charge, Project Engineer

Civil, Structural, Mechanical Design & Construction Management.

Education

BS Civil Engineering,
University of Utah, 2003

Registration

Professional Engineer (Structural):
Utah

Work Experience

21 Years

Affiliations

ASCE

Expertise

- Hydro and Civil Structural Design (Storage Tanks, Retaining Walls, Platforms, etc.)
- Pumping System Design
- Industrial Facility Expansion, Remodel and Retrofit
- Hydraulic & Hydrologic
- Computer Modeling
- Facility Plans & Master Plans
- Water Resources Treatment

Darin Hawkes, P.E., S.E. | Principal

Project Experience (continued)

Snowbasin Snowmaking Reservoir Design | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Mayflower Mountain Resort Water Master Planning & Design | Principal-in-Charge, Senior Principal Engineer
Engineering Analysis, Hydraulic Modeling, Water Master Planning, Water Storage Tanks, Pump Stations, Flow Control Facilities, PRVs, Utility Design, Project Management

Mayflower Snowmaking System | Principal-in-Charge

Oakley Cattail Well (Weber Well) | Principal-in-Charge, Project Engineer

Utah Valley University Irrigation Well | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Utah Valley University South Well Over drill | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Utah Valley University Heat Exchange Wells
Civil, Structural, Mechanical Design & Construction Management

Marion Waterworks Company, Peterson Well Drilling Project | Principal
Civil, Mechanical Design & Construction Management

Hyrum City 2019 Public Works Projects | Principal-in-Charge

Deer Crest Booster Pump Station | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Mountain Regional Water 2MG Tank Booster Pumping Station | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Grantsville West Bench Booster Pumping Station | Assistant Project Engineer
Civil, Structural, Mechanical Design & Construction Management; Assisted with structural design.

Mountain Regional Water Bear Hollow Booster Pumping Station | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Mountain Regional Water Blackhawk Booster Pumping Station | Principal-in-Charge, Project Engineer
Civil, Structural, Mechanical Design & Construction Management.

Hyrum City Reclaimed Water Pumping Station | Project Engineer
Civil, Structural, Mechanical Design & Construction Management.



Daniel Woodbury, P.E. | Project Manager

Phone: 801.683.3759 | **Email:** daniel.woodbury@aquaeng.com

Mr. Woodbury joins AQUA with experience in all aspects of civil design, water management, development, budgeting, and implementing industry standards and practices. Develops policy, plans, budgets and schedules. Director and organizer of operational personnel in public works and water divisions. Provides expert direction to administration in engineering and municipal affairs, including application of engineering standards and practices, regulatory requirements, water rights, resources, and decision-making requiring sound professional judgment. Experienced in hydraulic and hydrologic analysis and design.

Project Experience

City of Oakley, Oakley – Weber Well | Project Manager/Engineer
Oakley Well, grant and loan assistance, drilling well, equipping and housing of pump and motor, chlorination & valving in a new building. 2,000 feet deep aquifer well with 2,000 gpm capacity

Ray Quinney & Neveker, Patsey Marley Water Storage Tank and Pump Station | Project Manager/Engineer
200K gallon capacity tank located adjacent to Alta Ski Resort, 40 hp booster pump station
350 KW generator and emergency fire pump station

Hyrum City, Conservation Plan Update | Senior Project Engineer
Prepared and submitted the Water Conservation Plan (WCP) for the City. Obtained the State approval from the Division of Drinking Water

Hyrum City, 900 West Roadway Improvement | Project Manager/Engineer
Roadway widening, waterline replacement, drainage and irrigation routing and design, and a 3 jacking and boring utility crossing of the Railroad, striping and signing

Assistant Director, Public Works/Water Resources Engineer | City of Riverton 2014-2021 Directed the design and management of public works, including all culinary, pressurized secondary and storm water systems; implemented policy, conducts budgetary analysis, short- and long-term planning, created sustainable efficiencies while enforcing compliance with state, federal, and industry standards; overseen staff of 5 storm water division plus team of 3 secondary meter project contract employees. Successfully prepared federal (USBR) grant applications for award of over \$1.5 million applied to a \$14.5 million secondary water metering project.

Significant Riverton City Projects

- 11800 South culinary water metering/pressure reducing valve vault
- 13150 South design/construction management of road rebuild, culinary and secondary water line
- Design and implementation of secondary metering project
- Lovers Lane culinary water line replacement and road reconstruction project
- \$4.5M, 5-million gallon reinforced concrete storage tank
- Referendum and hearings process, design, and CM of conversion of deep well water to Jordan Valley Water Conservancy District purchase agreement

Chief Engineer, Sandy City Department of Public Utilities, June 2002 - July 2014

Coordinated and approved utility design, expansion, modification, and installation for all commercial and residential development; fast-tracked a \$6.5 million storm drain outfall project comprising 6 miles of concrete pipeline and box culvert; implemented capital improvement projects: well drilling and development with pump station design and construction, water/storm drain pipeline installation; launched new storm water division, drafted ordinance adopted by city council and hired staff to operate newly created division; and managed engineering team and crew of public utility inspectors.

Project Manager, Carollo Engineers, Inc. Salt Lake City, January 1991 - June 2002

Implemented storm water utility for Salt Lake City
Engineered SLC storm drain master plan; engineer for model development and analysis of drainage basins
Lead engineer; drainage design for Bangert Highway; 700 East; and other roadway projects

Education

Bachelor of Science, Civil Engineering,
Brigham Young University, 1983

Registration

Professional Engineer: UT

Certifications

Department of Environmental Quality
Water Distribution Operator: Grade IV
Instructor for Registered Stormwater
Inspector/Registered SWPPP Writer
Certifications

Work Experience

40 Years

Affiliations

ASCE: Past President; Secretary/Treasurer
AWWA
APWA
USWAC: Past Chairman

Expertise

- Hydraulic & hydrologic analysis & design
- Water Resource Projects
- Master Planning
- Capital Improvement Plans (CIP)
- Hydraulic Modeling
- Pump Stations
- Large Diameter Pipeline Design
- Jacking & Boring
- Process Treatment
- Drainage & Stormwater
- Construction Management

Dan Woodbury, P.E. | Project Manager

Project Experience (continued)

Notable Previous Projects

Water Resource Projects

- Central Utah Project Completion Act – Uintah Basin Replacement Project: \$240 M
- Wasatch County Water Efficiency \$4.5 M Project - CUP (10 pump stations)
- Jordan Valley Water Conservancy District flash mixing station
- Corps of Engineers/SL County Upper Millcreek diversion, conveyance, retention, USU hydraulic model
- Southeast Regional Water Treatment Plant upgrades: \$6.5 M Jordan Valley Water Conservancy District Actiflow System – Civil site design, yard and mechanical piping; On-site Resident Engineer

Storm Drain

July 2014-2021

Assistant Public Works Director/Water Resources Engineer | City of Riverton

- Directed the design and management of public works, including all culinary, pressurized secondary, and storm water systems

Significant Riverton City Projects

- Design and CM of 2800 linear feet of 12-inch waterline replacement and 2,000 feet of 36-inch RCP Storm Drain realignment and road rebuild in Stone Ridge Lane

June 2002-July 2014

Chief Engineer, Sandy City Department of Public Utilities

- Fast-tracked a \$6.5 million storm drain outfall project comprising 6 miles of concrete pipeline and box culvert
- Implemented capital improvement projects: well drilling and development with pump station design and construction, water/storm drain pipeline installation
- Launched new storm water division, drafted ordinance adopted by city council and hired staff to operate newly created storm water division

Significant Sandy City Storm Water Projects

- | | | | |
|--|----------|---|---------|
| • 8600 South Storm Water Project | \$6.5 M | • Falcon Dr. Storm Water Project | \$2.2 M |
| • High Point Storm Water Project | \$2.3 M | • Highland Drive Storm Water Project | \$1.2 M |
| • Wayside Drive Storm Water Project | \$0.5 M | • 11400 South Storm Water Project | \$1.4 M |
| • Detention Basin Rehabilitation Project | \$0.75 M | • South East Quadrant Storm Water Project | \$1.0 M |
| • 9400 South Storm Water Outfall Project | \$2.2 M | • Windy Peak Storm Water Project | \$1.2 M |
| • Storm Water Master Plan & Rate Study | \$0.1 M | | |

January 1991-June 2002

Project Manager, Carollo Engineers, Inc. Salt Lake City

- Implemented storm water utility for Salt Lake City
- Engineered SLC storm drain master plan; engineer for model development and analysis of drainage basins
- Lead engineer; drainage design for 2-1/2 miles of Bangerter Highway-5400 S to 9000 S; including six major canal crossings, a box flume and a railroad crossing over the highway, RCP and CMP stormwater piping (18-inch through 84-inch), a 7-1/2 acre-foot combination detention/recreation basin and related utility crossings. 700 East-7200 S to Casa Negra Drive; and other roadway projects
- Drainage and storm water design for 700 East – 7200 S to Casa Negra Drive for UDOT

Sewer

Murray City 5600 South Sewerline Bypass

A 15-inch diameter, 2500 foot long gravity bypass sewer line was designed, bid, and built in a fast track scenario because of a flooding failure fo the existing line. Dan performed the design and oversaw the construction of the new bypass line.

Murray City Sewer Collection System Model

Dan built a sewer model from scratch fro the entire City of Murray using Sewer modeling software. That software became obsolete and was upgraded to EPA Sewer.

Murray City 500 West Sewer Collection Lift Station

The City was decommissioning the Wastewater Treatment Plant to connect into the new Central Valley Water Reclamation Facility (CVWRF) there was one leg of the old WWTP outfall sewer that didn't have enough grade to gravity flow to the new outfall to CVWRF. Dan designed a new 2 submersible pump lift station and wet well to be built in the corner of hte old WWTP so that the site for the old plant could be cleand and sold for development. The new lift station had a capacity of 2200 gpm with a double redundancy and emergency backup power.



Michael Maughan, P.E. | Project Engineer

Phone: 801.683.3750 | **Email:** michael.maughan@aquaeng.com

Mr. Maughan has 7 years of experience. His current focus has been municipal civil engineering and water resources. Mr. Maughan works and assists on projects from permitting to construction. His responsibilities include permitting, design, construction documentation and assisting with construction management for the project. He has assisted in multiple Municipal Capital Facility Plans and Master Plans for drinking water and wastewater systems.

Project Experience

Mayflower Mountain Resort, 1.2 MG Tank | Project Engineer
Structural and Mechanical Design, Construction Management

Mayflower Mountain Resort, Tank 2 and Pump Station 1 | Project Engineer
Civil, Structural, Mechanical Design and Construction Management

Oakley Cattail Well (Weber Well) | Project Engineer

Mountain Regional Water Special Service District | Silver Creek Water Tank - 2MG | Project Engineer

Utah Valley University Irrigation Well | Project Engineer
Civil, Structural, Mechanical Design

North Replacement Well Project – Grantsville, UT | Project Engineer
Civil, Structural, and Mechanical Design and Construction Management

Bennett, Co, Water Storage Tank and Booster Pump Station | Project Engineer
Project management, Engineering analysis, hydraulic modeling, structural design, pump design, and site utility layout design

Mountain Regional Water, Hidden Creek PRV & Booster | Project Engineer
Structural, mechanical and civil design, construction management and engineering analysis

Park City, UT, JSSD-PCMC Deer Crest Pump Station | Project Engineer
Prepared cost analysis, environmental, permitting and design for new booster pump station and pipeline

Mayflower Mountain Resort Water Master Planning | Project Engineer
project management, engineering analysis, hydraulic analysis and modeling, and water master planning

Johnstown, Co, Low-Point Wastewater Treatment Plant Expansion | Project Engineer
Structural design

Lakeview Business Park Water & Sewer Master Plan | Project Engineer
Project management, engineering analysis, hydraulic modeling, utility master planning, and design

Grantsville City Water Rights Capital Facilities Plan & Impact Fee Analysis Update | Project Engineering | Utility Analysis and Planning

Bennett, Co, Capital Asset Inventory Assessment & Master Plan Update | Project Engineer
Analyzed the existing water system and prepared water system master plan

Hyrum City, 2019 Public Works Projects | Project Engineer
Civil, Mechanical Design, and Construction Management

Western Zirconium, Plan Area 16 Ammonia Platform | Project Engineer

Fly Ash Landfill Storm Water Infrastructure Analysis | Project Engineer

Grantsville, Ut, Quirk Street Sidewalk Project TAP | Project Engineer

Education

B.S. Civil Engineering,
Utah State University, 2016

M.E. Civil Engineering,
Utah State University, 2016

Registration

Professional Engineer:
Utah

Work Experience

7 Years

Expertise

- Capital Facilities Planning
- Water Storage and Distribution
- Surface Water Hydrology
- Storm Water Management
- Sewer Collection
- Permitting
- Project Manual Preparation
- Development Plan Review
- Structural Analysis
- Hydraulic Modeling



Hayden Karren | Project Engineer

Phone: 801.683.3728 | **Email:** hayden.karren@aquaeng.com

Hayden Karren has experience in utility layout and pumping system design. As part of the AQUA team, he has assisted in various types of projects involving culinary water and wastewater to help produce effective solutions for clients.

Project Experience

Mayflower, 1.2 Million Gallon Water Storage Tank | Project Engineer
Construction Management

Oakley City, Drinking Water Source Protection Plan Update | Project Engineer

Mountain Regional Water, Glenwild Booster Station Upgrade | Project Engineer
Mechanical Design

Marion Waterworks Company, Peterson Well Drilling Project | Project Manager/Engineer
Civil, Mechanical Design & Construction Management

Hyrum City, Public Works Projects | Project Engineer
Civil, Mechanical Design

Caspers Ice Cream, 2022 Source Projection Plan | Project Manager/Project Engineer
Permitting

Hidden Lakes Association, System Upgrades PER | Project Engineer
Hydraulic Model Design

Salt Lake Service Area #3 | Project Engineer
Civil, Mechanical Design

West Wendover, West Wendover Boulevard Rehabilitation Project | Project Engineer
Civil Design

Heber Valley Special Service District, Reclaim Pump Station | Project Engineer
Civil, Structural, Mechanical Design & Construction Management, project management, conducting construction meetings, and coordinating with all associated parties

Colorado Town of Bennett, Sewer Alignment Study | Project Engineer
Civil Design, Engineering Report

Wasatch Peaks Ranch Utility District | Project Engineer
Civil, Mechanical Design

Hyrum City, Hammer Road Project | Project Engineer
Civil Design

Durfee Street Sidewalk TAP 2018 Project | Project Engineer
Civil Design & Construction Management

Snowbasin Resort, Lagoon Expansion | Project Engineer
Civil, Mechanical Design

Education

BS Civil Engineering,
Utah State University, 2018

Work Experience

5 Years

Affiliations

ASCE

Expertise

- Pumping System Design
- Utility Layout Design
- Specification Review
- Document Management
- Water Resources Treatment
- Cost Estimate Projection



Andrew Flynn, E.I.T. | Project Engineer

Phone: 801.683.3757 | **Email:** andrew.flynn@aquaeng.com

Andrew has worked for multiple different engineering consultants on a variety of different civil, geotechnical, and environmental engineering projects. He has worked for variety of firms including Wood PLC, WSP USA, and Aqua Engineering Inc. Andrew has developed many important engineering skills including Civil 3D design, stormwater modeling, geotechnical subsurface investigation, and construction oversight.

Project Experience

Mayflower Snowmaking Pump Station Design | Project Engineer

Andrew has completed various engineering and drafting aspects for this project. He has completed a site plan using an existing CAD file from a partner consulting firm. He has also created a water model for the project and has run a surge analysis to determine areas of concern for water hammer.

Port of Morrow Farms 3-4 Winter Storage Lagoons | Project Engineer

Andrew has completed various engineering and drafting aspects for this project. He has gone through various grading exercises for both lagoons 3 and 4 to determine the most balanced earthwork scenario to achieve a total storage of 1.5 billion gallons. He also has drafted profiles and sections to determine embankment heights and visualize earthwork requirements. In addition he has completed calculations to determine freeboard height for the lagoons and constructed a runoff model to determine the required capacity for a culvert road crossing.

Snowbird Snowcat Fueling Improvements | Project Engineer

Andrew has done various drafting and engineering design aspects of the project. He has drafted an alignment corridor for the new dual containment diesel pipeline to take diesel fuel to the new snowcat fueling pad. He has also done grading around the little cottonwood creek crossing and the new snowcat fueling pad. Andrew has also drafted sheets to be included in the construction documents. He also has reached out to vendors to find information on piping materials and leak detection systems.

MRWSSD Summit Park Tank #1 | Project Engineer

Andrew reviews submittals from the contractor and provides comments and revision notices if necessary. He also has completed a stormwater analysis of the site to determine storage volume requirements. He has also conducted site visits to check on construction progress and inspect rebar and concrete placements.

WEBB - JCSD Plan Check | Project Engineer

Andrew reviews drawing packages and provides comments based on a checklist obtained from the Jurupa Valley Sewer District as a guide.

Telluride 2022 Mill Creek WTP Upgrades | Project Engineer

Andrew has completed various structural design aspects for the construction of the new WTP. These are structural design of I-Beams and grating that supports various chemical storage tanks, and structural design of anchor bolts for air tanks.

SDSD North Plant Upgrade | Project Engineer

Andrew has completed various structural design aspects for the upgrade of the South Davis North Plant. He has designed walls, footings, and foundations for the MBBR. He has designed walls and footings for the primary clarifier. In addition, he has conducted a seismic analysis on the MBBR components.

Grantsvl City Corp Plan Review - Planning | Project Engineer

Andrew has revised the water model for the city of Grantsville by adding various proposed developments to the model to check fire flow requirements.

Elko 5th Street Tank and Pump Station | Project Engineer

Andrew has brainstormed a concept design for the proposed pump station and completed a water model to check the proposed tank, pump station, and water main for fire flow requirements.

Education

B.S. Civil Engineering,
University of Maine, 2019

Registration

Professional Engineer:
E.I.T. Maine

Work Experience

4 Years

Certifications

ACI Concrete Field Testing Technician,
State of Utah Certified Groundwater
Sampler, State of Utah Certified
Asbestos Building Inspector

Expertise

- Civil 3D (grading, cut and fill, profile and section cuts, road corridors, etc.)
- Geotechnical Investigations
- Water Modeling
- Storm Water Modeling
- Structural Design (beams, footings, foundations, etc)
- Construction Oversight



Susan C. Becker, AICP

Vice President

Zions Public Finance, Inc. | Municipal Consulting Group

For the past 29 years, Susie has specialized in fee studies and economic consulting and planning and has been the lead consultant on some of the largest and most challenging projects in the intermountain region, including funding mechanisms for the large Point of the Mountain project that spans Salt Lake and Utah counties, has testified before the Governor's Legislative Task Forces on economic policies and procedures in Utah and in impact fees, has been involved with numerous fee studies, as well as the creation of a multitude of community reinvestment areas. Her experience stretches from issues such as affordable housing concerns in resort communities like McCall, ID, to redevelopment of a large deteriorating commercial center in Mesa, AZ – the Fiesta District to utility rates for a newly-incorporated entity. She has a MBA degree, AICP and a securities license (Series 50 and 52).

Education

Master of Business Administration,
University of Utah
MBA Ace and Dean's Scholar
Bachelor of Arts, Humanities,
Brigham Young University

Public Service and Affiliations

Municipal Securities Registered
Representative
American Institute of Certified
Planners (AICP)
University of Utah Business School
Alumni Association Board of
Directors
Urban Land Institute, Mentor
Utah Redevelopment Association
Utah Economic Alliance
Utah League of Cities and Towns,
Land Use Task Force
WFRC Economic Development

Selected Presentations

"Downtown Revitalization," Utah
League of Cities and Towns
"Basics of Market Analysis," Main
Street Annual Conferences
"Weathering the Economic Storm,"
Utah League of Cities and Towns
"Redevelopment in Utah," Utah
County and Davis County Economic
Alliance
"The Marriage of CDAs and SAA's,"
Utah League of Cities and towns
"Downtown Revitalization and
Economic Development,"
University of Utah School of
Architecture
"Economics and Planning," Utah
League of Cities and Towns
"Economic Development Policies and
Practices," Governor's Economic
Task Force and Utah Economic
Alliance
"Rate Sustainability Amid COVID-19,"
AWWA

- Timpanogos Special Service District (TSSD) Impact Fees and Rates
- Saratoga Springs Planning & Development Fees
- Grantsville Planning & Development Fees
- South Salt Lake City Planning & Development Fees; Business License Fees
- Highland City Cemetery Fees
- Summit County Planning & Engineering Fees; Landfill Fees
- Mountain Regional Water Rates and Impact Fees
- Lehi Culinary Water and PI Rates
- Mt. Olympus Improvement Dist. IFA and Rates (ongoing)
- Granger-Hunter Improvement Dist. IFA and Rates (ongoing)
- Farmington Impact Fees – Water, Storm and Roads
- Clearfield City Culinary Water, Sewer and Storm Rate Impact Fees and User Rates
- Herriman Water Rates
- Saratoga Springs Storm and Sewer User Rates
- Saratoga Springs Parks and Recreation, Public Safety, Storm Water and Transportation Impact Fees
- Moab Water and Sewer Rates and Impact Fees
- Syracuse Impact Fees
- Herriman Impact Fees
- Layton Park and Transportation Impact Fees
- Marriott-Slaterville Secondary Water Fees
- Orem City Impact Fees
- Provo City Impact Fees
- Plain City Impact Fees
- Pleasant View Culinary Water & Storm Water IFAs and Rates
- South Weber Culinary Water and Sewer IFAs and User Rates
- North Salt Lake Culinary Water and PI User Rates
- Salem City Water and PI Rates
- Park City Impact Fees
- North Fork SSD Rates
- Heber City Utility Rates
- Riverton Fire Impact Fees
- Unified Fire Service Area Impact Fee



Aaron C. Sanborn

Vice President

Zions Public Finance, Inc. | Municipal Consulting Group

Although new to ZPFI, Aaron has nearly a decade of experience with local government and municipal research. Prior to joining ZPFI, Aaron worked for Eagle Mountain City as a management intern, Financial & Management Analyst, and as Economic Development Director. He was also heavily involved in local government while still in his MPA program, working on several consulting projects with Utah cities.

As economic development director, Aaron has been heavily involved in the commercial boom Eagle Mountain is currently experiencing. From providing analytical support, coordinating marketing, or directing business development, his efforts have resulted in over \$2.225 billion in direct investment in Eagle Mountain City. This includes the large investments by Meta (2018), Tyson Fresh Meats (2019), and Google (2021).

Aaron's experience includes:

- Municipal Fleet Analysis for multiple cities in Utah
- Clearfield City Performance Measurements
- Utah Office of Tourism "Welcome Center" Software Analysis
- Lehi City Annual Citizen Satisfaction Survey Statistical Analysis
- American Fork Streetlight Purchase Cost & Benefit Analysis
- BYU MPA Program Analysis
- Eagle Mountain Gas & Electric Utility Sale
- Eagle Mountain Utility Rate Analysis
- Eagle Mountain Police Service Delivery Analysis
- Eagle Mountain Information Technology Service Delivery Analysis
- Creation of Eagle Mountain Chamber of Commerce
- Creation of Eagle Mountain Neighborhood Match Grant Program
- Creation of Eagle Mountain City Annual Budget Document
- Creation of Eagle Mountain City Annual Comprehensive Financial Report
- Creation of Eagle Mountain City Popular Annual Financial Report
- CRA Creation for Meta, Tyson, and Google projects
- Eagle Mountain Economic Development Master Plan
- Bountiful General Plan
- Salt Lake County Leverage Ratio Analysis
- Twin Falls Bridge Alternatives Economic Analysis
- Point of the Mountain Transit Alternatives Analysis
- Point of the Mountain Funding Analysis
- Payson Station Area Plan
- Vineyard Station Area Plan
- Clearfield Station Area Plan
- South Salt Lake City Area Plan
- Salem Transportation Impact Fees
- Centerfield Impact Fees – Culinary Water, Secondary Water, Wastewater
- Saratoga Springs Downtown Plan

Education

Master of Public Administration, Brigham Young University

Bachelor of Arts, History, Brigham Young University

Public Service and Affiliations

Utah Alliance for Economic Development

International Economic Development Council

International City/County Management Association

ICMA BYU Student Chapter President

Eagle Mountain Chamber of Commerce Board of Directors



INNOVATIVE ENGINEERING SOLUTIONS

AQUA Engineering UT
533 W 2600 S, Suite 275
Bountiful, UT 84010
801.299.1327

AQUA Engineering CO
7935 E Prentice Avenue, Suite 100
Greenwood Village, CO 80111
720.667.1250

AQUA Engineering OR
4145 SW Watson Avenue, Suite 350 - #347
Beaverton, OR 97005
801.683.3733

SKM Engineering
533 W 2600 S, Suite 25
Bountiful, UT 84010
801.677.0011

Aqua Environmental Services, Inc.
533 W 2600 S, Suite 175
Bountiful, UT 84010
801.209.6382



Hyrum City: Water Master Plan Project

February 28, 2024

TASKS AND SUBTASKS		LEVEL OF EFFORT (hours)												Total AQUA Hours	Total AQUA Labor \$	Direct Expenses	Total AQUA Fee
		AQUA								Zion's Financial		Scale Consultants					
		PIC, QA/QC	Project Manager	Principal Engineer	Proj Eng III	Proj Eng II	Proj Eng I	Designer III	CAD Designer II	Financial Analyst	QA/QC-Technical Assistance	Surveyor	GIS Specialist				
		Darin Hawkes	Dan Woodbury	Nick Graue	Michael Maughan	Hayden Karren	Andrew Flynn	Derik Hyde	Ven Eddards	Susan Becker	Aaron Sanborn	Greg Wilson	Alex Reyes				
		\$175/hr	\$165/hr	\$165/hr	\$150/hr	\$130/hr	\$130/hr	\$150/hr	\$125/hr	\$175/hr	\$175/hr	\$100/hr	\$100/hr				
1	Task 1: Project Management	36	68	10	12									126	\$20,970	\$8,000	\$28,970
		\$6,300	\$11,220	\$1,650	\$1,800												
1.1	Work Plan; organization; schedule; budget; Staff plan; QA/QC plan	8	8											16	\$2,720		\$2,720
1.2	Regular (periodic) meetings w/ City & project staff; mtg narrative	8	24	2	8									42	\$6,890		\$6,890
1.3	Meeting decisions & actions; assign to team members; follow-ups; & mtg w/ City to discuss annexation/expansion requirements	8	16		4									28	\$4,640		\$4,640
1.4	Monitor project progress; budget & work, schedule; costs; mgmt.	4	8											12	\$2,020		\$2,020
1.5	Potential changes; pro-active; modify as appropriate budget, schedule, etc.	4	8											12	\$2,020		\$2,020
1.6	Manage QC review of work activities & project deliverables	4	4	8										16	\$2,680	\$8,000	\$10,680
2	Task 2: Resource Documents and Data Review	4	8	2	12		4	8	4					42	\$6,370		\$6,370
		\$700	\$1,320	\$330	\$1,800		\$520	\$1,200	\$500								
2.1	Review all existing resource documents: GIS & mapping, water supply, modeling, distribution system. Interview City staff & field work	4	4	2	8			4						22	\$3,490		\$3,490
2.2	Cache County GIS data & mapping; City's pump stations, reservoirs, wells, tanks, PRVs, transmission lines, distribution sys., SCADA, treatment, etc.		4		4		4	4	4					20	\$2,880		\$2,880
3	Task 3: Review Water Demand Estimates & Forecast	4	8	4	8	2	2							28	\$4,400		\$4,400
		\$700	\$1,320	\$660	\$1,200	\$260	\$260										
3.1	Review historic & current water demands & use: trending projections for future - incremental for next 20 years.	4	8	4	8	2	2							28	\$4,400		\$4,400
4	Task 4: Update System Hydraulic Model & GIS Mapping	10	22	10	44	52	32	40	32			320	60	622	\$72,550	\$8,880	\$81,430
		\$1,750	\$3,630	\$1,650	\$6,600	\$6,760	\$4,160	\$6,000	\$4,000			\$32,000	\$6,000				
4.1	Update current service area and boundary	2	2	2	8	8								22	\$3,250		\$3,250
4.2	Add future (planned developments & annexations) service areas	2	4	2	8	8		8	8					40	\$5,780		\$5,780
4.3	Develop/verify existing & future water pressure zones & boundaries	2	4	2	4	4								16	\$2,460		\$2,460
4.4	Catalog the facilities	2	4	2	8	16	16	16	8					72	\$10,100		\$10,100
4.5	Review & update GIS database (& as-built dwgs for existing facilities)	2	8	2	16	16	16	16	16			320	60	472	\$50,960	\$8,880	\$59,840
5	Task 5: Calibrate Water System Hydraulic Models	4	12	12	32	20	8							88	\$13,100		\$13,100
		\$700	\$1,980	\$1,980	\$4,800	\$2,600	\$1,040										
5.1	Identify hydraulic constants & predict pipe flows, fire flow, system pressures, storage water levels, pumping requirements & sys capacities.	2	4	4	8	8								26	\$3,910		\$3,910
5.2	Perform for both summer & winter scenarios.		4	4	16	8	8							40	\$5,800		\$5,800
5.3	Perform in accordance with AWWA M32 Manual & collected field data	2	4	4	8	4								22	\$3,390		\$3,390
6	Task 6: Water Distribution System Analysis	6	12	12	28	20	8	8	4					98	\$14,550		\$14,550
		\$1,050	\$1,980	\$1,980	\$4,200	\$2,600	\$1,040	\$1,200	\$500								
6.1	Develop series of system performance criteria	2	4	4	4	4								18	\$2,790		\$2,790
6.2	Evaluate system under existing and future conditions	2	4	4	8	8		4	4					34	\$5,010		\$5,010
6.3	Assume 8 modeling scenarios. Analysis to include: distribution system, pressure zones, water age/quality analysis, seasonal demand & source fluctuations, storage, pump stations, interconnections, etc.	2	4	4	16	8	8	4						46	\$6,750		\$6,750
7	System Graphics	8	8	4	16			16	8					60	\$9,180		\$9,180
		\$1,400	\$1,320	\$660	\$2,400			\$2,400	\$1,000								
7.1	Develop/produce PDF maps of the existing distribution system, system at build-out, and a pressure zone map. Show annexation/expansion requirements per City meeting/discussions	8	8	4	16			16	8					60	\$9,180		\$9,180
8	System Replacement & Improvement Program	4	16	4	16	8		8	8					64	\$9,640		\$9,640
		\$700	\$2,640	\$660	\$2,400	\$1,040		\$1,200	\$1,000								
8.1	Develop recommended distribution system replacement & improvements programs. Identify system hydraulic deficiencies as a result of the model.	4	16	4	16	8		8	8					64	\$9,640		\$9,640
10	Capital Improvement Programs & System Master Plan	20	40	4	24	8		4		40	40			180	\$30,000		\$30,000
		\$3,500	\$6,600	\$660	\$3,600	\$1,040		\$600		\$7,000	\$7,000						
10.1	Impact Fee analysis	4	4							20	20			48	\$8,360		\$8,360
10.2	Rate Study	4	4							20	20			48	\$8,360		\$8,360
10.3	Prepare recommended Capital Improvement Program	8	16	2	16	8								50	\$7,810		\$7,810
10.4	Prepare/Assemble final Master Plan (based on completed tasks)	4	16	2	8			4						34	\$5,470		\$5,470
Totals:		96	194	62	192	110	54	84	56	40	40	320	60	1308	\$180,760	\$16,880	\$197,640

RODEO GROUNDS USE AGREEMENT

THIS AGREEMENT AND RELEASE OF LIABILITY by and between _____, hereinafter referred to as PARTICIPANT (OR SPONSOR), and HYRUM CITY CORP., hereinafter referred to as CITY, provides for the conditional use of Hyrum City Rodeo Grounds and Facilities, by PARTICIPANT (OR SPONSOR.)

WHEREAS, the CITY owns and makes available for rodeo and associated livestock activities and sports, the grounds, arena, corrals, chutes, gates, bleachers, and other facilities related to rodeo participation and livestock management; and

WHEREAS, the CITY has, from time to time, allowed spectator rodeo sports to be produced, promoted and held at the aforesaid facilities; and

WHEREAS, the CITY recognizes provision and conditional use of these facilities as a public service, whether a fee is charged or not, but explicitly denies implied suitability or guarantee of any nature with respect to condition or use of the grounds, arena, corrals, chutes, gates, bleachers, and other facilities related to or used for rodeo or any other form of livestock activities; and

WHEREAS, the CITY is covered by a general liability insurance policy which unconditionally EXCLUDES coverage of any nature or degree to rodeo participants, sponsors, spectators, facilities, livestock, employees, equipment, etc.; and

WHEREAS, the PARTICIPANT (OR SPONSOR) has sought of his own free will and accord, without encouragement or inducement of any nature from the CITY, permission to use said Hyrum City Rodeo Grounds and Facilities, for the purpose of sponsoring, participating in, promoting, or otherwise engaging in, rodeo or other forms of livestock activities;

NOW THEREFORE it is agreed as follows:

1. That PARTICIPANT (OR SPONSOR) hereby releases or otherwise holds harmless CITY, from any and all liability in connection with rodeo or other livestock sports or activities held at the Hyrum City Rodeo Grounds and Facilities.

2. That PARTICIPANT (OR SPONSOR) further and expressly releases CITY from liability or claim with respect to damage, injury or harm to rodeo livestock, employees and equipment belonging to PARTICIPANT (OR SPONSOR) or any spectator, entertainer, or other participant.

3. That PARTICIPANT (OR SPONSOR) agrees to provide adequate (limits to be set and agreed to by PARTICIPANT and CITY) liability insurance coverage, to not only employees, other participants, livestock and equipment, but spectators as well, and to deliver to the CITY in advance of possession of rodeo facilities, a policy and affidavit of coverage.

4. That PARTICIPANT (OR SPONSOR) assumes full and complete responsibility for any and all damage to Hyrum City Rodeo Grounds and

Rodeo Grounds Use Agreement
Continued
Page 2

Facilities while in his possession, and will make monetary restitution and/or repairs, at the sole discretion of CITY.

5. That CITY assumes no liability for loss to PARTICIPANT (OR SPONSOR) or spectators of life, limb, personal property, equipment, livestock, trucks, automobiles, due to fire, theft, accident, whether due to equipment or facility failure, or unrestrained or otherwise unmanageable animals, or any act of nature, or any other circumstance, whether or not related to rodeo or other livestock activities.

6. That PARTICIPANT (OR SPONSOR) certifies that he/she is eighteen years of age or older, and legally able to sign this document; and that if PARTICIPANT (OR SPONSOR) is under the age of eighteen years, a parent or guardian will sign this agreement as evidence of permission granted to a minor PARTICIPANT (OR SPONSOR) and acknowledgement of and agreement to the terms and conditions set forth herein.

7. Should any section, clause, or provision of this agreement be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this agreement and release as a whole, or any part thereof, other than the part specifically declared to be invalid.

IN WITNESS WHEREOF, the PARTICIPANT (OR SPONSOR), PARENT OR GUARDIAN, (if applicable), and CITY (or representative thereof) have set their hands this _____ day of _____, 19__.

PARTICIPANT (OR SPONSOR)

PARENT OR GUARDIAN

HYRUM CITY CORP.

By: _____

Witness



HYRUM CITY

83 WEST MAIN HYRUM, UTAH 84319
PHONE 245-6033

BRUCE E. DARLEY, MAYOR

CITY COUNCILMEN
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GARY L. CLAWSON
W. DEAN HOWARD
CLAUDE LONG
RUTH ANN MILLER

TREASURER
LYNN COULAM

RECORDER
D. BRENT JENSEN

RODEO GROUNDS

1. Release form and Agreement of Confirmation must be signed.
2. Charges are \$30.00 for the first day, \$20.00 per day thereafter. Hyrum residents are entitled to a \$10.00 per day discount.
3. There will be no charge if there isn't any admission for the event.
4. A deposit of \$100.00 will be made with the city office as a performance bond. (Deposit is refundable).
5. An ambulance or EMT is required on the grounds if admission is charged for the event.
6. If existing layout of the grounds is changed in any way, all necessary precautions are the responsibility of the sponsoring group including the posting of necessary warning signs.
7. The grounds are to be cleaned up after the event and all damage repaired.
8. In the event of a demolition derby, tires are required around the arena. All vehicles are to be removed from the grounds immediately following the event. The use of magnets is recommended to clear the area of any loose metal. All participants vehicles must remain on the blacktop area.
9. If after any event the arena is packed down, there will be a \$30.00 charge to have it broken up.

HYRUM RODEO GROUNDS FEE SCHEDULE

ARENA	COST	DEPOSIT
RIDING GROUPS (5 p.m. to 9 p.m.)		
Groups associated with Hyrum	\$ 30.00	\$ 100.00
Other Groups	\$ 50.00	\$ 100.00
(If lights are used add \$10.00)		
SPECIAL EVENTS (Per night)		
Groups Associated with Hyrum	\$ 100.00	\$ 100.00
Other Groups	\$ 200.00	\$ 100.00
BUILDINGS		
Concession Stand/Associated w/Hyrum	\$ 50.00	\$ 50.00
Concession others	\$ 75.00	\$ 50.00
KEY DEPOSIT		
Restroom and gate Key	\$ 50.00	\$ 50.00

Rules and Conditions

Deposits will be refunded after Maintenance Supervisor has verified that rental fees were paid, buildings and areas are clean and there are no damages. If renting the concession stand or restrooms, the renter will be responsible for cleaning up, removing garbage and making sure the doors are locked. Any damages or expenses exceeding the deposit shall be the responsibility of the user.

Everyone using the rodeo arena will be required to park in the parking lot. It will be the responsibility of the renter to make sure all animal waste, feed, garbage and debris is cleaned from around the arena and parking lot. If the area is not cleaned up properly the deposit will be forfeited.

Lights will be included on the cost for special events but, if riding groups stay after dark and need the lights, then they will have to make arrangements for using the lights and pay an additional \$10.

The rodeo arena will be groomed twice a week during peak use of the area. It will be groomed for special events.

Absolutely no stock or horses will be allowed on the lawns around the park. It will be the responsibility of the renter to monitor to make sure everyone attending the event adheres to all rules and regulations.

Large groups must provide city with proof of liability insurance before using facility.

NAME _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____

Signature _____

