



**TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
OCTOBER 12, 2023 AT 5:30 P.M.**

CIB PUBLIC HEARING: CIB APPLICATION FUNDING FOR WATER & SEWER PROJECTS

MEETING CALLED TO ORDER: Mayor Kathi Knight called the meeting to order at 5:31 P.M.

PRESENT: Mayor Kathi Knight, Councilmembers Randall Browning, Greg Scott, Gretchen Northcott, and Marlena Connor, Town Clerk.

GUESTS: Jeff McCarty with Sunrise Engineering, Joseph Harrison, Terry Wright, Terri Wright, Traci Frost, Shannon Pearce, Travis Pearce, Gary Boyd, and Carol Havlik.

Mayor Knight explained to the public that the town has two applications to the Community Impact Board that we are moving forward with.

SEWER IMPROVEMENTS: The first project that the town is looking to do is the sewer extension to Ylincheta where there are currently only septic systems. There are a number of failing septic systems in the area and Tri County Health Department will not allow any new septic systems to be installed. The new sewer main will act as a redundant sewer main for the Town of Manila to the sewer lagoons in the area. The town has procured partial funding from the EPA (Environmental Protection Agency) to support this project. However, due to the multi-year process that will be ongoing and the increase cost of construction over the last few years, it is anticipated that the existing funding from the EPA will not be sufficient enough to construct the necessary improvements.

The second part of this application is to address the deficiencies at the sewer lagoons that are impeding the functionality of the entire system. There is a need to put into service a lagoon cell that was previously planned for future use. It also includes construction and replacement of control structures (gates between the cells) that will allow the proper functionality of the sewer lagoon cells.

The third portion of this application is for a RV sewer dump on the East side of town as opposed to anywhere else. The current sewer dump station is not sufficient anymore, it is failing horribly. There is no way to collect fees through it to maintain it because it is only an honor system and the solution is going to be to construct a proper sewer dump station and drinking water fill station.

The fourth portion of this application is a hydro vac truck that will allow the public works to clean and inspect sewer manholes and vaults, clean meter pits, and inspect aging lines with less risk of damage.

The cost for this particular project will be \$7,410,000.00. Initially we are going in for a grant of \$3,128,000.00 and a loan of \$782,000.00 and requesting 0 percent interest for 30 years. Mayor Knight had printed off a couple of spread sheets for the public to review. At the top it said "sewer improvement project" on the left side it shows loan time in years, the 1st column is what the town would get with the grant and the second column is what the town would have to pay back. The loan percentages are across the top showing what the interest would be if the town did not get 0 percent. Mayor Knight asked the



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public if there were any questions. There were no questions at that time. Mayor Knight gave an example of how to read the spread sheet and what the payment could be.

The second application has to do with the town's water well system.

WATER IMPROVEMENTS: There is going to be an investigation and analysis of 3 of the Town of Manila's existing water wells to determine their current and potential capacity. Depending on the results of the investigation the project may include the refurbishment of one or all wells in order to maximize the flow capacity of the wells otherwise the project will pursue the development of a new water well location. Right now, the town only has one water well that is really functioning and that is well 1 located in Sols Canyon.

The total cost of this project is \$500,000.00. The town is asking for a grant of \$500,000.00 from the Community Impact Board.

Mayor Knight asked the public if there were any questions. She also told the public that taxes and/or user fees could be raised, it's not anticipated, but there is a potential that it could happen.

Mayor Knight discussed the financial impact of tax payers or fee payers for these two applications. The town intends to ask the Community Impact Board to cover both projects entire cost at 100 percent. As a pointed clarification; if the Community Impact Board offered the town a loan and the town accepted it, the town would be obligated to pay back the loan which may result in taxes or fees having to be raised. Mayor Knight opened the meeting up to any questions or comments.

Travis Pearce asked if the EPA wouldn't allow any more septic systems to go in the subdivision, do they have any resources to help fund the project. Mayor Knight said that the EPA has already allocated money to the town for the Ylincheta project in the amount of 3.5 million. Councilmember Browning said that the overall cost of the sewer projects is over 7 million and the town has the 3.5 from the EPA and is asking the Community Impact Board for roughly 3.5 million more in funding. Jeff McCarty with Sunrise Engineering clarified that it is Tri County Health that said they won't approve of any more septic systems in that area. The EPA earmarked 3.5 million dollars for the town; with the over runs and other portions of the sewer that the town would like to do such as the sewer dump station, sewer lagoons and the vac truck that bumped the cost up to around 7.5 million leaving the town requesting 3.9 million from the Community Impact Board. Mayor Knight said to break it down even further the Ylincheta project will be a total of 3,891,400.00. The lagoon improvements will be 572,300.00. The sewer dump station will be \$696,300.00. Initially the town looked at getting a brand-new vac truck and that was \$550,000.00, the town has since looked for a used vac truck for the price of 352,100.00. All of this with engineering cost, construction, right-of-way's, easements, equal up to the \$7.4 million. Mr. Pearce asked if the town has prioritized any of the projects, and thought that the sewer dump station would be the last thing to worry about. Councilmember Northcott explained what the Community Impact Board is by stating that the CIB has money to loan out to certain counties. Councilmember Browning added that they are able to



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do this through oil and gas lease funds offered to rural counties such as ours. Jeff McCarty clarified the statement by saying that everyone can apply but priority is given to oil producing counties. Mayor Knight said we do have it prioritized, if the town can't get it all and we are given a counter offer the town is prepared to start taking things off the application request. Councilmember Northcott said it would all be based on what the town can afford and there is a possibility that the town can't afford any of it.

Terry Wright told the council when Darrin Brown with Tri County Health was in the Ylincheta area for some inspections he had become lost and Mr. Wright helped give him some directions and was told about the problem septic systems. Mr. Wright had talked to the county commissioners, and the Mayor Coombs to help start the process of getting sewer out to unincorporated Daggett County. The problem out in the Ylincheta area is worse when the ground becomes saturated, and it becomes saturated every year. Mr. Wright was told that the Daggett County and Manila especially have been missing out on a lot of federal funding to improve the infrastructure in many situations. Mr. Wright had said that Mr. Brown would be willing to help with any resources he had as well, and that the town had to keep applying for funding. Councilmember Northcott said that the town is trying to do the best that they can; they don't want to hurt any of the residents and they don't want to have outrageous user fees. That's why it is so important that the town gets a favorable grant/loan split. The Community Impact Board has been known to do a 50/50 split at 2.5%, 3.5% or an 4.5% interest rate and the town can't do that. Even with user rates going up. The intentions are to help the people in that area; not to price people out so they can flush a toilet. It's problematic but we are trying to apply for as much grant as we can. Mr. McCarty clarified that there is no guarantee what grant/loan split the Community Impact Board will give he town. It is best for the town to know what the maximum payment is that the town can afford. Councilmember Browning said that the last time the town asked for funding and had hard fact numbers, the Community Impact Board had been really good to the town in the past. Councilmember Northcott agreed that the Community Impact Board has been the best funding source for the town. Councilmember Northcott added that the town has been increasing the user rates incrementally starting in 2019.

Mr. Pearce asked if the town would do what they could to a certain point with the funds that have already been allocated from the EPA and go as far down the road as the town could afford and with additional impact fees. Jeff McCarty said, yes that does factor in on how far the money will go. Mayor Knight added that the funds have to be used for the sewer only. Councilmember Browning said the town will find the money to get that project done. Jeff McCarty said that if the Community Impact Board has no way to meet the town in a way that they could afford it, the town would have to forgo funding from the Community Impact Board and use the \$3.5 million grant from the EPA it would get the town far, just not as far as we are hoping.

Mayor Knight asked if there were any questions regarding the water wells. Councilmember Northcott asked if the town was going to ask for 100% grant for this project. Mayor Knight said yes, for the inspection and the analysis of how the wells are, and potentially drilling another well. Councilmember Northcott stated that the town is the only water source for this part of Daggett County, and there are so



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many visitors that come to this area, and having one well with decreased flows creates a health issue as well.

Traci Frost (KOA Owner and Operator) asked the council to clarify the one well that works versus other wells; are there wells that have been drilled but are not fully developed or they have quit working over time? Jeff McCarty said yes there are 3 wells that have been drilled and they have gone down in production where only one is reliably providing all of the water. The second well can still produce water but it is not reliable, so the thought is to start off by inspecting all 3 wells to see if its due to sedimentation clogging everything up or the aquifer is running dry, or some other mechanical issues with the existing wells. It's Preferable it is an issue that can be fixed and get the wells back up and running. The other option is to find a new spot for a new well. Mayor Knight said she thought it was important to have more than one well with all of the growth that we are experiencing. Jeff McCarty mentioned again that the Community Impact Board could do the same with this project as far as the town asking for all grant; they could do all loan, at any percent or anything in between. Mayor Knight said to the public that there is a second excel sheet showing what the town payments could be depending on what is offered.

Mayor Knight asked if there were any more comments or questions. There were no further comments or questions. Mayor Knight thanked the residents for their comments.

One last comment from Travis Pearce was asking if the current sewer dump station could be set up with some sort of payment like Venmo or something else. Mayor Knight explained that the current dump station sewer line is failing. Over this last summer there was a blockage that backed sewer up into the market. The current sewer dump station will have been redone or abandoned. Mr. Pearce said that there are sewer dump stations at the marinas. Councilmember Browning agreed that there are other dump stations but, a lot of people aren't going in that direction, they come through town and go straight up to the mountain. There have been several businesses that have been asked if tourists can fill up their water tanks as well. The hope is if the town could build something nice and sanitary it would pay for itself over time. Traci Frost said that the dumps down at Lucerne Marina don't always work so, a lot of people go to the KOA to use their dump station and they fill a lot of water as well. Mayor Knight said it's a safety hazard to have several RVs, trucks and trailers lined up around the town office building along the highway.

Mayor Knight asked if there was anything else. There was not.

ADJOURNMENT: Councilmember Scott moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. Mayor Knight adjourned the public hearing at 6:04.



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REGULAR MEETING CALLED TO ORDER: Mayor Kathi Knight called the meeting to order at 6:02 P.M.

PRESENT: Mayor Kathi Knight, Councilmembers Randall Browning, Greg Scott, Gretchen Northcott, and Marlena Connor, Town Clerk.

GUESTS: Jeff McCarty with Sunrise Engineering, Joseph Harrison, Terry Wright, Terri Wright, Traci Frost, Shannon Pearce, Travis Pearce, Gary Boyd, and Carol Havlik.

EXCUSED: All council members were present.

CONSENT CALENDAR: Councilmember Browning moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. Councilmember Scott seconded the motion. All were in favor.

RESULT: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

OPEN PUBLIC MEETINGS ACT (OPMA) TRAINING: Mayor Knight reminded the councilmembers to watch the open public meeting act at the link that was uploaded to the Google Drive for their annual training.

SUNRISE ENGINEERING UPDATES: Jeff McCarty said that the CIB meeting will be in either November, December or January. Hopefully they are doing the zoom option instead of traveling during winter. There is a CIB meeting in Roosevelt that Mayor Knight will need to attend. Jeff McCarty said he would attend the CIB meetings to help answer any questions with Mayor Knight.

Jeff McCart said Rexford Carpenter with Sunrise Engineering has been working on distribution plan for the PRVs to help make the pressure zones work better.

Jeff McCarty told the council that Marlena Connor and Sami Reitz are helping sift through old plans so they can have the water plans scanned. This will be helpful to have digital copies of all the old projects, and help identify if there are any lead service lines in the system. This will need to be completed in October of 2024.

The source protection plan for one of the water wells needs to be updated, and Sunrise Engineering is working on that as well.

Councilmember Northcott asked if the town is up to date on all the landfill requirements. Jeff McCarty said that to his knowledge the town is up to date. Mayor Knight asked if the engineers are aware of what is closed and can't be reused. Jeff McCarty said that the closure plan that was done in 2018, they know up until then, but not from then to now. Councilmember Northcott said that her understanding is



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that the town can still use those areas but we'd have to find the dirt to recover it. Areas can be closed and reopened.

Joseph Harrison said that he has been talking to someone out of California for a different type of fill, they need to see if it would be cost effective, it's more of a spray foam, and it extends the landfill cell by 20% and cheaper than moving soil. There was an inspection done by the DEQ and they are requiring that all refuse is covered by 6 inches of soil every day.

RESOLUTION CANCELLING UNOPPOSED TOWN COUNCIL RACE FOR GENERAL ELECTION: Marlena Connor, Town Clerk created a resolution to cancel the town council portion of the election. Both seats were unopposed and it will help save money for the election. Councilmember Scott moved to approve the resolution 23-12-10 cancelling the unopposed town council race for the general election. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

PUBLIC WORKS UPDATE: Joseph Harrison gave the town council an update on public works.

SEWER SLUDGE REDUCTION: Joseph told the council that he had worked with RWAU to do a BOD (biochemical oxygen demand), basically what this tell them is if the bugs in the lagoons are getting enough food or too much food. The organic loading per acre is 2.63 lbs per day, our limit is 35 lbs per day. The town will need to buy probiotics for the lagoons from Bio Lynceus to help reduce the sledge. The quote for 45 gallons is \$2,295.00. Joseph said that the sledge is at 16% right now, and there will be problems if it reaches 22%. The probiotic will get the lagoons to April and then they will need to be re-evaluated. If it reaches the 22% in sledge it will probably cost the town a couple million dollars to have the lagoons dredged.

KENN WINN SEWER: They dug up the sewer line, and found that it is a 4-inch line with 5 houses on it. It has a belly in the line and freezes up every year. They reached out to SCI to see what it would cost to have the line replaced and the bid was \$32,000 and that is on the low end. For the time being they decided they would dig up the belly and fix that will need to be replaced at a later date. They have talked about putting insulation board over the line to help keep it from freezing in the area that it is shallow. Councilmember Northcott said she liked that it was a more cost-effective fix.

AL BROWNING SEWER: Joseph said he thought that they would need to do more research on because new information had been brought to light. Joseph showed the council some pictures from the sewer camera inspection. There is a sewer main that had been abandoned and there are two houses on the same lateral. The town's sewer camera cannot be put in there because there is not a sewer manhole to put it down and the camera can only go down a line that is 6 inches, it cannot go down a 4 inch



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lateral. The best course of action would be to have Tyler Webb come back and camera the lateral and mark where Mr. Browning's lateral connection is and if it is going flat. Mayor Knight asked Jeff McCarty if there is any fix for this issue. Jeff McCarty said he was wondering if Mr. Browning's lateral could be raised at all, he is guessing that it can not be raised and that is why it is flat; because that is as high as they could get it. At this time, they are assuming the issue is in the lateral or the old abandoned main to see how it goes to Mr. Browning's property and how to fix it. This is another area that foam board could be installed to help decrease the freezing.

EXECUTIVE SESSION: Councilmember Browning moved to go into an executive session to discuss personnel. Councilmember Northcott seconded the motion. All were in favor. The council went into executive session at 6:31 P.M.

RESULT: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

RECONVENE: Councilmember Scott moved to reconvene the regular meeting. Councilmember Northcott seconded the motion. All were in favor. The regular meeting reconvened at 7:05 P.M.

RESULT: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

ADJOURNMENT: Councilmember Browning moved to adjourn the regular meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 7:05 P.M.

Kathi Knight, Mayor

Marlena Connor, Town Clerk