



Noxious Weed Compliance & Nuisance Weed Abatement Notice

Dear Midway Property Owners:

This letter is to notify you of violations to the following City, County and State Codes, Ordinances and Policies. Each of these violations are considered a Class C Misdemeanor (Possible Jail Term /Up to 90 days in jail and a Possible Fine up to \$750.00).

Midway City Municipal Code: Title 5 Public Health and Safety (20160608) Chapter 5.04 Noxious Weed Control

Section 5.04.01 Adoption of Management Plan

To comply with the Utah State Strategic Plan for management of noxious and invasive weeds, Midway City adopts the Wasatch County Noxious Weed Law Enforcement Procedures and the Coordinate Noxious Weed Management Plan for Wasatch County. Effective 3/14/2012

Section 5.04.02 Requirements

An owner, agent or occupant of real estate within Midway City shall not permit or maintain any such real estate any growth of noxious weeds in violation of the Utah Noxious Weed Act, as said act may be amended from time to time.

Effective on the day of: 7/28/2010

Section 5.04.03

Weeds shall include any vegetation commonly referred to as a weed, or which shall have been designated a noxious weed by the Utah Commissioner of Agriculture.

Section 5.04.04 Duty to Comply

It shall be the duty of the owner, agent or occupant of real estate within Midway City to cut and remove or destroy by lawful means all such noxious weeds and grass as often as may be necessary to comply with the provisions of this chapter.

Section 5.04.05 Notice of Violation

Upon discovering a parcel of real estate containing NOXIOUS WEEDS, THE City may give the owner, agent or occupant of the real estate a written notice to remove and eliminate the noxious weeds, pursuant to Chapter 2,14 of this Code. Effective date of 7/28/2010

Section 5.04.06 Failure to Comply

Pursuant to Utah Code Section 4-17-8, as amended from time to time, if the owner or person in possession of the property fails to act to control or prevent the spread of noxious weeds within five working days after the property is declared a public nuisance Midway City will give a copy of the notice of the notice of violation to Wasatch County for enforcement and further pending actions.

Section 5.02.090 (Nuisance Weeds).

Declaration of Policy. The accumulation of junk, rubbish, and debris, and grass, weeds, shrubs, bushes or trees which are growing or which have grown and died, facilitates rodent, pest and vermin harborage, compromise public health resulting from the dangerous and unsanitary conditions, and constitutes a fire hazard and threat to public safety and the general welfare. Effective date of 7/28/2010

Weed abatement compliance shall be accomplished upon approval by the City by disking, plowing, or mowing weeds within eight inches of ground height. Weeds are to be maintained less than eight inches in height throughout the growing season.

The City may inspect properties within the city and identify those needing weed abatement and then serve notice in writing upon the owner and/or occupant of such land pursuant to chapter 2.14 of this code. This notice shall require the owner and/or occupant, to abate the weeds by a specific time pursuant to chapter 2.14 of this code. One notice shall be deemed sufficient on any lot or parcel for an entire year. Effective date: 7/28/2010.

It shall be a Class C Misdemeanor violation for any owner or occupant of lands described herein to fail or neglect to conform to the requirements herof relating to the eradication or destruction or removal of accumulated weeds and shall be punishable both by the imposition of civil remedies as provided in this code and by criminal sanctions.

All Municipal Ordinances may be reviewed on line at midwaycityut.org home page.

Midway City Public Works Dept.

75 North 100 West, Midway Utah 84049. (Landline:435-654-3223) x7 Email: sowens@midwaycityut.org

R. Shane Owens, Public Works Admin. Lead

Office Hours: Monday thru Thursday (7:30 am to 5:30 pm) Friday (8:00 am to 12:00 pm) Closed Saturday, Sunday & Holidays.

**TOWN OF INTERLAKEN
Municipal Code**

TITLE 07 PUBLIC HEALTH AND SAFETY

CHAPTER 7.01 STATE CRIMINAL CODE

CHAPTER 7.02 NUISANCE ABATEMENT

CHAPTER 7.03 NOXIOUS WEED CONTROL

CHAPTER 7.04 CIVIL INFRACTIONS

CHAPTER 7.01 STATE CRIMINAL CODE

Section 7.01.010 Adoption of State Criminal Code

Section 7.01.020 Failure To Appear

Section 7.01.010 Adoption of State Criminal Code

- A. The Utah Code is adopted by reference and are made a part of the Interlaken Town Code and shall take effect and be controlling within the limits of the Town; provided, however, this Chapter is not intended to and does not purport to grant to the Town any power or jurisdiction not specifically or by implication granted by law.
- B. Any crimes specified within Titles 76 and 58 which are designated felonies are specifically excluded from inclusion in this Chapter.

Section 7.01.020 Failure To Appear

Any person who willfully fails to appear before the Court pursuant to a citation issued by the Wasatch County Sheriff's Department under the provisions of Utah Code is guilty of a class B misdemeanor, regardless of the disposition of the charge upon which he or she was originally cited.

CHAPTER 7.02 NUISANCE ABATEMENT

Section 7.02.010 Noise

Section 7.02.020 Smoke

Section 7.02.030 Heat And Associated Glare

Section 7.02.040 Vibration

Section 7.02.050 Fly Ash, Dust Fumes, Vapors, Gases, And Other Forms of Air Pollution

Section 7.02.060 Liquid and Solid Wastes

Section 7.02.070 Odors

Section 7.02.080 Outdoor Lighting, And Glare

Section 7.02.090 Junk, Rubbish, Weeds, And Debris

Section 7.02.100 Junk Vehicles

Section 7.02.110 Excessive Motor Vehicle Noise

Section 7.02.120 Sale or Use of Fireworks

Section 7.02.130 Unlawful Discharge of Weapons

Section 7.02.140 Public Nuisance Enforcement And Penalty

Chapter 7.02 is currently reserved for future application.

CHAPTER 7.03 NOXIOUS WEED CONTROL

Section 7.03.010 Adoption of Management Plan

Section 7.03.020 Requirements

Section 7.03.030 Definition

Section 7.03.040 Duty to Comply

Section 7.03.050 Notice of Violation

Section 7.03.060 Failure to Comply

Section 7.03.010 Adoption of Management Plan

In an effort to comply with the Utah State Strategic Plan for the management of noxious and invasive weeds, Interlaken Town adopts the Wasatch County Noxious Weed Law Enforcement Procedures and the Coordinate Noxious Weed Management Plan for Wasatch County.

Section 7.03.020 Requirements

An owner, agent or occupant of real estate within Interlaken Town shall not permit or maintain on any such real estate any growth of noxious weeds in violation of the Utah Noxious Weed Act, as said Act may be amended from time to time. Violation of this provision shall be punishable as a Class C misdemeanor.

Section 7.03.030 Definition

Weeds shall include any vegetation commonly referred to as a weed, or which shall have been designated a noxious weed by the Utah Commissioner of Agriculture.

Section 7.03.040 Duty to Comply

It shall be the duty of the owner, agent or occupant of real estate within Interlaken Town to cut and remove or destroy by lawful means all such noxious weeds and grass as often as may be necessary to comply with the provisions of this Chapter.

Section 7.03.050 Notice of Violation

Upon discovering a parcel of real estate containing noxious weeds, the Town may give the owner, agent or occupant of the real estate a written notice to remove and eliminate the noxious weeds, pursuant to Chapter 2.09, Enforcement Procedures and Administrative Hearings, of this Code.

Section 7.03.060 Failure to Comply

Pursuant to Utah Code Section 4-17-8, as amended from time to time, if the owner or person in possession of the property fails to take action to control or prevent the spread of noxious weeds within five working days after the property is declared a public nuisance Interlaken Town will give a copy of the notice of violation to Wasatch County for enforcement.

Widdison Well Services, Inc.

Office@WiddisonWS.com
www.WiddisonWS.com

WIDDISON WELL SERVICES

12645 S. MINUTEMAN DR BLDG B
DRAPER, UT 84020
OFFICE: 801-571-8509



INVOICE

BILL TO
INTERLAKEN MUT,UAL WATER CO.
INTERLAKEN TOWN
P.O. BOX 1256
MIDWAY, UT 84049

INVOICE 5620
DATE 01/09/2024
TERMS Net 30
DUE DATE 02/08/2024

JOB LOCATION Midway Utah
WELL NAME & NO. Well #1
PO/JOB NUMBER 1911

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services	30 HP / 460 Volt / 6" Hitachi Motor	1	4,486.00	4,486.00
Services	150S300-16 Grundfos Pump	1	7,164.00	7,164.00
SUBTOTAL				11,650.00
TAX				0.00
TOTAL				11,650.00
BALANCE DUE				\$11,650.00



Widdison Well Services, Inc.
12645 Minuteman Dr. Suite B
Draper, Utah 84020

Estimate Sheet

Date: 5/13/2024

	Customer:	Interlaken Water		
	Attention:	Brady		
	Email:	Interlaken.watermaster@gmail.com		
	Phone:	801-292-3807		
	Job Name:	Interlaken Well #1		
	Condition of Service:	Install Perm Pump to Waste Connection and Sample Tap		
#	Item	Description	Unit	Extension
1		Remove current fittings and replace with new fittings		\$ 810.00
		including a permanent Pump to Waste adapted for firehose		
		Includes new Brass Ball Valves and New Pressure Gauge		
2		Remove current Sample Tap - Replace with Stainless		\$ 145.00
		Steel sample tap and relocate it to be inline with flow and		
		up to state code.		
	Freight			N/A
	Tax			N/A
	Total Price:			\$ 955.00
	Shipment:			
	FOB:			

QUOTE GOOD FOR 4 WEEKS

Subject: RE: Pump to Waste and Sample Tap
Date: Wednesday, May 22, 2024 at 4:29:09 PM Mountain Daylight Time
From: Roger Woodhouse
To: interlaken.watermaster@gmail.com
CC: interlaken.clerk@gmail.com
Attachments: 20240522_180714006_iOS.heic, 20240522_184826263_iOS.heic, 20240522_180701554_iOS.heic

Update,

We pulled the pump and motor to surface. There were some holes in the drop pipe which would have been attributing to some of your loss of flow. The loss of flow was most likely a combination of the pump wearing out and the holes in the pipe. Attached are pictures.

All of the 3" pipe is galvanized. The water with that pipe may be causing some galvanic corrosion which has led to the premature failure. We need to replace 3 pieces at 21' long and 1 piece 12" long. With this corrosion I would recommend we run black pipe. Hopefully we get a longer life out of it.

A few other things that I would recommend we replace.

- There was a brass check valve that I would recommend replacing. We re-ran that valve when the pump and motor was replaced in 2016. So, it's a pretty old valve.
- There's not enough wire to make the splice and reach the panel. I recommend we add 30' of #8 wire. Then we can cut the motor leads down to 1-2' and have plenty of room to reach the electrical panel. A 2nd splice will still need to be made below the head.
- The electrical at the surface was tied together using wire nuts. I'd recommend we upgrade those to Pre-Insulated Lugs.

Below is a break down of the additional cost for the pipe, wire, check valve, etc... Let me know if you are alright proceeding with this. If so, we will pick them up in the morning and get the install done tomorrow.

<u>Description</u>	<u>Quantity</u>	<u>Price:</u>	<u>Total Price</u>
Pre-Insulated Lugs #14 AWG - #4 AWG	4	49	198
#8 Wire Per/ft	30	4	134
3" x 21' T&C Black Pipe	3	257	772
3' x 12" Sch. 80 Pipe	1	94	94
3" DI Check Valve	1	486	486
			<u>1,683</u>

Thanks,
Roger

From: Roger Woodhouse
Sent: Monday, May 13, 2024 11:39 AM
To: interlaken.watermaster@gmail.com
Cc: interlaken.clerk@gmail.com
Subject: Pump to Waste and Sample Tap

Hey Guys,

I've attached the quote to permanently install a pump to waste adapted for firehose.

In looking at the pictures I would recommend that we relocated the sample tap that's coming off that cross and put it directly in line with the flow on that nipple leading into your check valve. Typically, the state likes to see sample taps directly in line with the flow and not have to travel too far before the sample is taken. We would replace it with a Stainless-Steel Tap and the location would now meet state specs.

This quote also includes new brass ball valves and a new oil filled pressure gauge. The one in the picture looks to be broken.

Can you verify if those upper pieces are 1/2" and not 3/4"?

Thanks,

Roger Woodhouse | *General Manager*

Widdison Well Services

12645 Minuteman Dr. | Draper, Utah 84020

T 801-571-8509
M 801-205-0959
E Roger@widdisonws.com



**INTERLAKEN TOWN
WASATCH COUNTY, UTAH**

**CROSS CONNECTION CONTROL ORDINANCE
MAY 29, 2024**

The purpose of this ordinance is to protect the water supply of Interlaken Town from contamination or pollution from any cross connections (existing or potential); and to assure that approved backflow prevention assemblies are tested when put into service and at least on an annual basis thereafter. This ordinance is in compliance with Section R309.105.12 of the Utah Public Drinking Water Rules (UPDWR) and the Plumbing Code as adopted by the State of Utah.

The installation or maintenance of any unprotected cross connection which would endanger the water supply of the Interlaken Town Municipal Water System is prohibited. Any such cross connection now existing or hereafter installed is hereby declared unlawful and shall be immediately protected or eliminated.

The control or elimination of cross connections and the criteria for determining degree of hazard and prescribing appropriate levels of protection shall be in accordance with the Plumbing Code as adopted by the State of Utah and the UPDWR. Water service to any premise shall be contingent upon the customer providing appropriate cross connection control if determined necessary. Determinations and enforcement shall be the responsibility of the Interlaken Town Water Masters in conjunction with the Town Administrator and Town Engineer. Water service may be refused or terminated to any premises where an unprotected cross connection may allow contamination or pollutants to backflow into the public drinking water system.

Authorized employees and administrative staff of the Interlaken Town Municipal Water System with proper identification, shall have free access at reasonable hours of the day, to all areas of a premise or building to which drinking water is supplied for the purpose of conducting hazard assessment surveys. Water service may be refused or terminated, or maximum backflow protection may be required, to the premise where access to perform surveys is denied, where unprotected cross connections are located, or in the event that installed assemblies are not tested and maintained as required by State and local regulations.

Before any water service is terminated, a due process of notifying the customer and providing a reasonable time for compliance to be achieved will be observed according to the operating procedures of the Interlaken Town Municipal Water System. However, in the event of an actual backflow incident which endangers public health, water service may be terminated immediately and not be restored until the cross connection is either eliminated or adequately protected.

**INTERLAKEN TOWN
WASATCH COUNTY, UTAH**

**CROSS CONNECTION CONTROL ORDINANCE
MAY 29, 2024**

ORDINANCE NO. 10

AN ORDINANCE FOR THE CONTROL OF BACKFLOW AND CROSS
CONNECTIONS

WHEREAS, it is the desire of the Interlaken Town Council to provide clean, safe culinary water to its citizens and water customers; and

WHEREAS, unprotected cross connections, with the associated potential for backflow contamination of the culinary water system represents a danger to the health and safety of all users of the Interlaken Town Culinary Water System; and

WHEREAS, the adoption of this ordinance will be in the best interests of the citizens of Interlaken Town; and

NOW, THEREFORE, it is hereby ordained by the Town Council of Interlaken Town, Wasatch County, Utah, (the “Town Council”) as follows:

Adoption of the following Cross Connection Control Policy:

SECTION 1. CROSS CONNECTION CONTROL –GENERAL POLICY

1.1 Purpose of Ordinance:

1.1.1 To protect the Public drinking water supply of the Interlaken Town Municipal Water System from the possibility of contamination or pollution by requiring compliance with the Utah State Rules for Public Drinking Water Systems and the Plumbing Code as adopted by the State of Utah, that require a cross connection control protection of all public drinking water systems in the State of Utah. Compliance with these minimum safety codes will be considered reasonable diligence for the prevention of contaminants or pollutants which could backflow into the public drinking water system; and,

1.1.2 To promote the reasonable elimination or control of cross connection in the plumbing fixtures and industrial piping system(s) of the consumer, as required by the state and plumbing regulations to assure water system safety; and,

1.1.3 To provide for the administration of a continuing program of backflow prevention which will systematically examine risk and effectively prevent the contamination or pollution of the drinking water system.

1.2 Responsibility: Drinking Water Purveyor

1.2.1 The Interlaken Town Municipal Water System shall be responsible for the protection of the drinking water distribution system from the foreseeable condition leading to the possible contamination or pollution of the drinking water system due to the backflow of contaminants or pollutants into the drinking water supply.

1.2.2 Drinking water system surveys/inspections of the consumer's water distribution system(s) shall be conducted or caused to be conducted by individuals deemed qualified by and representing the Interlaken Town Municipal Water System. Survey records shall indicate compliance with the State of Utah Regulations. All such records will be maintained by the Interlaken Town Municipal Water System.

1.2.3 The Interlaken Town Municipal Water System shall schedule and notify in writing, all consumers of the need for the periodic system survey to ensure compliance with existing applicable minimum health and safety standards.

1.2.4 Selection of an approved backflow prevention assembly for containment control required at the service entrance shall be determined from the results of the system survey.

1.3 Responsibility: Consumer

1.3.1 To comply with this ordinance as a term and condition of water supply and consumer's acceptance of service is admittance of his/her awareness of his/her responsibilities as a water system user.

1.3.2 It shall be the responsibility of the consumer to purchase, install, and arrange testing and maintenance of any backflow prevention device/assembly required to comply with this ordinance. Failure to comply with this ordinance shall constitute grounds for discontinuation of service.

1.4 Responsibility: Plumbing Official

1.4.1 The plumbing official's responsibility to enforce the applicable sections of the plumbing code begins at the point of service (downstream or consumer side of the meter) and continues throughout the length of the consumer's water system.

1.4.2 The plumbing official will review all plans to ensure that unprotected cross connections are not an integral part of the consumer's water system. If a cross connection cannot be eliminated, it must be protected by the installation of an air gap or an approved backflow prevention device/assembly, in accordance with the Plumbing Code as adopted by the State of Utah.

1.5 Responsibility: Certified Backflow Technician, Surveyor, or Repair Person

1.5.1 Whether employed by the consumer or a utility to survey, test, repair, or maintain backflow prevention assemblies the Certified Backflow Technician, Surveyor, or Repair Person will have the following responsibilities:

- a.** Ensuring that acceptable testing equipment and procedures are used for testing, repairing or

overhauling backflow prevention assemblies.

- b. Make reports of such testing and/or repairs to the consumer and the water purveyor on form approved for such use by the water purveyor within time frames as described by the Division of Drinking Water.
- c. Include the list of materials or replacement parts being used in the reports.
- d. Ensuring that replacement parts are equal in quality to parts originally supplied by the manufacturer of the assembly being repaired.
- e. Not changing the design, material or operational characteristics of the assembly during testing, repair or maintenance.
- f. Performing all tests of the mechanical devices/assemblies and shall be responsible for the competence and accuracy of all tests and reports.
- g. Insuring that his/her license is current, the testing equipment being used is acceptable to the State of Utah and is in proper operating condition.
- h. Being equipped with, and competent to use, all necessary tools, gauges, test tags, and other equipment necessary to properly test, and maintain backflow prevention assemblies.
- i. Tagging each double check valve, pressure vacuum breaker, reduced pressure backflow assembly and high hazard air gap, showing the serial number date tested and by whom. The certified technician's license number must also be on the tag.

1.5.2 Responsibility: Repair of backflow assemblies

In the case of a consumer requiring an assembly to be tested, any currently Certified Backflow Technician is authorized to make the test and report the results to the consumer and the water purveyor. Any installation repair or relocation shall be done with individuals having appropriate licensure from the department of licensing.

SECTION 2. DEFINITIONS

2.1 Water Purveyor: The person designated to be in charge of the Water Department of the Interlaken Town Municipal Water System, is invested with the authority and responsibility for the implementation of an effective cross connection control program and for the enforcement of the provisions of this ordinance.

2.2 Approved Backflow Assembly: An assembly accepted by the Utah State Department of Environmental Quality, Division of Drinking Water, as meeting an applicable specification or as suitable for the proposed use.

2.3 Auxiliary Water Supply: Any water supply on or available to the premises other than the purveyor's public water supply will be considered as an auxiliary water supply. These auxiliary waters

may include water from another purveyor's public potable water supply or any natural source(s) such as a well, spring, river, stream, etc., or "used waters" or "industrial fluids". These waters may be contaminated or polluted or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have authority for sanitary control.

2.4 Backflow: The reversal of the normal flow of water caused by either back-pressure or back siphonage.

2.5 Back-Pressure: The flow of water or other liquids, mixtures, or substances from a region of high pressure to a region of lower pressure into the water distribution pipes of a potable water supply system from any source(s) other than the intended source.

2.6 Back-Siphonage: The flow of water or other liquids, mixtures, or substances under vacuum conditions into the distribution pipes of a potable water supply system from any source(s) other than the intended source, caused by the reduction of pressure in the potable water system.

2.7 Backflow Prevention Assembly: An assembly or means designed to prevent backflow. Specifications for backflow prevention assemblies are contained within the Plumbing Code as adopted by the State of Utah and in the Cross Connection Control Program for Utah maintained by the Division of Drinking Water.

2.8 Cross Connection: Any physical connection or arrangement of piping or fixtures which **may** allow non-potable water or industrial fluids or other material of questionable quality to come into contact with potable water inside a water distribution system. This would include temporary conditions, such as swing connections, removable sections, four way plug valves, spools, dummy sections of pipe, swivel or change-over devices or sliding multiport tubes or other plumbing arrangements.

2.9 Contamination: Means a degradation of the quality of the potable water supply by sewage industrial fluids or waste liquids, compounds or other materials that may create a health hazard.

2.10 Cross Connection-Controlled: A connection between a potable water system and a non-potable water system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

2.11 Cross Connection-Containment: The installation of an approved backflow assembly at the water service connection to any customer's premises where it is physically and economically infeasible to find permanently eliminate or control all actual or potential cross connection within the customer's water distribution system; or, it shall mean the installation of an approved backflow prevention assembly on the service line leading to and supply a portion of a customer's water distribution system; or, it shall mean the installation of a portion of a customer's water system where there are actual or potential cross connections which cannot be effectively eliminated or controlled at the point of the cross connection (isolation).

SECTION 3. REQUIREMENTS

3.1 Policy:

3.1.1 No water service connection to any premises shall be installed or maintained by the Water Purveyor unless the water supply is protected as required by State laws, regulations, codes, and this ordinance shall be discontinued by the water purveyor after due process of written notifications of violation and an appropriate time suspense for voluntary compliance, if:

- a.** A backflow prevention assembly required by this ordinance for the control of backflow and cross connections is not installed, tested, and maintained, or
- b.** If it is found that a backflow prevention assembly has been removed or by-passed, or
- c.** If an unprotected cross connection exists on the premises, or
- d.** If the periodic system survey has not been conducted.
- e.** Service will not be restored until such conditions or defects are corrected.

3.1.2 The customer's system(s) shall be open for inspection at all reasonable times to authorized representatives of the water purveyor to determine whether cross connections or other structural or sanitary hazards, including violation of this ordinance exist and to audit the results of the required survey (R309.105.12 of the Utah Administrative Code).

3.1.3 Whenever the public water purveyor deems a service connection's water usage contributes a sufficient hazard to the water supply, and approved backflow prevention assembly shall be installed on the service line of the identified consumer's water system, at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line.

3.1.4 The type of protective assembly required under subsection 3.1.3, shall depend upon the degree of hazard which exists at the point of cross connection (whether direct or indirect), applicable to local and state requirements or resulting from the required survey.

3.1.5 All presently installed backflow prevention assemblies which do not meet the requirements of this section but were approved assemblies for the purposes described herein at the time of installation and which have been properly maintained, shall, except for the inspection and maintenance requirements under subsection 3.1.6, be excluded from the requirements of these rules so long as the water purveyor is assured that they will satisfactorily protect the public water system. Whenever the existing is moved from the present location or requires more than minimum maintenance or when the water purveyor finds that the operation or of this assembly constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting all local and state requirements.

3.1.6 It shall be the responsibility of the consumer at any premises where backflow prevention assemblies are installed to have certified surveys; inspections, and operational tests made at least once per year at the consumer's expense. In those instances where the Public Water Purveyor deems the hazard to

be great, he may require certified surveys/inspections and tests at a more frequent interval. It shall be the duty of the purveyor to see that these tests are made according to the standards set forth by the State Department of Environmental Quality, Division of Drinking Water.

3.1.7 All backflow prevention assemblies shall be tested within ten (10) working days of installation.

3.1.8 No backflow prevention assemblies shall be installed so as to create a safety hazard. (Example: Installed over an electrical panel, steam pipes, boilers, or above ceiling level).

3.2 Violation of this Policy:

If violation of this ordinance exists if there has not been any corrective action taken by the consumer within ten (10) days of the written notification of the deficiencies noted within the survey or test results, then the water purveyor shall deny or immediately discontinue service to the premises by providing a physical break in the service line until the customer has corrected the condition(s) in conformance with all State and local regulations and statutes relating to plumbing, safe drinking water suppliers, and this ordinance.

The foregoing Cross Connection Control ordinance was passed and approved by the Interlaken Town Municipal Water System of Interlaken Town, Wasatch County, Utah on the _____ day of _____, 20____ .

Approver:

(Gregory Harrigan, Interlaken Town Mayor

ATTEST:

Bartlett Smith, Interlaken Town Clerk and Administrator

(SEAL)

Form Name:	Water System Request Form for Contractor Assistance
Submission Time:	April 16, 2024 11:59 am
Browser:	Chrome 123.0.0.0 / OS X
IP Address:	107.191.3.8
Unique ID:	1215709089
Location:	

Water System Request Form for Contractor Assistance

I. Introduction

II. Applicant Information

System Name	Interlaken Town Municipal Water System
Date	Apr 16, 2024
PWS ID	UTAH26055
Address	PO Box 1256 Midway, UT 84049
Phone	(435) 565-3812
Email	interlakenclerk@gmail.com
Name of Presiding Official or Contact Personnel	Bart Smith
Address	PO Box 1256 Box 1048 Midway, UT 84049
Phone	(435) 565-3812
Email	interlakenclerk@gmail.com

III. System Background

Total Population Served	0
Approximate Number of Service Connections	148
Approximate % of Service Lines installed prior to April 1989*	50 - 75%
Number of Schools and Licensed Childcare Facilities Served	0
Approximate Number of Lead Service Lines	0

Number of Lead 90th Percentile Action Level Exceedances in the past 10 years none

My water system has the following records available:

As-Built Maps = Both
Plumbing Standards = Both
Building Standards = Both
Materials Evaluation = None
Inspection Reports = None
O&M Records = None
Building Construction Dates = Electronic

What GIS software platform are you currently using? None

IV. Summary

Does the system have any confirmed Lead Service Lines at this time? No

Has the public water system applied to the Expedited Approval Funding application? No

Describe what efforts the water system has made thus far towards creating the service line inventory or replacement plan.

The town contracted with 120 Water and sent out postcard surveys to the 82 homeowners whose homes were built prior to 1989. We have received 30 responses to date. Of those 30 responses, 26 have reported their lines do not contain lead. The remaining 4 have requested the town assist in inspecting their lines.

Signature



Tuesday, April 16, 2024 at 12:00:20 Mountain Daylight Time

Subject: Water System Request Form for Contractor Assistance
Date: Tuesday, April 16, 2024 at 11:59:06 AM Mountain Daylight Time
From: Rebekah Brown
To: interlakenclerk@gmail.com
Attachments: WaterSystemRequestFormforContractorAssistance_Submission_1215709089.pdf

Dear Applicant,

Thank you for submitting the Water System Request Form for Contractor Assistance for Service Line Inventories and Lead Service Line Replacement Plan Development. Your submission has been received and is under review by the Division of Drinking Water Team.

Assistance is limited by available funding and the time constraint of the LCRR compliance date of October 16, 2024. It is the goal of the Division and Sunrise Engineering to strive to assist as many water systems as possible within these constraints. Applications will be accepted on a rolling basis. The Division of Drinking Water will review applications and make final decisions with regard to priority.

WORK ORDER 24-01

TOWN OF INTERLAKEN

2024 Road Improvements

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the town of Interlaken and Ardurra Group Inc., dated November 11, 2019

SCOPE OF WORK

TASK UNDERSTANDING

The Town would like to remove and repave sections of Interlocken Drive from approximately Saddle drive to Luzern Rd, and St. Moritz Road from Interlocken drive to Jungfrau Road. In addition to the resurfacing, it is anticipated the work will include some shoulder repair and minor drainage improvements along St. Moritz. It is anticipated the road work will entail paving a total of 3200 feet of roadway. Understanding the Town has limited budget this scope of work is intended to provide the town with basic information to provide uniform bids and provide a quality product to the town. Ardurra will not be providing engineered plans as part of this scope.

SCOPE OF WORK

1. Specifications, details, and overall exhibit
 - i. Using publicly available ariel photography Ardurra will produce an overall exhibit (plan) showing the areas to be restored along with key features including waterways, and tie-in points.
 - ii. Using Midway City standards Ardurra will attach typical construction details to a plan set to document the proper roadway cross section, valve & manhole raising practices, water ways etc.
2. Specifications Ardurra will prepare detailed bidding, contract and construction specifications for the project including a detailed measurement and payment using standard Midway specifications. As such the timing of this delivery will be approximately 2 weeks after our current project for Midway is complete.
3. Ardurra will provide 90% package for the towns review prior to providing 100% documents.

Excluded Items

1. Bidding support & award recommendation
2. Right of way research or acquisition
3. Stormwater analysis or design
4. Geotechnical investigations
5. Topographic survey
6. Stamped engineered plans
7. Construction management
8. Any service not expressly noted above

SCHEDULE

Project kick off	May 27 th 2024
Site Visit	June 3 rd 2024
90% documents delivered	July 8 th , 2024 *contingent on Midway Project schedule
100% document delivery	July 15 th , 2024 *contingent on Midway Project schedule

FEES

Fees for services provided under this Work Order will be determined and billed as follows:

Time and Materials basis using the attached rate schedule not to exceed \$4,500.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 24-00 to the AGREEMENT the day and year first above written.

**Accepted with start point at town boundary near Edelweiss Ln.
and road name change to Interlaken Dr.**

FOR: Town of Interlaken <i>Bartlett K. Smith</i>	FOR: Ardurra
By: Bart Smith	By: <u>G. Ryan Taylor, PE</u>
Title: Interlaken Town Administrator	Title: <u>Client Service Manager</u>
Date: May 20, 2024	Date: _____



EXHIBIT "A"
FUNCTIONAL FEE SCHEDULE
PROFESSIONAL SERVICES
Effective January 1, 2024

I. PERSONNEL	
Regional Manager/Director	\$250.00 - \$390.00 /hour
Project Manager	\$150.00 - \$330.00 /hour
Project Engineer	\$150.00 - \$240.00 /hour
Staff Engineer	\$110.00 - \$204.00 /hour
Environmental Specialist	\$115.00 - \$228.00 /hour
Aviation Planner	\$150.00 - \$330.00 /hour
Construction Manager	\$115.00 - \$204.00 /hour
GIS Specialist	\$115.00 - \$162.00 /hour
Inspector/Technician	\$85.00 - \$192.00 /hour
Information Technology	\$120.00 - \$150.00 /hour
Administrative	\$70.00 - \$180.00 /hour
II. LANDSCAPE ARCHITECT	
Landscape Architect	\$120.00 - \$168.00 /hour
III. SURVEYING	
Survey Manager	\$180.00 - \$270.00 /hour
Project Surveyor	\$180.00 - \$228.00 /hour
Survey Technician	\$80.00 - \$186.00 /hour
IV. SURVEY EQUIPMENT	
Aquatic Survey Vessel	\$200.00 /hour
GPS or Robotic Survey Equipment	\$75.00 /hour
Conventional Survey Equipment	\$25.00 /hour
GIS Data Logger	\$15.00 /hour
UAV Flight Charge	\$75.00 /flight
LiDAR System	\$800.00 /hour
Drill and Generator	\$80.00 /day
V. COMPUTER SOFTWARE	
Property Database Research	\$50.00 /hour
Traffic Modeling Software	\$36.00 /hour
CADD and Other Technical Software	\$10.00 /hour
SMS Software	\$25.00 /hour
VI. REPRODUCTION	
In-House Reproduction	Hourly Labor Rates Apply
Outside Reproduction	Actual Cost + 10%
VII. MILEAGE	
Vehicle	0.67 - 0.75 /mile
ATV Vehicle	\$20.00 /hour
VIII. OTHER DIRECT CHARGES	
Direct costs for material or services incurred for the project	Actual Cost + 10%

- Notes: 1. When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.
2. When employees perform work that requires litigation or as a professional witness, the billing rate for that work will be increased to 200% of the rate established above.
3. This fee schedule is subject to periodic adjustment.

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Subject: Interlaken Road Project - today's meeting summary
Date: Thursday, May 23, 2024 at 5:12:57 PM Mountain Daylight Time
From: Interlaken Clerk
To: Interlaken Mayor, Lot 168A_Miller, Ryan Taylor, Lot 013B_Krause

Hi all-

Just of summary of what I “thought” we got from our meeting today. Please let me know if I missed something.

Lower Interlaken Dr. Start Point

We inspected Lower Interlaken Drive and considered options on where to start our replacement. The consensus seemed to be we'd start at the Reserves entrance and replace the major section of alligator cracked surface on the east side of the road surface by the Reserves entrance, replacing the full width of the road. Alternatively, we may just replace ½ of that road section (eastern half), or even consider starting closer to Edelweiss. Greg will reach out to Watts to get his feedback on the start point.

St. Moritz Section – Drainage Issue

After much deliberation, the consensus was that we would preserve the full St. Moritz road width while adding a crown to the entire road section to encourage drainage to both sides of the road. The asphalt “gutter” on the west side would go away.

St. Moritz-Jungfrau Junction

There are 2 water line valves located in this junction (8” and 12”) which we are considering digging out, possibly replacing, and possibly adding monitoring. I'm waiting to hear back from the water masters on that one. We want to extend our replacement area to cover this junction.

Luzern Rd. – Interlaken Drive Junction

There is a 2” water valve located in this junction – again, waiting on feedback from water masters as to whether we dig it out, replace, add monitoring. We want to extend our replacement to this junction as well.

Cobbling – Shoulder Work

We will limit our bidding for road replacement to just that. We'll keep shoulder work separate, possibly having Derek Becker take care of that. This would include the north-south section of Luzern Rd below Interlaken Dr. as well as a section of Eiger Pt. and Big Matterhorn Way and possibly St. Moritz.

Additional Patching

There are a few patches scattered about town that we'll most likely have Asphalt Preservation replace.

Moving Forward

Ryan will continue working on the contract and specs for us. When that's ready we'll pursue bids on our own. Looks like we have a few contractors that are interested.

Thanks all for getting this thing going,
Bart Smith
Interlaken Town Administrator
(435) 565-3812

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
1	General Fund (checking)			
3	General Fund Revenue			
5	Annual Wasatch County Tax Assessment	\$122,906	\$187,000	\$190,000
8	1% State Sales Tax (estimate)	\$31,629	\$32,000	\$32,000
10	Interest Income	\$234	\$30	\$200
13	B&C Road Tax (estimate)	\$20,503	\$22,000	\$30,000
15a	Federal Grant Revenue	\$0	\$0	\$0
15b	State and Local Grant Revenue	\$0	\$0	\$0
15c	Miscellaneous Revenue	\$0	\$0	\$0
15d	Fines for municipal code violations	\$0	\$0	\$1,000
16	Total General Fund Revenue:	\$175,272	\$241,030	\$253,200
18	Transfers into General Fund			
19	Transfer from Building Fund (Application Fees for admin costs)	\$0	\$1,800	\$2,463
20	Transfer from Water Revenue Fund for Share of Admin. Expenses	\$0	\$45,000	\$65,000
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$0
23	Transfers out of General Fund			
26	Transfers into Transportation Reserve Fund			
28	Transfer of B&C Road Tax to Transportation Reserve Fund	\$0	(\$22,000)	(\$30,000)
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$35,000)	\$0
31	Total Net General Fund Transfers:	\$0	(\$10,200)	\$37,463
35	General Fund Expenses			
36	Administrative Expenses			
37	Commission, Committee, Council Mtg Expenses	\$0	(\$1,000)	\$0
38	Town Administrator & Clerk	(\$30,966)	(\$55,000)	(\$87,000)
39	Association Memberships	(\$921)	(\$1,000)	(\$1,000)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$487)	(\$1,500)	(\$2,000)
40a	Town Council Equipment & Supplies	(\$197)	(\$500)	(\$1,300)
41	Meeting Advertising	\$0	(\$200)	(\$200)
42	Bookkeeping, Accounting & CPA fees	(\$12,866)	(\$13,000)	(\$18,000)
43	Bank Charges, Checks	\$0	\$0	\$0
44	Town Attorney	(\$3,663)	(\$10,000)	(\$6,000)
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$3,265)	(\$5,000)	(\$2,500)
45b	Municipal Election Balloting & Noticing, Advertisements	(\$30)	(\$200)	(\$200)
46	Misc. Admin. Expenses	(\$253)	(\$500)	(\$500)
47	Insurance	(\$5,420)	(\$5,000)	(\$5,000)
48	Office Supplies (postage + supplies)	(\$1,446)	(\$1,500)	(\$1,500)
51	Additional Consulting Fees	\$0	(\$2,000)	(\$2,000)
51a	Federal IRS Taxes	(\$5,347)	(\$5,500)	(\$5,500)
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	(\$133)	(\$10,500)	(\$500)
51d				
52	Total Administrative Expenses:	(\$65,474)	(\$112,400)	(\$133,200)
54	Annual Road Maintenance and Repair Expenses from General Fund			

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
55	Annual Road Repair & Maintenance	(\$5,907)	(\$60,000)	(\$41,000)
56	Additional Contract Services - Recycling	(\$2,925)	(\$3,000)	(\$3,000)
56a	Road Signage	(\$5,861)	(\$2,000)	(\$100)
57	Contract Service (Snow Removal)	(\$50,000)	(\$60,000)	(\$55,000)
58	Supplies - Salt, Sand, etc	(\$5,835)	(\$6,000)	(\$3,224)
58a	Annual Fire Mitigation Expenses			
58b	Brush Removal and other Wildfire Mitigation	(\$16,112)	(\$12,000)	(\$30,000)
59	Annual General Fund Capital Expenses			
59a	Capital Equipment Investment		(\$25,000)	(\$5,000)
60	Capital Investment in Roads	\$0		\$0
60a	DPW Expenses			
60b	DPW Site Construction - Capital Investment	(\$5,100)	(\$2,000)	(\$2,000)
60c	Annual DPW Site Maintenance Expenses	(\$65)	(\$500)	(\$500)
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expenses:	(\$91,805)	(\$170,500)	(\$139,824)
62				
65	Total General Fund Expenses:	(\$157,280)	(\$282,900)	(\$273,024)
66				
67	Increase/Decrease in General Fund Balance	\$17,993	(\$52,070)	\$17,639
68				
70	Transportation Reserve Fund (savings)			
71				
72	Transportation Reserve Fund Revenue			
73	Estimated Interest	\$397	\$100	\$1,500
73a	Revenue From RMA Agreement	\$0	\$0	\$0
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	\$0
74	Total Transportation Reserve Fund Revenue:	\$397	\$100	\$1,500
75				
76	Transfers into Transportation Reserve Fund			
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$0	\$22,000	\$30,000
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$35,000	\$0
80	Transfer from Building Fund of Road Impact Fee	\$0	\$7,500	\$42,753
81				
82	Transfers out of Transportation Reserve Fund			
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	\$0
84	Total Net Transportation Reserve Fund Transfers:	\$0	\$64,500	\$72,753
85				
86	Incr/Decr in Transportation Reserve Fund Balance	\$397	\$64,600	\$74,253
87				
88	Water Revenue Fund (checking)			
89				
90	Water Revenue Fund Revenue			
92	Annual Water Utility Base Usage Fee	\$170,610	\$173,000	\$173,000
93	Interest Income	\$161	\$22	\$300
95	Charge for Services: Metered Water (overages)	\$28,792	\$4,000	\$7,891
95a				
95b	Water Billing Late Fees and Additional Administrative Fees	\$550	\$100	\$850
95c	New Owner Transfer Fees	\$150	\$300	\$750
95d	Misc. Water Revenue	\$183		
95e				

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
96	Total Water Revenue Fund Revenue:	\$200,446	\$177,422	\$182,791
98	Transfers into Water Revenue Fund			
100	Transfer from Building Fund (Water Connect Fees)	\$0	\$1,000	\$1,000
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$82,533	\$82,707
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$0	\$0
104	Transfers out of Water Revenue Fund			
105	Transfer to Water System Reserve Capital Fund	\$0	(\$78,275)	(\$78,275)
106				
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	\$0	\$0	\$0
108				
109	Transfer to General Fund for Share of Administrative expenses	\$0	(\$45,000)	(\$65,000)
110	Total Net Water Revenue Fund Transfers:	\$78,275	(\$39,742)	(\$59,568)
111a	Water Revenue Fund - continued			
112	Water Revenue Fund Expenses			
113	Bond Payment			
114	Water Bond Payment, due annually in January	(\$77,691)	(\$78,275)	(\$75,773)
115	Operating Expenses			
116	Payroll - Water Masters	(\$18,919)	(\$26,400)	(\$22,200)
117	Meter Repair/Replacement, Water System Equipment, Supplies	\$0		
118	Chemicals & Monitoring	(\$1,991)	(\$800)	(\$500)
119	Telemetry System Operating Costs	(\$1,223)	(\$2,700)	(\$2,700)
120	Water Share Fee, Education, etc.	(\$40)	(\$450)	(\$450)
121	Gas Heat	(\$1,242)	(\$1,200)	(\$300)
122	Electricity	(\$7,223)	(\$7,000)	(\$8,000)
123	Payroll Taxes - Water Masters	(\$3,487)	(\$4,000)	(\$4,000)
123a	Workman's Comp Insurance for Water Masters	(\$78)	(\$1,200)	(\$1,200)
123b	Misc. Water Expenses	(\$12,012)	(\$1,500)	(\$2,500)
123c		\$0		
123d		\$0		
123e	Capital Investment in Water System			
123f	Purchase of Generator and Installation	(\$28,500)	\$0	\$0
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$11,035)	(\$40,000)	(\$48,000)
123h	Capital Equipment Investment - Water System			(\$5,000)
124	Repair and Maintenance			
125	Additional Water System Contract Services	(\$5,500)	(\$4,000)	(\$1,500)
126	Annual Generator Maintenance	(\$940)	\$0	(\$7,000)
126a	General Water System Maintenance & Repair	(\$5,817)	(\$5,000)	(\$15,000)
127	Total Water Revenue Expenses:	(\$175,699)	(\$172,525)	(\$194,123)
129	Increase/Decrease in Water Revenue Fund Balance	\$103,023	(\$34,845)	(\$70,900)
131	Water Bond Sinking Fund (money market)			
133	Water Bond Sinking Fund Revenue			

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
134	Estimated Interest	\$358	\$50	\$190
135	Total Water Bond Sinking Fund Revenue:	\$358	\$50	\$190
137	Transfers into Water Bond Sinking Fund			
138	Transfer from Water Revenue Fund	\$0	\$0	\$0
140	Transfers out of Water Bond Sinking Fund			
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,275)	(\$82,533)	(\$82,707)
141a	<i>Transfer to Water Reserve Fund to close out account</i>			
142	Total Net Water Bond Sinking Fund Transfers:	(\$78,275)	(\$82,533)	(\$82,707)
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	(\$77,917)	(\$82,483)	(\$82,517)
146	Water Reserve Fund (savings)			
148	Water Reserve Fund Revenue			
149	Interest Income	\$713	\$80	\$1,300
150	Revenue from Federal & State Water System Grants	\$0	\$0	\$0
151	Total Water Reserve Fund Revenue:	\$713	\$80	\$1,300
153	Transfers into Water Reserve Fund			
154	Trfr from Water Revenue Fund to Capital Reserves	\$0	\$78,275	\$78,275
154a	Trfr from Water Bond Fund to Capital Reserves	\$0		
160	Transfers out of Water Reserve Fund			
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	\$0	\$0
162	Total Net Water Reserve Fund Transfers:	\$0	\$78,275	\$78,275
164	Increase/Decrease in Water Reserve Fund Balance	\$713	\$78,355	\$79,575
166	Building Fund (checking)			
168	Building Fund Revenue			
168a	Interest Income	\$124	\$20	\$200
169	Building Permit Application Fees	\$3,800	\$1,800	\$1,800
170	Water Connect Fees	\$500	\$1,000	\$1,000
171	Road Impact Fees	\$17,250	\$7,500	\$7,000
172	Damage Deposits - Refundable	\$25,500	\$7,500	\$15,500
173	Completion Deposits - Refundable	\$14,500	\$4,500	\$6,000
173a	Plan Review & Inspections (Town Engineer)	\$17,286	\$15,000	\$21,000
173b	Variance Application Fees	\$0	\$240	\$0
174	Total Building Fund Revenue:	\$78,960	\$37,560	\$52,500
176	Transfers into Building Fund			
177	Transfer from General Fund - Special Engineering Projects	\$0	\$0	\$0
179	Transfers out of Building Fund			
180	Transfer to General Fund - Building Permit Application Fees	\$0	(\$1,800)	(\$2,463)
181	Transfer to Water Revenue Fund - Water Connect Fees	\$0	(\$1,000)	(\$1,000)
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$0	(\$7,500)	(\$42,753)
183	Total Net Building Fund Transfers:	\$0	(\$10,300)	(\$46,216)

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
185	Building Fund Expenses			
187	Refunds of Damage Deposits	(\$500)	(\$5,000)	(\$15,000)
188	Refunds of Completion Deposits	(\$400)	(\$3,000)	(\$10,000)
188a	Plan Review & Inspections (Town Engineer)	(\$10,911)	(\$12,000)	(\$12,000)
188b	Additional Contractual Services (Town Engineer)	(\$845)	\$0	\$0
188c	Plan Review by Planning Commission	\$0	(\$450)	\$0
189	Total Building Fund Expenses:	(\$12,656)	(\$20,450)	(\$37,000)
191	Increase/Decrease in Building Fund Balance	\$66,305	\$6,810	(\$30,716)

194

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2024 Amended Budget TC Meeting 5-29-24	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
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Fiscal Year Net Increase/Decrease for all Funds			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
General Fund (checking)	\$17,993	(\$52,070)	\$17,639
Transportation Reserve Fund (savings)	\$397	\$64,600	\$74,253
Water Revenue Fund (checking)	\$103,023	(\$34,845)	(\$70,900)
Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,483)	(\$82,517)
Water Reserve Fund (savings)	\$713	\$78,355	\$79,575
Building Fund (checking)	\$66,305	\$6,810	(\$30,716)
Total Fiscal Year Increase/Decrease	\$110,513	(\$19,633)	(\$12,666)
Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
Budget Category	Actual	Adopted	Adopted
Revenues	\$456,147	\$456,242	\$491,481
Net Transfers between funds	\$0	\$0	\$0
Expenses	(\$345,634)	(\$475,875)	(\$504,147)
Ending Increase/Decrease	\$110,513	(\$19,633)	(\$12,666)
Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2024 Budget 7/1/23-6/30/24 - Amended 5/29/24
	Actual	Adopted	Adopted
General Fund (checking) *2681	\$ 161,468	\$ 109,398	\$ 179,107
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 297,877	\$ 307,530
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 168,164	\$ 132,109
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ 33	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 238,504	\$ 239,724
Building Fund (checking) *1678	\$ 114,990	\$ 121,800	\$ 84,274
Total of Ending Balances	\$ 955,408	\$ 935,775	\$ 942,743

Subject: FY2025 Budget Line - Town Administrator
Date: Tuesday, May 14, 2024 at 11:04:37 AM Mountain Daylight Time
From: Interlaken Clerk
To: Interlaken Mayor, Sue Onan, Erin Merryweather, Timm Dixon, Jill Jacobson
Priority: High
Attachments: FY2025 Interlaken Town Tentative Budget Public.pdf

Hi All-

I've been reviewing numbers for the Town Clerk & Webmaster line item 38 expense (me). In the tentative budget we have \$85,000 budgeted. After reviewing the things on my plate, I'm concerned this number will be inadequate for FY2025. I've listed the things that I plan to focus on in FY2025 below. I'll let you decide if you want me to continue to pursue these things, or drop some of them moving forward.

If I continue to work at the pace I am currently, I'd expect my total for FY2025 to be closer to \$140,000 – that includes an hourly increase from \$105/ hr to \$116/hr starting 1/1/2025. Here are some of my areas of focus. Keep in mind these are in addition to regular communications with residents, contractors, the council and planning commission, as well as the state-mandated town clerk responsibilities.

- Lead survey – compliance with State & EPA new regulations
- Cross Connection Control Program – compliance with State regulations
- Water System Improvements – continuing completion of meter upgrades, maintenance of customer database, pumphouse repairs
- Road Improvements – working with contractors to complete capital improvements scheduled for FY2025
- Code Revisions – revising existing code and codifying new titles
- Fine Schedules and Ordinances – updating code to support fines
- Wasatch County Sheriff Agreement – complete negotiations with the sheriff for additional code enforcement
- Road Maintenance Agreements – compile invoices and submit for reimbursement
- Verkada Security System – monitor and response to security situations
- Call Multiplier Emergency Response – update contacts and monitor responses
- State Reporting – increased reporting requirements
- FlexNet – Sensus Analytics System – monitoring and responding to alerts
- Development of Policies and Procedures Manual – complete this manual regarding administrative, financial, and operational procedures
- Development of Tools and Instructions – continue this process for supplying tools and documentation for future administrators and employees

These are all things that go beyond the state requirements for a town clerk. I tend to work on them as they come up (eg our water rights and tank easement) or if I see a demand.

I don't consider anything I do to be superfluous, and I respect the council's trust and support for the things I do. You give me a free hand, and I appreciate that.

I've been working on filling the gaps in my administrative role to complete many of the tasks I listed above before my departure. At some point I'll move on and "retire" – maybe continue in a lesser role. In that future scenario I think my position could be covered by possibly 2 or 3 people:

- Town Clerk/Administrator – basically manage the town, overseeing the budget, setting agenda and taking minutes for council meetings, clerk responsibilities, supervise accounting activities, state reporting, enforcement, communications with outside parties and lot owners, a presence in town both physically, as well as via email and phone
- Public Works/Roads Supervisor – monitor roads, water, FlexNet, Verkada, DPW site, pumphouse, fire mitigation – reports to the administrator, works with outside contractors, the water masters, superdave, Brother B., etc. – reports to the administrator
- Tech person – administer the website, provide tech support, especially in Excel, to complete required state reporting, customer database, etc. -reports to the administrator

Let me know your thoughts regarding the town admin budget. I wanted to bring it up now prior to the hearing so it's not a surprise.

Thanks for your support,
Bart Smith
Interlaken Town Administrator
(435) 565-3812

FY2025 Tentative Budget passed at 5/7/24 council meeting with
Budgeted FY2024 Revenue & Expenses
End of year balances.

Fiscal Year Net Increase/Decrease for all Funds			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
General Fund (checking)	\$17,993	(\$52,070)	(\$59,070)
Transportation Reserve Fund (savings)	\$397	\$64,600	(\$31,200)
Water Revenue Fund (checking)	\$103,023	(\$34,845)	(\$49,900)
Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,483)	\$0
Water Reserve Fund (savings)	\$713	\$78,355	\$60,800
Building Fund (checking)	\$66,305	\$6,810	\$13,390
Total Fiscal Year Increase/Decrease	\$110,513	(\$19,633)	(\$65,980)
Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
Budget Category	Actual	Adopted	Draft
Revenues	\$456,147	\$456,242	\$492,870
Net Transfers between funds	\$0	\$0	\$0
Expenses	(\$345,634)	(\$475,875)	(\$558,850)
Ending Increase/Decrease	\$110,513	(\$19,633)	(\$65,980)
Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
	Actual	Adopted	Draft
General Fund (checking) *2681	\$ 161,468	\$ 109,398	\$ 50,328
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 297,877	\$ 266,677
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 168,164	\$ 118,264
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 238,504	\$ 299,304
Building Fund (checking) *1678	\$ 114,990	\$ 121,800	\$ 135,190
Total of Ending Balances	\$ 955,408	\$ 935,742	\$ 869,762

FY2025 Revised Budget with
Estimated (Actual) FY2024 Revenue & Expenses
and increased Town Administrator budget item from \$85K to \$140K.
End of year balances.

Fiscal Year Net Increase/Decrease for all Funds			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24 - Estimated	FY2025 Budget Tentative 5/7/24
General Fund (checking)	\$17,993	\$22,639	(\$114,070)
Transportation Reserve Fund (savings)	\$397	\$73,253	(\$31,200)
Water Revenue Fund (checking)	\$103,023	(\$65,900)	(\$49,900)
Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,517)	\$0
Water Reserve Fund (savings)	\$713	\$79,575	\$60,800
Building Fund (checking)	\$66,305	(\$29,716)	\$13,390
Total Fiscal Year Increase/Decrease	\$110,513	(\$2,666)	(\$120,980)
Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24 - Estimated	FY2025 Budget Tentative 5/7/24
Budget Category	Actual	Adopted	Draft
Revenues	\$456,147	\$491,481	\$492,870
Net Transfers between funds	\$0	\$0	\$0
Expenses	(\$345,634)	(\$494,147)	(\$613,850)
Ending Increase/Decrease	\$110,513	(\$2,666)	(\$120,980)
Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24 - Estimated	FY2025 Budget Tentative 5/7/24
	Actual	Adopted	Draft
General Fund (checking) *2681	\$ 161,468	\$ 184,107	\$ 70,037
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 306,530	\$ 275,330
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 137,109	\$ 87,209
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 239,724	\$ 300,524
Building Fund (checking) *1678	\$ 114,990	\$ 85,274	\$ 98,664
Total of Ending Balances	\$ 955,408	\$ 952,743	\$ 831,763

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24	Notes for FY2025 Budget
1	General Fund (checking)				
3	General Fund Revenue				
5	Annual Wasatch County Tax Assessment	\$122,906	\$187,000	\$200,000	Revenue increase due to valuation increases
8	1% State Sales Tax (estimate)	\$31,629	\$32,000	\$34,000	Revenue increase due to valuation increases
10	Interest Income	\$234	\$30	\$130	
13	B&C Road Tax (estimate)	\$20,503	\$22,000	\$26,000	Revenue increase due to valuation increases
15a	CARES Act Revenue	\$0	\$0	\$0	
15b	Additional Grant Revenue	\$0	\$0	\$0	
15c	Miscellaneous Revenue	\$0	\$0	\$0	
15d	Fines for municipal code violations	\$0	\$0	\$0	
16	Total General Fund Revenue:	\$175,272	\$241,030	\$260,130	
18	Transfers into General Fund				
19	Transfer from Building Fund (Application Fees for admin costs)	\$0	\$1,800	\$1,800	
20	Transfer from Water Revenue Fund for Share of Admin. Expenses	\$0	\$45,000	\$80,000	Increased admin time due to sensus analytics
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$70,000	
23	Transfers out of General Fund				
26	Transfers into Transportation Reserve Fund				
28	Transfer of B&C Road Tax to Transportation Reserve Fund	\$0	(\$22,000)	(\$26,000)	B&C Road Tax Revenue Increase
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$35,000)	\$0	General fund dollars to be spent this FY on capital improvements
31	Total Net General Fund Transfers:	\$0	(\$10,200)	\$125,800	
35	General Fund Expenses				
36	Administrative Expenses				
37	Commission, Committee, Council Mtg Expenses	\$0	(\$1,000)	\$0	Includes \$50/meeting council stipends
38	Town Clerk & Webmaster	(\$30,966)	(\$55,000)	(\$85,000)	Contract pay and hours increased
39	Association Memberships	(\$921)	(\$1,000)	(\$2,000)	Additional IT services - Verizon
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$487)	(\$1,500)	(\$1,500)	
40a	Town Council Equipment & Supplies	(\$197)	(\$500)	(\$1,000)	Cost increases
41	Meeting Advertising	\$0	(\$200)	(\$200)	
42	Bookkeeping, Accounting & CPA fees	(\$12,866)	(\$13,000)	(\$18,000)	Increase in CPA fees for additional reporting and consultation
43	Bank Charges, Checks	\$0	\$0	(\$500)	New check orders
44	Town Attorney	(\$3,663)	(\$10,000)	(\$10,000)	
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$3,265)	(\$5,000)	(\$3,000)	New estimate
45b	Municipal Election Balloting & Noticing, Advertisements	(\$30)	(\$200)	\$0	Not an election year
46	Misc. Admin. Expenses	(\$253)	(\$500)	(\$800)	Cost increases
47	Insurance	(\$5,420)	(\$5,000)	(\$5,000)	
48	Office Supplies (postage + supplies)	(\$1,446)	(\$1,500)	(\$1,500)	
51	Additional Consulting Fees	\$0	\$ (2,000)	\$ (2,000)	
51a	Federal IRS Taxes	(\$5,347)	(\$5,500)	(\$5,500)	
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	(\$133)	(\$10,500)	(\$10,500)	
51d					
52	Total Administrative Expenses:	(\$65,474)	(\$112,400)	(\$146,500)	
54	Annual Road Maintenance and Repair Expenses from General Fund				
55	Annual Road Repair & Maintenance	(\$5,907)	(\$60,000)	(\$50,000)	Additional repair work
56	Additional Contract Services	(\$2,925)	(\$3,000)	(\$3,000)	
56a	Road Signage	(\$5,861)	(\$2,000)	(\$2,000)	
57	Contract Service (Snow Removal)	(\$50,000)	(\$60,000)	(\$60,000)	FY2024 Actual was \$55K - expecting \$12K/month for FY2025
58	Supplies - Salt, Sand, etc	(\$5,835)	(\$6,000)	(\$6,000)	
58a	Annual Fire Mitigation Expenses				
58b	Brush Removal and other Wildfire Mitigation	(\$16,112)	(\$12,000)	(\$20,000)	FY2024 estimated to be \$35K. FY2025 includes rental fee savings
59	Annual General Fund Capital Expenses				
59a	Capital Equipment Investment			(\$5,000)	New line item - equipment investment - brush hog
60	Capital Investment in Roads	\$0	(\$25,000)	(\$150,000)	FY2024 - most likely will not use funds. Carry them to FY2025
60a	DPW Expenses				
60b	DPW Site Construction - Capital Investment	(\$5,100)	(\$2,000)	(\$2,000)	Completion of Electrical service repairs
60c	Annual DPW Site Maintenance Expenses	(\$65)	(\$500)	(\$500)	
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expense	(\$91,805)	(\$170,500)	(\$298,500)	
65	Total General Fund Expenses:	(\$157,280)	(\$282,900)	(\$445,000)	
67	Increase/Decrease in General Fund Balance	\$17,993	(\$52,070)	(\$59,070)	
70	Transportation Reserve Fund (savings)				
72	Transportation Reserve Fund Revenue				
73	Estimated Interest	\$397	\$100	\$800	Increase in rate
73a	Revenue From RMA Agreement	\$0	\$0	\$5,000	Collect RMA past due from BHR and Reserves
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	\$0	
74	Total Transportation Reserve Fund Revenue:	\$397	\$100	\$5,800	
76	Transfers into Transportation Reserve Fund				
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$0	\$22,000	\$26,000	

	FY2025 Tentative 5-7-24 Council Meeting	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24	Notes for FY2025 Budget
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$35,000	\$0	
80	Transfer from Building Fund of Road Impact Fee	\$0	\$7,500	\$7,000	
82	Transfers out of Transportation Reserve Fund				
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$70,000)	
84	Total Net Transportation Reserve Fund Transfers:	\$0	\$64,500	(\$37,000)	
86	Incr/Decr in Transportation Reserve Fund Balance	\$397	\$64,600	(\$31,200)	
88	Water Revenue Fund (checking)				
90	Water Revenue Fund Revenue				
92	Annual Water Utility Base Usage Fee	\$170,610	\$173,000	\$173,000	
93	Interest Income	\$161	\$22	\$200	Increase in rate
95	Charge for Services: Metered Water (overages)	\$28,792	\$4,000	\$7,500	Increase in overages consistent with historical usage
95a	Water Connect Fee				
95b	Water Billing Late Fees and Additional Administrative Fees	\$550	\$100	\$100	
95c	New Owner Transfer Fees	\$150	\$300	\$450	3 lot sales
95d	Misc. Water Revenue	\$183			
95e					
96	Total Water Revenue Fund Revenue:	\$200,446	\$177,422	\$181,250	
98	Transfers into Water Revenue Fund				
100	Transfer from Building Fund (Water Connect Fees)	\$0	\$1,000	\$700	
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$82,533	\$0	Bond payments completed in FY2024
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$0	\$0	
104	Transfers out of Water Revenue Fund				
105	Transfer to Water System Reserve Capital Fund	\$0	(\$78,275)	(\$60,000)	Contribution to Water System Capital Improvements
106	Transfer to General Fund				
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	\$0	\$0	\$0	
108	Transfer to Water System Capital Facilities Replacement Reserve Acct				
109	Transfer to General Fund for Share of Administrative expenses	\$0	(\$45,000)	(\$80,000)	
110	Total Net Water Revenue Fund Transfers:	\$78,275	(\$39,742)	(\$139,300)	
111a	Water Revenue Fund - continued				
112	Water Revenue Fund Expenses				
113	Bond Payment				
114	Water Bond Payment, due annually in January	(\$77,691)	(\$78,275)	\$0	Bond payments completed in FY2024
115	Operating Expenses				
116	Payroll - Water Masters	(\$18,919)	(\$26,400)	(\$30,000)	10% Pay raise proposal
117	Motor Repair/Replacement, Water System Equipment, Supplies	\$0			
118	Chemicals & Monitoring	(\$1,991)	(\$800)	(\$800)	
119	Telemetry System Operating Costs	(\$1,223)	(\$2,700)	(\$2,700)	
120	Water Share Fee, Education, etc.	(\$40)	(\$450)	(\$450)	
121	Gas Heat	(\$1,242)	(\$1,200)	(\$1,200)	
122	Electricity	(\$7,223)	(\$7,000)	(\$7,000)	
123	Payroll Taxes - Water Masters	(\$3,487)	(\$4,000)	(\$4,000)	
123a	Workman's Comp Insurance for Water Masters	(\$78)	(\$1,200)	(\$1,200)	
123b	Misc. Water Expenses	(\$12,012)	(\$1,500)	(\$1,500)	
123c		\$0			
123d		\$0			
123e	Capital Investment in Water System				
123f	Purchase of Generator and Installation	(\$28,500)	\$0	\$0	
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$11,035)	(\$40,000)	(\$20,000)	Completion of Sensus System meter upgrades
123h	Capital Equipment Investment - Water System			(\$5,000)	New line item - equipment investment - brush hog
124	Repair and Maintenance				
125	Additional Water System Contract Services	(\$5,500)	(\$4,000)	(\$4,000)	
126	Annual Generator Maintenance	(\$940)	\$0	\$1,000	Routine Maintenance
126a	General Water System Maintenance & Repair	(\$5,817)	(\$5,000)	(\$15,000)	FY2024 will be about \$15K
127	Total Water Revenue Expenses:	(\$175,699)	(\$172,525)	(\$91,850)	
129	Increase/Decrease in Water Revenue Fund Balance	\$103,023	(\$34,845)	(\$49,900)	
131	Water Bond Sinking Fund (money market)				
133	Water Bond Sinking Fund Revenue				
134	Estimated Interest	\$358	\$50	\$0	Account closed in FY2024
135	Total Water Bond Sinking Fund Revenue:	\$358	\$50	\$0	
137	Transfers into Water Bond Sinking Fund				
138	Transfer from Water Revenue Fund	\$0	\$0	\$0	
140	Transfers out of Water Bond Sinking Fund				
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,275)	(\$82,533)	\$0	
141a	Transfer to Water Reserve Fund to close out account				

	FY2025 Tentative 5-7-24 Council Meeting	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24	Notes for FY2025 Budget
142	Total Net Water Bond Sinking Fund Transfers:	(\$78,275)	(\$82,533)	\$0	
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	(\$77,917)	(\$82,483)	\$0	
146	Water Reserve Fund (savings)				
148	Water Reserve Fund Revenue				
149	Interest Income	\$713	\$80	\$800	Increase in rate
150	Revenue from Federal & State Water System Grants	\$0	\$0	\$0	
151	Total Water Reserve Fund Revenue:	\$713	\$80	\$800	
153	Transfers into Water Reserve Fund				
154	Trfr from Water Revenue Fund to Capital Reserves	\$0	\$78,275	\$60,000	Contribution to Water System Capital Improvements
154a	Trfr from Water Bond Fund to Capital Reserves	\$0			
160	Transfers out of Water Reserve Fund				
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	\$0	\$0	
162	Total Net Water Reserve Fund Transfers:	\$0	\$78,275	\$60,000	
164	Increase/Decrease in Water Reserve Fund Balance	\$713	\$78,355	\$60,800	
166	Building Fund (checking)				
168	Building Fund Revenue				
168a	Interest Income	\$124	\$20	\$150	Increase in rate
169	Building Permit Application Fees	\$3,800	\$1,800	\$1,800	
170	Water Connect Fees	\$500	\$1,000	\$700	
171	Road Impact Fees	\$17,250	\$7,500	\$7,000	
172	Damage Deposits - Refundable	\$25,500	\$7,500	\$8,000	
173	Completion Deposits - Refundable	\$14,500	\$4,500	\$8,000	
173a	Plan Review & Inspections (Town Engineer)	\$17,286	\$15,000	\$19,000	
173b	Variance Application Fees	\$0	\$240	\$240	
174	Total Building Fund Revenue:	\$78,960	\$37,560	\$44,890	
176	Transfers into Building Fund				
177	Transfer from General Fund - Special Engineering Projects	\$0	\$0	\$0	
179	Transfers out of Building Fund				
180	Transfer to General Fund - Building Permit Application Fees	\$0	(\$1,800)	(\$1,800)	
181	Transfer to Water Revenue Fund - Water Connect Fees	\$0	(\$1,000)	(\$700)	
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$0	(\$7,500)	(\$7,000)	
183	Total Net Building Fund Transfers:	\$0	(\$10,300)	(\$9,500)	
185	Building Fund Expenses				
187	Refunds of Damage Deposits	(\$500)	(\$5,000)	(\$8,000)	
188	Refunds of Completion Deposits	(\$400)	(\$3,000)	(\$4,000)	
188a	Plan Review & Inspections (Town Engineer)	(\$10,911)	(\$12,000)	(\$10,000)	Revised Estimate
188b	Additional Contractual Services (Town Engineer)	(\$845)	\$0	\$0	
188c	Plan Review by Planning Commission	\$0	(\$450)	\$0	
189	Total Building Fund Expenses:	(\$12,656)	(\$20,450)	(\$22,000)	
191	Increase/Decrease in Building Fund Balance	\$66,305	\$6,810	\$13,390	

194

	FY2025 Tentative 5-7-24 Council Meeting	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24	Notes for FY2025 Budget
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195		Fiscal Year Net Increase/Decrease for all Funds			
197		Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
199		General Fund (checking)	\$17,993	(\$52,070)	(\$59,070)
200		Transportation Reserve Fund (savings)	\$397	\$64,600	(\$31,200)
201		Water Revenue Fund (checking)	\$103,023	(\$34,845)	(\$49,900)
202		Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,483)	\$0
203		Water Reserve Fund (savings)	\$713	\$78,355	\$60,800
204		Building Fund (checking)	\$66,305	\$6,810	\$13,390
205		Total Fiscal Year Increase/Decrease	\$110,513	(\$19,633)	(\$65,980)
206					
207		Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
209			FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
210					
211		Budget Category	Actual	Adopted	Draft
212		Revenues	\$456,147	\$456,242	\$492,870
213		Net Transfers between funds	\$0	\$0	\$0
214		Expenses	(\$345,634)	(\$475,875)	(\$558,850)
215		Ending Increase/Decrease	\$110,513	(\$19,633)	(\$65,980)
216					
217		Account Year-End Balances			
218		Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
219					
220			Actual	Adopted	Draft
221		General Fund (checking) *2681	\$ 161,468	\$ 109,398	\$ 50,328
222		Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 297,877	\$ 266,677
223		Water Revenue Fund (checking) *1520	\$ 203,009	\$ 168,164	\$ 118,264
224		Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
225		Water Reserve Fund (savings) *1330	\$ 160,149	\$ 238,504	\$ 299,304
226		Building Fund (checking) *1678	\$ 114,990	\$ 121,800	\$ 135,190
227		Total of Ending Balances	\$ 955,408	\$ 935,742	\$ 869,762

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
1	General Fund (checking)			
3	General Fund Revenue			
5	Annual Wasatch County Tax Assessment	\$122,906	\$190,000	\$200,000
8	1% State Sales Tax (estimate)	\$31,629	\$32,000	\$34,000
10	Interest Income	\$234	\$200	\$130
13	B&C Road Tax (estimate)	\$20,503	\$30,000	\$26,000
15a	Federal Grant Revenue	\$0	\$0	\$0
15b	State and Local Grant Revenue	\$0	\$0	\$0
15c	Miscellaneous Revenue	\$0	\$0	\$0
15d	Fines for municipal code violations	\$0	\$1,000	\$0
16	Total General Fund Revenue:	\$175,272	\$253,200	\$260,130
18	Transfers into General Fund			
19	Transfer from Building Fund (Application Fees for admin costs)	\$0	\$2,463	\$1,800
20	Transfer from Water Revenue Fund for Share of Admin. Expenses	\$0	\$65,000	\$80,000
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$70,000
23	Transfers out of General Fund			
26	Transfers into Transportation Reserve Fund			
28	Transfer of B&C Road Tax to Transportation Reserve Fund	\$0	(\$30,000)	(\$26,000)
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	\$0	\$0
31	Total Net General Fund Transfers:	\$0	\$37,463	\$125,800
35	General Fund Expenses			
36	Administrative Expenses			
37	Commission, Committee, Council Mtg Expenses	\$0	\$0	\$0
38	Town Administrator & Clerk	(\$30,966)	(\$87,000)	(\$140,000)
39	Association Memberships	(\$921)	(\$1,000)	(\$2,000)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$487)	(\$2,000)	(\$1,500)
40a	Town Council Equipment & Supplies	(\$197)	(\$1,300)	(\$1,000)
41	Meeting Advertising	\$0	(\$200)	(\$200)
42	Bookkeeping, Accounting & CPA fees	(\$12,866)	(\$18,000)	(\$18,000)
43	Bank Charges, Checks	\$0	\$0	(\$500)
44	Town Attorney	(\$3,663)	(\$6,000)	(\$10,000)
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$3,265)	(\$2,500)	(\$3,000)
45b	Municipal Election Balloting & Noticing, Advertisements	(\$30)	(\$200)	\$0
46	Misc. Admin. Expenses	(\$253)	(\$500)	(\$800)
47	Insurance	(\$5,420)	(\$5,000)	(\$5,000)
48	Office Supplies (postage + supplies)	(\$1,446)	(\$1,500)	(\$1,500)
51	Additional Consulting Fees	\$0	\$ (2,000)	\$ (2,000)
51a	Federal IRS Taxes	(\$5,347)	(\$5,500)	(\$5,500)
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	(\$133)	(\$500)	(\$10,500)
51d				
52	Total Administrative Expenses:	(\$65,474)	(\$133,200)	(\$201,500)
54	Annual Road Maintenance and Repair Expenses from General Fund			

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
55	Annual Road Repair & Maintenance	(\$5,907)	(\$41,000)	(\$50,000)
56	Additional Contract Services - Recycling	(\$2,925)	(\$3,000)	(\$3,000)
56a	Road Signage	(\$5,861)	(\$100)	(\$2,000)
57	Contract Service (Snow Removal)	(\$50,000)	(\$55,000)	(\$60,000)
58	Supplies - Salt, Sand, etc	(\$5,835)	(\$3,224)	(\$6,000)
58a	Annual Fire Mitigation Expenses			
58b	Brush Removal and other Wildfire Mitigation	(\$16,112)	(\$30,000)	(\$20,000)
59	Annual General Fund Capital Expenses			
59a	Capital Equipment Investment		(\$5,000)	(\$5,000)
60	Capital Investment in Roads	\$0	\$0	(\$150,000)
60a	DPW Expenses			
60b	DPW Site Construction - Capital Investment	(\$5,100)	(\$2,000)	(\$2,000)
60c	Annual DPW Site Maintenance Expenses	(\$65)	(\$500)	(\$500)
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expenses:	(\$91,805)	(\$139,824)	(\$298,500)
65	Total General Fund Expenses:	(\$157,280)	(\$273,024)	(\$500,000)
67	Increase/Decrease in General Fund Balance	\$17,993	\$17,639	(\$114,070)
70	Transportation Reserve Fund (savings)			
72	Transportation Reserve Fund Revenue			
73	Estimated Interest	\$397	\$1,500	\$800
73a	Revenue From RMA Agreement	\$0	\$0	\$5,000
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	\$0
74	Total Transportation Reserve Fund Revenue:	\$397	\$1,500	\$5,800
76	Transfers into Transportation Reserve Fund			
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$0	\$30,000	\$26,000
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$0	\$0
80	Transfer from Building Fund of Road Impact Fee	\$0	\$42,753	\$7,000
82	Transfers out of Transportation Reserve Fund			
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$70,000)
84	Total Net Transportation Reserve Fund Transfers:	\$0	\$72,753	(\$37,000)
86	Incr/Decr in Transportation Reserve Fund Balance	\$397	\$74,253	(\$31,200)
88	Water Revenue Fund (checking)			
90	Water Revenue Fund Revenue			
92	Annual Water Utility Base Usage Fee	\$170,610	\$173,000	\$173,000
93	Interest Income	\$161	\$300	\$200
95	Charge for Services: Metered Water (overages)	\$28,792	\$7,891	\$7,500
95a				
95b	Water Billing Late Fees and Additional Administrative Fees	\$550	\$850	\$100
95c	New Owner Transfer Fees	\$150	\$750	\$450
95d	Misc. Water Revenue	\$183		
95e				
96	Total Water Revenue Fund Revenue:	\$200,446	\$182,791	\$181,250

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
98	Transfers into Water Revenue Fund			
100	Transfer from Building Fund (Water Connect Fees)	\$0	\$1,000	\$700
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$82,707	\$0
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$0	\$0
104	Transfers out of Water Revenue Fund			
105	Transfer to Water System Reserve Capital Fund	\$0	(\$78,275)	(\$60,000)
106				
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	\$0	\$0	\$0
108				
109	Transfer to General Fund for Share of Administrative expenses	\$0	(\$65,000)	(\$80,000)
110	Total Net Water Revenue Fund Transfers:	\$78,275	(\$59,568)	(\$139,300)
111a	Water Revenue Fund - continued			
112	Water Revenue Fund Expenses			
113	Bond Payment			
114	Water Bond Payment, due annually in January	(\$77,691)	(\$75,773)	\$0
115	Operating Expenses			
116	Payroll - Water Masters	(\$18,919)	(\$22,200)	(\$30,000)
117		\$0		
118	Chemicals & Monitoring	(\$1,991)	(\$500)	(\$800)
119	Telemetry System Operating Costs	(\$1,223)	(\$2,700)	(\$2,700)
120	Water Share Fee, Education, etc.	(\$40)	(\$450)	(\$450)
121	Gas Heat	(\$1,242)	(\$300)	(\$1,200)
122	Electricity	(\$7,223)	(\$8,000)	(\$7,000)
123	Payroll Taxes - Water Masters	(\$3,487)	(\$4,000)	(\$4,000)
123a	Workman's Comp Insurance for Water Masters	(\$78)	(\$1,200)	(\$1,200)
123b	Misc. Water Expenses	(\$12,012)	(\$2,500)	(\$1,500)
123c		\$0		
123d		\$0		
123e	Capital Investment in Water System			
123f	Purchase of Generator and Installation	(\$28,500)	\$0	\$0
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$11,035)	(\$48,000)	(\$20,000)
123h	Capital Equipment Investment - Water System		(\$5,000)	(\$5,000)
124	Repair and Maintenance			
125	Additional Water System Contract Services	(\$5,500)	(\$1,500)	(\$4,000)
126	Annual Generator Maintenance	(\$940)	(\$7,000)	\$1,000
126a	General Water System Maintenance & Repair	(\$5,817)	(\$15,000)	(\$15,000)
127	Total Water Revenue Expenses:	(\$175,699)	(\$194,123)	(\$91,850)
129	Increase/Decrease in Water Revenue Fund Balance	\$103,023	(\$70,900)	(\$49,900)
130				
131	Water Bond Sinking Fund (money market)			
132				
133	Water Bond Sinking Fund Revenue			
134	Estimated Interest	\$358	\$190	\$0

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
135	Total Water Bond Sinking Fund Revenue:	\$358	\$190	\$0
137	Transfers into Water Bond Sinking Fund			
138	Transfer from Water Revenue Fund	\$0	\$0	\$0
140	Transfers out of Water Bond Sinking Fund			
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,275)	(\$82,707)	\$0
141a				
142	Total Net Water Bond Sinking Fund Transfers:	(\$78,275)	(\$82,707)	\$0
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	(\$77,917)	(\$82,517)	\$0
146	Water Reserve Fund (savings)			
148	Water Reserve Fund Revenue			
149	Interest Income	\$713	\$1,300	\$800
150	Revenue from Federal & State Water System Grants	\$0	\$0	\$0
151	Total Water Reserve Fund Revenue:	\$713	\$1,300	\$800
153	Transfers into Water Reserve Fund			
154	Trfr from Water Revenue Fund to Capital Reserves	\$0	\$78,275	\$60,000
154a	Trfr from Water Bond Fund to Capital Reserves	\$0		
160	Transfers out of Water Reserve Fund			
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	\$0	\$0
162	Total Net Water Reserve Fund Transfers:	\$0	\$78,275	\$60,000
164	Increase/Decrease in Water Reserve Fund Balance	\$713	\$79,575	\$60,800
166	Building Fund (checking)			
168	Building Fund Revenue			
168a	Interest Income	\$124	\$200	\$150
169	Building Permit Application Fees	\$3,800	\$1,800	\$1,800
170	Water Connect Fees	\$500	\$1,000	\$700
171	Road Impact Fees	\$17,250	\$7,000	\$7,000
172	Damage Deposits - Refundable	\$25,500	\$15,500	\$8,000
173	Completion Deposits - Refundable	\$14,500	\$6,000	\$8,000
173a	Plan Review & Inspections (Town Engineer)	\$17,286	\$21,000	\$19,000
173b	Variance Application Fees	\$0	\$0	\$240
174	Total Building Fund Revenue:	\$78,960	\$52,500	\$44,890
176	Transfers into Building Fund			
177	Transfer from General Fund - Special Engineering Projects	\$0	\$0	\$0
179	Transfers out of Building Fund			
180	Transfer to General Fund - Building Permit Application Fees	\$0	(\$2,463)	(\$1,800)
181	Transfer to Water Revenue Fund - Water Connect Fees	\$0	(\$1,000)	(\$700)
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$0	(\$42,753)	(\$7,000)
183	Total Net Building Fund Transfers:	\$0	(\$46,216)	(\$9,500)

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
185	Building Fund Expenses			
187	Refunds of Damage Deposits	(\$500)	(\$15,000)	(\$8,000)
188	Refunds of Completion Deposits	(\$400)	(\$10,000)	(\$4,000)
188a	Plan Review & Inspections (Town Engineer)	(\$10,911)	(\$12,000)	(\$10,000)
188b	Additional Contractual Services (Town Engineer)	(\$845)	\$0	\$0
188c	Plan Review by Planning Commission	\$0	\$0	\$0
189	Total Building Fund Expenses:	(\$12,656)	(\$37,000)	(\$22,000)
191	Increase/Decrease in Building Fund Balance	\$66,305	(\$30,716)	\$13,390

194

InterlakenTown Budget
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - Updated FY2024 Data, Increase in Line 38: Town Administrator	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
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195		Fiscal Year Net Increase/Decrease for all Funds			
197		Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
199		General Fund (checking)	\$17,993	\$17,639	(\$114,070)
200		Transportation Reserve Fund (savings)	\$397	\$74,253	(\$31,200)
201		Water Revenue Fund (checking)	\$103,023	(\$70,900)	(\$49,900)
202		Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,517)	\$0
203		Water Reserve Fund (savings)	\$713	\$79,575	\$60,800
204		Building Fund (checking)	\$66,305	(\$30,716)	\$13,390
205		Total Fiscal Year Increase/Decrease	\$110,513	(\$12,666)	(\$120,980)

206					
207		Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
209			FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
210					
211		Budget Category	Actual	Adopted	Draft
212		Revenues	\$456,147	\$491,481	\$492,870
213		Net Transfers between funds	\$0	\$0	\$0
214		Expenses	(\$345,634)	(\$504,147)	(\$613,850)
215		Ending Increase/Decrease	\$110,513	(\$12,666)	(\$120,980)

216					
217		Account Year-End Balances			
218		Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget Revised 5/29/24
219					
220			Actual	Adopted	Draft
221		General Fund (checking) *2681	\$ 161,468	\$ 179,107	\$ 65,037
222		Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 307,530	\$ 276,330
223		Water Revenue Fund (checking) *1520	\$ 203,009	\$ 132,109	\$ 82,209
224		Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
225		Water Reserve Fund (savings) *1330	\$ 160,149	\$ 239,724	\$ 300,524
226		Building Fund (checking) *1678	\$ 114,990	\$ 84,274	\$ 97,664
227		Total of Ending Balances	\$ 955,408	\$ 942,743	\$ 821,763

Subject: Follow up on earlier emails re budget
Date: Friday, May 17, 2024 at 6:25:18 PM Mountain Daylight Time
From: Interlaken Clerk
To: Sue Onan, Interlaken Mayor
Attachments: FY2025 Budget Proposal 5-17-24.pdf, image001.png, image002.png

Hi Again-

I went to the tentative budget we passed on 5/7/24 and updated the FY2024 revenue and expenses – based on projections through the end of this fiscal year.

Then I increased the Town Administrator line item from \$85K to \$140K to see the impact on the year end balances. That line item was the only thing I changed for FY2025.

I put this together as a reference point for the earlier emails I sent regarding my task list vs. allocated administrator funds for FY2025.

The attached document shows the impact of those two factors – increased revenue over budget in FY2024 and increase expenses over the tentative budget FY2025.

Here's the quick comparison:

FY2025 Tentative budget passed by council on 5/7/24:

Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
	Actual	Adopted	Draft
General Fund (checking) *2681	\$ 161,468	\$ 109,398	\$ 50,328
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 297,877	\$ 266,677
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 168,164	\$ 118,264
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 238,504	\$ 299,304
Building Fund (checking) *1678	\$ 114,990	\$ 121,800	\$ 135,190
Total of Ending Balances	\$ 955,408	\$ 935,742	\$ 869,762

**End of year balances using projected year end balances for FY2024
plus the FY2025 \$140K Town Administrator expense:**

Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24 - Estimated	FY2025 Budget Tentative 5/7/24
	Actual	Adopted	Draft
General Fund (checking) *2681	\$ 161,468	\$ 184,107	\$ 70,037
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 306,530	\$ 275,330
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 137,109	\$ 87,209
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 239,724	\$ 300,524
Building Fund (checking) *1678	\$ 114,990	\$ 85,274	\$ 98,664
Total of Ending Balances	\$ 955,408	\$ 952,743	\$ 831,763

You can see that there is an impact of raising the FY2025 expense on the overall balance – down \$38K.
But both the General Fund and Transportation Reserves both increase in the updated budget.
All the other FY2025 expenses are unchanged, except the town administrator - \$140K.

Bart Smith
Interlaken Town Administrator
(435) 565-3812