



# GRAND COUNTY COUNCIL REGULAR MEETING

Grand County Council Chambers  
125 East Center Street, Moab, Utah

## AGENDA

Tuesday, November 18, 2014

4:00 p.m.

- Call to Order**
- Pledge of Allegiance**
- Approval of Minutes** (Diana Carroll, Clerk/Auditor)
  - A. October 21, 2014 (County Council Meeting), Postponed from November 5, 2014
  - B. October 24, 2014 (County Council Special Meeting: Budget Workshop) , Postponed from November 5, 2014
  - C. October 31, 2014 (County Council Special Meeting: Budget Workshop) , Postponed from November 5, 2014
  - D. November 5, 2014 (County Council Meeting)
  - E. November 12, 2014 (County Council/Elected Officials Special Meeting: Canvass of the Election)
- Ratification of Payment of Bills**
- Elected Official Reports**
- Council Administrator Report**
- Department Reports**
  - F. 2013 Information Technologies (IT) Report (Matt Cenicerros, IT Manager)
- Agency Reports**
- Citizens to Be Heard**
- Presentations** (none)
- Discussion Items**
  - G. Discussion on Calendar Items and Public Notices (KaLeigh Welch, Council Office Coordinator)
- General Business- Action Items- Discussion and Consideration of:**
  - H. Approving Proposed Interlocal Agreement between the City of Moab and Grand County Pertaining to the Ownership, Development, Operation and Maintenance of Lions Park, the Lions Park Trail, the Lions Park Transit Hub, and the Colorado River Pathway (Donna Metzler, Moab City Manager)
  - I. Approving Amendment to Ordinance No. 490, Commercial Production Water Disposal and Recycling Facilities, of the Grand County Land Use Code (Lee Shenton, Technical Inspector)
  - J. Approving Exempt Status Request for *Four Corners Behavioral Health Inc.* Property Located at 548 Kane Creek Blvd., Parcel # 01-001-0187 (Debbie Swasey, Assessor)
  - K. Approving 2015 Healthcare Benefit Rates and Approving Cigna as Insurance Carrier for 2015 Healthcare, Dental and Vision Benefits (Orlinda Robertson, PHR, Human Resources Director)
  - L. Approving Proposed Reclassification and Revised Job Description of the Chief Building Official Position to the Title of Chief Building Official/Community Floodplain Administrator, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director)

- M. Approving Proposed Reclassification and Revised Job Description of the Permit Technician Position to the Title of Permit Technician/Community Floodplain Manager, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director)
- N. Approving Proposed Reclassification and Revised Job Description of the Secretary Position in the Sheriff's Office to the Title of Administrative Secretary, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director)
- O. Approving Proposed Reclassification and Revised Job Description of the Information Technology Manager to the Title of Information Technology Director, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director)
- P. Approving Mid-Term Appointments to the Historical Preservation Commission (Council Member Jackson)
- Q. Approving Retail Beer License for 33k & 55k GrassRoots Running Event to be held at the Poison Spider Trailhead (Ruth Dillon, Council Administrator)
- R. Approving Retail Beer License for Outerbike Bike Demo Event to be held at MOAB Brands Trail Trailhead (Ruth Dillon, Council Administrator)
- Consent Agenda- Action Items**
  - S. Ratifying the Chair's Signature on a Contract with TAPSCAN for the Moab Area Travel Council in the Amount of \$6,500.00
  - T. Ratifying the Chair's Signature on an Insertion Order with National Park Trips Media for the Moab Area Travel Council in the Amount of \$6,500.00
- Public Hearings- Possible Action Items (none)**
- General Council Reports and Future Considerations**
- Closed Session(s) (if necessary)**
- Adjourn**

**At the Grand County Council meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject.** The number of persons heard and the time allowed each may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. All persons, upon being recognized by the Chair, shall advance to the podium, state their full name and address, whom they represent, and their subject matter. No person shall interrupt legislative proceedings.

**NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS.** In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend County Council meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

**Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting.** Information relative to these meetings/hearings may be obtained at the Grand County Council's Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

**It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.**

**A Council agenda packet is available at the local Library at least 24 hours in advance of the meeting.**

# 2013 Information Technology Services; Council Report

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## 2013 Notable Achievements

- Upgraded Jail & Courthouse Video Surveillance System
- Install New Audio System in Council Chambers
- Install Video Conferencing System in Council Chambers
- Installation of new Cable System in Courthouse
- Installation & Configuration of new Core Network Switching & Routing
- Attended Microsoft Server Administration Training (125 Hours)
- Recycled Over 2 Tons of Electronic Waste
- 29 Replacement PC's
- 16 Refurbished/ Repurposed PC's
- XP migration 99% of all user PC's moved to Windows 7 / 8
- Website Redesign
- Estimated average 10 help-desk requests per day

## Grand County ITS Status, revision Oct 2014

After coming on-board with Grand County in 2009, one of my original tasks was to develop a 5-Year Strategic Plan to address the many aspects & issues with the County's network & computing resources. At that time the environment had grown out of control due to a lack of central oversight as it was developed over the years. I quickly realized that I had under-estimated the magnitude of the situation when I accepted the job and immediately was tasked with "putting out fires." The issues were multiple, significant and perpetuated by aging technology & poor planning. I had to change my mindset from Network & Server Administration to Systems Engineering, as the issues could only be resolved by significantly revamping the core structure. Amusingly StateTech magazine heard of my dilemma and published an article about it in their Fall 2010 issue.

<http://www.statetechmagazine.com/article/2010/09/wake-up-from-your-it-nightmares>

Compounding the implementation of this strategic plan fully are the many projects presented by Departments and Offices over the past 5 years. As well as on-going help desk calls and the many other duties of my position. It has not been possible to successfully address all the strategic tasks & projects in a timely manner while documenting communications, actions & activities and keep to 40-hour week. Some aspects have not been able to be fully addressed at any given moment.

However, I am pleased to say that overall the 5-year plan has been kept on track with a few delays. I hope to have, within the next year, many of the expanded services more readily available and other reliant services fully online. Then I can start to focus on Administration & Efficiencies.

# 2013 Information Technology Services; Council Report

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In 2010 the Conceptual Plan for the 5-Year Strategic Plan was:

## **Vision**

The vision of IT systems at Grand County in 5 years time is:

- The IT systems at Grand County are centrally managed.
- Data is secure and reliable.
- Access to network and IT resources is readily available across all departments.
- All systems are on pace with current technology

## **Mission**

Grand County ITS provides reliable, robust and integrated technology which improve the ability of the County to serve its constituency.

## **Values**

- Reliability
- Security
- Professionalism & Integrity
- Efficiency
- Innovation
- Collaboration & Teamwork

## **Objectives**

- Provide network stability and access to all departments
- Ensure mission critical information is secure and backed up regularly and redundantly
- Create and maintain system standardization
- Control licensing and maintain updated software

*I believe that the current progress of the Strategic Plan Timeline has abided by the Conceptual plan. The current environment has positioned Grand County to begin to take advantage of emerging opportunities which ultimately serve the mission statement.*

## **Revised Primary Goals**

### **Workstations**

- Continue expansion of managed features & reporting
- Continue replacement schedule
- Personal settings & endpoint disaster recovery planning

### **Servers**

- Roll-out Exchange
- Remaining Server Migrations
- Deduplication Backup
- Optimize Virtualized Environments
- Distributed File Systems

### **Network**

- Point to Point Bridging
- ISP upgrades
- Wireless Infrastructures
- Full VPN integration

### **Administration**

- Strategic Planning- GIS, Disaster Recovery, e-Government, Work-Flows
- Incorporate Asset Details, License Management, Reporting & Help-Desk Into Daily Management
- Business Continuity Management

# 2013 Information Technology Services; Council Report

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The following is a summary of the original phases and an updated associated implementation timeline.

## **Phase 1: Core Concepts**

Identifying Assets, Topologies, Project Support, Network Expectations, Overall Strategic Planning

## **Phase 2: Essential Services**

Upgrading Voice, Re-Engineering Data Networks, Upgrading and Securing Servers, Sanitizing Workstations, Network Accessibility, Initial Standardizations

## **Phase 3: Reliant Services**

Redundancy, Security, Standardization, Environmental Controls, Funding Sources, Disaster Recovery Strategies, Data Storage Expansion, Virtualization of Resources Begins, County-Wide IT Resource Centralization (some tasks will continue to be In Progress indefinitely)

## **Phase 4: Expanded Services**

Expanded Services, Increased Efficiencies, E-Government Strategies, IT Service Agreements

## **Phase 5: Efficiencies**

Fine Tune Work Flows, Paper-Less, Expanded Communication Technology

# 2013 Information Technology Services; Council Report

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## Major Components Implementation Timeline

Phase	Description	Timeline
1	Network Assessment	Completed
1	Define Initial Major projects	Completed
1	5 year plan conceptual	Completed
1	Form IT Committee	Completed
1	Advise Committee of Network Assessment	Completed
1	Re-Prioritize Projects	Completed
1	Council Report	Completed
1	Draft Initial projects & cost projections	Completed
1	5 Year Plan	Completed
2	Firewall Replacement	Completed
2	Core Network Redesign & repair	Completed
2	SO Office Connectivity	Completed
2	GRANDSERVER Upgrade	Completed
2	Voice & Data Circuits Upgrades	Completed
2	VPN connectivity to remote offices	Completed
2	Network Monitoring tools online	In Progress
2	Network Cable redesign/ documentation and immediate repairs	Completed
2	Network renovations Part 1 Layer 1 & 2	Completed
2	Workstation audit	Completed
2	File, Print and Domain Controller Server Upgrades	Completed
2	Backup Policy Rollout- Expanded	In Progress
2	Workstation Environmental Controls Renovations	Completed
2	Server Hardware Upgrades & New Installations	Completed
2	Network renovations Part 2 Layer 1 & 2	Completed
3	Sheriff server migration & FATPOT Rollout	Completed
3	Clarity (Clerk) Rollout	Completed
3	CORIS (Justice Court) Rollout	Completed
3	911 PSAP Upgrade	Completed
3	Disaster Recovery Strategy	In Progress
3	WAN connection changes	Completed
3	GIS Strategic Planning	In Progress
3	Electronic Help Desk	In Progress
3	Licensing management system	2015
3	Review Website hosting agreement and maintenance	Completed

# 2013 Information Technology Services; Council Report

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3	Review Contracted service IT agreements	2015
3	SAN Rollout	Completed
3	CIB Application Submission	Completed
3	Network renovations Part 3 Layer 1	Completed
3	Initial Workstation Replacement/ Upgrades	Completed
3	MCAT (Assessor Office) Rollout	Completed
3	Ongoing Workstation Replacement/ Upgrades	In Progress
3	Final Windows XP Migration to Windows 7	Completed
3	Final Server migrations to Server 2008 R2	In Progress
3	Virtualization of Resources	Completed
4	Review issues in new voice & data agreements	Completed
4	Review requested changes to Policy & Procedure	Completed
4	IT Service agreement consolidation	2015
4	Business Process Improvement Initiative	2015
4	E-Government Strategies- Options & Priorities	In Progress
4	Determined Network Features Rollout	Completed
4	Network renovations Part 4 Layer 1 & 2 Wireless Connectivity	In Progress
4	Network renovations Part 5 Layer 3 Subnetting & VLAN	Completed
4	Network renovations Part 6 Layer 3 Full VPN Integration	2015
4	Exchange Roll-Out	2014
5	Remote Site Integration	2015
5	Power Management Plan	Completed
5	Revolving Fund Development	In Progress
5	Phone System Upgrades VoIP	2016
5	Data Center Upgrade	2016
5	Document Imaging (Document Management)	2015
5	Council Chambers Audio/ Video multimedia	Completed
5	Core Network Upgrades	Completed
5	Optimization of Virtualization Resources	2015

# November 2014

October 2014							December 2014							
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19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30	31		28	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	<ul style="list-style-type: none"> <li>3:00PM Moab Tailings Project Steering Committee (Chambers)</li> </ul> 28	<ul style="list-style-type: none"> <li>5:00PM Agenda Summaries Due</li> </ul> 29	30	<ul style="list-style-type: none"> <li>9:00AM Budget Workshop (Chambers)</li> </ul> 31	1
2	<ul style="list-style-type: none"> <li>2:00PM USU Advisory Board (Moab Campus)</li> <li>4:00PM Weed Board (Grand Center)</li> <li>6:00PM Airport Board (Chambers)</li> </ul> 3	<b>General Elections</b> <ul style="list-style-type: none"> <li>8:30AM Safety &amp; Accident Review Committee (Chambers)</li> <li>10:30AM Catastrophic Fire Initiative Meeting (Chambers)</li> <li>12:00PM Trail Mix Committee (Grand Center)</li> </ul> 4	<ul style="list-style-type: none"> <li>4:00PM Council Meeting (Chambers)</li> </ul> 5	<ul style="list-style-type: none"> <li>8:00AM Permanent Community Impact Fund Board (Red Cliffs Lodge)</li> <li>5:30PM Moab Mosquito Abatement District Board (District Office)</li> <li>7:00PM Grand Water &amp; Sewer Service Agency (Water District Office)</li> </ul> 6	7	8
9	<ul style="list-style-type: none"> <li>12:30PM Council on Aging (Grand Center)</li> </ul> 10	<b>New Officials Train</b> <b>Veteran's Day</b> <ul style="list-style-type: none"> <li>8:00AM County Offices Closed</li> <li>5:30PM OSTA Advisory Committee (Arena Conf. Rm.)</li> <li>6:00PM Cemetery Maintenance District (Sunset Memorial)</li> <li>6:00PM Transportation District (Road Dept. Office)</li> </ul> 11	<b>UAC Annual Convention ♦ St. George</b> <ul style="list-style-type: none"> <li>9:00AM Canvass of the November 4 Election (Ch...)</li> <li>12:00PM Housing Authority Board (City Chambers)</li> <li>3:00PM Travel Council Advisory Board (Chambe...)</li> <li>5:00PM Agenda Summaries Due</li> <li>6:00PM Planning Commission (Chambers)</li> <li>7:00PM Recreation District Board (City Chambers)</li> </ul> 12		<ul style="list-style-type: none"> <li>10:00AM Historical Preservation Commission (Grand Center)</li> </ul> 14	<ul style="list-style-type: none"> <li>2:00PM Spanish Valley Vineyards Ribbon Cutting/ Open House (4710 Zimmerman Lane)</li> </ul> 15
16	17	<ul style="list-style-type: none"> <li>12:00PM Chamber of Commerce (Moab Valley Inn)</li> <li>2:00PM Budget Workshop (Chambers)</li> <li>4:00PM Council Meeting (Chambers)</li> </ul> 18	<ul style="list-style-type: none"> <li>6:00PM Planning Commission (Chambers)</li> </ul> 19	<ul style="list-style-type: none"> <li>10:00AM BLM/Grand County Coordination Meeting (BLM Office)</li> <li>5:30PM Canyonlands Health Care Dist. (Grand Center Game Rm)</li> <li>7:00PM Grand Water &amp; Sewer Service Agency (Water District Office)</li> </ul> 20	<ul style="list-style-type: none"> <li>9:00AM Budget &amp; Public Lands Workshop (Chambers)</li> </ul> 21	<ul style="list-style-type: none"> <li>6:00PM Moab Chaber Annual Member Banquet (Red Cliffs Lodge)</li> </ul> 22
23	<ul style="list-style-type: none"> <li>5:00PM Agenda Summaries Due</li> </ul> 24	<ul style="list-style-type: none"> <li>2:45PM Four Corners Mental Health Board (Green River)</li> <li>5:00PM Public Health Dept Board (Green River City)</li> </ul> 25	26	<b>Thanksgiving Day</b> <b>County Offices Closed</b>		29
30	<ul style="list-style-type: none"> <li>2:00PM USU Advisory Board (Moab Campus)</li> <li>4:00PM Weed Board (Grand Center)</li> <li>6:00PM Airport Board (Chambers)</li> </ul> 1	<ul style="list-style-type: none"> <li>8:30AM Safety &amp; Accident Review Committee (Chambers)</li> <li>4:00PM Council Meeting (Chambers)</li> </ul> 2	3	<ul style="list-style-type: none"> <li>9:00AM Canyon Country Partnership Holiday Banquet (Grand Center)</li> <li>11:00AM Affordable Housing Task Force (City Chambers)</li> <li>12:00PM Homeless Coordinating Committee (Zions Bank)</li> <li>7:00PM Grand Water &amp; Sewer Service Agency (Water District Office)</li> </ul> 4	5	6



# December 2014

November 2014							January 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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2	3	4	5	6	7	8	4	5	6	7	8	9	10
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16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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7	<ul style="list-style-type: none"> <li>12:30PM Council on Aging (Grand Center)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM Trail Mix Committee (Grand Center)</li> <li>3:00PM Travel Council Advisory Board (Chambers)</li> <li>5:30PM OSTA Advisory Committee (Arena Conf. Rm.)</li> <li>6:00PM Cemetery Maintenance District (Sunset Memorial)</li> <li>6:00PM Transportation District (Road Dept. Office)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM Housing Authority Board (City Chambers)</li> <li>5:00PM Agenda Summaries Due</li> <li>6:00PM Planning Commission (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>3:00PM Sand Flats Recreation Area Stewardship Committee (Sand Flats Office)</li> <li>4:00PM Solid Waste District (District Office)</li> <li>5:30PM Library Board Meeting (Public Library)</li> <li>5:30PM Moab Mosquito Abatement District Board (District Office)</li> <li>7:00PM Thompson Water Dist. (Thompson Fire Station)</li> </ul>	12	13
14	15	<ul style="list-style-type: none"> <li>12:00PM Chamber of Commerce (Zions Bank)</li> <li>4:00PM Council Meeting (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>7:00PM Recreation District Board (City Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM Local Emergency Planning/Hasmat Committee (Fire Station w/ lunch @ 11:30)</li> <li>5:30PM Canyonlands Health Care Dist. (Grand Center Game Rm)</li> <li>7:00PM Grand Water &amp; Sewer Service Agency (Water District Office)</li> </ul>	19	20
21	22	23	<b>Christmas Holiday</b> <b>County Offices Closed</b>		26	27
28	29	<ul style="list-style-type: none"> <li>9:00AM Council Administrative Workshop (if needed) (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>5:00PM Agenda Summaries Due</li> </ul>	<b>New Year's Day</b> <ul style="list-style-type: none"> <li>8:00AM County Offices Closed</li> </ul>	2	3
		30	31	1		

**NOTICE OF COUNTY & DISTRICT BOARD VACANCIES for Citizen Participation.** The following *Grand County Boards, Commissions & Committees & District Boards* will have vacancies at year end. Must reside in Grand County unless otherwise indicated, have the appropriate expertise when required by law, and agree to abide by the County’s Conflict of Interest Ordinance. **APPLY NOW. APPLICATIONS ACCEPTED UNTIL VACANCIES ARE FILLED.**

<b>COUNTY BOARD, COMMISSION OR COMMITTEE</b> (Must reside in Grand County unless otherwise indicated, have the appropriate expertise when required by law, and agree to abide by the County’s Conflict of Interest Ordinance)	<b>VACANCIES</b>	<b>TERM EXPIRATION</b>
Airport Board	1	12/31/2018
Board of Adjustment	1 (alternate) 1 (alternate) 1	12/31/2015 12/31/2017 12/31/2018
Council on Aging	2	12/31/2018
Historical Preservation Commission (May reside in Grand, Emery or San Juan County; Must have a demonstrated interest or knowledge in historical preservation )	2 2 1	12/31/2018 12/31/2015 12/31/2017
Library Board	1 1 (High School Member)	12/31/2018 12/31/2018
Moab Area Travel Council Advisory Board (Must represent the local hotel & lodging industry; restaurant industry; recreational facilities; conventional facilities; museums; cultural attractions; or other tourism-related industries)	3	12/31/2018
Weed Control Board	1 1	12/31/2017 12/31/2018
Public Health Board	1	12/31/2017

**NOTICE OF DISTRICT BOARD VACANCIES for Citizen Participation.** Must reside in Grand County unless otherwise indicated; have the appropriate expertise when required by law, and agree to abide by the County’s Conflict of Interest Ordinance; must be a registered voter within the District; may not be an employee of the District.

<b>DISTRICT BOARD</b> (Must reside in Grand County; must be a registered voter within the District; may not be an employee of the District)	<b>Vacancies</b>	<b>Term Expiration</b>
Canyonlands Health Care	1	12/31/2018
Cemetery Maintenance District	1	12/31/2018
Recreation District	2	12/31/2018
Transportation District (must reside in unincorporated Grand County)	1	12/31/2018

For more information call KaLeigh Welch at (435) 259-1346. Interested applicants shall complete the “Board, Commission, and Committee Certification and Application Form” available at [www.grandcountyutah.net/pdf/BoardAppForm.pdf](http://www.grandcountyutah.net/pdf/BoardAppForm.pdf) or at the County Council’s Office. Completed, signed forms may be emailed to [council@grandcountyutah.net](mailto:council@grandcountyutah.net) or delivered to Grand County Council Office, 125 E. Center, Moab, UT 84532. **APPLY NOW. APPLICATIONS ACCEPTED UNTIL VACANCIES ARE FILLED.** All qualified applicants will be interviewed.

Board member responsibilities and board meeting dates are available at <http://grandcountyutah.net/194/Boards-Commissions-Committees>

## ▼ Employment Opportunities

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### **GCSO Corrections Officer**

Posted March 13, 2014 8:00 AM | Open Until Filled

Apply Online Job Summary: Under the supervision of the Assistant Jail Commander the Corrections Officer is a sworn member of the Sheriff's Office whose work... [Full Description](#)

### **GCSO Deputy Sheriff**

Posted March 19, 2014 8:00 AM | Open Until Filled

Apply Online Job Summary: Under the direct supervision of the Patrol Supervisor the Deputy Sheriff performs a variety of entry-level professional and technical... [Full Description](#)

### **Prosecutorial Assistant**

Posted November 6, 2014 | Closes November 24, 2014 3:00 PM

Job Summary Under the direction of the County Attorney and Executive Assistant to Attorney the Prosecutorial Assistant manages criminal cases for prosecution and... [Full Description](#)

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: H

<b>TITLE:</b>	Approving Proposed Interlocal Agreement between the City of Moab and Grand County Pertaining to the Ownership, Development, Operation and Maintenance of Lions Park, the Lions Park Trail, the Lions Park Transit Hub, and the Colorado River Pathway
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Donna Metzler, Moab City Manager

**Prepared By:**

Ruth Dillon  
 Council Administrator  
 (435) 259-1347  
 rdillon@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

Complete

**RECOMMENDATION:**

I move to approve the proposed Interlocal agreement between the City of Moab and Grand County pertaining to the ownership, development, operation and maintenance of Lions Park, the Lions Park Trail, the Lions Park Transit Hub, and the Colorado River Pathway and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The City and County agreed in 2009, via the attached Memorandum of Understanding, on various accountabilities regarding development of Lions Park, the Lions Park Trail, and the Lions Park Transit Hub & Colorado River Pathway with the latter being the County's primary accountability.

The City has nearly completed the process of design for Lions Park proper and will be ready to break ground soon. The proposed Interlocal Agreement provides clarity as to the ownership, development, operation and maintenance of these grant-funded assets. It also makes available the possibility at a future date for City park staff, for a fee, to provide Transit Hub maintenance for such responsibilities as garbage & recycling pickup, restroom cleaning and restocking, and landscape maintenance.

**ATTACHMENT(S):**

1. Proposed Interlocal Agreement
2. 2009 MOU

# **INTERLOCAL AGREEMENT**

By and Between

The City of Moab (the “City”) and Grand County (the “County”)

## **PERTAINING TO THE OWNERSHIP, DEVELOPMENT, OPERATION AND MAINTENANCE OF LIONS PARK, THE LIONS PARK TRAIL, THE LIONS PARK TRANSIT HUB, AND THE COLORADO RIVER PATHWAY**

### **RECITALS**

WHEREAS, the Interlocal Cooperation Act (Sections 11-13-1 et Seq. Utah Code Annotated) allows local governmental agencies to enter into agreements that benefit the constituencies of the agencies entering into said agreements; and

WHEREAS, Grand County and the City of Moab entered into a Memorandum of Understanding (MOU) in July of 2009 for Development, Operation and Management of Lions Park, Trail and Transportation Hub; and

WHEREAS, the purpose of the MOU was to establish roles and responsibilities for the parties engaged in developing, operating, and maintaining Lions Park, the Colorado River Pathway (“the Pathway), and the Lions Park Transit Hub (“Transit Hub”); and

WHEREAS Lions Park, the Lions Park Trail (“the Trail”) and the Lions Park Transit Hub will serve as a gateway park for Moab and Grand County, a trailhead for multiple high-use trails in the area, and a transportation hub for parking, transit, and for shuttling recreationists to visit area parks and other attractions; and

WHEREAS, the MOU anticipated that an Interlocal Agreement would need to be approved in order to further define and solidify the roles of the City and County with respect to the ownership, development, operation and management of Lions Park, the Pathway, and Transit Hub, once the projects were ready for construction and/or operation; and

WHEREAS, the County has facilitated construction of the Lions Park Transit Hub, located on the southeast corner of the intersection of Highway 191 and Highway 128, providing for grant administration and funding for the project; and

WHEREAS, the City has obtained \$500,000 of Transportation Enhancement funding from the Utah Department of Transportation (“UDOT”) and \$963,674 from the Federal

Highway Association’s National Scenic Byways funding for use on Lions Park, and has budgeted for an additional \$366,000 in Local Agency Match funds for the total project budget of \$1,829,674; and

WHEREAS, the City has facilitated, funded and constructed water and sewer facilities to serve Lions Park and the Lions Park Transit Hub; and

WHEREAS, the City and UDOT have entered into a Federal Aid Agreement that defines the terms for the funding, construction and maintenance of Lions Park and commits the City to provide the Local Agency Match for Lions Park; and

WHEREAS, the City and County intend to share the costs and responsibilities of development, operation and management of the proposed public improvements in the manner set forth in this agreement:

NOW THEREFORE, the parties agree as follows:

## **AGREEMENT**

### 1. Definition of Terms.

For the purposes of this Agreement, the following terms shall be interpreted as having the meanings defined in this paragraph:

- a. “Lions Park” shall mean the area of Lions Park proper on the south side of the Colorado River and north side of SR 128 that will include a covered picnic pavilion, picnic tables, landscaped areas, a restroom facility, playground facilities, two parking lots, water features and other park improvements. This area excludes the Non-Motorized Bridge and its appurtenances and Lions Park North. After improvements undertaken by the City are complete, “Lions Park” will include all improvements encompassed within the above described area and shown on Attachment A. Lions Park is partially owned by UDOT and partially owned by Grand County, as shown in Attachment A.
- b. “Non-Motorized Bridge” shall mean the non-motorized bridge that spans the Colorado River including all appurtenances such as abutments and ramps, as shown on Attachment A. The Non-Motorized Bridge is owned by Grand County.
- c. “Lions Park North” shall mean the area on the north side of the Colorado River that encompasses the boat launch and adjacent area, as shown in Attachment A.
- d. “Lions Park Transit Hub” shall mean the area south of SR-128 constructed by Grand County, including a pedestrian/bicycle underpass, parking lot, trail, restroom, shade structure, and related facilities, as shown on Attachment A. The Transit Hub is owned by Grand County.

- e. “Colorado River Pathway” shall mean all of the non-motorized trail improvements from Lions Park extending eastward between the Colorado River and SR-128. This pathway consists of various types of sections including an at-grade pathway with or without a retaining wall and elevated trail structure, ultimately extending to Negro Bill Canyon. It also includes the trail system shown as “Grand County Trail System” as shown in Attachment A.
- f. “MOU” shall mean the Memorandum of Understanding between Grand County and City of Moab for Development, Operation, and Management of Lions Park, Trail, and Transportation Hub that was enacted in July of 2009.
- g. “Local Agency Match” shall mean the matching funds paid by the City in the amount of twenty percent (20%) of the total project budgets for projects receiving Transportation Enhancement and National Scenic Byway funds for the construction of Lions Park.

## 2. Provision of Services

### a. The County Agrees:

- i. To continue to maintain Lions Park until the completion of construction activities at the park.
- ii. To allow the City to place and maintain improvements including but not limited to landscaping, irrigation, parking, access roads, water spigots, and other related park items on County owned property north of SR-128, as part of the improvement project at Lions Park.
- iii. To coordinate with UDOT for inspections of the Non-Motorized Bridge, Bicycle/Pedestrian Underpass, and the elevated portions of the Colorado River Pathway and appertaining structures and provide for the long and short-term maintenance for any identified major repairs.
- iv. Within Lions Park, to maintain the asphalt portions of the pathway that were constructed as part of the Transit Hub and Colorado River Pathway project.

### b. The City Agrees:

- i. To take over maintenance of Lions Park improvements once construction of the improvement project at Lions Park is complete.
- ii. To complete the construction of the improvement project at Lions Park, including grant administration and construction management and administration.

- iii. To work with UDOT to effect a lease agreement between the City and UDOT for use of UDOT property located within Lions Park.
  - iv. To work with UDOT to effect a Landscape Maintenance Agreement between the City and UDOT for use of portions of the UDOT rights-of-way along US-191 and SR-128 where needed for Lions Park facilities.
  - v. To complete the construction of utilities connecting Lions Park to the Transit Hub and from the Transit Hub to the existing City utility systems. These utility mains and a sewer lift station at Lions Park will be placed at the City's expense as part of a separate utility project.
  - vi. To cooperate with Grand County in providing services required by Grand County at a mutually agreed upon cost for regular maintenance of facilities at the Transit Hub including restrooms, landscaping, and trash. A separate interlocal agreement may be entered into to provide for specific terms and conditions for this arrangement.
  - vii. To manage reservation and rental services for the pavilion within Lions Park, once construction of Lions Park is complete
  - viii. To operate and maintain the lift station within Lions Park and will maintain all water and sewer main lines in the project area.
- c. Each party hereto agrees to confer and coordinate with the other party as needed in providing the services outlined herein.

### 3. Financial Responsibilities

- a. The County Agrees:
  - i. To fund regular maintenance and upkeep of the Lions Park Transit Hub and Colorado River Pathway facilities, as well as the asphalt portions of the pathway that were constructed as part of the Transit Hub and Colorado River Pathway Project. If desired, the County may contract with the City to provide regular maintenance of the facilities at the Transit Hub. This contract may be accomplished through an amendment to this interlocal agreement.
  - ii. To cooperate with the City in the planning and funding for major maintenance or improvements to the facilities covered by this agreement.
  - iii. To provide funding for solid waste pick-up for Lions Park North and the Transit Hub.
  - iv. To provide funding for all utility services for the Lions Park Transit Hub
- b. The City Agrees:
  - i. To provide the required Local Agency Match for funding of the Lions Park Project. Based on 20% of the total Lions Park project budget, the City has budgeted \$366,000 for this purpose.



- ii. To fund utility connections from Lions Park to the Transit Hub and from the Transit Hub to the existing City utility system. The estimated cost for these improvements is approximately \$200,000.
    - iii. To fund regular maintenance and upkeep of Lions Park.
    - iv. To provide funding for solid waste pick-up at Lions Park.
    - v. To provide funding for utility services at Lions Park.
    - vi. To cooperate with the County in the planning and funding for major maintenance or improvements to the facilities covered by this agreement.
  - c. The City and County mutually agree to work out any additional funding issues that may arise.
4. Administration of Agreement

The parties agree that the City Manager and the County Council Administrator or County Council Designee will administer this agreement.
5. Ownership of Improvements
  - a. The parties hereby acknowledge that the Lions Park, Pathway, and Lions Park Transit Hub facility improvements are being made for the mutual benefit of residents and visitors of Moab and Grand County. These improvements will be an integral part of the gateway to Moab and Grand County.
  - b. It is understood that the Lions Park site is owned in part by Grand County and in part by UDOT. It is understood that any structures or improvements to the Lions Park site shall be owned by the entity paying for the structures and/or improvements, except for any improvements to the Grand County Trail System, as shown in Attachment A, which shall be owned and maintained by Grand County. In the case of structures or improvements funded by both the City and the County, ownership of said facilities shall revert to the underlying property owner, except for facilities located on UDOT property, in which case the City and County shall mutually agree upon the disposition of such property on a case by case basis.
  - c. The County will continue to own the Transit Hub, Colorado River Pathway, and Non-Motorized Bridge. Maintenance, repair and accessibility of these facilities will be performed in accordance with the requirements of agreements with UDOT, this agreement and additional interlocal agreements.
  - d. The City will continue to own, operate, and maintain the lift station and the water and sewer main lines throughout the project area.
7. Liability and Insurance

Each party shall hold the other harmless from any damage, liability, claims judgments or losses arising out of or attributable to any acts and/or activities undertaken or permitted on any of the facilities described in this agreement. Both parties shall keep in force and effect a policy of liability insurance covering activities undertaken on the properties described herein. The County shall not

have any liability for facilities and structures located on UDOT property, as shown in Attachment A. The City shall not have any liability for areas outside of Lions Park, as shown in Attachment A.

8. Effective Date and Duration of Agreement

This agreement shall become effective immediately upon its approval by each party's governing body and by the execution of the agreement by the appropriate officials. This agreement shall remain in effect until six months written notice by either party. The City shall have six months from the date of the notice to claim and/or remove any structures placed on County property in accordance with this agreement.

SIGNED AND DATED:

ATTEST:

CITY OF MOAB, UTAH

\_\_\_\_\_  
Rachel Stenta, City Recorder

By: \_\_\_\_\_  
David L. Sakrison, Mayor

Date: \_\_\_\_\_

ATTEST:

GRAND COUNTY COUNCIL

\_\_\_\_\_  
Diana Carroll, County Clerk

By: \_\_\_\_\_  
Lynn Jackson, Council Chair

Date: \_\_\_\_\_






1 inch = 200 feet



# Lions Park Lease Areas

## Legend

-  Lease Area 2
-  Lease Area 1
-  Grand County Parcel in UDOT Lease Area

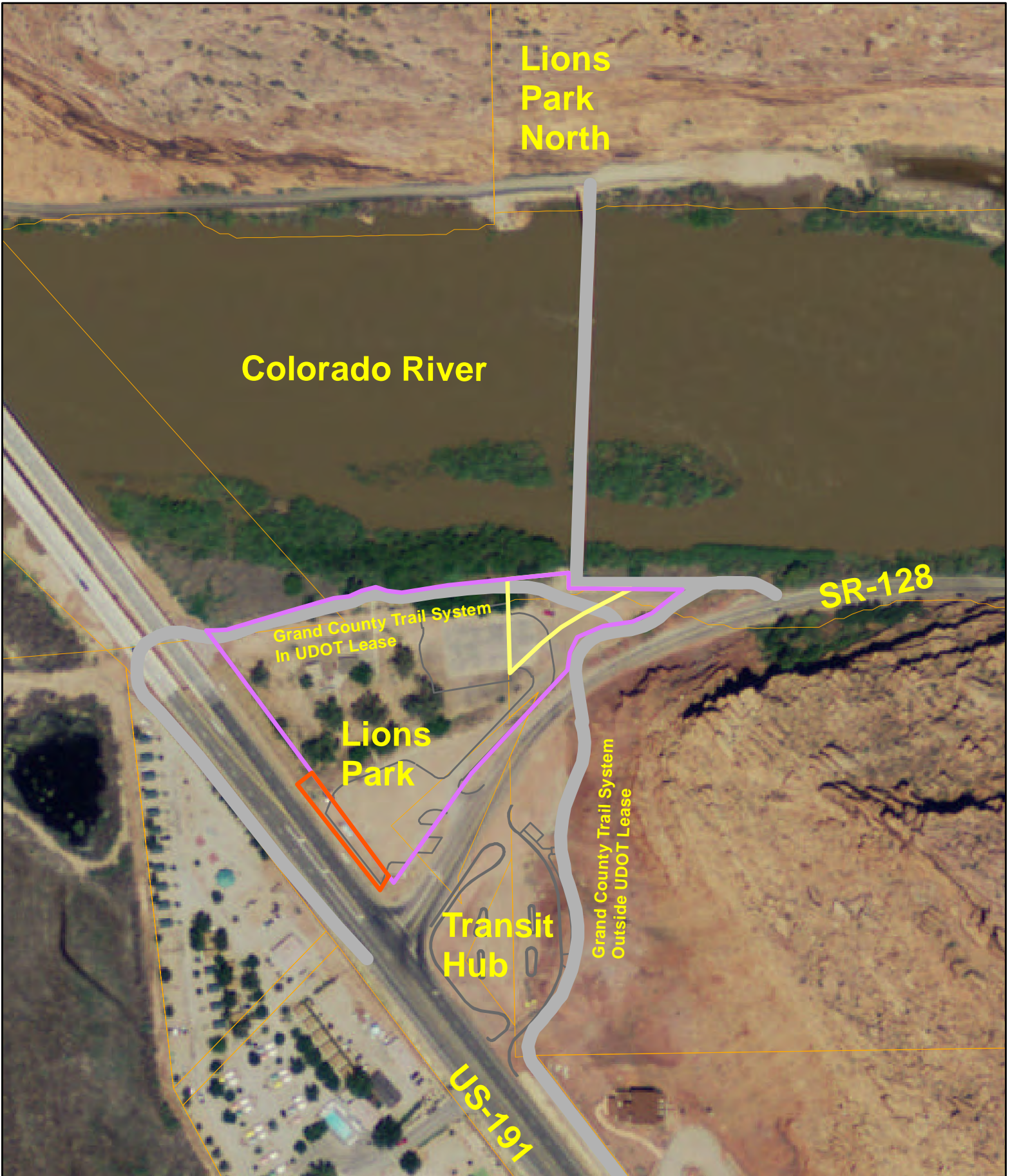
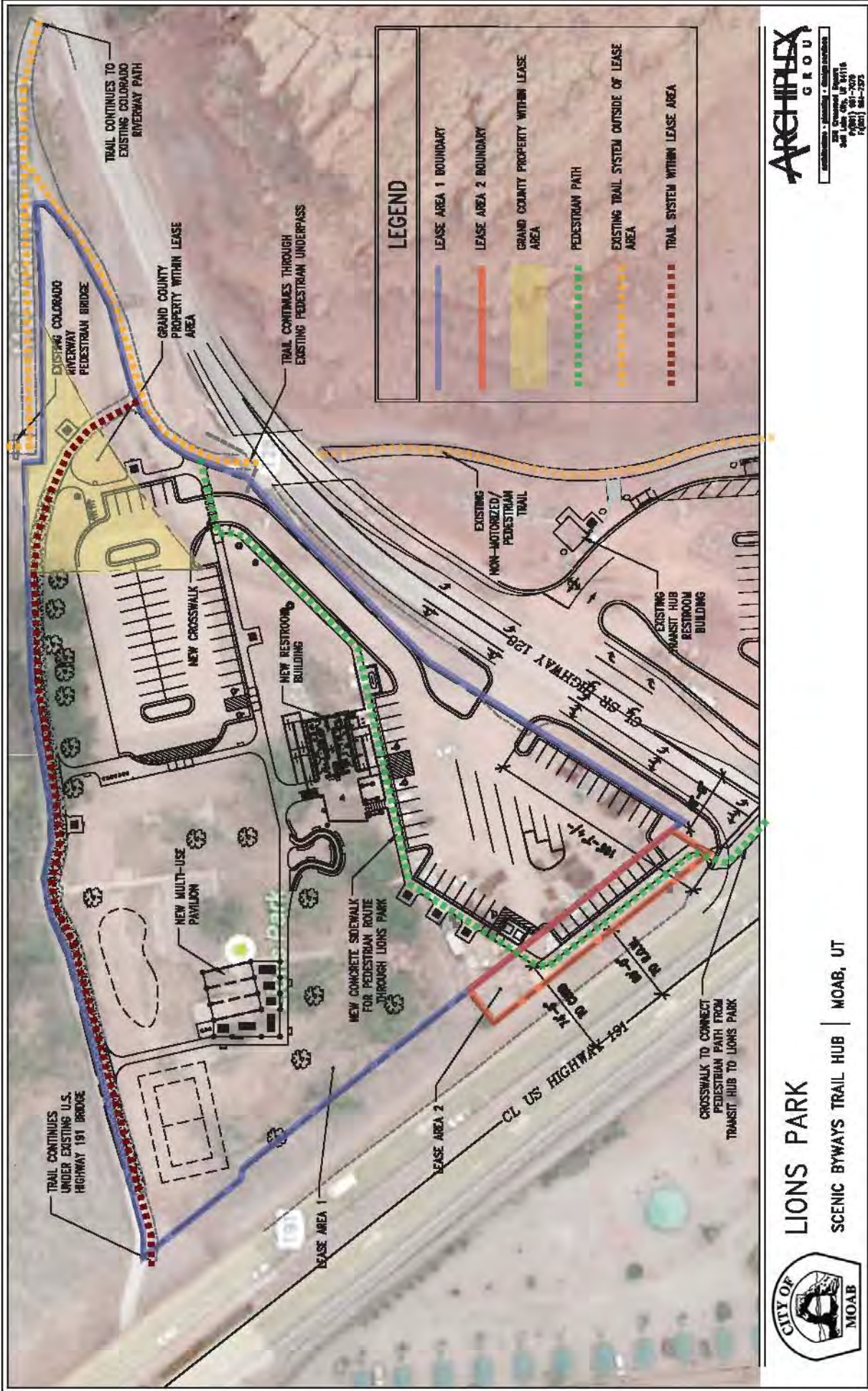


Exhibit "A"



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
GRAND COUNTY  
AND  
CITY OF MOAB**

RECEIVED  
AUG 24 2011  
GRAND COUNTY

**FOR DEVELOPMENT, OPERATION AND MANAGEMENT  
OF LIONS PARK, TRAIL, AND TRANSPORTATION HUB**

**Purpose**

The purpose of this document is to establish roles and responsibilities for parties engaged in developing, operating, and maintaining Lions Park, Trail, and Transportation Hub. The agreements represent the intentions of Grand County Council and Moab City Council to continue in a partnership for the development and management of this project as a Gateway Park for Moab and Grand County, a trailhead for multiple high-use trails in the area, and a transportation hub for parking and shuttling recreationists to visit area resources.

**Background**

**Project Site and Ownership**

The project, called the Lions Park Trail and Transportation Hub, includes approximately 156 acres located on the north and south banks of the Colorado River, east of the US 191 Colorado River Bridge. The project comprises approximately 5 acres of land on the south shore, north of SR-128, currently owned by Utah Department of Transportation; 19 acres of Grand County land on the south shore, both north and south of SR-128; and approximately 134 acres of Grand County land on the north shore of the Colorado River. The provisions of this document may refer to zones of the park identified as follows: Lions Park South (south of Colorado River, north of SR-128, and including trails extending from this area); Lions Park Transportation Hub (south of SR-128, including parking area and trail underpass); Lions Park North (north of the river).

**Existing and Funded Improvements**

The project site currently includes the following facilities: covered picnic pavilion, picnic tables, storage sheds, kitchen building, vault toilets, water faucets, non-motorized bridge across the Colorado River, trails, signage, boat ramp, connector sidewalks, and parking areas. Several facilities will be added with already obtained funding: bike-ped underpass, transportation hub parking and shade shelter, and trail extensions.

**Partnership Planning Efforts**

Planning for an expanded area around Lions Park has been underway since 2001 through several committees of partners. In 2003, concept drawings were developed with partner participation and the help of Utah State University. In 2007, Grand County created the Boat Ramp Task Force to develop a set of recommendations for the project area, with special emphasis on the north side of the river. The task force became the Lions Park Planning Group (LPPG), and the LPPG, with facilitation by the National Park Service Rivers, Trails and Conservation Assistance Program, is building on the Task Force recommendations with an updated concept plan and facility design drawings. The LPPG includes Moab City, Grand County, National Park Service, Bureau of Land Management, Sovereign Lands, Trail Mix, Moab Trail Alliance, and Lions Club. This MOU will characterize the roles of the City of Moab and Grand County in the continuing partnership.

## **Terms of Agreement**

### **Grand County and the City of Moab Mutually Agree:**

1. To manage the project site as one site regardless of ownership; the project site is described and defined in Appendix 1.
2. To manage the project as a partnership between the City and the County through an MOU and, when the park reopens after construction projects are completed, an Interlocal Agreement.
3. To acknowledge both the City and County in park signage.
4. To institute formal agreements with other partners from the Lions Park Planning Group as need for such agreements is determined by the City and County.
5. To continue the use of the name, Lions Park, to refer to the project area.
6. To both review, jointly amend if needed, and approve the recommendations of the LPPG.
7. To coordinate the development of grant applications for further site improvements and to determine the most appropriate provider of local matching funds and in-kind services, cost-sharing when possible. Site improvements will include installation of water and sewer infrastructure to Lions Park South and Lions Park Transportation Hub and park facilities to all areas of the project.
8. To create a shared City-County funding mechanism for major repairs of Lions Park Trail and Transportation Hub facilities.
9. To determine in future Interlocal Agreements the cost-sharing of monthly water, sewer, and electric utility service and maintenance of these utilities.

### **Grand County Agrees:**

1. To complete construction on the following projects:
  - a. Lions Park/128 Underpass and Transit Hub.
  - b. Funded portions of the Colorado River Trail from Lions Park to completed section of trail along SR-128.
2. To seek formal surface use agreement, or other appropriate mechanism, from the Utah Department of Transportation for portions of UDOT rights-of-way along US-191 and SR-128 where needed within the project area.
3. To coordinate with UDOT for inspections of the non-motorized bridge and bicycle-pedestrian underpass, and provide for these two facilities long and short-term maintenance and funding for any identified major repairs.
4. To contribute to a City-County fund for major repairs of Lions Park Trail and Transportation Hub facilities, as identified in an Interlocal Agreement and in each fiscal year's budget.
5. To consider, in the future, soft surface trail construction at Lions Park North through Trail Mix or other suitable mechanism.
6. To provide and fund all maintenance for the county road within Lions Park North.

### **The City of Moab Agrees:**

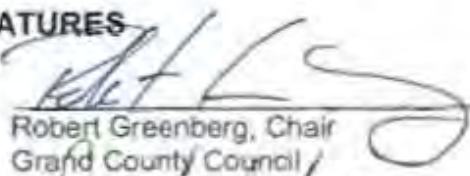
1. To officially endorse the Lions Park Planning Group as a City-sponsored advisory committee.
2. To manage the planning design grant for Lions Park obtained through National Park Service.
3. To seek ownership from the Utah Department of Transportation of any UDOT surplus land located within the park project.
4. To seek formal surface use agreement, or other appropriate mechanism, from UDOT for portions of UDOT rights-of-way along US-191 and SR-128 where needed within the project area.

5. To provide and fund regular maintenance and upkeep of park grounds and facilities, other than the bridge and underpass, in the portion of Lions Park Trail and Transportation Hub that falls within the City Limits, and to provide trash pick-up to Lions Park North with funding assistance from the County.
6. To contribute to a City-County fund for major repairs of Lions Park Trail and Transportation Hub facilities, as identified in an Interlocal Agreement and in each fiscal year's budget.
7. To manage any reservation and rental service for the pavilion.

**MOU Process**

1. The signatories of this agreement will meet to review the status of this agreement annually before its anniversary date. The annual review will confirm that all the obligations of this agreement are being met and that all activities are being conducted to the satisfaction of both parties.
2. Following the annual review, this MOU may be revised or modified, only with consent of both parties.
3. The original MOU and any annual modifications must be approved by vote of the Grand County Council and the City of Moab Council.

**SIGNATURES**

 \_\_\_\_\_ Date 7/9/09

Robert Greenberg, Chair  
Grand County Council

 \_\_\_\_\_ Date 7-16-09

David Sakrison, Mayor  
City of Moab

ATTEST: Rachel Ellison  
City Recorder

**APPENDICES**

Appendix 1: Project description and map

Appendix 2: Facility/amenity list with City/County roles (per Donna's matrix)

Appendix 3: UDOT letter of intention to make surplus property available to Lions project after bridge construction. UDOT is currently working on drafting this document.





**City of Moab/Grand County Proposal to Maintain/Provide Services**

Facility or Service	Location	Service to be Provided	Entity to Maintain/Provide	Special Provisions
Lions Park Pavilion Area (existing or new)	Lions Park	Maintenance and rental to public	City of Moab	Lions Club to use free of charge/ By Interlocal Agreement between City and County
Lions Park Outdoor Grilling/Cooking Area (new)	Lions Park	Maintenance/upkeep and rental to public	City of Moab	Lions Club to use free of charge/ By Interlocal Agreement between City and County
Lions Park Grounds	Lions Park	Trash Pick-up and Maintenance	City of Moab	By Interlocal Agreement between City and County
Lions Park Picnic Areas	Lions Park	Trash Pick-up and Maintenance	City of Moab	By Interlocal Agreement between City and County
Transportation Hub Parking Lot	Lions Park	Trash Pick-up	City of Moab	By Interlocal Agreement between City and County
Transportation Hub Parking Lot	Lions Park	Long Term Maintenance and improvements	Grand County	By Interlocal Agreement between City and County
Pedestrian Bridge	Lions Park	Long and short term maintenance and improvements	Grand County	
Lions Park Parking Lots	Lions Park	Trash Pick-up and Maintenance	City of Moab	By Interlocal Agreement between City and County
North Side of River	Lions Park	Trail Maintenance	Grand County/Trail Mix	
North Side of River	Lions Park	Trash can emptying	City of Moab	By Interlocal Agreement between City and County
Grant Writing	Lions Park	Grant Administration	City of Moab/Grand County	
Lions Park in general	Lions Park	Large Scale Improvements	City/County	By Interlocal Agreement between City and County
City Water and Sewer	Lions Park	Installation of infrastructure	City/County	By Interlocal Agreement between City and County
City Water and Sewer Facilities	Lions Park	Water and Sewer Line Maintenance	City	
Water and Sewer Service	Lions Park	Monthly bills	City or County	By Interlocal Agreement between City and County
Garbage Service	Lions Park	Monthly bills	City or County	By Interlocal Agreement between City and County
County Roads	Near Lions Park	Maintenance	Grand County	
Rest Rooms	Lions Park	Maintenance/upkeep	City of Moab	By Interlocal Agreement between City and County
Lions Park Sign	Lions Park	Name of Park	City/County	Lions Park name to be maintained





State of Utah

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

DEPARTMENT OF TRANSPORTATION

JOHN R. NJORD, P.E.  
*Executive Director*

CARLOS M. BRACERAS, P.E.  
*Deputy Director*

APPENDIX 3

July 2, 2009

The Honorable David Sakrison, Mayor  
City of Moab  
217 East Center St.  
Moab, UT 84532

The Honorable Robert Greenberg, Chair  
Grand County Council  
125 E. Center St.  
Moab, UT 84532

Reference: Lion's Park Property Letter of Intent

Dear Mayor Sakrison and Chairman Greenberg:

The Utah Department of Transportation (UDOT) intends to transfer the surplus portion of Lion's Park property to either the City of Moab or Grand County after construction is complete on the US-191 Colorado River Bridge Project. The US-191 and SR-128 right-of-way lines will bound the Lion's Park surplus property on two sides. Preliminary investigation proposes the right-of-way line at a 100-foot. Offset from the current project control line for US-191, and a 75-foot offset from the current project control line for SR-128. A preliminary plan sheet is enclosed for clarification. The offset for SR-128 is subject to modification (reduction) with appropriate design modeling and review. The proposed area to be transferred is approximately 2.48 acres, of which approximately 0.48 acres is included in an overlap with the meander line defined in 1911.

It is understood that the method of transfer will be determined by the UDOT at the time of transfer, but may include one of the following options: 1) transfer by fee simple title at the appraised value at the time of transfer, 2) transfer fee simple title with restrictions in the deed including a reversionary clause should the property cease to be used for purposes other than which intended, and 3) transfer by lease only.

It is further acknowledged that the UDOT is willing to enter into a landscaping agreement for the right-of-way that is not currently part of the roadway prism and meet the clear zone requirements. The landscaping items would be placed and maintained by either the City of Moab, or Grand County, upon approval by the UDOT. These landscaping features are subject to possible future removal made necessary by the widening of either the US-191 or SR-128

Mayor Sakrison and Chairman Greenberg  
July 2, 2009  
Page 2

highways to meet future demands. It is also understood that the necessary highway fencing will be placed to best meet the needs of both parties, and may not be delineating the actual right-of-way lines of the highway. However, right-of-way markers will be placed on the finalized right-of-way lines with the current project.

We believe this project will enhance the area and meet the needs of the public and end users in the area. We applaud the City of Moab, Grand County and National Park Service for their efforts in improving the transportation and user demands in this area.

Sincerely,

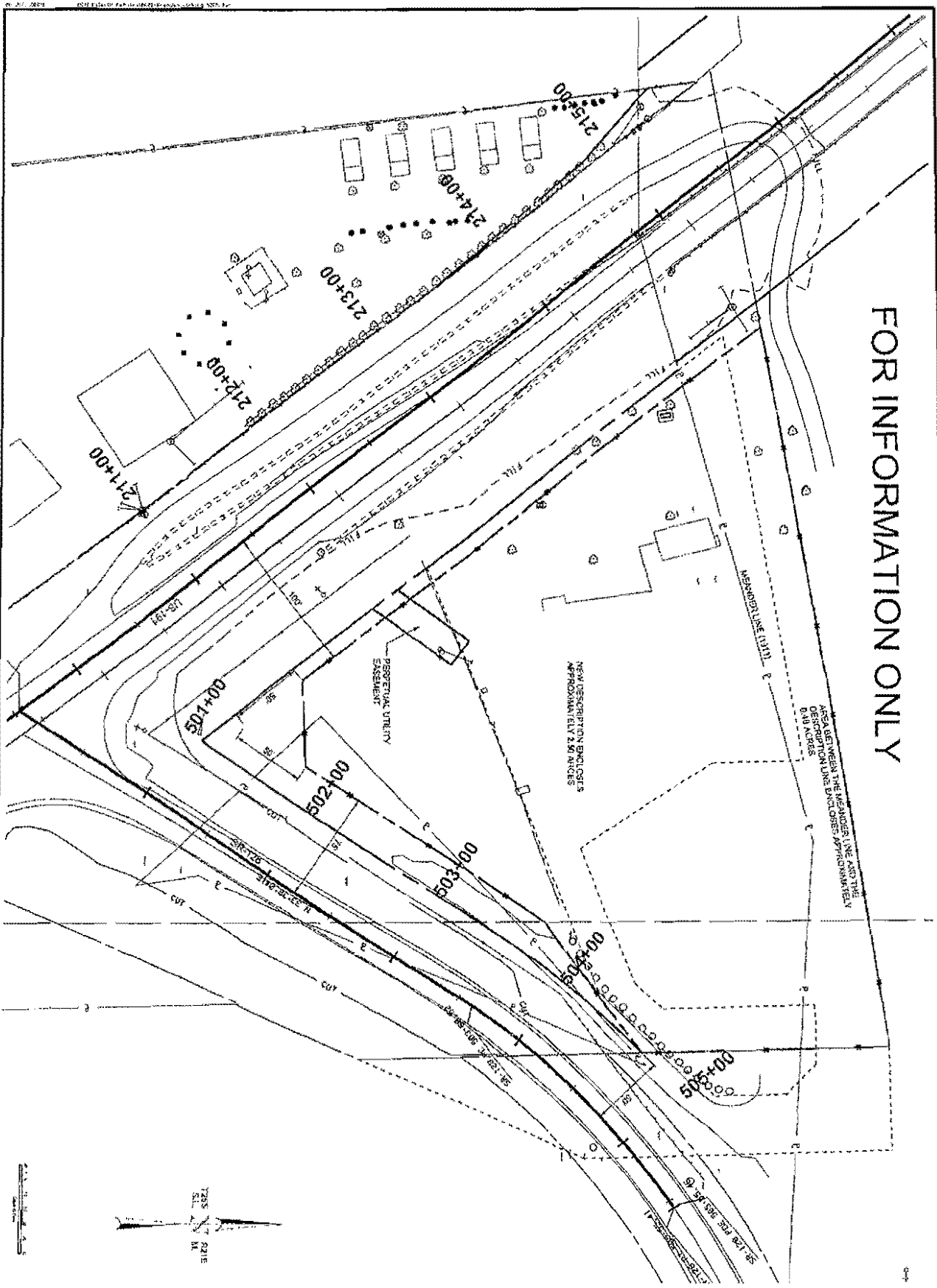


Nathan D. Lee, P.E.  
Region Four Director

NDL/naj

Enclosures

cc: Monte Aldridge, Region 4 Preconstruction Engineer  
Steve Ogden, East Area District Engineer  
Nancy Jerome, Region 4 R/W Engineer  
Kathryn Nichols, National Park Service  
File



FOR INFORMATION ONLY

AREA BETWEEN THE MANHOLE LINE AND THE  
DESCRIPTION LINE ENCLOSURES APPROXIMATELY  
0.18 ACRES

NON-DESCRIPTIVE ENCLOSURES  
APPROXIMATELY 2.50 ACRES

PERPETUAL UTILITY  
EASEMENT

DRAWN BY REV. 7/1	PROJECT	US-191; Over Colorado River Bridge	UTAH DEPARTMENT OF TRANSPORTATION		REVISIONS			
	PROJECT NUMBER	BRF-0191(68)129						
	RIGHT OF WAY SHEETS			CHECKED BY	NAJ	DATE	APPROVED BY	AGARDS

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: I

<b>TITLE:</b>	Approving Amendment to Ordinance No. 490, Commercial Production Water Disposal and Recycling Facilities, of the Grand County Land Use Code
<b>FISCAL IMPACT:</b>	none
<b>PRESENTER(S):</b>	Lee Shenton, Technical Inspector

**Prepared By:**

Lee Shenton,  
 Technical Inspector,  
 Community  
 Development  
 Department,  
 259-1795

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**PURPOSE:**

I move to amend Ordinance No. 490, Commercial Production Water Disposal and Recycling Facilities, of the Grand County Land Use Code and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Ordinance 490-2010 amended our Land Use Code (LUC) Subsection 3.2.4.G by establishing conditions for operation of commercial production water disposal and recycling facilities. Since then three different Utah agencies have issued applicable permits. Revisions to Ordinance 490 were proposed at the October 8, 2014 session of the Planning and Zoning Commission (PZC) in order to harmonize with state permits and to update certain aspects related to fees, operations and organizational changes. PZC voted 5-1 to forward the proposed updated ordinance to Council, who conducted a Public Hearing on November 5, 2014 and opened a public comment period which ended today.

**DISCUSSION:**

Proposed revisions to LUC Subsection 3.2.4.G are as follows:

- Replace all references to "County Engineer" with "Community Development Department."
- 1.c(2) require operator to be on site "during commercial operations" instead of "at all times."
- 1.h(5) reclamation requirements per state requirements.
- 1.n facility must properly operate emission control equipment.
- 1.p provide for late fees and estimated billing of monitoring fees when facility does not report barrels received.
- 2.a remove specific limits for emissions and instead incorporate limits by reference to state permits.
- 2.d(1) generalize description of visible layer on ponds with "hydrocarbon" instead of "oil" and require daily removal on un-netted ponds, "weather permitting."
- 2.d(15) require monthly removal of hydrocarbon layer from netted ponds, "weather permitting."
- 2.e monitoring requirements by reference to state permits.
- Amend LUC Article 10, Definitions to harmonize with state definition of Class II Injection Well.

**ATTACHMENT(S):**

Proposed revised Ordinance 490 (a redlined copy and a clean copy)

# GRAND COUNTY, UTAH ORDINANCE 490, 2010

## PRODUCTION WATER DISPOSAL & RECYCLING FACILITIES AMENDMENT

**WHEREAS**, the Grand County Council (County Council) adopted the Grand County General Plan Update (General Plan Update) on February 7, 2012 with Resolution No. 2976; August 5, 1996, with Resolution No. 2301 and updated April 6, 2004 with Resolution No. 2654;

**WHEREAS**, the County Council adopted the Grand County Land Use Code (LUC) on January 4, 1999 with Ordinance No. 299 and amended February 19, 2008 with Ordinance No. 468 for the purpose of regulating land use, subdivision, and development in Grand County in accordance with the General Plan;

**WHEREAS**, Grand County serves to protect the health, safety, and welfare of all its citizens and visitors;

**WHEREAS**, Grand County seeks to ensure that production water disposal and recycling facilities are planned, located, designed, and operated to facilitate compatibility with surrounding uses;

**WHEREAS**, Grand County desires to adopt best management practices and regulations to provide clear guidelines and requirements for the development of said facilities;

**WHEREAS**, the Planning Commission reviewed the draft ordinance ~~in public workshops on January 13, 2010 and January 27, 2010 and~~ in a public hearings on October 8, 2014 February 10, 2010, February 24, 2010 and March 10, 2010 and recommended approval;

**WHEREAS**, due notice was given that the County Council would meet to hear and consider this ordinance in a public hearing on November 5, 2014; April 6, 2010, continued to April 20, 2010, May 4, 2010, June 1, 2010 and June 15, 2010; and

**WHEREAS**, the County Council has heard and considered all evidence and testimony presented with respect to these amendments, and has determined that adoption of this ordinance is in the best interests of the citizens of the Grand County, Utah and that these amendments are consistent with the LUC Sec. 1.5, Purpose.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL** that the LUC is hereby amended by the repeal and re-enaction of Section 3.2.4.G Commercial Production Water Disposal and Recycling Facilities 3.2.4B of the LUC, use specific standards for Evaporation Pond Facilities for Produced Water Disposal is hereby repealed to read as follows:

~~**BE IT FURTHER ORDAINED BY THE COUNTY COUNCIL** that the Use Table, in Section 3.1 of the LUC is hereby amended by the addition of Land Farming, as defined in Article 10, to the list of Industrial Uses not allowed.~~

~~**BE IT FURTHER ORDAINED BY THE COUNTY COUNCIL** that the Use Table, in Section 3.1 of the LUC, is hereby amended by the addition of Commercial Production Water Disposal and Recycling Facilities to the list of Industrial Uses, and by the designation of such use to be allowed by Conditional Use Permit in the Range and Grazing and Heavy Industrial zone districts.~~

~~**BE IT FURTHER ORDAINED BY THE COUNTY COUNCIL** that the use specific standards of the LUC are hereby amended by the adoption of subsection 3.2.4.G Commercial Production Water Disposal and Recycling Facilities (and the renumbering of subsequent sections) to read as follows:~~

### **3.2.4.G Commercial Production Water Disposal and Recycling Facilities**

#### **1. General Requirements**

Commercial production water disposal and recycling facilities may be approved by Conditional Use Permit pursuant to Sec. 9.11, Conditional Use. Drilling muds and tank bottom waste shall

not be accepted. Land Farms, as defined in Article 10, are not permitted. Commercial production water disposal and recycling facilities shall comply with the following requirements:

**a. Site Plan**

A site plan shall be prepared in accordance with Section 9.17.

**b. Transportation Plan**

Selected transportation routes shall not result in a significant degradation of the level of service; "significant" shall be defined as a change in letter grade of the level of service. Where the level of service is unknown the applicant shall be responsible for the cost of traffic studies performed by a Utah-licensed engineer to establish such information. Traffic studies shall include an analysis of the traffic mix. Route selection to and from facilities shall consider the following:

- (1) Methods by which produced water will be transported,
- (2) Road types, design, and service capacity, including future maintenance needs and costs,
- (3) Extent to which weather renders such roads and/or highways hazardous,
- (4) Load capacities, including during saturated inclement weather conditions,
- (5) Accident rates, to determine if proposed transportation routes are more or less hazardous than the average for similar types of roads and/or highways- the applicant shall mitigate any increased risk to such roads and/or highways, the traveling public, and any increased future maintenance and repairs costs to Grand County or the State of Utah,
- (6) Number and proximity of residences, schools, hospitals, and pedestrian routes,
- (7) Noise and traffic disruption,
- (8) Number and frequency of intersections per linear mile, or other measure as determined by Grand County during the application process, between the entrance of a facility and the nearest federal, state or county highway or road,
- (9) Where roads are inadequate, as determined by Grand County, to support the additional proposed traffic, road and/or highway improvements shall be provided at the applicant's expense, consistent with applicable County, state, and/or federal standards,
- (10) A Road Maintenance Agreement accepted and signed by the County Road Department and approved by the County Council,
- (11) Additional bonding may be required to adequately cover road maintenance costs during operation, and
- (12) A UDOT highway access permit shall be approved for each facility with direct access to a state highway. Turn lanes, frontage road(s), and curb and gutter shall be provided by the applicant if required by UDOT.

**c. Operation**

- (1) Sites shall be fully operational and have all applicable county, state, and federal permits prior to accepting produced water as documented in an operational certification letter. An operational certification letter shall be issued by the Community Development Department ~~the County Engineer~~ prior to receiving any production water.
- (2) An operator shall be on site at all times during commercial operations.
- (3) Sites shall be used solely for produced water disposal, condensate holding and hydrocarbon recovery tanks, and related structures. Injection or dumping into a Class II injection well, or holding at the site, of any other substance, waste or chemical is strictly prohibited.
- (3) Federal, state, and county officials shall be allowed on the premises for the purpose of conducting site visits without prior notification.
- (4) Federal, state, and county documents shall be maintained on site and made available for federal, state, and county review.

- (5) Signs providing emergency contact information shall be provided at the facility entrance and receiving areas.
- (6) The applicant shall submit information regarding the proposed facility, wildlife protection measures, and type and height of perimeter fencing to the Utah Division of Wildlife Resources. The applicant's letter and agency response shall be provided to the County.
- (7) Perimeter fencing shall be installed to keep wildlife and agriculture stock off the premises.

**d. Water Supply, Sewage Disposal, and Fire Protection**

Prior to approval the applicant shall demonstrate water supply, sewage disposal, and fire protection that is sufficient in terms of quality, quantity, and dependability for the proposed facility.

**e. Drainage Plan**

A drainage report and drainage plan, prepared by a Utah-licensed engineer, shall demonstrate compliance with Sec. 6.7, Drainage, with consideration of natural drainage and drainage during construction.

**f. Surface Discharge**

No application of production water shall be used on the ground for any purpose including construction, dust control, or agricultural use without prior written approval from the Utah Division of Oil, Gas, and Mining, the Division of Water Quality, and Grand County. Fluids from such facilities shall at no time be discharged onto the ground, sold for off-site use, nor allowed to contaminate waters of the U.S. without prior written consent from all applicable local, state, and federal authorities. The applicant shall provide written copies of all approvals to the County prior to commencing any such activity.

**g. Waste Management Plan**

A detailed waste management plan shall describe the plans for handling and disposal of the expected wastes to be generated as a part of facility operations. This includes such items as hydrocarbons, concentrated brine, treatment chemicals, and treatment media.

**h. Reclamation Plan**

A detailed reclamation plan shall demonstrate that upon cessation of operations restoration of the site shall be completed to a condition as natural as practical, or to the site's original or other beneficial condition as approved by the County Council and consistent with Sec. 6.9.9F, Restoration. At a minimum the reclamation plan shall include the following:

- (1) Removal of structures,
- (2) Removal and disposal of remaining waste including contaminated soils and liners,
- (3) Re-grading of the site to the approximate original contour or approved beneficial condition,
- (4) Erosion control and re-vegetation of disturbed areas, ~~or and~~
- (5) ~~Conformance with state reclamation requirements. Alternative decommissioning plan, as recommended by Community Development the County Engineer and approved by the County Council, provided that the remaining materials are rendered incapable of causing pollution, and~~
- (6) ~~Plugging of wells.~~



**i. Bonding**

The applicant shall be financially capable of constructing, operating, and properly closing the site, including reclamation and any required post-closure monitoring to the satisfaction of the County. Final reclamation shall be accomplished within one year of the cessation of operations.

Each applicant shall post sufficient security based on a cost estimate to be prepared by a licensed engineer and approved by ~~the County Engineer~~ the Community Development Department. The cost estimate shall include all costs associated with facility closure and site remediation. The method of security shall be approved by the County Clerk, County Attorney, and County Council prior to the issuance of a Conditional Use Permit. Such Security shall be in accordance with state requirements found in Utah Administrative Code R649-9 Waste Management Disposal. Estimates shall be recalculated every 5 years and shall account for the value of bonds held by the State of Utah for a particular facility.

**j. Referral Agency**

Applications shall be referred to such agencies and persons as the Zoning Administrator deems appropriate, including, but not limited to, the Utah Department of Environmental Quality (Division of Air Quality and Division of Water Quality) and the Utah Department of Natural Resources (Division of Oil, Gas, and Mining and Division of Wildlife Resources) for review and comment.

**k. Notification**

The applicant shall supply a list of all property owners within a one-half mile radius of the proposed project site and an affidavit certifying that a copy of the application has been made available to said property owners.

**l. Operational Status**

Grand County shall be notified in writing at least 30 days prior to any change in ownership or operator status. Grand County shall be notified of any permit revisions, equipment upgrades or downgrades, and/or process changes integral to the operation of the facility.

**m. Technical Review**

If County staff does not have the technical expertise or the practical ability to devote the necessary time and effort for technical review, as determined by the County Council, the County may engage such additional expertise and/or consultants to assist the County and/or to provide technical review of an application under this section, including assessing the accuracy of technical reports and studies. The applicant shall reimburse the County for the cost of such assistance prior to approval of applicable County permits and before commencement of the activity. The County shall require that the applicant provide cash or equivalent security to guarantee that the costs of such consultants and expertise are borne by the applicant.

**n. Best Available Control Technology**

Applicants shall ~~demonstrate the best pollution control technology that is consistent with the highest standard currently in use within the County.~~ install and operate emission control technology according to requirements of all applicable permits and orders issued by the State of Utah.

Applicants that are required by the State of Utah to provide best available control technology documentation to the Department of Air Quality shall furnish a copy of the proposed best control technology documentation to the County.

**o. Existing Facilities**

Existing facilities shall not be deemed to be in noncompliance due to actions taken by adjacent landowners.

**p. Fees**

In addition to application fees, the applicant shall pay fees in accordance with the Grand County fee schedule as updated annually.

(1) Each produced water facility shall submit to the Office of the County Clerk a monthly summary report of barrels received by the 5<sup>th</sup> business day of the following month. Billing invoices for the monitoring fee shall be subject to a standard 30 day payment term.

(2) If the monthly summary report is not received by the Office of the County Clerk within thirty days of the due date, the Clerk shall bill the produced water facility based on the average of the twelve most-recently submitted monthly reports.

(3) Accrued Late Fees of 1.5% per month for past due balances will be billed upon receipt of the Annual Statement from the produced water facility OR on the due date of the Annual Statement, whichever is earliest.

(4) If the total barrels reported in the Annual Statement shows that less fees were due than were billed, the Office of the County Clerk will calculate the difference and issue a credit against future monitoring fees. If the total annual barrels reported in the Annual Statement shows that more fees were due than were billed, the Office of the County Clerk will bill the facility for any additional fees due, including any additional Late Fees due.

(5) Grand County may file a lien against the produced water facility for unpaid fees that are still past due on April 30<sup>th</sup> of the following year.

**q. Permit Review**

The applicant shall provide an annual statement of compliance to be reviewed by the County Council. Such statements shall include a detailed and specific report on steps taken in the prior year to comply with applicable local, state, and federal requirements and laws. This statement shall be due to the County by January 31<sup>st</sup> of each year.

**r. Permit Expiration**

If the facility has not been in operation within one year of obtaining the conditional use permit and a request for extension has not been received and approved by the County Council the conditional use permit shall expire. Additionally, if the facility shuts down at any time for a period of one year and a request for extension has not been received and approved by the County Council, the conditional use permit shall expire and site restoration shall be completed by the owner of the property or bond holder.

**s. Liability and Mitigation**

The permittee and property owner are legally liable for all environmental damage, including but not limited to health hazards, resulting from the construction, operation, use, and maintenance of any production water disposal and recycling facility. If such damage occurs, the county, in addition to pursuing all other remedies available to it, may summarily require the permittee and property owner to develop and implement with due diligence a mitigation plan, including requirements of state and federal agencies, to remedy all such damage. Implementation of the plan will be required regardless of whether the county also revokes the permit.

**t. Contingency Plan**

The applicant shall provide a contingency plan, including material safety data sheets, to be maintained on-site and at the appropriate offices of the emergency service providers listed below for the purpose of describing what actions shall be taken in the event of unintentional release and/or exposure. The plan shall provide, at a minimum, communications protocol, including emergency responder notification. Copies shall be provided to the following service providers: Sheriff's department, fire department(s), local hospital(s), and Emergency Medical Services (EMS).

## 2. Commercial Evaporation Pond Facilities

In addition to complying with the general requirements of Sec. 3.2.4.G.1, commercial evaporation pond facilities for produced water disposal shall comply with the following:

### a. ~~Cumulative Maximum Control of Annual Air Emissions of Hazardous Air Pollutants~~

~~For the purpose of limiting hazardous air pollution the following calculation shall be utilized to determine the number of permitted facilities in Grand County. The estimated combined total for all Hazardous Air Pollutants (HAP) of all permitted and proposed commercial production water disposal and recycling facilities within Grand County shall not exceed 20,000 lbs per year. The cumulative maximum annual emission shall be calculated by multiplying the concentration of each HAP found in the water quality sampling (for operational facilities the average of the last four quarterly samples shall be used) by the volume of water evaporated in a year. A minimum annual evaporation rate of 72 inches shall be used for this calculation.~~

Facilities that do not meet the “de minimis” air quality standards, as defined by the Utah Department of Environmental Quality (Division of Air Quality), shall be required to install best available and operate emission control technology as specified in all applicable permits and orders issued by the State of Utah.

### b. Location

Commercial evaporation pond facilities for produced water disposal shall only be considered on sites identified on the attached map entitled “Evaporation Pond Facilities Overlay Map”. In addition the following shall apply:

- (1) Sites shall be a minimum of 40-acres in size;
- (2) No site shall be located within a mile of: an existing residence, RR, SLR, LLR, or MFR zone district, irrigated farm land, or national or state park;
- (3) No site shall be located within one-half mile of a perennial or intermittent stream, as identified by USGS, surface waters, or regulatory wetlands;
- (4) No site shall be located within a Sole Source Aquifer designated area;
- (5) No site shall be located within sight of scenic by-way Highway 128;
- (6) All ponds shall be located a minimum of 500 feet from the down gradient property line to allow additional monitoring wells to be placed on the site if deemed necessary by the Community Development Department County Engineer; and
- (7) Site soil and subsurface permeability shall be less than  $1 \times 10^{-5}$  centimeters per second, to a depth sufficient to span a ten year saturation period.

### c. Baseline Data

The applicant shall collect and submit baseline data to be approved by the Community Development Department the County Engineer prior to the issuance of a zoning development permit and /or building permit. Baseline air and water quality sampling plans shall be completed by an independent and state certified lab and, at a minimum, include:

- (1) Depth to groundwater,
- (2) Groundwater flow rates,
- (3) Direction of flow,
- (4) Soil and subsurface permeability to a sampling depth sufficient to span a ten year saturation period,
- (5) Wind patterns reflecting diurnal and seasonal changes,
- (6) Location of abandoned and/or active wells and surface water within a one-half mile radius of the proposed site,

- (7) Air quality sampling for sulfur containing compounds, Volatile Organic Compounds (VOCs), and hazardous air pollutants,
- (8) Water quality sampling for sulfur containing compounds, VOCs, total extractable petroleum hydrocarbons, pH, conductivity, Total Dissolved Solids (TDS), Total Suspended Solids (TSS), and metals.

**d. Operation and Safety**

- (1) Any measurable or visible layer of ~~oil~~ **hydrocarbons** that accumulates on the surface of an **un-netted** evaporation pond shall be removed daily, **weather permitting**.
- (2) Spray evaporation systems shall be operated such that all spray-borne suspended or dissolved solids remain within the perimeter of a pond's lined area.
- (3) Smoking shall be allowed in designated areas only and appropriate signs shall be maintained.
- (4) Signs providing emergency contact information, stating non-potable water, and warning of potential drowning hazards shall be posted adjacent to all ponds.
- (5) Ropes, ladders, and/or other means of escape shall be provided along the perimeter of the ponds to allow a person to climb out of a pond in the event of an accident.
- (6) Pits or ponds intended to have hydrocarbon products on the surface shall be netted to prevent wildlife access. Netting structures shall be constructed so that the netting is prevented from sagging into the pit fluids and perimeter netting shall extend to the ground to prevent wildlife entry. Netting shall be monitored by the onsite operator to ensure proper working order.
- (7) A wildlife deterrent device, such as a "hazing canon", shall be placed on site at strategic locations to keep wildlife away from open ponds.
- (8) All ponds shall have a 2-foot minimum freeboard.
- (9) The applicant shall provide calculations demonstrating adequate on-site pond volume for emergency emptying of any pond. Facilities shall provide a written emergency repair plan that clearly indicates the procedure for emptying a pond.
- (10) The applicant shall provide for prevention of loss of any produced water from the ponds via wave action.
- (11) All holding tanks for materials associated with operations shall be constructed completely above ground and within a curbed or bermed containment area to provide a volume equal to 1.5 times the largest tank volume. No open top tanks shall be permitted.
- (12) Ponds shall be double lined in accordance with state regulations. Additionally, the top liner shall be synthetic and a minimum of 60 mils thick.
- (13) If a pond specific leak is detected, the pond shall be emptied immediately and the source of the leak repaired.
- (14) If contaminants are found to exceed permissible levels in perimeter monitoring wells or allowed volumes in any area of the facility are exceeded, the facility shall cease accepting new waste immediately and direct customers to another regional/state approved facility. ~~The Community Development Department~~ ~~the County Engineer~~ shall be notified within one working day of the occurrence and the cause shall be corrected to the satisfaction of ~~the Community Development Department~~ ~~the County Engineer~~ and applicable state agencies prior to resuming operations.
- (15) Hydrocarbon accumulation on the surface of any **netted** pit or pond shall be removed at least once a month, **weather permitting**.

**e. On-going Monitoring**

The applicant shall ~~provide for quarterly air and water quality~~ **conduct air and water monitoring as required by all applicable State of Utah permits and orders.**

**3. Commercial Class II Injection Wells**

In addition to complying with the general requirements of Sec. 3.2.4.G.1, commercial class II wells for produced water disposal shall comply with the following:

**a. Location**

Commercial class II injection wells shall not be permitted within the boundaries of the Valley Aquifer impact zone as defined in the LUC Sec. 7.10.3 (Valley Aquifer Impact Zone map) or within any sole source aquifer zone. Class II injection wells shall be located to ensure that Underground Sources of Drinking Water (USDWs) and surface waters are not being endangered.

**b. Underground Injection Control Permit**

The applicant shall submit copies of Class II Underground Injection Control (UIC) permit application materials in order that the County may participate through written comment in the Utah Division of Oil, Gas, and Mining (UDOGM) permitting process.

**c. Operation and Safety**

Class II injection wells shall be completed, equipped, operated, and maintained in a manner that will prevent pollution and damage to any Underground Source of Drinking Water (USDW), or other resources and will confine injected fluids to the target injection zone approved by UDOGM.

**d. Monitoring**

A sampling port shall be provided post-treatment, prior to injection. The applicant shall provide continuous read Total Dissolved Solids (TDS) monitoring during pumping operations in 15 minute minimum intervals (with digital record copies of output) for each well in conjunction with daily manual water samples for purposes of comparison. The applicant shall submit quarterly reports providing TDS raw data and averages for each well displayed in a graphic format with a text summary. Access to the sampling port and the entire facility shall be provided to all regulatory agencies without prior notification.

**BE IT FINALLY ORDAINED BY THE COUNTY COUNCIL** that LUC Article 10, Definitions is hereby amended by the adoption of the following definitions.

Term	Definition
Class II Injection Well	A well used to inject brines and other fluids associated with the production of oil and natural gas <u>as defined by the State of Utah.</u>
Commercial Production Water Disposal and Recycling Facility	A centralized facility accepting produced oil and gas production related fluids <i>not generated on site.</i>
Evaporation Pond	Surface impoundment used for the purpose of containing, treating and evaporation of produced water.
Hazardous Air Pollutants	As defined in the federal Clean Air Act, Section 112.
Land Farming	The controlled and repeated application of drilling mud, sludge, or any other wet non-water materials from reserve pits or the drilling process to the soil surface.
Produced Water	The brines brought up from the hydrocarbon bearing strata during the extraction of oil and gas, and can include formation water, injection water, and any chemicals added down hole or during the oil/water separation process.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this 18th day of November, 2014, by the following vote:

Those voting aye: Ballantyne, Ciarus, Holyoak, Jackson, Nyland, Paxman, Tubbs

Those voting nay: \_\_\_\_\_

Absent: \_\_\_\_\_

ATTEST:

Grand County Council

\_\_\_\_\_  
Diana Carroll, County Clerk

\_\_\_\_\_  
~~Lynn Jackson~~ ~~Audrey Graham~~, Chairperson

# GRAND COUNTY, UTAH ORDINANCE \_\_\_\_\_

## PRODUCTION WATER DISPOSAL & RECYCLING FACILITIES AMENDMENT

**WHEREAS**, the Grand County Council (County Council) adopted the Grand County General Plan Update (General Plan Update) on February 7, 2012 with Resolution No. 2976;

**WHEREAS**, the County Council adopted the Grand County Land Use Code (LUC) on January 4, 1999 with Ordinance No. 299 and amended February 19, 2008 with Ordinance No. 468 for the purpose of regulating land use, subdivision, and development in Grand County in accordance with the General Plan;

**WHEREAS**, Grand County serves to protect the health, safety, and welfare of all its citizens and visitors;

**WHEREAS**, Grand County seeks to ensure that production water disposal and recycling facilities are planned, located, designed, and operated to facilitate compatibility with surrounding uses;

**WHEREAS**, Grand County desires to adopt best management practices and regulations to provide clear guidelines and requirements for the development of said facilities;

**WHEREAS**, the Planning Commission reviewed the draft ordinance in a public hearing on October 8, 2014 and recommended approval;

**WHEREAS**, due notice was given that the County Council would meet to hear and consider this ordinance in a public hearing on November 5, 2014; and

**WHEREAS**, the County Council has heard and considered all evidence and testimony presented with respect to these amendments, and has determined that adoption of this ordinance is in the best interests of the citizens of the Grand County, Utah and that these amendments are consistent with the LUC Sec. 1.5, Purpose.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL** that the LUC is hereby amended by the repeal and re-enactment of Section 3.2.4.G Commercial Production Water Disposal and Recycling Facilities to read as follows:

### **3.2.4.G Commercial Production Water Disposal and Recycling Facilities**

#### **1. General Requirements**

Commercial production water disposal and recycling facilities may be approved by Conditional Use Permit pursuant to Sec. 9.11, Conditional Use. Drilling muds and tank bottom waste shall not be accepted. Land Farms, as defined in Article 10, are not permitted. Commercial production water disposal and recycling facilities shall comply with the following requirements:

##### **a. Site Plan**

A site plan shall be prepared in accordance with Section 9.17.

##### **b. Transportation Plan**

Selected transportation routes shall not result in a significant degradation of the level of service; "significant" shall be defined as a change in letter grade of the level of service. Where the level of service is unknown the applicant shall be responsible for the cost of traffic studies performed by a Utah-licensed engineer to establish such information. Traffic studies shall include an analysis of the traffic mix. Route selection to and from facilities shall consider the following:

- (1) Methods by which produced water will be transported,
- (2) Road types, design, and service capacity, including future maintenance needs and costs,
- (3) Extent to which weather renders such roads and/or highways hazardous,
- (4) Load capacities, including during saturated inclement weather conditions,

- (5) Accident rates, to determine if proposed transportation routes are more or less hazardous than the average for similar types of roads and/or highways- the applicant shall mitigate any increased risk to such roads and/or highways, the traveling public, and any increased future maintenance and repairs costs to Grand County or the State of Utah,
- (6) Number and proximity of residences, schools, hospitals, and pedestrian routes,
- (7) Noise and traffic disruption,
- (8) Number and frequency of intersections per linear mile, or other measure as determined by Grand County during the application process, between the entrance of a facility and the nearest federal, state or county highway or road,
- (9) Where roads are inadequate, as determined by Grand County, to support the additional proposed traffic, road and/or highway improvements shall be provided at the applicant's expense, consistent with applicable County, state, and/or federal standards,
- (10) A Road Maintenance Agreement accepted and signed by the County Road Department and approved by the County Council,
- (11) Additional bonding may be required to adequately cover road maintenance costs during operation, and
- (12) A UDOT highway access permit shall be approved for each facility with direct access to a state highway. Turn lanes, frontage road(s), and curb and gutter shall be provided by the applicant if required by UDOT.

**c. Operation**

- (1) Sites shall be fully operational and have all applicable county, state, and federal permits prior to accepting produced water as documented in an operational certification letter. An operational certification letter shall be issued by the Community Development Department prior to receiving any production water.
- (2) An operator shall be on site during commercial operations.
- (3) Sites shall be used solely for produced water disposal, condensate holding and hydrocarbon recovery tanks, and related structures. Injection or dumping into a Class II injection well, or holding at the site, of any other substance, waste or chemical is strictly prohibited.
- (3) Federal, state, and county officials shall be allowed on the premises for the purpose of conducting site visits without prior notification.
- (4) Federal, state, and county documents shall be maintained on site and made available for federal, state, and county review.
- (5) Signs providing emergency contact information shall be provided at the facility entrance and receiving areas.
- (6) The applicant shall submit information regarding the proposed facility, wildlife protection measures, and type and height of perimeter fencing to the Utah Division of Wildlife Resources. The applicant's letter and agency response shall be provided to the County.
- (7) Perimeter fencing shall be installed to keep wildlife and agriculture stock off the premises.

**d. Water Supply, Sewage Disposal, and Fire Protection**

Prior to approval the applicant shall demonstrate water supply, sewage disposal, and fire protection that is sufficient in terms of quality, quantity, and dependability for the proposed facility.

**e. Drainage Plan**

A drainage report and drainage plan, prepared by a Utah-licensed engineer, shall demonstrate compliance with Sec. 6.7, Drainage, with consideration of natural drainage and drainage during construction.



**f. Surface Discharge**

No application of production water shall be used on the ground for any purpose including construction, dust control, or agricultural use without prior written approval from the Utah Division of Oil, Gas, and Mining, the Division of Water Quality, and Grand County. Fluids from such facilities shall at no time be discharged onto the ground, sold for off-site use, nor allowed to contaminate waters of the U.S. without prior written consent from all applicable local, state, and federal authorities. The applicant shall provide written copies of all approvals to the County prior to commencing any such activity.

**g. Waste Management Plan**

A detailed waste management plan shall describe the plans for handling and disposal of the expected wastes to be generated as a part of facility operations. This includes such items as hydrocarbons, concentrated brine, treatment chemicals, and treatment media.

**h. Reclamation Plan**

A detailed reclamation plan shall demonstrate that upon cessation of operations restoration of the site shall be completed to a condition as natural as practical, or to the site's original or other beneficial condition as approved by the County Council and consistent with Sec. 6.9.9F, Restoration. At a minimum the reclamation plan shall include the following:

- (1) Removal of structures,
- (2) Removal and disposal of remaining waste including contaminated soils and liners,
- (3) Re-grading of the site to the approximate original contour or approved beneficial condition,
- (4) Erosion control and re-vegetation of disturbed areas, and
- (5) Conformance with state reclamation requirements.

**i. Bonding**

The applicant shall be financially capable of constructing, operating, and properly closing the site, including reclamation and any required post-closure monitoring to the satisfaction of the County. Final reclamation shall be accomplished within one year of the cessation of operations.

Each applicant shall post sufficient security based on a cost estimate to be prepared by a licensed engineer and approved by the Community Development Department. The cost estimate shall include all costs associated with facility closure and site remediation. The method of security shall be approved by the County Clerk, County Attorney, and County Council prior to the issuance of a Conditional Use Permit. Such Security shall be in accordance with state requirements found in Utah Administrative Code R649-9 Waste Management Disposal. Estimates shall be recalculated every 5 years and shall account for the value of bonds held by the State of Utah for a particular facility.

**j. Referral Agency**

Applications shall be referred to such agencies and persons as the Zoning Administrator deems appropriate, including, but not limited to, the Utah Department of Environmental Quality (Division of Air Quality and Division of Water Quality) and the Utah Department of Natural Resources (Division of Oil, Gas, and Mining and Division of Wildlife Resources) for review and comment.

**k. Notification**

The applicant shall supply a list of all property owners within a one-half mile radius of the proposed project site and an affidavit certifying that a copy of the application has been made available to said property owners.

**I. Operational Status**

Grand County shall be notified in writing at least 30 days prior to any change in ownership or operator status. Grand County shall be notified of any permit revisions, equipment upgrades or downgrades, and/or process changes integral to the operation of the facility.

**m. Technical Review**

If County staff does not have the technical expertise or the practical ability to devote the necessary time and effort for technical review, as determined by the County Council, the County may engage such additional expertise and/or consultants to assist the County and/or to provide technical review of an application under this section, including assessing the accuracy of technical reports and studies. The applicant shall reimburse the County for the cost of such assistance prior to approval of applicable County permits and before commencement of the activity. The County shall require that the applicant provide cash or equivalent security to guarantee that the costs of such consultants and expertise are borne by the applicant.

**n. Best Available Control Technology**

Applicants shall install and operate emission control technology according to requirements of all applicable permits and orders issued by the State of Utah.

Applicants that are required by the State of Utah to provide best available control technology documentation to the Department of Air Quality shall furnish a copy of the proposed best control technology documentation to the County.

**o. Existing Facilities**

Existing facilities shall not be deemed to be in noncompliance due to actions taken by adjacent landowners.

**p. Fees**

In addition to application fees, the applicant shall pay fees in accordance with the Grand County fee schedule as updated annually.

(1) Each produced water facility shall submit to the Office of the County Clerk a monthly summary report of barrels received by the 5<sup>th</sup> business day of the following month. Billing invoices for the monitoring fee shall be subject to a standard 30 day payment term.

(2) If the monthly summary report is not received by the Office of the County Clerk within thirty days of the due date, the Clerk shall bill the produced water facility based on the average of the twelve most-recently submitted monthly reports,

(3) Accrued Late Fees of 1.5% per month for past due balances will be billed upon receipt of the Annual Statement from the produced water facility OR on the due date of the Annual Statement, whichever is earliest.

(4) If the total barrels reported in the Annual Statement shows that less fees were due than were billed, the Office of the County Clerk will calculate the difference and issue a credit against future monitoring fees. If the total annual barrels reported in the Annual Statement shows that more fees were due than were billed, the Office of the County Clerk will bill the facility for any additional fees due, including any additional Late Fees due.

(5) Grand County may file a lien against the produced water facility for unpaid fees that are still past due on April 30<sup>th</sup> of the following year.

**q. Permit Review**

The applicant shall provide an annual statement of compliance to be reviewed by the County Council. Such statements shall include a detailed and specific report on steps taken in the prior year to comply with applicable local, state, and federal requirements and laws. This statement

shall be due to the County by January 31<sup>st</sup> of each year.

**r. Permit Expiration**

If the facility has not been in operation within one year of obtaining the conditional use permit and a request for extension has not been received and approved by the County Council the conditional use permit shall expire. Additionally, if the facility shuts down at any time for a period of one year and a request for extension has not been received and approved by the County Council, the conditional use permit shall expire and site restoration shall be completed by the owner of the property or bond holder.

**s. Liability and Mitigation**

The permittee and property owner are legally liable for all environmental damage, including but not limited to health hazards, resulting from the construction, operation, use, and maintenance of any production water disposal and recycling facility. If such damage occurs, the county, in addition to pursuing all other remedies available to it, may summarily require the permittee and property owner to develop and implement with due diligence a mitigation plan, including requirements of state and federal agencies, to remedy all such damage. Implementation of the plan will be required regardless of whether the county also revokes the permit.

**t. Contingency Plan**

The applicant shall provide a contingency plan, including material safety data sheets, to be maintained on-site and at the appropriate offices of the emergency service providers listed below for the purpose of describing what actions shall be taken in the event of unintentional release and/or exposure. The plan shall provide, at a minimum, communications protocol, including emergency responder notification. Copies shall be provided to the following service providers: Sheriff's department, fire department(s), local hospital(s), and Emergency Medical Services (EMS).

**2. Commercial Evaporation Pond Facilities**

In addition to complying with the general requirements of Sec. 3.2.4.G.1, commercial evaporation pond facilities for produced water disposal shall comply with the following:

**a. Control of Air Emissions**

Facilities that do not meet the "de minimis" air quality standards, as defined by the Utah Department of Environmental Quality (Division of Air Quality), shall be required to install and operate emission control technology as specified in all applicable permits and orders issued by the State of Utah.

**b. Location**

Commercial evaporation pond facilities for produced water disposal shall only be considered on sites identified on the attached map entitled "Evaporation Pond Facilities Overlay Map". In addition the following shall apply:

- (1) Sites shall be a minimum of 40-acres in size;
- (2) No site shall be located within a mile of: an existing residence, RR, SLR, LLR, or MFR zone district, irrigated farm land, or national or state park;
- (3) No site shall be located within one-half mile of a perennial or intermittent stream, as identified by USGS, surface waters, or regulatory wetlands;
- (4) No site shall be located within a Sole Source Aquifer designated area;
- (5) No site shall be located within sight of scenic by-way Highway 128;
- (6) All ponds shall be located a minimum of 500 feet from the down gradient property line to allow additional monitoring wells to be placed on the site if deemed necessary by the Community Development Department; and

- (7) Site soil and subsurface permeability shall be less than  $1 \times 10^{-5}$  centimeters per second, to a depth sufficient to span a ten year saturation period.

**c. Baseline Data**

The applicant shall collect and submit baseline data to be approved by the Community Development Department prior to the issuance of a zoning development permit and /or building permit. Baseline air and water quality sampling plans shall be completed by an independent and state certified lab and, at a minimum, include:

- (1) Depth to groundwater,
- (2) Groundwater flow rates,
- (3) Direction of flow,
- (4) Soil and subsurface permeability to a sampling depth sufficient to span a ten year saturation period,
- (5) Wind patterns reflecting diurnal and seasonal changes,
- (6) Location of abandoned and/or active wells and surface water within a one-half mile radius of the proposed site,
- (7) Air quality sampling for sulfur containing compounds, Volatile Organic Compounds (VOCs), and hazardous air pollutants,
- (8) Water quality sampling for sulfur containing compounds, VOCs, total extractable petroleum hydrocarbons, pH, conductivity, Total Dissolved Solids (TDS), Total Suspended Solids (TSS), and metals.

**d. Operation and Safety**

- (1) Any measurable or visible layer of hydrocarbons that accumulates on the surface of an un-netted evaporation pond shall be removed daily, weather permitting.
- (2) Spray evaporation systems shall be operated such that all spray-borne suspended or dissolved solids remain within the perimeter of a pond's lined area.
- (3) Smoking shall be allowed in designated areas only and appropriate signs shall be maintained.
- (4) Signs providing emergency contact information, stating non-potable water, and warning of potential drowning hazards shall be posted adjacent to all ponds.
- (5) Ropes, ladders, and/or other means of escape shall be provided along the perimeter of the ponds to allow a person to climb out of a pond in the event of an accident.
- (6) Pits or ponds intended to have hydrocarbon products on the surface shall be netted to prevent wildlife access. Netting structures shall be constructed so that the netting is prevented from sagging into the pit fluids and perimeter netting shall extend to the ground to prevent wildlife entry. Netting shall be monitored by the onsite operator to ensure proper working order.
- (7) A wildlife deterrent device, such as a "hazing canon", shall be placed on site at strategic locations to keep wildlife away from open ponds.
- (8) All ponds shall have a 2-feet minimum freeboard.
- (9) The applicant shall provide calculations demonstrating adequate on-site pond volume for emergency emptying of any pond. Facilities shall provide a written emergency repair plan that clearly indicates the procedure for emptying a pond.
- (10) The applicant shall provide for prevention of loss of any produced water from the ponds via wave action.
- (11) All holding tanks for materials associated with operations shall be constructed completely above ground and within a curbed or bermed containment area to provide a volume equal to 1.5 times the largest tank volume. No open top tanks shall be permitted.
- (12) Ponds shall be double lined in accordance with state regulations. Additionally, the top liner shall be synthetic and a minimum of 60 mils thick.

- (13) If a pond specific leak is detected, the pond shall be emptied immediately and the source of the leak repaired.
- (14) If contaminants are found to exceed permissible levels in perimeter monitoring wells or allowed volumes in any area of the facility are exceeded, the facility shall cease accepting new waste immediately and direct customers to another regional/state approved facility. The Community Development Department shall be notified within one working day of the occurrence and the cause shall be corrected to the satisfaction of the Community Development Department and applicable state agencies prior to resuming operations.
- (15) Hydrocarbon accumulation on the surface of any netted pit or pond shall be removed at least once a month, weather permitting.

**e. On-going Monitoring**

The applicant shall conduct air and water monitoring as required by all applicable State of Utah permits and orders.

**3. Commercial Class II Injection Wells**

In addition to complying with the general requirements of Sec. 3.2.4.G.1, commercial class II wells for produced water disposal shall comply with the following:

**a. Location**

Commercial class II injection wells shall not be permitted within the boundaries of the Valley Aquifer impact zone as defined in the LUC Sec. 7.10.3 (Valley Aquifer Impact Zone map) or within any sole source aquifer zone. Class II injection wells shall be located to ensure that Underground Sources of Drinking Water (USDWs) and surface waters are not being endangered.

**b. Underground Injection Control Permit**

The applicant shall submit copies of Class II Underground Injection Control (UIC) permit application materials in order that the County may participate through written comment in the Utah Division of Oil, Gas, and Mining (UDOGM) permitting process.

**c. Operation and Safety**

Class II injection wells shall be completed, equipped, operated, and maintained in a manner that will prevent pollution and damage to any Underground Source of Drinking Water (USDW), or other resources and will confine injected fluids to the target injection zone approved by UDOGM.

**d. Monitoring**

A sampling port shall be provided post-treatment, prior to injection. The applicant shall provide continuous read Total Dissolved Solids (TDS) monitoring during pumping operations in 15 minute minimum intervals (with digital record copies of output) for each well in conjunction with daily manual water samples for purposes of comparison. The applicant shall submit quarterly reports providing TDS raw data and averages for each well displayed in a graphic format with a text summary. Access to the sampling port and the entire facility shall be provided to all regulatory agencies without prior notification.

**BE IT FINALLY ORDAINED BY THE COUNTY COUNCIL** that LUC Article 10, Definitions is hereby amended by the adoption of the following definitions.

Term	Definition
Class II Injection Well	A well used to inject brines and other fluids associated with the production of oil and natural gas as defined by the State of Utah.

Commercial Production Water Disposal and Recycling Facility	A centralized facility accepting produced oil and gas production related fluids <i>not generated on site</i> .
Evaporation Pond	Surface impoundment used for the purpose of containing, treating and evaporation of produced water.
Hazardous Air Pollutants	As defined in the federal Clean Air Act, Section 112.
Land Farming	The controlled and repeated application of drilling mud, sludge, or any other wet non-water materials from reserve pits or the drilling process to the soil surface.
Produced Water	The brines brought up from the hydrocarbon bearing strata during the extraction of oil and gas, and can include formation water, injection water, and any chemicals added down hole or during the oil/water separation process.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this 18th day of November, 2014, by the following vote:

*Those voting aye:* Ballantyne, Ciarus, Holyoak, Jackson, Nyland, Paxman, Tubbs

*Those voting nay:* \_\_\_\_\_

*Absent:* \_\_\_\_\_

ATTEST:

Grand County Council

\_\_\_\_\_  
Diana Carroll, County Clerk

\_\_\_\_\_  
Lynn Jackson, Chairperson

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: J

<b>TITLE:</b>	Approving Exempt Status Request for <i>Four Corners Behavioral Health Inc.</i> Property Located at 548 Kane Creek Blvd., Parcel # 01-001-0187
<b>FISCAL IMPACT:</b>	\$1,840.52 estimated
<b>PRESENTER(S):</b>	Debbie Swasey Assessor

**Prepared By:**

Debbie Swasey  
Grand County Assessor  
435-259-1325  
[dswasey@grandcountyutah.net](mailto:dswasey@grandcountyutah.net)

**RECOMMENDATION:**

I move to approve the exempt status request for Four Corners Behavioral Health Inc. property located at 548 Kane Creek Blvd., parcel #01-001-0187 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Four Corners Community Behavioral Inc is a 501(c) (3) that provides housing to Utah's mentally ill patients. This is a private non-profit corporation. Utah Law Section 59-2-1101 grants exemptions to non-profit entities.

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**ATTACHMENT(S):**

See confidential folder for the following attachments:

- Application for property tax exemption
- Current By-laws and other organizational information
- Copy of the 501 (c)(3) certification issued by the IRS
- Standard II.IV Non Profit exemptions
- Tax roll master sheet
- Deed change from Taxable to Non-Taxable Entity

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: K

<b>TITLE:</b>	Approving 2015 Healthcare Benefit Rates and Approving Cigna as Insurance Carrier for 2015 Medical, Dental and Vision Benefits
<b>FISCAL IMPACT:</b>	Approximately \$99,624 increase for 2015 (7.4% increase)
<b>PRESENTER(S):</b>	Orlinda Robertson, PHR, Human Resources Director

**Prepared By:**

Orlinda Robertson  
 HR Director  
 Grand County  
 125 E Center St  
 435-259  
 orobertson@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed 2015 Healthcare benefits rates and approve Cigna as Grand County's Insurance Carrier for 2015 medical, dental and vision benefits and adjust the Health Savings Account (HSA) employer contribution to the recommended change, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

In early October, GBS Inc. (Grand County's Insurance Broker) received our 2015 premium rates from our current medical carrier, EMI, showing a 22.95% increase due to claims costing over \$300,000. We requested GBS Inc. to negotiate with EMI as these were one time occurrences; however EMI was not willing to do so. Receiving this information, the Human Resource Director requested GBS, Inc. to request bids from other carriers.

The end of October, GBS Inc., came back with bids from PEHP with a 13.15% increase; Arches with a 13.06% increase and Cigna with an 11.22%. As Cigna came back with the lowest rate, the Human Resource Director moved forward by requesting and reviewing Cigna's plan to avoid similar issues encountered with EMI. A few of these issues consisted of:

1. Limited coverage offered in Grand Junction, Colorado
2. Issues with prescriptions, including price and coverage
3. Huntsman and University of Utah were not covered through EMI
4. Customer service and billing issues.

In negotiating with Cigna, a provider and prescriptions list were requested and reviewed for Grand Junction, CO coverage, hospital access and for the most commonly used prescriptions according to GBS, Inc. reports. The coverage was found to be much more accommodating and reasonably priced. We are also able to maintain the current deductible amounts on the in-network coverage for both plans, decrease for some prescriptions and retain the employer portion for the traditional plan at 8% of premium for 2 party and family.

The only down side to Cigna was that eye exams were no longer covered so the Human Resource Director requested GBS Inc., to collect bids for a vision plan that included eye exams. Again, Cigna appeared to be the carrier of choice, with some negotiating was able to retain the existing premium rate.

Also during the bid process, the Human Resource Director requested bids on dental insurance one of the local dentist was no longer accepting Dental Select, leaving only one local dentist in town who accepted our existing dental insurance. Upon receiving bids, it was determined Cigna appeared to be the



best choice, and allowed Grand County to remain self-funded and no premium increase.

As these changes still left Grand County with an 11.22% increase for 2015, HR would like to propose the option of decreasing the current Health Savings Account (HSA) employer contribution. Currently, it is \$100.00/month for employee only and \$200.00/month for two party, or family. The 2015 option would be to decrease all HSA contributions to \$75.00/month. With this change, the 2015 premium increase will be approximately 7.4%.

Another addition to the plan will be the expansion of the Blomquist and Hale Employee Assistant Program to all employees. This is a confidential counseling benefit for employees to call for financial, marriage, work, stress, and other reasons, if needed. This service will remain at the 2014 premium rate and will continue to be passed onto the employees as it was in 2014.

Lincoln Financial, who we contract with for life and Accidental Death & Dismemberment (AD&D), supplemental life & AD&D, and long term disability insurance, will remain in regard to coverage and rate.

A presentation is attached and will be discussed prior to a motion.

**ATTACHMENT(S):**

1. PowerPoint Presentation

# Grand County

## Medical Summary

Carrier	Plan	Monthly Premium	Annual Premium	Annual Increase	Percent of Increase
EMI Health	CURRENT	\$112,845.05	\$1,354,140.60	—	—
	RENEWAL	\$138,745.91	\$1,664,950.92	\$310,810.32	22.95%
Cigna	Dual Option	\$131,548.14	\$1,578,577.68	\$224,437.08	16.57%
	Dual Option - Negotiated	\$125,510.53	\$1,506,126.36	\$151,985.76	11.22%
Arches	Dual Option - Original Quote	\$133,788.10	\$1,605,457.20	\$251,316.60	18.56%
	Dual Option - Negotiated	\$127,580.00	\$1,530,960.00	\$176,819.40	13.06%
PEHP	Dual Option	\$127,683.09	\$1,532,197.08	\$178,056.48	13.15%
Altius	Uncompetitive				
SelectHealth	Uncompetitive				
Regence	Declined to Quote - Uncompetitive				
Humana	Declined to Quote - Uncompetitive/Network				
United Healthcare	Declined to Quote - Uncompetitive				

## Grand County

### Medical Comparison

		EMI Health				EMI Health			
		Care Plus \$1,000		Care Plus \$2,000		Care Plus \$1,000		Care Plus \$2,000	
		In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000	\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
Out of Pocket Maximum		\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000
Deductible Included in OOP Maximum		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ded / OOP Embedded		Yes	Yes	No	No	Yes	Yes	No	No
Professional Services									
Office Visits	Primary Care Physicians	\$25	40% AD	20% AD	40% AD	\$25	40% AD	20% AD	40% AD
	Specialists	\$35	40% AD	20% AD	40% AD	\$35	40% AD	20% AD	40% AD
	Mental Health & Chemical Dependency	\$25	40% AD	20% AD	40% AD	\$25	40% AD	20% AD	40% AD
	Urgent Care	\$45	40% AD	20% AD	40% AD	\$45	40% AD	20% AD	40% AD
	Emergency Room	\$150	\$150	20% AD	20% AD	\$150	\$150	20% AD	20% AD
	Minor Lab / X-Ray	0%	40% AD	20% AD	40% AD	0%	40% AD	20% AD	40% AD
	Major Lab / X-Ray	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD
	Hospital Outpatient Surgery	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD
	Preventive Care	0%	Not Covered	0%	Not Covered	0%	Not Covered	0%	Not Covered
Inpatient Services									
	Hospital / Physicians	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD
	Mental Health & Chemical Dependency	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD	20% AD	40% AD
Additional Benefits									
	Chiropractic/Manipulations	\$25	40% AD	20% AD	40% AD	\$25	40% AD	20% AD	40% AD
	Routine Eye Exam	0%	Not Covered	0%	Not Covered	0%	Not Covered	0%	Not Covered
Prescription Drugs									
Retail	Deductible	\$50/\$150		Medical Deductible Applies		\$50/\$150		Medical Deductible Applies	
	Tier 1	\$10 AD		\$10 AD		\$10 AD		\$10 AD	
	Tier 2	30% AD		30% AD		30% AD		30% AD	
	Tier 3	50% AD		50% AD		50% AD		50% AD	
	Tier 4								
	Mail Order	\$10 AD/30% AD/50% AD		\$10 AD/30% AD/50% AD		\$10 AD/30% AD/50% AD		\$10 AD/30% AD/50% AD	
Monthly Rates									
		CURRENT				RENEWAL			
24	Employee	15	\$417.62	9	\$332.23	15	\$512.70	9	\$405.12
44	Employee + 1	33	\$864.50	11	\$687.57	33	\$1,061.06	11	\$838.16
61	Family	45	\$1,169.27	16	\$930.11	45	\$1,442.55	16	\$1,141.24
129	<b>TOTAL BY PLAN</b>	93	\$87,409.95	36	\$25,435.10	93	\$107,620.23	36	\$31,125.68
<b>TOTAL ALL EMPLOYEES</b>		\$112,845.05				\$138,745.91			
<b>Percent of Increase</b>						22.95%			

# Grand County

## Medical Comparison

		Cigna				Arches				PEHP			
		OAP \$1,000		HDHP \$2,000		Preferred Care \$1,000		QHDHP \$2,000		Summit Traditional (with CO)		Summit STAR (with CO)	
		In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		\$1,000/\$2,000	\$4,000/\$8,000	\$2,000/\$4,000	\$4,000/\$8,000	\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000	\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
Out of Pocket Maximum		\$4,000/\$8,000	\$12,000/\$24,000	\$4,000/\$8,000	\$8,000/\$16,000	\$5,000/\$10,000	\$10,000/\$20,000	\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000
Deductible Included in OOP Maximum		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ded / OOP Embedded				No	No	Yes	Yes	No	No	Yes	Yes	No	No
Professional Services													
Office Visits	Primary Care Physicians	\$25	50% AD	20% AD	50% AD	\$5 PCC / \$25 All Others	50% AD	\$25 AD	50% AD	\$25	40% AD	20% AD	40% AD
	Specialists	\$35	50% AD	20% AD	50% AD	\$50	50% AD	\$40 AD	50% AD	\$35	40% AD	20% AD	40% AD
	Mental Health & Chemical Dependency	\$35	50% AD	20% AD	50% AD	\$50	50% AD	20% AD	50% AD	\$35	40% AD	20% AD	40% AD
	Urgent Care	\$45	50% AD	20% AD	50% AD	\$50	50% AD	\$50 AD	50% AD	\$45	40% AD	20% AD	40% AD
Emergency Room		\$150	\$150	20% AD	20% AD	\$250 AD	\$250 AD	20% AD	20% AD	\$150	\$150	20% AD	20% AD
Minor Lab / X-Ray		0%	50% AD	20% AD	50% AD	0%	50% AD	0% AD	50% AD	0%	40% AD	20% AD	40% AD
Major Lab / X-Ray		20% AD	50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	40% AD	20% AD	40% AD
Hospital Outpatient Surgery		20% AD	\$1,000 + 50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	40% AD	20% AD	40% AD
Preventive Care		0%	Not Covered	0%	Not Covered	0%	Not Covered	0%	Not Covered	0%	Not Covered	0%	Not Covered
Inpatient Services													
Hospital / Physicians		20% AD	\$1,000 + 50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	40% AD	20% AD	40% AD
Mental Health & Chemical Dependency		20% AD	\$1,000 + 50% AD	20% AD	50% AD	20% AD	50% AD	20% AD	50% AD	50% AD	40% AD	20% AD	40% AD
Additional Benefits													
Chiropractic/Manipulations		\$35	50% AD	20% AD	50% AD	\$50	50% AD	\$40 AD	50% AD	\$25	40% AD	20% AD	40% AD
Routine Eye Exam		Not Covered	Not Covered		0%	\$50	50% AD	\$40 AD	50% AD				
Prescription Drugs													
Retail	Deductible	None		Medical Deductible Applies		None		Medical Deductible Applies		None		Medical Deductible Applies	
	Tier 1	\$5		\$10 AD		\$5		\$5 AD		\$10		\$10 AD	
	Tier 2	\$25		\$40 AD		\$35		\$35 AD		25% (\$25 min/\$75 max)		25% (\$25 min/\$75 max) AD	
	Tier 3	\$50		\$70 AD		\$75		\$125 AD		50% (\$50 min/\$100 max)		50% (\$50 min/\$100 max) AD	
	Tier 4	20% Max \$150				\$150		\$200 AD					
	Mail Order	2.5x Retail		2.5x Retail		\$10/\$70/Not Covered		\$10 AD/\$70 AD/Not Covered		\$50/25%(\$50 min/\$150)		\$50 AD/25%(\$50 min/\$150 max)	
Monthly Rates													
24	Employee	15	\$460.18	9	\$381.21	15	\$473.10	9	\$373.10	15	\$472.52	9	\$375.86
44	Employee + 1	33	\$952.59	11	\$789.09	33	\$979.30	11	\$772.20	33	\$978.12	11	\$778.03
61	Family	45	\$1,288.52	16	\$1,067.38	45	\$1,324.50	16	\$1,044.50	45	\$1,323.06	16	\$1,052.41
129	<b>TOTAL BY PLAN</b>	93	\$96,321.57	36	\$29,188.96	93	\$99,015.90	36	\$28,564.10	93	\$98,903.46	36	\$28,779.63
<b>TOTAL ALL EMPLOYEES</b>		\$125,510.53				\$127,580.00				\$127,683.09			
<b>Percent of Increase</b>		11.22%				13.06%				13.15%			

## Grand County - 2014 - Current Premiums

### 2014 Totals

Plan	Premium	H.S.A.	Total
Traditional	\$ 972,239	\$ -	\$ 972,239
QHDHP	\$ 305,221	\$ 75,600	\$ 380,821
<b>Total</b>	<b>\$ 1,277,461</b>	<b>\$ 75,600</b>	<b>\$ 1,353,061</b>

### 2014 Rates

<b>EMI Health (Traditional)</b>						<b>No H.S.A.</b>	
<b>Deductible: \$1,000</b>							
<b>Tier</b>	<b>Enrollment</b>	<b>Premium</b>	<b>Employee</b>	<b>Employer</b>	<b>Employer Prem %</b>	<b>Enrollment</b>	<b>Cost</b>
Single	15	\$ 417.62	\$ -	\$ 417.62	100%	15	\$ -
Two Party	33	\$ 864.50	\$ 67.50	\$ 797.00	92%	33	\$ -
Family	45	\$ 1,169.27	\$ 92.50	\$ 1,076.77	92%	45	\$ -
Monthly Total	93	\$ 87,410	\$ 6,390	\$ 81,020		93	\$ -
<b>Annual Total</b>		<b>\$ 1,048,919</b>	<b>\$ 76,680</b>	<b>\$ 972,239</b>			<b>\$ -</b>

<b>EMI Health (QHDHP)</b>						<b>H.S.A.</b>	
<b>Deductible: \$2,000</b>							
<b>Tier</b>	<b>Enrollment</b>	<b>Premium</b>	<b>Employee</b>	<b>Employer</b>	<b>Employer Prem %</b>	<b>Enrollment</b>	<b>Cost</b>
Single	9	\$ 332.23	\$ -	\$ 332.23	100%	9	\$ 100.00
Two Party	11	\$ 687.57	\$ -	\$ 687.57	100%	11	\$ 200.00
Family	16	\$ 930.11	\$ -	\$ 930.11	100%	16	\$ 200.00
Monthly Total	36	\$ 25,435	\$ -	\$ 25,435		36	\$ 6,300
<b>Annual Total</b>		<b>\$ 305,221</b>	<b>\$ -</b>	<b>\$ 305,221</b>			<b>\$ 75,600</b>

**Grand County - 2015 - Funding Projections - 20% Shift to H.S.A.**

**2014 Totals**

Plan	Premium	H.S.A.	Total
Traditional	\$ 972,239	\$ -	\$ 972,239
QHDHP	\$ 305,221	\$ 75,600	\$ 380,821
<b>Total</b>	<b>\$ 1,277,461</b>	<b>\$ 75,600</b>	<b>\$ 1,353,061</b>

**2015 Totals**

Plan	2015 Year Rebate	Premium	H.S.A.	Total
Traditional	\$ -	\$ 851,807	\$ -	\$ 851,807
QHDHP	\$ -	\$ 545,552	\$ 117,600	\$ 663,152
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,397,358</b>	<b>\$ 117,600</b>	<b>\$ 1,514,958</b>

**Increase/(Decrease)**

**\$ 161,898**

**Estimated Increase**

**12.0%**

**2015 Rates**

**Cigna Open Access Plus (Traditional)**

**Deductible: \$1,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	12	\$ 460.18	\$ -	\$ 460.18	100%
Two Party	26	\$ 952.59	\$ 76.21	\$ 876.38	92%
Family	36	\$ 1,288.52	\$ 103.08	\$ 1,185.44	92%
Monthly Total	74	\$ 76,676	\$ 5,692	\$ 70,984	
<b>Annual Total</b>		<b>\$ 920,115</b>	<b>\$ 68,308</b>	<b>\$ 851,807</b>	

**No H.S.A.**

Enrollment	Cost
12	\$ -
26	\$ -
36	\$ -
74	\$ -
	<b>\$ -</b>

**Cigna HSA Open Access Plus (QHDHP)**

**Deductible: \$2,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	12	\$ 381.21	\$ -	\$ 381.21	100%
Two Party	18	\$ 789.09	\$ -	\$ 789.09	100%
Family	25	\$ 1,067.38	\$ -	\$ 1,067.38	100%
Monthly Total	55	\$ 45,463	\$ -	\$ 45,463	
<b>Annual Total</b>		<b>\$ 545,552</b>	<b>\$ -</b>	<b>\$ 545,552</b>	

**H.S.A.**

Enrollment	Cost
12	\$ 100.00
18	\$ 200.00
25	\$ 200.00
55	\$ 9,800
	<b>\$ 117,600</b>

**Grand County - 2015 - Funding Projections - 0% Shift to H.S.A.**



**2014 Totals**

Plan	Premium	H.S.A.	Total
Traditional	\$ 972,239	\$ -	\$ 972,239
QHDHP	\$ 305,221	\$ 75,600	\$ 380,821
<b>Total</b>	<b>\$ 1,277,461</b>	<b>\$ 75,600</b>	<b>\$ 1,353,061</b>

**2015 Totals**

Plan	1st year Rebate	Premium	H.S.A.	Total
Traditional	\$ -	\$ 1,070,017	\$ -	\$ 1,070,017
QHDHP	\$ -	\$ 350,268	\$ 32,400	\$ 382,668
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,420,284</b>	<b>\$ 32,400</b>	<b>\$ 1,452,684</b>

**Increase/(Decrease)**

**\$ 99,624**

**Estimated Increase**

**7.4%**

**2015 Rates**

**Cigna Open Access Plus (Traditional)**

**Deductible: \$1,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	15	\$ 460.18	\$ -	\$ 460.18	100%
Two Party	33	\$ 952.59	\$ 76.21	\$ 876.38	92%
Family	45	\$ 1,288.52	\$ 103.08	\$ 1,185.44	92%
Monthly Total	93	\$ 96,322	\$ 7,154	\$ 89,168	
<b>Annual Total</b>		<b>\$ 1,155,859</b>	<b>\$ 85,842</b>	<b>\$ 1,070,017</b>	

**No H.S.A.**

**Enrollment Cost**

15	\$ -
33	\$ -
45	\$ -
93	\$ -
	<b>\$ -</b>

**Cigna HSA Open Access Plus (QHDHP)**

**Deductible: \$2,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	9	\$ 381.21	\$ -	\$ 381.21	100%
Two Party	11	\$ 789.09	\$ -	\$ 789.09	100%
Family	16	\$ 1,067.38	\$ -	\$ 1,067.38	100%
Monthly Total	36	\$ 29,189	\$ -	\$ 29,189	
<b>Annual Total</b>		<b>\$ 350,268</b>	<b>\$ -</b>	<b>\$ 350,268</b>	

**H.S.A.**

**Enrollment Cost**

9	\$ 75.00
11	\$ 75.00
16	\$ 75.00
36	\$ 2,700
	<b>\$ 32,400</b>

**Grand County - 2015 - Funding Projections - 0% Shift to H.S.A.**



**2014 Totals**

Plan	Premium	H.S.A.	Total
Traditional	\$ 972,239	\$ -	\$ 972,239
QHDHP	\$ 305,221	\$ 75,600	\$ 380,821
<b>Total</b>	<b>\$ 1,277,461</b>	<b>\$ 75,600</b>	<b>\$ 1,353,061</b>

**2015 Totals**

Plan	1st year Rebate	Premium	H.S.A.	Total
Traditional	\$ -	\$ 1,070,017	\$ -	\$ 1,070,017
QHDHP	\$ -	\$ 350,268	\$ 54,000	\$ 404,268
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,420,284</b>	<b>\$ 54,000</b>	<b>\$ 1,474,284</b>

<b>Increase/(Decrease)</b>	<b>Estimated Increase</b>
<b>\$ 121,224</b>	<b>9.0%</b>

**2015 Rates**

<b>Cigna Open Access Plus (Traditional)</b>					
<b>Deductible: \$1,000</b>					
Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	15	\$ 460.18	\$ -	\$ 460.18	100%
Two Party	33	\$ 952.59	\$ 76.21	\$ 876.38	92%
Family	45	\$ 1,288.52	\$ 103.08	\$ 1,185.44	92%
Monthly Total	93	\$ 96,322	\$ 7,154	\$ 89,168	
<b>Annual Total</b>		<b>\$ 1,155,859</b>	<b>\$ 85,842</b>	<b>\$ 1,070,017</b>	

<b>No H.S.A.</b>	
Enrollment	Cost
15	\$ -
33	\$ -
45	\$ -
93	\$ -
	<b>\$ -</b>

<b>Cigna HSA Open Access Plus (QHDHP)</b>					
<b>Deductible: \$2,000</b>					
Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	9	\$ 381.21	\$ -	\$ 381.21	100%
Two Party	11	\$ 789.09	\$ -	\$ 789.09	100%
Family	16	\$ 1,067.38	\$ -	\$ 1,067.38	100%
Monthly Total	36	\$ 29,189	\$ -	\$ 29,189	
<b>Annual Total</b>		<b>\$ 350,268</b>	<b>\$ -</b>	<b>\$ 350,268</b>	

<b>H.S.A.</b>	
Enrollment	Cost
9	\$ 125.00
11	\$ 125.00
16	\$ 125.00
36	\$ 4,500
	<b>\$ 54,000</b>



**Grand County - 2015 - Funding Projections - 0% Shift to H.S.A.**

**2014 Totals**

Plan	Premium	H.S.A.	Total
Traditional	\$ 972,239	\$ -	\$ 972,239
QHDHP	\$ 305,221	\$ 75,600	\$ 380,821
<b>Total</b>	<b>\$ 1,277,461</b>	<b>\$ 75,600</b>	<b>\$ 1,353,061</b>

**2015 Totals**

Plan	Year Rebat	Premium	H.S.A.	Total
Traditional	\$ -	\$ 1,070,017	\$ -	\$ 1,070,017
QHDHP	\$ -	\$ 350,268	\$ 75,600	\$ 425,868
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,420,284</b>	<b>\$ 75,600</b>	<b>\$ 1,495,884</b>

**Increase/(Decrease)**

**\$ 142,824**

**Estimated Increase**

**10.6%**

**2015 Rates**

**Cigna Open Access Plus (Traditional)**

**Deductible: \$1,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	15	\$ 460.18	\$ -	\$ 460.18	100%
Two Party	33	\$ 952.59	\$ 76.21	\$ 876.38	92%
Family	45	\$ 1,288.52	\$ 103.08	\$ 1,185.44	92%
Monthly Total	93	\$ 96,322	\$ 7,154	\$ 89,168	
<b>Annual Total</b>		<b>\$ 1,155,859</b>	<b>\$ 85,842</b>	<b>\$ 1,070,017</b>	

**No H.S.A.**

Enrollment	Cost
15	\$ -
33	\$ -
45	\$ -
93	\$ -
	<b>\$ -</b>

**Cigna HSA Open Access Plus (QHDHP)**

**Deductible: \$2,000**

Tier	Enrollment	Premium	Employee	Employer	Employer Prem %
Single	9	\$ 381.21	\$ -	\$ 381.21	100%
Two Party	11	\$ 789.09	\$ -	\$ 789.09	100%
Family	16	\$ 1,067.38	\$ -	\$ 1,067.38	100%
Monthly Total	36	\$ 29,189	\$ -	\$ 29,189	
<b>Annual Total</b>		<b>\$ 350,268</b>	<b>\$ -</b>	<b>\$ 350,268</b>	

**H.S.A.**

Enrollment	Cost
9	\$ 100.00
11	\$ 200.00
16	\$ 200.00
36	\$ 6,300
	<b>\$ 75,600</b>

# **DENTAL INSURANCE**

# Grand County

## Dental Comparison

		Dental Select - Platinum		CIGNA - DPPO	
		Indemnity Plan		DPPO	
		In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		None	None	None	None
Annual Maximum		\$1,500		\$1,500	
Preventive / Diagnostic		100%	80%	100%	80%
Basic		80%	80%	80%	80%
Major		50%	50%	50%	50%
Oral Surgery		80%	80%	80%	80%
Periodontics		80%	80%	80%	80%
Endodontics		80%	80%	80%	80%
<b>Orthodontics</b>					
Deductible		None		None	
Lifetime Maximum		\$1,500		\$1,500	
Child (under 19)		50%	50%	50%	50%
Adult		20% Discount	None	None	None
<b>Waiting Periods</b>					
Preventive					
Basic		None		None	
Major					
Orthodontics					
<b>UCR Percentile</b>		80%		90%	
<b>Number of Utah Providers</b>		2,591		3,089	
<b>Number of National Providers</b>				327,000	
<b>Provider Directory Website</b>		<a href="http://www.dentalselect.com">www.dentalselect.com</a>		<a href="http://cigna.benefitnation.net">cigna.benefitnation.net</a>	
<b>Administrative Fees</b>		\$12.00 ASO		\$11.64 ASO	
<b>Voluntary / Employer Paid</b>		Employer Paid		Employer Paid	
<b>Rate Guarantee</b>		1 year		1 year	
<b>Monthly Rates</b>		<b>CURRENT</b>	<b>RENEWAL - Suggested Funding</b>	<b>Suggested Funding</b>	
23	Employee	\$45.11	\$45.11	\$45.11	
43	Employee + 1	\$57.29	\$57.29	\$57.29	
62	Family	\$83.41	\$83.41	\$83.41	
128	<b>TOTAL</b>	<b>\$8,672.42</b>	<b>\$8,672.42</b>	<b>\$8,672.42</b>	
<b>Percent of Increase</b>		0.00%		0.00%	

**VISION**

# Grand County

## Vision Comparison

		Cigna	
		Self Funded PPO	
		In-Network	Out-of-Network
<b>Eye Examination</b>		\$10 Copay	up to \$45
<b>Standard Plastic Lenses</b>			
	Single Vision	\$20 Copay	up to \$32
	Bifocal	\$20 Copay	up to \$55
	Trifocal	\$20 Copay	up to \$65
<b>Frames*</b>		\$130 Allowance	up to \$71
<b>Contact Lenses*</b>			
	Conventional	\$130 Allowance	up to \$105
	Disposable	\$130 Allowance	up to \$105
	Medically Necessary	Covered in Full	up to \$210
<b>*Either Frames -or- Contact Lenses</b>			
<b>Frequency</b>			
	Exams		12 months
	Lenses		12 months
	Frames		12 months
	Contacts		12 months
<b>Voluntary / Employer Paid</b>		Voluntary	
<b>Participation Requirements</b>		20%	
<b>Rate Guarantee</b>		1 year	
<b>Monthly Rates</b>		<b>Admin Fee</b>	<b>Expected Claims</b>
24	Employee	\$2.54	\$7.84
44	Employee + 1	\$3.04	\$13.15
61	Family	\$3.69	\$20.14
129	<b>TOTAL</b>	\$419.81	\$1,995.30

# **ADDITIONAL INSURANCE**

# Grand County

## Basic Life, AD&D and Dependent Life Comparison

		Lincoln
		CURRENT
Eligibility	All Full-Time	
	All Full-Time Who Elect	
	Management	
Number of Eligible Employees		
Eligible Employees with Family Status		
Rate Guarantee		until 1/1/16
<b>Benefit</b>		
	Life Insurance	\$50,000
	AD&D Insurance	\$50,000
	Conversion	Included
	Portability	
<b>Dependent Life</b>		
	Spouse	\$5,000
	Child (birth - 14 days)	-
	Child (14 days - 6 months)	\$500
	Child (6 months - 19 years)	\$2,500
<b>Monthly Rates</b>		<b>CURRENT</b>
	Basic Life (per \$1,000)	\$0.14
	AD&D (per \$1,000)	\$0.04
	Dependent Life	\$1.28
<b>MONTHLY TOTAL</b>		<b>\$0.00</b>
<b>ANNUAL TOTAL</b>		<b>\$0.00</b>

<b>Grand County</b>		
Supplemental Life		
		<b>Lincoln</b>
		<b>CURRENT / RENEWAL</b>
<b>Employee Benefit</b>		
	Increments	\$10,000
	Minimum Benefit	\$10,000
	Maximum Benefit	5x salary up to \$300,000
<b>Spouse Benefit</b>		
	Increments	\$5,000
	Minimum Benefit	\$5,000
	Maximum Benefit	50% of employee benefit
<b>Child Benefit</b>		
	Increments	\$2,500
	Minimum Benefit	\$2,500
	Maximum Benefit	\$10,000
<b>Guarantee Issue</b>		
	Employee	\$150,000
	Spouse	\$30,000
<b>Additional Benefits</b>		
	Waiver of Premium	Included
	Conversion	Included
	Portability	Included
	Rate Guarantee	until 1/1/15
<b>Rates Per \$1,000</b>		<b>CURRENT / RENEWAL</b>
		Employee      Spouse
	<25	\$0.04      \$0.04
	25-29	\$0.04      \$0.04
	30-34	\$0.05      \$0.05
	35-39	\$0.06      \$0.06
	40-44	\$0.10      \$0.10
	45-49	\$0.16      \$0.16
	50-54	\$0.25      \$0.25
	55-59	\$0.36      \$0.36
	60-64	\$0.62      \$0.62
	65-69	\$1.52      \$1.52
	70-74	\$2.61      \$2.61
	75+	\$8.59      \$8.59
<b>Dependent Rates</b>		<b>\$0.50 / \$2,500</b>



# Grand County

## Long Term Disability

		Lincoln
		CURRENT
Eligibility	All Full-Time	X
	All Full-Time Who Elect	
	Management	
Number of Eligible Employees		
Monthly Covered Payroll		
Benefit		
Elimination Period		90 days
Benefit Percentage		60%
Maximum Monthly Benefit		\$6,000
Duration of Benefit		SSNRA
Definition of Disability		24 months own occ
Employer Contribution		
Participation Required		
Rate Guarantee		
Rates		CURRENT
	Per \$100 of Covered Payroll	\$0.41
MONTHLY TOTAL		\$0.00
ANNUAL TOTAL		\$0.00

**PARTICIPATING DOCTORS, FACILITIES,  
DENTISTS & OPTOMITRIST**



## Hospital

### **Moab Regional Hospital**

450 W Williams Way

Moab , UT 84532

(435) 719-5500

Participates in: HMO, OAP,  
OAPC, PPO

Accreditation Certified: N

LeapFrog Certified: N

Bariatric Certified: N

**Family Practice****Sanders, John M, DO**

131 N 100 E #A  
Moab , UT 84532  
(435) 719-5500

Participates in: HMO, OAP,  
OAPC, PPO

**Moab Family Medicine  
PC**

476 Williams Way #A  
Moab , UT 84532  
(435) 259-7121

Participates in: HMO, OAP,  
OAPC, PPO

**San Juan Clinic**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-7606

Participates in: HMO, OAP,  
OAPC, PPO

**Family Practice - Board  
Certified****Andrew, Ray A, MD**

255 Williams Way  
Moab , UT 84532  
(435) 259-4466

Participates in: HMO, OAP,  
OAPC, PPO

**Williams, Katherine K,  
MD**

450 Williams Way  
Moab , UT 84532  
(435) 719-3500

Participates in: HMO, OAP,  
OAPC, PPO

**Williams, Kenneth L, MD**

450 Williams Way  
Moab , UT 84532  
(435) 719-3500

Participates in: HMO, OAP,  
OAPC, PPO

**Cole, Dylan, DO**

476 Williams Way #A  
Moab , UT 84532  
(435) 259-7121

Participates in: HMO, OAP,  
OAPC, PPO

**Priest, Nicole L, MD**

476 Williams Way #A  
Moab , UT 84532  
(435) 259-7121

Participates in: HMO, OAP,  
OAPC, PPO

**Munger, Jonas S, MD**

476 Williams Way #A  
Moab , UT 84532  
(435) 259-7121

Participates in: HMO, OAP,  
OAPC, PPO

**Peterson, Bryce K, MD**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-6507

Participates in: HMO, OAP,  
OAPC, PPO

**Jeppesen, Kelly M, MD**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-6507

Participates in: HMO, OAP,  
OAPC, PPO

**Reay, Paul R, DO**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-6507

Participates in: HMO, OAP,  
OAPC, PPO

**Podiatry****Griffeth, Brian J, DPM**

719 W 400 N #3  
Moab , UT 84532  
(435) 259-7191

Participates in: HMO, OAP,  
OAPC, PPO

**Cardiovascular  
Disease - Board****Meredith, Kent G, MD**

719 W 400 N  
Moab , UT 84532  
Participates in: PPO

**Internal Medicine**

**Moab Regional Medical  
Clinic**

630 W 400 N #B  
Moab , UT 84532  
(435) 259-7191  
Participates in: HMO, OAP,  
OAPC, PPO

**Moab Valley Healthcare,  
Inc**

719 W 400 N  
Moab , UT 84532  
(435) 259-0408  
(435) 259-7191  
Participates in: HMO, OAP,  
OAPC, PPO

**Central Utah Clinic PC**

476 Williams Way #B  
Moab , UT 84532  
(435) 719-5550  
Participates in: HMO, OAP,  
OAPC, PPO

**Optometry****Hackney, Todd A, OD**

471 S Main St #7  
Moab , UT 84532  
(435) 259-9441  
Participates in: OAP, OAPC,  
PPO

**Chiropractic****Kasprick, Christopher K,  
DC**

267 N Main St #B  
Moab , UT 84532  
(435) 259-0123  
Participates in: HMO

**Orthopedic Surgery -  
Board Certified****Weeks, Lionel E, MD**

450 Williams Way  
Moab , UT 84532  
(435) 719-3508

Participates in: HMO, OAP,  
OAPC, PPO

**McCandless, Jeremy B,  
MD**

476 W Williams Way #B  
Moab , UT 84532  
(801) 355-6468

Participates in: HMO, OAP,  
OAPC, PPO

**Hofmann, Aaron A, MD**

476 W Williams Way #B  
Moab , UT 84532

Participates in: HMO, OAP,  
OAPC, PPO

**Magee, Trevor H, MD**

476 W Williams Way #B  
Moab , UT 84532

Participates in: HMO, OAP,  
OAPC, PPO

**Boyle, John F, MD**

476 Williams Way #B  
Moab , UT 84532  
(435) 719-5550

Participates in: HMO, OAP,  
OAPC, PPO

**Wyman, Edwin M, MD**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-7606

Participates in: OAP, OAPC,  
PPO

**Orthopedic Surgery****Schaeffer, Jordan F, MD**

476 W Williams Way #B  
Moab , UT 84532

Participates in: HMO, OAP,  
OAPC, PPO

**Spanish Valley Clinic**

11850 S Hwy 191 #B-10  
Moab , UT 84532  
(435) 259-7606

Participates in: OAP, OAPC,  
PPO

**Physician Assistant****Frischknecht, Scott C,  
PAC**

476 W Williams Way #B  
Moab , UT 84532

Participates in: HMO

**Satterwhite, Malea G,  
PAC**

476 W Williams Way #B  
Moab , UT 84532  
(801) 355-6468

Participates in: HMO, OAP,  
OAPC

**Physical Medicine****Adler, Zoe A, MD**

476 W Williams Way #B  
Moab , UT 84532  
(801) 355-6468

Participates in: HMO, OAP,  
OAPC, PPO

## General Dentistry

### **Gorman, Gregory J**

Dental Office: Gregory J Gorman DMD  
PLLC

Dental Office No: 410707

570 W 400 N

Moab, UT 84532

(435) 259-4333

### **Cornelius, Bryant**

Dental Office: Moab Dental Health Center

Dental Office No: 243608

2700 S Hwy 191 Ste 1

Moab, UT 84532

(435) 259-5378

### **Cornelius, Colleen C**

Dental Office: Moab Dental Health Center

Dental Office No: 243608

2700 S Hwy 191 Ste 1

Moab, UT 84532

(435) 259-5378

### **Cornelius, Jeffery**

Dental Office: Moab Dental Health Center

Dental Office No: 243608

2700 S Hwy 191 Ste 1

Moab, UT 84532

(435) 259-5378

### **Cornelius, Colleen**

Dental Office: Moab Dental Health Center

Dental Office No: 243608

2700 S Hwy 191 Ste 1

Moab, UT 84532

(435) 259-5378

## Cornelius, Bryant

Dental Office: Moab Dental Health Center

Dental Office No: 243608

2700 S Hwy 191 Ste 1

Moab, UT 84532

(435) 259-5378

## Orthodontics

### **Jensen, Alan**

Dental Office: Jensen Orthodontics

Dental Office No: 464911

570 W 400 N

Moab, UT 84532

(435) 259-2232

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: L & M

<b>TITLE:</b>	L. Approving Proposed Reclassification and Revised Job Description of the Chief Building Official Position to the Title of Chief Building Official/Community Floodplain Administrator, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director) M. Approving Proposed Reclassification and Revised Job Description of the Permit Technician Position to the Title of Permit Technician/Community Floodplain Manager, Effective with the Pay Period Beginning January 5, 2015 (Orlinda Robertson, PHR, Human Resources Director)
<b>FISCAL IMPACT:</b>	Approximately \$12,555 for 2015 (for both positions)
<b>PRESENTER(S):</b>	Orlinda Robertson, PHR, Human Resources Director

**Prepared By:**

Orlinda Robertson  
 HR Director  
 Grand County  
 125 E Center St  
 435-259  
 orobertson@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification and revised job descriptions and recommended grade increases for the Building Department's Chief Building Official and the Permit Technician position, which include the newly approved FEMA participation responsibilities of Floodplain Administrator and Manager, effective with the pay period beginning January 5<sup>th</sup>, 2015, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

During the discussion period when the County Council was deliberating their decision to join the Federal Flood Insurance Program, the question was raised as to whether a new full time employee would be required. As this has now been approved by Council and some discussion within the Building department has commenced, it is felt that the added responsibility and tracking can be accomplished by the existing staff of the Building department during the regular work day without creating a need for overtime or a loss of performance in regard to all other duties of the department.

Currently, both Jeff Whitney and Mona Pompili are in the process of studying for the Flood Plain Administrator certification and plan to achieve this by December 31, 2014. Upon receiving this certification it will be required to maintain the certification with annual participation in seminars and request that the additional funding in the Building Inspectors 2015 budget be approved for such.

In regard to salary adjustments to both the Building Official and the Permit Technician for taking on these additional roles, the Human resource Director recommends the Building Official be adjusted to Grade 21 and the Permit Technician adjusted to Grade 10.

The validation to these amounts are:

The Building Official is expected to obtain and maintain additional



certifications for this added duty, as well as keep up his Inspector certifications, continuing education is a must and requires persistence, time and the desire to do this, thus should receive the same compensation level as the Human Resource Director and Community Development Director.

To consider the cost from another angle, if a full time employee was hired, this position would cost the county approximately \$61,500 in salary, plus another \$32,000 for taxes and benefits, a total of \$95,500; this is very advantages for the county and commendable to the Building Department for being willing to take on the additional duties.

As to an effective date, the Human Resource Director recommends job descriptions, title changes and salary adjustments all be effective for 10/14/2014, the date Grand County became part of the FEMA Floodplain Management Program.

**ATTACHMENT(S):**

1. Building Official Job Description Red-lined & Clean
2. Permit Technician Job Description Red-lined & Clean
3. Salary chart showing recommended adjustment to both positions
4. Original FEMA Floodplain Manager/Administrator job description
5. Grand County Hourly Pay Rate

## GRAND COUNTY JOB DESCRIPTION

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**CLASS TITLE:** ~~Building Official~~

**DEPARTMENT:** ~~Building~~

**JOB STATUS:** ~~Full time with benefits~~

### JOB SUMMARY

### Grand County Job Description

<b><u>Job Title:</u></b>	<u>Chief Building Inspector/Community Floodplain Administrator</u>
<b><u>Department:</u></b>	<u>Building Inspectors Office</u>
<b><u>Location:</u></b>	<u>125 E Center St. Moab UT 84532</u>
<b><u>Reports To:</u></b>	<u>Council Administrator</u>

<b><u>Pay Range:</u></b>	<b><u>Type of Position:</u></b>	<b><u>Job Status:</u></b>	
<u>Grade: 21</u>	<input checked="" type="checkbox"/> <u>Full time</u>	<input checked="" type="checkbox"/> <u>Exempt</u>	<input type="checkbox"/> <u>Public Safety</u>
<u>Revised: 10/2014</u>	<input type="checkbox"/> <u>Part time</u>	<input type="checkbox"/> <u>Non-exempt</u>	<input type="checkbox"/> <u>Safety Sensitive</u>
	<input type="checkbox"/> <u>Seasonal</u>	<input type="checkbox"/> <u>Grant funded</u>	<input type="checkbox"/> <u>On-call</u>
	<input type="checkbox"/> <u>Emergency</u>	<input type="checkbox"/> <u>Enterprise</u>	<input type="checkbox"/> <u>Appointed</u>

### Job Summary

Under the supervision of the Grand County ~~administrator, to manage~~ Administrator, As Chief Building Official, manages and coordinate ~~coordinates~~ coordinates the functions of the department and ~~to perform~~ performs detailed inspections of structures to ensure compliance with the construction codes currently adopted by the state of Utah as well as all construction documents.

As Community Floodplain Administrator, they are the principal community administrator in the daily implementation of Grand County's flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related work as required to administration of the National Flood Insurance Program (NFIP).

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Through inter-local agreement this position serves as Building Official for the City of Moab and the Town of Castle Valley, as well as Grand County.

~~Perform all functions within the department as needed.~~

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Ensures access to continuing education for department personnel and local construction community.

This position should have a Bachelors degree in Architecture, Construction Management, or another construction related field or a minimum of five years experience as a code official.

**ESSENTIAL FUNCTIONS**

**Supervision**

**Received:** County Council Administrator  
**Given:** Building Inspector and Permit Technician.

**Essential Duties**  
**Chief Building Official**

- Performs daily administrative tasks of department, such as, arranging workload schedule of inspections and office appointments, budget, personnel issues.
- Assist County Recorder with addressing and GIS.
- Interface with public in area of building code compliance.
- Performs the duty of plan examination to insure compliance to state and local codes and ordinances.
- This employee will be responsible for the interpretation of the model codes and act as an arbitrator between inspectors and the public.
- This employee serves as a nonvoting member and secretary of the Building Board of Appeals.
- This employee will coordinate the maintenance of all inspection and permit records.
- Employee will coordinate with county attorney’s office with regard to code enforcement, and will act as department’s expert witness in all litigation.
- This employee, at times, will function in all aspects of the department.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Employee must have good communication skills and be willing to arbitrate between opposing ideas.

**Community Floodplain Administrator**

- Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- Review, approve or deny updates and revisions to the community’s Flood Insurance Rate Maps (FIRM’s).
- Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall (community name) Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance.
- Review and community coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others.
- Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.

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- Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.
- Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.
- Monitor and coordinate other Federal and State Floodplain Management programs.
- In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.

**Knowledge, Skills & Abilities**

**Knowledge of:**

- Employee will maintain a working knowledge of all model codes, including state and local amendments, and should be able to communicate those requirements to the lay public in a clear and understandable manner.
- Employee must have a basic knowledge of GIS and its uses.
- Employee will maintain Utah licensure as a Combination Building Inspector and the requisite certifications.
- Employee will maintain ICC certification as a Plans examiner.
- ICC "Certified Building Official" accreditation is preferred.
- Basic knowledge of principles of surveying, building construction, hydrology and hydraulics.
- Knowledge of basic computer software programs.

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**Skills in:**

- Employee must have reasonable computer skills and be able communicate in written form.
- Employee will possess adequate word processing skills.
- Employee must have good communication skills and be willing to arbitrate between opposing ideas.
- Equipment - will need to utilize office and field deployed machines such as computers, photo-copiers, fax machines, calculators, cameras, and personal computers.

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**Ability to:**

- Employee must be able to climb scaffold and crawl in tight spaces in order to perform inspections.
- Employee must be able to make quick decisions based on good understanding of code.

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~~Employee must have reasonable computer skills and be able communicate in written form.~~

~~Employee must have a basic knowledge of GIS and it's uses.~~

**PHYSICAL DEMANDS**

- Establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.
- Learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements.

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Physical Demands

- Standard day will consist of sitting for extended time, as well as walking, climbing, crawling, lifting, carrying, pulling, moving objects.
- ~~Employee must~~Must be able to ~~work~~lift at least 25 pounds.
- Occasional crawling through tight spaces

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Working Conditions

- Work is potentially stressful, busy and fast paced with extensive public contact.
- Work is performed indoors, and out, in all types of weather conditions.

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WORKING CONDITIONS

~~Very often this employee will be required to make decisions effecting the property and livelihood of others, resulting in potentially stressful situations. The workload lends itself to continual scrutiny of the public and media.~~

EDUCATION AND EXPERIENCE

- On occasion this employee must work with law enforcement and County Attorney staff in order to gain access and issue citations or correction orders.

Education & Experience

- Employee must have a Bachelors Degree in a construction related field or minimum of five years of experience as a code official. At least three of these years should relate to government administration.
- Employee will posses and maintain certification from ICC as a combination inspector which includes certification in residential building, residential plumbing, residential electrical, residential mechanical, National Electrical Code, International Building Code, International Plumbing Code and the International Mechanical Code.
- The employee should possess a working knowledge of the requirements of ANSI A117.1
- The employee should be familiar with the International Energy Conservation Code.
- The employee must gain a working knowledge of the Uniform Code for the Abatement of Dangerous Buildings.
- Possession of ICC Plans Examiner certification is recommended.
- Employee will hold a valid license from the Utah Department of Professional Licensing as a Building Inspector (1 combination).
- **Must have training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment.**

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~~Employee will maintain a valid Utah driver's license.~~

- Employee must have basic computer skills and an understanding of GIS work.

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**Special Requirements**

- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Successful completion of pre-employment drug screening is required.
- A twelve month probationary period is a prerequisite to this position.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

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# Grand County Job Description

<b>Job Title:</b>	Chief Building Inspector/Community Floodplain Administrator
<b>Department:</b>	Building Inspectors Office
<b>Location:</b>	125 E Center St. Moab UT 84532
<b>Reports To:</b>	Council Administrator

<p><b><u>Pay Range:</u></b></p> <p>Grade: 21</p> <p>Revised: 10/2014</p>	<p><b><u>Type of Position:</u></b></p> <p><input checked="" type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Emergency</p>	<p><b><u>Job Status:</u></b></p> <p><input checked="" type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Non-exempt</p> <p><input type="checkbox"/> Grant funded</p> <p><input type="checkbox"/> Enterprise</p> <p><input type="checkbox"/> Public Safety</p> <p><input type="checkbox"/> Safety Sensitive</p> <p><input type="checkbox"/> On-call</p> <p><input type="checkbox"/> Appointed</p>
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**Job Summary**

Under the supervision of the Grand County Administrator, As Chief Building Official, manages and coordinates the functions of the department and performs detailed inspections of structures to ensure compliance with the construction codes currently adopted by the state of Utah as well as all construction documents.

As Community Floodplain Administrator, they are the principal community administrator in the daily implementation of Grand County’s flood loss reduction activities including enforcing the community’s flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

Through inter-local agreement this position serves as Building Official for the City of Moab and the Town of Castle Valley, as well as Grand County.

**Supervision**

**Received:** County Council Administrator  
**Given:** Building Inspector and Permit Technician.

**Essential Duties**

**Chief Building Official**

- Performs daily administrative tasks of department, such as, arranging workload schedule of inspections and office appointments, budget, personnel issues.
- Assist County Recorder with addressing and GIS.
- Interface with public in area of building code compliance.
- Performs the duty of plan examination to insure compliance to state and local codes and ordinances.
- This employee will be responsible for the interpretation of the model codes and act as an arbitrator between inspectors and the public.
- This employee serves as a nonvoting member and secretary of the Building Board of Appeals.
- This employee will coordinate the maintenance of all inspection and permit records.

- Employee will coordinate with county attorney's office with regard to code enforcement, and will act as department's expert witness in all litigation.
- This employee, at times, will function in all aspects of the department.

### **Community Floodplain Administrator**

- Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- Review, approve or deny updates and revisions to the community's Flood Insurance Rate Maps (FIRM's).
- Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall (community name) Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance.
- Review and community coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others.
- Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.
- Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.
- Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.
- Monitor and coordinate other Federal and State Floodplain Management programs.
- In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Employee will maintain a working knowledge of all model codes, including state and local amendments, and should be able to communicate those requirements to the lay public in a clear and understandable manner.
- Employee must have a basic knowledge of GIS and its uses.
- Employee will maintain Utah licensure as a Combination Building Inspector and the requisite certifications.
- Employee will maintain ICC certification as a Plans examiner.
- ICC "Certified Building Official" accreditation is preferred.
- Basic knowledge of principles of surveying, building construction, hydrology and hydraulics. Knowledge of basic computer software programs.

#### **Skills in:**

- Employee must have reasonable computer skills and be able communicate in written form.
- Employee will possess adequate word processing skills.
- Employee must have good communication skills and be willing to arbitrate between opposing ideas.
- Equipment - will need to utilize office and field deployed machines such as computers, photo-copiers, fax machines, calculators, cameras, and personal computers.

#### **Ability to:**

- Employee must be able to climb scaffold and crawl in tight spaces in order to perform inspections.
- Employee must be able to make quick decisions based on good understanding of code.
- Establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.



- Learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements.

### **Physical Demands**

- Standard day will consist of sitting for extended time, as well as walking, climbing, crawling, lifting, carrying, pulling, moving objects.
- Must be able to lift at least 25 pounds.
- Occasional crawling through tight spaces

### **Working Conditions**

- Work is potentially stressful, busy and fast paced with extensive public contact.
- Work is performed indoors, and out, in all types of weather conditions.
- On occasion this employee must work with law enforcement and County Attorney staff in order to gain access and issue citations or correction orders.

### **Education & Experience**

- Employee must have a Bachelors Degree in a construction related field or minimum of five years of experience as a code official. At least three of these years should relate to government administration.
- Employee will possess and maintain certification from ICC as a combination inspector which includes certification in residential building, residential plumbing, residential electrical, residential mechanical, National Electrical Code, International Building Code, International Plumbing Code and the International Mechanical Code.
- The employee should possess a working knowledge of the requirements of ANSI A117.1
- The employee should be familiar with the International Energy Conservation Code.
- The employee must gain a working knowledge of the Uniform Code for the Abatement of Dangerous Buildings.
- Possession of ICC Plans Examiner certification is recommended.
- Employee will hold a valid license from the Utah Department of Professional Licensing as a Building Inspector (1 combination).
- Employee must have basic computer skills and an understanding of GIS work.
- Must have training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment.

### **Special Requirements**

- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Successful completion of pre-employment drug screening is required.
- A twelve month probationary period is a prerequisite to this position.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

## Grand County Job Description

<b>Job Title:</b>	Permit Technician/ <a href="#">Community Floodplain Manager</a>
<b>Department:</b>	Building Inspector
<b>Location:</b>	125 E Center St., Moab, UT 84532
<b>Reports To:</b>	Chief Building Official

<b>Pay Range:</b>  Grade 7  Revised 2/2013	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Emergency	<b>Job Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Grant funded <input type="checkbox"/> Enterprise <input type="checkbox"/> Public Safety <input type="checkbox"/> Safety Sensitive <input type="checkbox"/> On-call <input type="checkbox"/> Appointed
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### Job Summary

Under direction of the Building Official, the Permit Technician provides a wide variety of technical duties involved in accepting, processing, reviewing, and tracking building permits, citations, and violations; assists and informs the public in person or over the telephone on departmental policies and procedures; performs technical and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills; performs a variety of tasks related to assigned area of responsibility. Also, [assists the FEMA works as](#) Community Floodplain Administrator [by maintaining records and issuing permits.\(FEMA\)](#).

### Supervision

Received: Building Inspector  
 Given: None

### Essential Duties: [Permit Technician](#)

- Sets up, maintains, and training County/City employees and contractors in the use of iWorQ Systems web-based application; implements processes for recording and retrieving data from Permit Management and Code Enforcement modules of application; creates forms, letter, reports, and other relevant documentation based on data entered into database; acts as liaison between County/City and iWorQSystems.
- Maintains permit information into iWorQ including retrieving old files, scanning pertinent documents, and transferring information.
- Provides basic information regarding processes, procedures, and requirements for obtaining planning, engineering, and building permits to the public, including homeowners, developers, and contractors in person and over the telephone utilizing established guidelines.
- Routes plans to appropriate staff; labels and logs information into permit system; sets up files; tracks and monitors plan status; notified contractors, owners, developers, and engineers of plan status; issues building permits.
- Maintains a working knowledge of technical and specialized rules, regulations, policies, procedures, and activities in order to direct questions and inquires related to such technical and specialized rules to the appropriate staff.

- Accept and processes basic permit applications, plans, and supporting documents and assists higher level technical and professional staff with building, planning, and engineering permit processing; performs limited reviews of permit applications, plans, and supporting documents for completeness and compliance with legal standards and city requirements; routes information to professional staff; monitors permit working flow processes; issues completed permits following established guidelines.
- Calculates and reviews permit fees; report payment information to department, fiscal, or other records according to stand procedures.
- Performs a variety of general administrative duties in support of the Building Department; assists the public; creates and modifies forms and reports; organizes and assembles document; files building-related documents; maintains appointment calendars, including pre-application conferences, plan review, inspections, and other as assigned; answers variety of phone calls.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Verifies contractor's licenses; documents information in database.
- Interprets and explains policies and regulations accurately and tactfully to the public assisting with the completion of building permit applications; directs the public to various County/City departments for information and approvals necessary to apply for permits.
- Understands and assists with permit processing, building inspections, and plan review policies and procedures to ensure compliance with city ordinances and laws.
- Prioritizes work projects and coordinates several activities simultaneously.
- Helps prepare legal information for use by the County Attorney's office.
- Tracks citations and violations files for timely action by department personnel.
- Assists Building Inspector with planning, participation registration, documentation distribution, and state reporting for contractor training courses provided by County.
- Other duties as required.

#### **Floodplain Manager:**

- [Issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance.](#)
- [Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System \(CRS\).](#)
- [Maintain community floodplain management files, the Flood Insurance Rate Map \(FIRM\) files, the \(community name\) floodplain management program documents, building permits, variances, FEMA map revisions \(LOMC's\), elevation certificates\(with original signature and seal\).](#)
- [Maintain the Community Floodplain Management Reference Library.](#)
- [Submit an annual report to the Grand County Floodplain Administrator concerning the community's participation in the program, including, but not limited to the development and implementation of floodplain management measures.](#)

#### **Knowledge, Skills & Abilities**

##### **Knowledge of:**

- Ability to maintain cooperative relationships with those contacted in the course of work activities.
- Possess a basic knowledge and understanding of contraction terminology and practices, to be able to communicate that knowledge verbally and in writing.

##### **Skills in:**

- Operations of calculators, fax machines, copy machines, telephones, and devices that manage information and documents.
- Organization, working independently, and maintain self-motivation.
- Must have strong skills in reading, writing, math, Microsoft Word and Excel, and database applications.

##### **Ability to:**

- Operate a personal computer, including Microsoft software programs [and GIS systems.](#)
- Communicate effectively verbally and in writing; use correct grammar, spelling and punctuation; use of tact and self control when communicating.
- Understand and follow written and verbal instructions; handle numerous tasks concurrently.
- [Ability to establish and maintain effective working relationship with governmental/private/public officials and employees, and the general public.](#)

#### **Physical Demands**

- Work includes sitting at a desk or table, waking, stooping and standing

- Occasional lifting, carrying, pushing, pulling or otherwise moving objects weighing up to 30 pounds.
- Common eye, hand and finger dexterity is required to perform essential job functions.

**Working Conditions**

- Work is potentially stressful, busy, and fast paces with extensive public contact.
- Work is performed in an office-type setting or other environmentally controlled room.
- Occasional travel maybe required for field work.
- On ~~occasions~~Occasions, this employee must work with law enforcement and County Attorney staff in order to supply ordinance and code related information to staff in a precise and understandable manner.

**Education & Experience**

- Previous experience as office manager
- Experience with office protocol and professionalism
- Versed in work processing, spreadsheets, database implementation, filing, and able to obtain a working knowledge of building department protocols.
- Must have an ICC (International Code Council) certification as a Permit Technician; or the ability to obtain such certification with the twelve month introductory period.
- Must have training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment.

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**Special Requirements**

- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Successful completion of pre-employment drug screening is required.
- A twelve month introductory period is a prerequisite to this position.

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# Grand County Job Description

<b>Job Title:</b>	Permit Technician/Community Floodplain Manager
<b>Department:</b>	Building Inspector
<b>Location:</b>	125 E Center St., Moab, UT 84532
<b>Reports To:</b>	Chief Building Official

<p><b><u>Pay Range:</u></b></p> <p>Grade 10</p> <p>Revised 10/2014</p>	<p><b><u>Type of Position:</u></b></p> <p><input checked="" type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Emergency</p>	<p><b><u>Job Status:</u></b></p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non-exempt</p> <p><input type="checkbox"/> Grant funded</p> <p><input type="checkbox"/> Enterprise</p> <p><input type="checkbox"/> Public Safety</p> <p><input type="checkbox"/> Safety Sensitive</p> <p><input type="checkbox"/> On-call</p> <p><input type="checkbox"/> Appointed</p>
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**Job Summary**

Under direction of the Building Official, the Permit Technician provides a wide variety of technical duties involved in accepting, processing, reviewing, and tracking building permits, citations, and violations; assists and informs the public in person or over the telephone on departmental policies and procedures; performs technical and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills; performs a variety of tasks related to assigned area of responsibility. Also, assists the FEMA Community Floodplain Administrator by maintaining records and issuing permits.

**Supervision**

**Received:** Building Inspector  
**Given:** None

**Essential Duties:**  
**Permit Technician**

- Sets up, maintains, and training County/City employees and contractors in the use of iWorQ Systems web-based application; implements processes for recording and retrieving data from Permit Management and Code Enforcement modules of application; creates forms, letter, reports, and other relevant documentation based on data entered into database; acts as liaison between County/City and iWorQSystems.
- Maintains permit information into iWorQ including retrieving old files, scanning pertinent documents, and transferring information.
- Provides basic information regarding processes, procedures, and requirements for obtaining planning, engineering, and building permits to the public, including homeowners, developers, and contractors in person and over the telephone utilizing established guidelines.
- Routes plans to appropriate staff; labels and logs information into permit system; sets up files; tracks and monitors plan status; notified contractors, owners, developers, and engineers of plan status; issues building permits.

- Maintains a working knowledge of technical and specialized rules, regulations, policies, procedures, and activities in order to direct questions and inquires related to such technical and specialized rules to the appropriate staff.
- Accept and processes basic permit applications, plans, and supporting documents and assists higher level technical and professional staff with building, planning, and engineering permit processing; performs limited reviews of permit applications, plans, and supporting documents for completeness and compliance with legal standards and city requirements; routes information to professional staff; monitors permit working flow processes; issues completed permits following established guidelines.
- Calculates and reviews permit fees; report payment information to department, fiscal, or other records according to stand procedures.
- Performs a variety of general administrative duties in support of the Building Department; assists the public; creates and modifies forms and reports; organizes and assembles document; files building-related documents; maintains appointment calendars, including pre-application conferences, plan review, inspections, and other as assigned; answers variety of phone calls.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Verifies contractor's licenses; documents information in database.
- Interprets and explains policies and regulations accurately and tactfully to the public assisting with the completion of building permit applications; directs the public to various County/City departments for information and approvals necessary to apply for permits.
- Understands and assists with permit processing, building inspections, and plan review policies and procedures to ensure compliance with city ordinances and laws.
- Prioritizes work projects and coordinates several activities simultaneously.
- Helps prepare legal information for use by the County Attorney's office.
- Tracks citations and violations files for timely action by department personnel.
- Assists Building Inspector with planning, participation registration, documentation distribution, and state reporting for contractor training courses provided by County.
- Other duties as required.

#### **Community Floodplain Manager:**

- Issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance.
- Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
- Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the (community name) floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates(with original signature and seal).
- Maintain the Community Floodplain Management Reference Library.
- Submit an annual report to the Grand County Floodplain Administrator concerning the community's participation in the program, including, but not limited to the development and implementation of floodplain management measures.

#### **Knowledge, Skills & Abilities**

##### **Knowledge of:**

- Ability to maintain cooperative relationships with those contacted in the course of work activities.
- Possess a basic knowledge and understanding of contraction terminology and practices, to be able to communicate that knowledge verbally and in writing.

##### **Skills in:**

- Operations of calculators, fax machines, copy machines, telephones, and devices that manage information and documents.

- Organization, working independently, and maintain self-motivation.
- Must have strong skills in reading, writing, math, Microsoft Word and Excel, and database applications.

**Ability to:**

- Operate a personal computer, including Microsoft software programs and GIS systems.
- Communicate effectively verbally and in writing; use correct grammar, spelling and punctuation; use of tact and self control when communicating.
- Understand and follow written and verbal instructions; handle numerous tasks concurrently.
- Ability to establish and maintain effective working relationship with governmental/private/public officials and employees, and the general public.

**Physical Demands**

- Work includes sitting at a desk or table, waking, stooping and standing
- Occasional lifting, carrying, pushing, pulling or otherwise moving objects weighing up to 30 pounds.
- Common eye, hand and finger dexterity is required to perform essential job functions.

**Working Conditions**

- Work is potentially stressful, busy, and fast paces with extensive public contact.
- Work is performed in an office-type setting or other environmentally controlled room.
- Occasional travel maybe required for field work.
- On occasions, this employee must work with law enforcement and County Attorney staff in order to supply ordinance and code related information to staff in a precise and understandable manner.

**Education & Experience**

- Previous experience as office manager
- Experience with office protocol and professionalism
- Versed in work processing, spreadsheets, database implementation, filing, and able to obtain a working knowledge of building department protocols.
- Must have an ICC (International Code Council) certification as a Permit Technician; or the ability to obtain such certification with the twelve month introductory period.
- Must have training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment.

**Special Requirements**

- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Successful completion of pre-employment drug screening is required.
- A twelve month introductory period is a prerequisite to this position.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

Entity	Pref Title	Fulltime						Last Updated
		# Inc	Range		Actual			
			Min	Max	Low	High	Avg	

	Average Annual Actual		31561	52330.33	36211.75	36211.75	36211.75	
	Average Hourly Actual		15.17356	25.15881	17.4095	17.4095	17.4095	
GRAND COUNTY, UT	Permit Tech	1	27777.98	42014.34	30352.19	30352.19	30352.19	11/4/2014
	Grade 7, Step 2		13.3548	20.1992	14.5924	14.5924	14.5924	

Recommend

Grade 10



# **MODEL JOB DESCRIPTION FOR A COMMUNITY FLOODPLAIN MANAGER and ADMINISTRATOR**

## **1.0 Introduction:**

DHS/FEMA's model ordinance and most community's flood damage prevention ordinances designate the "floodplain manager or administrator" as responsible for administering the community's floodplain management program.

The local floodplain manager could be an existing staff person, such as the building inspector, community zoning official, engineer, or planner. The community also might contract to have the job done by the county or parish, regional planning commission, another jurisdiction or authority, or a private firm.

The purpose of this document is to provide a community floodplain manager job description that can be amended as needed to fulfill the specific needs of the community, agency, or company that may include: minimum education and experience requirements, certifications, licenses or registrations.

## **2.0 Overview:**

A floodplain manager is the principal community administrator in the daily implementation of *(give community name)* flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). The floodplain manager will:

- 2.1.** Issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance.
- 2.2.** Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- 2.3.** Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
- 2.4.** Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the *(community name)* floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates (with original signature and seal).
- 2.5.** Maintain the Community Floodplain Management Reference Library.
- 2.6.** Review, approve or deny updates and revisions to the community's Flood Insurance Rate Maps (FIRM's).
- 2.7.** Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall *(community name)* Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance.
- 2.8.** Review and coordinate community floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others.
- 2.9.** Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.

- 2.10. Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.
- 2.11. Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.
- 2.12. Monitor and coordinate other Federal and State Floodplain Management programs.
- 2.13. In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.

### **3.0 Regular duties of the Floodplain Manager:**

#### **3.1. Floodplain Development, Permitting & Mapping**

- 3.1.1. Issue floodplain permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements. Duties include establishing base flood elevations (BFE's) in Zone A areas, prohibiting development within floodways; assisting in adoption, maintenance and enforcement of the community's Flood Damage Prevention Ordinance which may include fines and penalties. Duties include maintenance of records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies, elevation certificates, LOMC's, appeals, appellant board actions, variances, correspondence, Certificate of Occupancy, and other related floodplain management actions.
- 3.1.2. Review proposed development to assure that all necessary permits and approvals have been received from those governmental agencies from which approval is required by Federal or state law, including Section 404 of the Federal Water Pollution Control Act, modifications to designated historical structures, Executive Order 11988 (Federal floodplain management requirements), and Executive 11990 (protection of wetlands).
- 3.1.3. Explain the requirements of the National Flood Insurance Program and the community's program to the general public, elected and/or appointed community decision makers, developers, architects, engineers, land surveyors, planners, and the media.
- 3.1.4. Maintain a floodplain management reference library that includes current and previously published: Flood Insurance Study Reports; Flood Insurance Rate Maps; Flood Boundary Floodway Maps; Flood Hazard Boundary Maps; Drainage Master Plans, Comprehensive Master Plans, zoning requirements, Flood Mitigation Plans, Hazard Mitigation Action Plans, community permit procedures; floodplain management plans, studies, and publications related to the community and adjacent areas (county-wide); current and past copies of Flood Damage Prevention Ordinances and related ordinances; community codes and development procedures pertaining to drainage, land use and floodplain management; floodplain management correspondence files; building permit files; FEMA/NFIP Biennial Reports; Community Rating System (CRS) Program files; NFIP flood insurance policy and claims data; NFIP Repetitive Loss Lists; and community disaster response and recovery records. Maintain separate sensitive documents that contain Privacy Act information such as property owner's name, repetitive loss and NFIP claims paid information and handle in a confidential manner.

- 3.1.5.** Review, approve and/or deny updates (revisions) to the community’s Flood Insurance Rate Maps (FIRM’s) which occur through remapping efforts such as FEMA Multi-Year Flood Hazard Identification Plan (MHIP) and FIRM map revision actions that include Letters of Change (LOMC), Letters of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based on Fill (LOMR-F), and Conditional Letter of Map Revision Based on Fill (CLOMR-F). The floodplain manager will enforce the requirements described in FEMA/FIA Technical Bulletin 10-01 and FEMA’s LOMR-F that require certification that structures built on fill in or near Special Flood Hazard Areas are “reasonably safe from flooding”.
- 3.1.6.** Review all floodplain related projects received from Federal and State Agencies, such as the U.S. Army Corps of Engineers, Natural Resource Conservation Service, Federal and State Department of Transportation (DOT), community departments, and others to ensure compliance with Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), and (community name) Flood Damage Prevention Ordinance requirements.
- 3.1.7.** Function as the community representative for all floodplain management and flood mitigation projects. Duties include preparation of applications for funding, supervision of project design, construction management, project implementation, and project close out, for FEMA Hazard Mitigation Grant Program (HMGP), FEMA Flood Mitigation Assistance (FMA) Program, FEMA Pre-Disaster Mitigation (PDM) Program, Hurricane – Property Protection Mitigation (HPPM), 406 Mitigation (Public Assistance), and other Federal and state funded floodplain management or mitigation programs.
- 3.1.8.** Ensure that the Floodplain Manager's Office is equipped with sufficient copies of the current community and/or county-wide Flood Insurance Study, Flood Insurance Rate Maps, available GIS, topographic and aerial mapping, Elevation Reference Mark (ERM) data, and floodplain management reference materials. These documents are to be reviewed and updated annually, or as studies and publications become available.
- 3.1.9.** Conduct educational programs for realtors, lenders, builders, engineers/land surveyors, general public, and other interested groups on a scheduled basis. Coordinate these training efforts with the State NFIP Coordinator, FEMA Regional Office, State or National Floodplain Management Associations, Regional Planning Commission, and others to capitalize on ongoing training activities. Maintain a supply of floodplain management publications to distribute to the development community and local citizens.
- 3.1.10.** Maintain a current call list and website address list of Federal and state agencies, such as FEMA national and regional offices, USA Corps of Engineers districts, State NFIP Coordinators office, State Department of Transportation, River Authorities, Drainage and Flood Control Districts, and others.
- 3.1.11.** Disseminate information, data, status reports, and situation reports to the (Community name) Mayor/ City Manager/ County Judge/ Parish President/ Chairman, Department of Public Works, the Planning Director, the Community Office of Emergency Management and other affiliated community or agency representatives who deal with flooding.
- 3.1.12.** Coordinate and conduct damage assessment surveys in post disaster.

### **3.2. Mitigation\_Activities** (In some communities this may be a separate or subordinate position)

- 3.2.1.** Conduct an annual review of the FEMA “Repetitive Loss” list to identify properties, located within the community, to verify accuracy and establish priorities for possible mitigation. Correspond with FEMA to verify the “Repetitive Loss” list accuracy as requested.
- 3.2.2.** Function as the community representative for FEMA mitigation projects (HMGP, FMA, PDM and other Federal and State Programs) that are submitted by the community or by citizens of the community. Duties include preparation of funding applications, oversight for project design, construction, implementation, and closeout for all community mitigation projects. Maintain approved FEMA mitigation grant records and project documentation required by the State NFIP and/or State Emergency Management Office and FEMA for project closeout and audit and future reference.
- 3.2.3.** Provide technical guidance on the various mitigation methods available for citizens of the community including: acquisition and relocation; elevation; demolish and rebuild; floodproofing; and retrofitting.
- 3.2.4.** Work with the community planning and public works departments on projects and activities that reduce flood damages and respond to Federal and State directives and other pertinent references in order to comply with National Flood Insurance Program requirements at the Federal and State levels. Assist in drafting updated community plans and procedures.
- 3.2.5.** Prepare all required reports for all active FEMA mitigation grant projects for submission to the State NFIP and/or Emergency Management Office.
- 3.2.6.** Review, edit, and process all periodic invoices received from contractors performing mitigation projects, to the appropriate community accounting office for payment as well as preparing subsequent reimbursement requests to the State NFIP and/or Emergency Management Office to recover the FEMA (Federal) share for all mitigation projects.
- 3.2.7.** Any other duties as prescribed by the *(Community name)* City Council/Commissioners Court/Police Jury/Board of Alderman.
- 3.2.8.** Initiate, manage and document community CRS activities to maintain and improve, when possible, the community CRS classification.

### **4.0 Necessary Skills and Qualifications:**

**[Note- Community requirements should be inserted into this section and include items such as background check, testing, etc.]**

Ability to prepare and present clear, concise reports both orally and in writing.

Ability to establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.

Ability to learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements.

Must possess a valid driver's license.

Must pass a pre-employment physical and drug test once position has been offered, and prior to starting work. Ability to manage efficient and effective documentation and records systems.

Equipment - will need to utilize office and field deployed machines such as computers, photo-copiers, fax machines, calculators, cameras, and personal computers.

Basic knowledge of principles of surveying, building construction, hydrology and hydraulics. Knowledge of basic computer software programs.  
Skills in public speaking and interpersonal relations with the public.

**5.0 Hours of Work:**

**[Insert specific community requirements here]**

40 hour week - Normal work hours, Monday thru Friday. Employee is subject to 24-hour call and must respond in a timely manner during an emergency. This position may require evening and week-end duty.

**6.0 Location of Work:**

**[Insert specific community requirements here]**

The duty station or location of the work is (Insert physical address of office). The Floodplain Manager will operate throughout the community to complete work assignments. Duties of the Floodplain Manager require fieldwork duty, as well as office duty.

**7.0 Minimum Qualification Requirements:**

**[Insert specific community requirements here]**

Minimum requirements:

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment. High school diploma or GED supplemented by vocational/technical training in a related field. Previous experience and/or training involving floodplain management is preferred but not required.

Preferred requirements:

College degree with a minimum of an Associates degree, Bachelors' preferred, in a related field of study including floodplain management, emergency management, planning, environmental studies, engineering, hydrology/hydraulics, Geographic Information Systems (GIS), governmental studies, etc. or commensurate experience.

**8.0 ADA Compliance:**

**Physical Ability: [Insert specific community requirements here]**

Tasks involve the ability to exert physical effort in sedentary to light work activities and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). In conformance with the *(Community name)* standard operating procedures for emergencies the Floodplain Manager is subject to 24 hr. on-call and extended work hours.

**9.0 Sensory Requirements:**

**[Insert specific community requirements here]**

Some tasks require oral communications ability and some tasks require visual perception and discrimination.

2014 2.0% COLA

COLA **Grand County Hourly Pay Rate**

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>GRADE</b>															
1	9.9592	10.2659	10.5727	10.8900	11.2180	11.5459	11.8949	12.2547	12.6249	12.9952	13.3866	13.7887	14.2011	14.6348	15.0685
2	10.4564	10.7738	11.1016	11.4296	11.7787	12.1277	12.4874	12.8681	13.2490	13.6511	14.0531	14.4760	14.9099	15.3647	15.8301
3	10.9853	11.3132	11.6517	12.0008	12.3606	12.7306	13.1115	13.5135	13.9155	14.3280	14.7617	15.2060	15.6609	16.1263	16.6023
4	11.5459	11.8845	12.2547	12.6249	13.0057	13.3866	13.7887	14.2011	14.6243	15.0580	15.5128	15.9782	16.4542	16.9514	17.4592
5	12.1171	12.4767	12.8576	13.2490	13.6404	14.0531	14.4760	14.9099	15.3541	15.8089	16.2849	16.7717	17.2794	17.7978	18.3373
6	12.7201	13.1010	13.4924	13.8837	14.2962	14.7299	15.1743	15.6504	16.1158	16.6023	17.0995	17.6073	18.1363	18.6862	19.2471
7	13.3548	13.7567	14.1694	14.5924	15.0261	15.4812	15.9464	46.4224	16.9093	17.4168	17.9458	18.4748	19.0354	19.6067	20.1992
8	14.0211	14.4338	14.8675	15.3224	15.7773	16.2533	16.7397	17.2370	17.7554	18.2843	18.8238	19.4162	19.9979	20.5692	21.1616
9	14.7299	15.1637	15.6185	16.0840	16.5706	17.0679	17.5755	18.1045	18.6439	19.2046	19.7865	20.3789	20.9818	21.6166	22.2724
10	15.4599	15.9253	16.4013	16.8880	17.3957	17.9141	18.4536	19.0035	19.5748	20.1672	20.7703	21.3944	22.0397	22.6954	23.3725
11	16.2322	16.7293	17.2266	17.7448	18.2737	18.8238	19.3951	19.9768	20.5692	21.1827	21.8282	22.4734	23.1503	23.8485	24.5679
12	17.0255	17.5544	18.0939	18.6335	19.1941	19.7654	20.3577	20.9711	21.5953	22.2405	22.9176	23.6052	24.3033	25.0334	25.7844
13	17.9034	18.4323	18.9931	19.5538	20.1461	20.7490	21.3733	22.0080	22.6638	23.3408	24.0496	24.7689	25.5094	26.2709	27.0538
14	18.7922	19.3633	19.9346	20.5480	21.1616	21.7964	22.4521	23.1187	23.8062	24.5043	25.2449	26.0065	26.7893	27.5933	28.4289
15	19.7231	20.3259	20.9396	21.5636	22.2090	22.8647	23.5522	24.2718	24.9803	25.7314	26.4932	27.2971	28.1223	28.9579	29.8148
16	20.7067	21.3415	21.9761	22.6427	23.3198	24.0178	24.7371	25.4776	26.2287	27.0220	27.8261	28.6618	29.5186	30.4072	31.3169
17	21.7541	22.4099	23.0869	23.7746	24.4832	25.2343	25.9853	26.7681	27.5721	28.3973	29.2542	30.1322	30.0313	31.9621	32.9142
18	22.8437	23.5100	24.2294	24.9592	25.7103	26.4826	27.2760	28.0905	28.9368	29.8041	30.7033	31.6237	32.5652	33.5489	34.5538
19	23.9755	24.6948	25.4352	26.1970	26.9797	27.8050	28.6406	29.4975	30.3859	31.2957	32.2266	33.1999	34.1942	35.2203	36.2676
20	25.1708	25.9324	26.7047	27.5087	28.3338	29.1802	30.0580	30.9572	31.8881	32.8401	33.8346	34.8501	35.8867	36.9657	38.0660
21	26.4323	27.2290	28.0400	28.8842	29.7504	30.6392	31.5608	32.5051	33.4824	34.4821	35.5264	36.5926	37.6810	38.8130	39.9693
22	27.7539	28.5905	29.4420	30.3325	31.2380	32.1711	33.1389	34.1303	35.1565	36.2062	37.3027	38.4223	39.5651	40.7537	41.9678
23	29.1416	30.0200	30.9141	31.8448	32.7999	33.7796	34.7959	35.8369	36.9144	38.0165	39.1679	40.3433	41.5434	42.7913	44.0661
24	30.5987	31.5211	32.4598	33.4370	34.4399	35.4687	36.5357	37.6287	38.7601	39.9174	41.1263	42.3605	43.6205	44.9309	46.2694
25	32.1286	33.0972	34.0828	35.1089	36.1619	37.2421	38.3625	39.5101	40.6981	41.9132	43.1826	44.4785	45.8016	47.1774	48.5829
26	33.7350	34.7520	35.7869	36.8643	37.9699	39.1043	40.2806	41.4856	42.7330	44.0089	45.3418	46.7024	48.0917	49.5363	51.0120
27	35.4217	36.4896	37.5763	38.7076	39.8684	41.0595	42.2946	43.5599	44.8697	46.2094	47.6088	49.0375	50.4962	52.0132	53.5626
28	37.1929	38.3141	39.4551	40.6429	41.8618	43.1124	44.4094	45.7379	47.1132	48.5199	49.9893	51.4894	53.0210	54.6139	56.2408

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: N

<b>TITLE:</b>	Approving Proposed Reclassification and Revised Job Description of the Secretary Position in the Sheriff's Office to the Title of Administrative Secretary, Effective with the Pay Period Beginning January 5, 2015
<b>FISCAL IMPACT:</b>	Approximately \$7,838 increase for 2015 (salary, taxes and benefits)
<b>PRESENTER(S):</b>	Orlinda Robertson, PHR, Human Resources Director

**Prepared By:**

Orlinda Robertson  
 HR Director  
 Grand County  
 125 E Center St  
 435-259  
 orobertson@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification and revised job description of the Secretary position in the Sheriff's Office to the title of Administrative Secretary, effective with the pay period beginning January 5, 2015, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

For many years now the Sheriff's Office has retained two administrative employees, one titled Administrative Secretary and the other, Secretary. Originally the positions were set up with varied grades due to the requirements of each position. Over the last few years though duties for both position have increased, however the Secretary has taken on more intensive, time consuming, and critical functions that have become a necessity for the Sheriff's Office to have completed on a regular basis.

Some items to mention that have been added are:

- Maintaining the budget for the Sheriff's Office and Jail
- Entering data to the ATIMS System
- Updating the Sex Offender Registry
- Must be or retain Notary requirements
- Stays updated on the Daily Training Bulletins and passes monthly tests
- Enters data into the CRIS Law Enforcement System for expungement of records
- Enters data in the OTRACK program for arrestees
- Understand and use the UCJIS system.
- And other items that are done on a daily or weekly basis.
- Assists the Emergency Management Director with Secretarial duties, ordering supplies, keeping up with Budget

Do note though that each position will maintain their job duties with the same title but will be cross trained to assist with each other's requirements when necessary. Also, these functions that are being addressed are currently being done at this time by the Secretary, we are now asking that the County acknowledge this and adjust the title, description and grade to accommodate the workload for the current employee and any future employees hired for this position.

With this, the Human Resource Director would like to recommend the current Secretary title and job description be updated to the red lined

version, as all the functions will be required of whoever holds this position; and also to increase the rate of pay to a Grade 10 from a Grade 7. Parallel to the currently existing Administrative Secretary position within the Sheriff's Office.

**ATTACHMENT(S):**

1. Red-lined Secretary Job description
2. Clean version of recommended Administrative Secretary Job description



# Grand County Job Description

<b>Job Title:</b> <span style="color: red; text-decoration: underline;">Administrative</span> Secretary
<b>Department:</b> Sheriff's Office
<b>Location:</b> Grand County Courthouse 125 E Center Street, Moab, Utah
<b>Reports to:</b> Sheriff

## Job Description

<b>Pay Range:</b> Grade 7 <span style="color: red; text-decoration: underline;">10</span>  <b>Revised:</b> 11/2014	<b>Type of Position</b>  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	<b>Job Status</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety
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### Job Summary

The Administrative Secretary performs a variety of advanced clerical and administrative services for the Sheriff's Office including: keeps records of confidential information, reports, statements, and other materials. Establishes and/or maintains filing systems and records.

### Supervision

Received: Sheriff

Given: None

### Essential Duties

- Performs complex data entry functions for a variety of Sheriff's Office activities.
- Performs advanced and maintaining filing and record-keeping functions, uses computer filing system.
- Types general correspondence; maintains internal record keeping documents; and performs a variety of complex and routine advanced clerical and administrative tasks.
- Receives public calls and directs call to proper division; schedules appointments; receives and directs public in the office; provides routine information to public and other entities and agencies.
- Documents and keeps and maintains records of civil and criminal process, billing procedures and paper service.
- Manages and maintains accounts payable and receivable
- Keeping and maintaining Excel files. Emailing invoices to accounts payable.
- Has quarterly Budget meetings for Supervisors, advising them of the Budget and where they are according to the Budget
- Processes Jail bookings (criminal identification files) Cards and keep them updated and a copy on a flash drive of everyone booked
- Inventories and orders supplies for the Sheriff's Office and Jail.
- Assists the Emergency Management Director with Secretarial duties, ordering supplies, keeping up with his budget
- Performs other duties as assigned by supervisors
- Maintains a good rapport with all office of the County in a professional manner
- Gets all Supplies for the office

## **Knowledge, Skills & Abilities**

### **Knowledge of:**

- ~~Basic~~ **Advanced** office skills including Windows based PC applications, ~~computer, software~~ **Proficient in Microsoft Word & Excel**
- **Must take updated Microsoft Word and ~~other office equipment~~ Excel classes yearly.**
- ~~Some~~ **Corrections** and law enforcement procedures **are a must**
- Grammar, spelling and punctuation, letter-writing, filing and word processing
- **Ordering and Maintaining all office equipment including Computers, Printers, Copiers and Phone System**
- **Excellent organization skills is a must, follow through and Customer service skills required**
- **Exemplary Communication and Interpersonal skills including Tact and Professionalism , plus solid business writing skills, grammar, punctuation and proofreading**

### **Skills in:**

- Reading, writing **comprehension**, and math.

### **Ability to:**

- Type 40 words per minute.
- Learn new computer programs and use of communications systems.
- Perform a variety of **clerical-advanced** and administrative work requiring independent judgment and organizational skills.
- Learn and follow the Sheriff's Office and Grand County policies and procedures.
- Communicate verbally and in writing and follow verbal and written instructions.
- Assess unusual circumstances and adapt to variations in approach in completion of duties.
- Establish and maintain professional relationships with public and staff within the Sheriff's Office and other agencies.
- Use tact and self-control when communicating.
- Recognize and follow the Sheriff's Office chain of command.

## **Physical Demands**

- Moderate lifting, pushing, pulling, walking, standing, stooping, sitting and reaching.
- Must be able to lift 50 pounds.

## **Working Conditions**

- Daily contact with public and employees of other agencies and departments.
- Works in office with environmentally controlled temperatures.

## **Education & Experience**

- High school diploma or equivalent.
- Corrections/ law enforcement experience **preferred-required**
- **Two (2)-Five(5) years of experience performing ~~clerical-Secretary and~~ Clerical duties**  
**OR**
- An equivalent combination of education and experience

## **Special Requirements**

- Must possess valid Utah driver's license.
- Must successfully pass and maintain all requirements of background checks.
- Successful completion of pre-employment drug screening is required
- **Must pass and maintain Sex Offender Tests and keep updated on new laws**
- A twelve-month probationary period is a prerequisite to this position
- Must obtain a Notary Stamp within one year.
- Must attend and complete annual GRAMA (Government Records Access Management Act) training **yearly**

- Subject to on call status as needed during peak activity seasons including holidays and weekends..

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.***

# Grand County Job Description

<b>Job Title:</b> Administrative Secretary
<b>Department:</b> Sheriff's Office
<b>Location:</b> Grand County Courthouse 125 E Center Street, Moab, Utah
<b>Reports to:</b> Sheriff

## Job Description

<b>Pay Range:</b> Grade 10  <b>Revised:</b> 01/2015	<b>Type of Position</b>  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	<b>Job Status</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety
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### **Job Summary**

The Administrative Secretary performs a variety of advanced clerical and administrative services for the Sheriff's Office including: keeps records of confidential information, reports, statements, and other materials. Establishes and/or maintains filing systems and records.

### **Supervision**

Received: Sheriff

Given: None

### **Essential Duties**

- Performs complex data entry functions for a variety of Sheriff's Office activities.
- Performs advanced and maintaining filing and record-keeping functions, uses computer filing system.
- Types general correspondence; maintains internal record keeping documents; and performs a variety of complex and advanced clerical and administrative tasks.
- Receives public calls and directs call to proper division; schedules appointments; receives and directs public in the office; provides routine information to public and other entities and agencies.
- Documents and keeps and maintains records of civil and criminal process, billing procedures and paper service.
- Manages and maintains accounts payable and receivable
- Keeping and maintaining Excel files. Emailing invoices to accounts payable.
- Has quarterly Budget meetings for Supervisors, advising them of the Budget and where they are according to the Budget
- Processes Jail bookings Cards and keep them updated and a copy on a flash drive of everyone booked
- Inventories and orders supplies for the Sheriff's Office and Jail.
- Assists the Emergency Management Director with Secretarial duties, ordering supplies, keeping up with his budget
- Performs other duties as assigned by supervisors
- Maintains a good rapport with all office of the County in a professional manner
- Gets all Supplies for the office

### **Knowledge, Skills & Abilities**

**Knowledge of:**

- Advanced office skills including Windows based PC applications, Proficient in Microsoft Word & Excel
- Must take updated Microsoft Word and Excel classes yearly.
- Corrections and law enforcement procedures are a must
- Grammar, spelling and punctuation, letter-writing, filing and word processing
- Ordering and Maintaining all office equipment including Computers, Printers, Copiers and Phone System
- Excellent organization skills is a must, follow through and Customer service skills required
- Exemplary Communication and Interpersonal skills including Tact and Professionalism , plus solid business writing skills, grammar, punctuation and proofreading

**Skills in:**

- Reading, writing comprehension, and math.

**Ability to:**

- Type 40 words per minute.
- Learn new computer programs and use of communications systems.
- Perform a variety of advanced and administrative work requiring independent judgment and organizational skills.
- Learn and follow the Sheriff's Office and Grand County policies and procedures.
- Communicate verbally and in writing and follow verbal and written instructions.
- Assess unusual circumstances and adapt to variations in approach in completion of duties.
- Establish and maintain professional relationships with public and staff within the Sheriff's Office and other agencies.
- Use tact and self-control when communicating.
- Recognize and follow the Sheriff's Office chain of command.

**Physical Demands**

- Moderate lifting, pushing, pulling, walking, standing, stooping, sitting and reaching.
- Must be able to lift 50 pounds.

**Working Conditions**

- Daily contact with public and employees of other agencies and departments.
- Works in office with environmentally controlled temperatures.

**Education & Experience**

- High school diploma or equivalent.
- Corrections/ law enforcement experience required
- Five(5) years of experience performing Secretary and Clerical duties

**OR**

- An equivalent combination of education and experience

**Special Requirements**

- Must possess valid Utah driver's license.
- Must successfully pass and maintain all requirements of background checks.
- Successful completion of pre-employment drug screening is required
- Must pass and maintain Sex Offender Tests and keep updated on new laws
- A twelve-month probationary period is a prerequisite to this position
- Must obtain a Notary Stamp within one year.
- Must attend and complete annual GRAMA (Government Records Access Management Act) training yearly
- Subject to on call status as needed during peak activity seasons including holidays and weekends..

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.***

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: O

<b>TITLE:</b>	Approving Proposed Reclassification and Revised Job Description of the Information Technology Manager to the Title of Information Technology Director, Effective with the Pay Period Beginning January 5, 2015
<b>FISCAL IMPACT:</b>	Approximately \$22,685 increase for 2015 (salary, taxes and benefits)
<b>PRESENTER(S):</b>	Orlinda Robertson, PHR, Human Resources Director

**Prepared By:**

Orlinda Robertson  
 HR Director  
 Grand County  
 125 E Center St  
 435-259  
 orobertson@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification and revised job description of the Information Technology Manager to the title of Information Technology Director, effective with the pay period beginning January 5, 2015, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

During budget discussions the IT Manager requested that his current status as non-exempt be changed to exempt. Reason being he needs to work extra hours however as in 2014, he was only budgeted for \$1000.00 of overtime pay. This was used up by August of 2014 and yet there are many more projects that needed to be completed but with time constraints will not.

With further research and a better understanding of the IT Manager's duties, the Human Resource director has found that the current job requirements more closely match an IT Director benchmark, according to other similarly classed Utah Counties; as well as a status change to exempt and pay adjustment. See attachment 1.

The final proposed changes are:

1. Change title from IT Manager to IT Director
2. Change status from non-exempt to exempt
3. Reclassify from Grade 18 to Grade 24

**ATTACHMENT(S):**

1. IT Manager Job Description Redlined
2. IT Director Job Description Clean
3. Wage Comparison Spreadsheet

# Grand County

## Job Description

<b>Job Title:</b> Information Technology <del>Manager</del> <u>Director</u>		
<b>Department:</b> Administration		
<b>Location:</b> 125 East Center Street, Moab, Utah 84532		
<b>Reports to:</b> Council Administrator		
<b>Pay Range:</b> Grade <u>4824</u>	<b>Type of Position</b>	<b>Job Status</b>
<b>Revised:</b> <u>05/2012</u> <u>11/2014</u>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> <del>X</del> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

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### Job Summary

Under the direction of the Council Administrator the Information Technology Coordinator performs a variety of advanced, complex technical and general administrative duties related to planning and coordinating support for the County's information systems and data including computers, servers, security, networks, websites, telephone systems, email and peripheral equipment.

### Supervision

Given: None  
 Received: Council Administrator

### Essential Duties

- Manages county-wide computer services operations; develops long and short range strategic plans that include implementing disaster recovery plans to include proactive monitoring, backups and minimized downtime.
- Develops and maintains a rotating replacement program for computer systems and other computer peripheral hardware.
- Manages all aspects of IT system functions; develops procedures related to computer use, file management, emails, internet access etc.; resolves complex issues related to system software, hardware, programming, operations, configurations, networking etc.
- Coordinates with County departments to manage acquisition processes; orders equipment, applications, support services and supplies to meet the current and future needs of the county.
- Develops relationships with suppliers and vendors, negotiates for price breaks and discounts; finalizes equipment, application, supply and support service purchases as approved by the County Clerk/Auditor and according to county policy and procedure.
- Performs a variety of technical hardware modifications, installations or repairs related to PC's, monitors, printers, servers etc.; sets up TCP/IP protocols, DNS servers, assigns gateways and sets up print sharing services; sets up and manages system access privileges.
- Provides "help desk" services; coordinates with county departments in the development, implementation and testing of information systems and programs; answers user inquiries regarding computer software or hardware operation to resolve problems when system failures or dysfunctions occur.
- Maintains records of daily communication transactions; problems, "help desk" actions and installation activities that include a current detailed "map" of county network systems.



- Maintains county website and IP addresses; may perform regular updating of web content on County's website, creates on line forms.
- Provides support to departments in setting up desk top computers, installing new software, printers and peripherals, wireless components and laptops; diagnoses hardware problems, repairs, and provides instruction in the use of programs and software.
- Oversees and maintains computer and network security hardware and software.
- May provide set up, testing and support of voting machines; assists County Clerk/Auditor's Office to maintain voting server and other peripheral hardware and software related to voting processes.
- Establishes and maintains local area network; diagnoses and repairs network problems, adds additional network segments when needed; maintains and sets up wireless networks, computers, wireless routers, cabling, and switches as needed.
- Maintains software disks and records of software licenses.
- Assists with the creation and developing of employee policies and procedures relating to information technology.
- Coordinates with County contracted IT providers such as the County's webmaster and other IT managers.
- Assists with the creation of bid specifications for County IT projects.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Computer hardware, software and peripherals such as servers, cpu's (central processing units), monitors, cables, network systems, scanners, printers, plotters and modems.
- Principles and practices related to establishment and maintenance of LAN's (Local Area Networks) and WAN's(Wide Area Networks).
- Current technology related to computers, applications, networks, web site maintenance, telecommunications and the equipment, tools and software required to provide system support.

#### **Skills in:**

- Installing, configuring and upgrading operating systems and software.
- Installing, configuring, assembling and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware.
- Troubleshooting and solving hardware and software problems.
- Instructing users on new or upgraded computer applications and hardware.
- Listening to give full attention to what others are saying.

#### **Ability to:**

- Learn functions, operations and technology related to County financial, business and administrative applications and related hardware and software.
- Apply techniques to explain technical concepts and procedures to non-technical users.
- Use initiative and independent judgment within established guidelines and procedures.
- Use tact and finesse when communicating verbally or in writing with co-workers and others to sufficiently exchange or convey information.
- Organize own work, establish priorities and meet critical time deadlines.
- Coordinate effective interdepartmental cooperation related to computer operations.

### **Physical Demands**

- Tasks involve walking, standing, stooping, sitting, reaching and lifting; must be able to lift at least 50 pounds.
- Muscular strength of arms, hands, back and legs necessary in lifting boxes, computer components and relocating cables.

### **Working Conditions**

- Duties generally performed indoors in office environment under climate controlled conditions.

**Education & Experience**

- Bachelor degree in information systems, electronics/computer engineering, programming; systems analysis, networking or related field is preferred.
- Four (4) years networking and IT support experience.
- An equivalent combination of education and experience.

**Special Requirements**

- A twelve (12) month probationary period is a prerequisite to this position.
- Must possess valid driver license.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass and maintain criminal history and background check requirements.
- Must be Microsoft A+ and Microsoft Certified Systems Engineer (MCSE) certified.
- Experience with GIS desired.
- Subject to on call and called out status including weekends and/or holidays.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

# Grand County

## Job Description

<b>Job Title:</b> Information Technology Director		
<b>Department:</b> Administration		
<b>Location:</b> 125 East Center Street, Moab, Utah 84532		
<b>Reports to:</b> Council Administrator		
<b>Pay Range:</b> Grade 24  <b>Revised:</b> 11/2014	<b>Type of Position</b>  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	<b>Job Status</b>  <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### Job Summary

Under the direction of the Council Administrator the Information Technology Coordinator performs a variety of advanced, complex technical and general administrative duties related to planning and coordinating support for the County's information systems and data including computers, servers, security, networks, websites, telephone systems, email and peripheral equipment.

### Supervision

Given: None

Received: Council Administrator

### Essential Duties

- Manages county-wide computer services operations; develops long and short range strategic plans that include implementing disaster recovery plans to include proactive monitoring, backups and minimized downtime.
- Develops and maintains a rotating replacement program for computer systems and other computer peripheral hardware.
- Manages all aspects of IT system functions; develops procedures related to computer use, file management, emails, internet access etc.; resolves complex issues related to system software, hardware, programming, operations, configurations, networking etc.
- Coordinates with County departments to manage acquisition processes; orders equipment, applications, support services and supplies to meet the current and future needs of the county.
- Develops relationships with suppliers and vendors, negotiates for price breaks and discounts; finalizes equipment, application, supply and support service purchases as approved by the County Clerk/Auditor and according to county policy and procedure.
- Performs a variety of technical hardware modifications, installations or repairs related to PC's, monitors, printers, servers etc.; sets up TCP/IP protocols, DNS servers, assigns gateways and sets up print sharing services; sets up and manages system access privileges.
- Provides "help desk" services; coordinates with county departments in the development, implementation and testing of information systems and programs; answers user inquiries regarding computer software or hardware operation to resolve problems when system failures or dysfunctions occur.
- Maintains records of daily communication transactions; problems, "help desk" actions and installation activities that include a current detailed "map" of county network systems.

- Maintains county website and IP addresses; may perform regular updating of web content on County's website, creates on line forms.
- Provides support to departments in setting up desk top computers, installing new software, printers and peripherals, wireless components and laptops; diagnoses hardware problems, repairs, and provides instruction in the use of programs and software.
- Oversees and maintains computer and network security hardware and software.
- May provide set up, testing and support of voting machines; assists County Clerk/Auditor's Office to maintain voting server and other peripheral hardware and software related to voting processes.
- Establishes and maintains local area network; diagnoses and repairs network problems, adds additional network segments when needed; maintains and sets up wireless networks, computers, wireless routers, cabling, and switches as needed.
- Maintains software disks and records of software licenses.
- Assists with the creation and developing of employee policies and procedures relating to information technology.
- Coordinates with County contracted IT providers such as the County's webmaster and other IT managers.
- Assists with the creation of bid specifications for County IT projects.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Computer hardware, software and peripherals such as servers, cpu's (central processing units), monitors, cables, network systems, scanners, printers, plotters and modems.
- Principles and practices related to establishment and maintenance of LAN's (Local Area Networks) and WAN's(Wide Area Networks).
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#### **Skills in:**

- Installing, configuring and upgrading operating systems and software.
- Installing, configuring, assembling and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware.
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#### **Ability to:**

- Learn functions, operations and technology related to County financial, business and administrative applications and related hardware and software.
- Apply techniques to explain technical concepts and procedures to non-technical users.
- Use initiative and independent judgment within established guidelines and procedures.
- Use tact and finesse when communicating verbally or in writing with co-workers and others to sufficiently exchange or convey information.
- Organize own work, establish priorities and meet critical time deadlines.
- Coordinate effective interdepartmental cooperation related to computer operations.

### **Physical Demands**

- Tasks involve walking, standing, stooping, sitting, reaching and lifting; must be able to lift at least 50 pounds.
- Muscular strength of arms, hands, back and legs necessary in lifting boxes, computer components and relocating cables.

### **Working Conditions**

- Duties generally performed indoors in office environment under climate controlled conditions.

### **Education & Experience**

- Bachelor degree in information systems, electronics/computer engineering, programming; systems analysis, networking or related field is preferred.
- Four (4) years networking and IT support experience.
- An equivalent combination of education and experience.

### **Special Requirements**

- A twelve (12) month probationary period is a prerequisite to this position.
- Must possess valid driver license.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass and maintain criminal history and background check requirements.
- Must be Microsoft A+ and Microsoft Certified Systems Engineer (MCSE) certified.
- Experience with GIS desired.
- Subject to on call and called out status including weekends and/or holidays.

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**View of Average Annual Range of Pay Received for Job Duties**

Entity	Pref Title	# Inc	Fulltime					Last Updated
			Range		Actual			
			Min	Max	Low	High	Avg	
DUCHESNE COUNTY, UT (no Step and Grade)	IS Supervisor	1			65998	65998	65998	10/03/2014
KANE COUNTY, UT	INFORMATION TECHNOLOGY DIRECTOR	1	35521	52942	47369	47369	47369	04/18/2012
MILLARD COUNTY, UT	IT MANAGER (full time, exempt)	1	48278	66675	58545	58545	58545	04/04/2014
MORGAN COUNTY, UT	IT DIRECTOR	1	55372	77722	74672	74672	74672	12/06/2013
WASATCH COUNTY, UT, no Step and Grade	IT DIRECTOR (FT, Exempt, 21 yrs service)	1			92655	92655	92655	08/05/2014
	Average Annual Range		46,390	65,780	67,848	67,848	67,848	
	Average Hourly Range		22.30	31.62				
GRAND COUNTY, UT	IT Manager	1	47,515	71,872	48,900	48,900	48,900	11/4/2014
	Grade 18, Step 2		22.8437	34.5538	23.51	23.51	23.51	

With this option, IT Manager would be adjusted to Grade 14.

**View of Average Annual Actual Rate of Pay Received for Job Duties**

Entity	Pref Title	# Inc	Fulltime					Last Updated
			Range		Actual			
			Min	Max	Low	High	Avg	
DUCHESNE COUNTY, UT	IS Supervisor	1			65998	65998	65998	10/03/2014
KANE COUNTY, UT	INFORMATION TECHNOLOGY DIRECTOR	1	35521	52942	47369	47369	47369	04/18/2012
MILLARD COUNTY, UT	IT MANAGER (full time, exempt)	1	48278	66675	58545	58545	58545	04/04/2014
MORGAN COUNTY, UT	IT DIRECTOR	1	55372	77722	74672	74672	74672	12/06/2013
WASATCH COUNTY, UT	IT DIRECTOR (FT, Exempt, 21 yrs service)	1			92655	92655	92655	08/05/2014

	Average Annual Actual		46390.3	65779.7	67848	67848	67848	
	Average Hourly Actual				32.619	32.619	32.619	
GRAND COUNTY, UT	IT Manager	1	47514.9	71871.9	48900	48900	48900	11/4/2014
	Grade 18, Step 2		22.8437	34.5538	23.51	23.51	23.51	

With this option, IT Manager would be changed to Director and Grade would be adjusted to Grade 24, Step 2.

**View of Average Annual Actual Rate of Pay Received for Job Duties (removing highest and lowest)**

Entity	Pref Title	# Inc	Fulltime					Last Updated
			Range		Actual			
			Min	Max	Low	High	Avg	
DUCHESNE COUNTY, UT	IS Supervisor	1			65998	65998	65998	10/03/2014
MILLARD COUNTY, UT	IT MANAGER (full time, exempt)	1	48278	66675	58545	58545	58545	04/04/2014
MORGAN COUNTY, UT	IT DIRECTOR	1	55372	77722	74672	74672	74672	12/06/2013
	Average Annual Actual		51825	72198.5	66405	66405	66405	
	Average Hourly Actual				31.925	31.925	31.925	
GRAND COUNTY, UT	IT Manager	1	47514.9	71871.9	48900	48900	48900	11/4/2014
	Grade 18, Step 2		22.8437	34.5538	23.51	23.51	23.51	

With this option, IT Manager would again be changed to Director and Grade would be adjusted to Grade 24. Step 2.

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: P

<b>TITLE:</b>	Approving Mid-Term Appointments to the Historical Preservation Commission
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Council Member Jackson, Council liaison to the Board

**Prepared By:**

Kaleigh Welch  
 Council Office  
 Coordinator

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the appointment of Lindsey Bartosh term ending 12/31/2017, Tawny Boyd term ending 12/31/2015 and Don Montoya term ending 12/31/2015 to serve on the Historical Preservation Commission and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The Historical Preservation Commission met in an open meeting on November 14, 2014 and reviewed the applications submitted. The Board voted to forward the recommendation of applicant Lindsey Bartosh term ending 12/31/2017, Tawny Boyd term ending 12/31/2015 and Don Montoya term ending 12/31/2015 to the County Council for appointment.

One additional application was received and will be reviewed for an end of the year term expiration in January.

In signing the application prospective Board Members agree to abide a Conflict of Interest Ordinance No. 462 dated November 20, 2007.

Upon appointment, the Council's Office will mail the appointees a letter congratulating them and inviting them to a training/orientation to be scheduled for 2015.

**ATTACHMENT(S):**

1. Board recommendation
2. Applications received



November 14, 2014

Grand County Council  
125 E. Center Street  
Moab, UT 84532

Re: Grand County Historical Preservation Commission Recommendation Letter

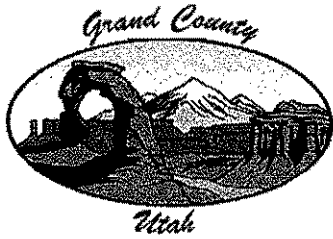
Dear Grand County Council Members:

The Historical Preservation Commission received four applications for three open vacancies. The Historical Preservation Commission met on November 14, 2014 and interviewed three candidates, Don Montoya, Lindsey Bartosh and Tawny Boyd.

November 14, 2014 the Historical Preservation Commission met in an open meeting and voted unanimously to recommend to Council Don Montoya term ending Dec. 31, 2015, Lindsey Bartosh term ending Dec. 31, 2017, and Tawny Boyd term ending Dec. 31, 2015.

Thank you,

Dave Vaughn, Chair



# Board and Commission Application and Certification Form

RECEIVED  
JAN 28 2014  
BY: M.H.W.

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or [council@grandcountyutah.net](mailto:council@grandcountyutah.net)

Board or Commission Position Applied For: Historical Preservation Committee

Name: Lindsey Bartosh

Mailing Address: 3180 Juniper Drive

City: Moab State: Utah ZIP Code: 84532

Day Phone: (435) 260-0480 Email Address: lynzmarshall@yahoo.com

In what year did you establish your current residency in Grand County? 1981  
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; **two** years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah) \_\_\_\_\_

Occupation or professional training: accounting

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

Museum of Moab - Canyon Legacy editor, interim director, receptionist - October 2010 - present

Moab Arts and Recreation Center - assistant director August 2009 - September 2010

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

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Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for *Special Service Districts in Grand County*:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: Lindsay Banta Date: 1/22/2014



Board and Commission Application and Certification Form

RECEIVED NOV 04 2014 BY: kw

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: Historical Preservation Commission

Name: Tawny Boyd

Mailing Address: 321 No Riversands Dr

City: Moab State: UT ZIP Code: 84532

Day Phone: 435 260 8788 Email Address: zadersgrandma@yahoo.com

In what year did you establish your current residency in Grand County? 2004 (residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: Clerk Grand County Road Dept

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

I've worked for the Road Dept for 6 years, in that time I've become familiar with the roads and structures the county maintains. I've sat in on several of the interview sessions for RS2477 and learned a great deal. I've learned to value places and things as "historical" that I didn't give much thought to, prior to working at

the Road Dept

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

I've lived in Grand County for 11 years, and been a resident of Utah most of my life, although I've lived other places, being a construction brat and a military wife.

I've seen what happens in places where Historical Sites are preserved and what happens when they are not. (over)

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

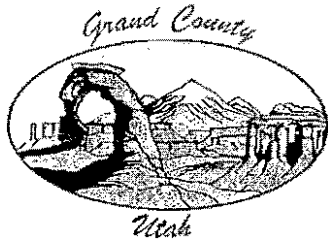
Additionally, the State Code has the following requirements for *Special Service Districts in Grand County*:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

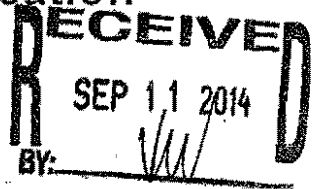
I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

I have come to realize history is an important part of living in the present. It is easy to forget where we are in society, in culture, in our community isn't just because of what happened or happens in our time here.

Signature: Jawry Boyd Date: 10/30/14



# Board and Commission Application and Certification Form



Instructions: Complete and sign this form and return it to Grand County Council Office,  
125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or [council@grandcountyutah.net](mailto:council@grandcountyutah.net)

Board or Commission Position Applied For: \_\_\_\_\_

Name: Don Montoya

Address: HC 64 Box 3207

City: Castle Valley State: UT ZIP Code: 84532

Day Phone: 435-259-2149 Email Address: dmontoya@blm.gov

In what year did you establish your current residency in Grand County? 2011

If not Grand County, which county do you reside in? (applicable for Historical  
Preservation Commission and Housing Authority of Southeastern Utah) \_\_\_\_\_

Occupation or professional training: Archaeologist

List your work experience that is relevant to your application for a position on the  
Board or Commission for which you are applying (if needed, attach a separate page):

3 1/2 years BLM Moab Field Office Archaeologist  
5 1/2 years Anasazi State Park Museum Curator + Archaeologist  
1 year US Forest Service Archaeologist  
Masters Degrees in Archaeology & Museum Studies



List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Board Member - Museum of Moab  
Member - Utah Rock Art Research Association  
Member - Register of Professional Archaeologists  
Intern - American Indian Museum of Arts & Culture (Santa Fe, NM)  
Member - Old Spanish Trail Association


Grand County Resolution 2806 (November 2007) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for *Special Service Districts* in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature:  Date: 9/11/2014

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: Q

<b>TITLE:</b>	Approving Retail Beer License for 33k & 55k GrassRoots Running Event to be held at the Poison Spider Trailhead
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Ruth Dillon, Council Administrator

**Prepared By:**

KaLeigh Welch  
Council Office  
Coordinator

**RECOMMENDATION:**

I move to approve the retail beer license for 33k & 55k GrassRoots Running Event to be held at Poison Spider Trailhead and authorize the Chair to sign all associated documents.

**ATTACHMENT(S):**

1. Retail Beer License

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None requested

GRAND COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF UTAH

Application for Retail Beer License

TO THE HONORABLE BOARD OF COUNTY COUNCIL, GRAND COUNTY, UTAH

Name GrassRoots Events / chris martinez

Address 1170 Canon Vista Dr Moab, UT 84532

Nature of Business Trail running events

Address of Business 1170 Canon Vista Dr Moab, UT 84532

Hereby applies for a license to vend light beer at retail for and on behalf of GrassRoots Events

whose { partners  
officers and  
directors } are as follows: Chris Martinez

and who have complied with the statutory requirements and possess the qualifications specified in the Liquor Control Act of Utah and request license to be issued for the following particular premises at Dison Spider trailhead in Grand County Moab, Utah, for a term of 1 day months, commencing the 14th day of Feb, 2015, and ending the 14 day of Feb, 2015

It is expressly understood that the County Council may with or without hearing refuse to grant the license herein applied for, or if allowed will be granted and accepted by Licensee on condition that it may be revoked at the will and pleasure of the County Council of said County, and no cause therefore need be stated when in their opinion such action is necessary for the protection of the public health, peace or morals, or for violation of law or ordinances relating to beer or the Licensee's conduct of licensed premises.

Dated this ~~10th~~ 29th day of Oct, 2014  
[Signature]

APPROVED BY GRAND COUNTY COUNCIL

Date 10/30/14 Sanitarian [Signature]

Date 10-29-14 Grand County Sheriff [Signature] 1-7-2

Date \_\_\_\_\_ Council Chair \_\_\_\_\_

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**NOVEMBER 18, 2014**

Agenda Item: R

<b>TITLE:</b>	Approving Retail Beer License for Outerbike Bike Demo Event to be held at MOAB Brands Trail Trailhead
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Ruth Dillon, Council Administrator

**Prepared By:**

KaLeigh Welch  
Council Office  
Coordinator

**RECOMMENDATION:**

I move to approve the retail beer license for Outerbike Bike Demo Event to be held at MOAB Brands Trail Trailhead and authorize the Chair to sign all associated documents.

**ATTACHMENT(S):**

1. Retail Beer License

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None requested

GRAND COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF UTAH

Application for Retail Beer License

TO THE HONORABLE BOARD OF COUNTY COUNCIL, GRAND COUNTY, UTAH

Name WESTERN SPIRIT CYCLING / ASHLEY KORENBLAT

Address 478 MILLCREEK DR. MOAB, UT 84532

Nature of Business OUTERBIKE - BIKE DEMO EVENT FOR CONSUMERS

Address of Business 478 MILLCREEK DR. MOAB, UT 84532

Hereby applies for a license to vend light beer at retail for and on behalf of \_\_\_\_\_

OUTERBIKE

whose { partners  
officers and  
directors }

are as follows: ASHLEY KORENBLAT

and who have complied with the statutory requirements and possess the qualifications specified in the Liquor Control Act of Utah and request license to be issued for the following particular premises at MOAB BRAND TRAILS TRAILHEAD (BAC17) in MOAB, Utah, for a term of 1 months, commencing the 13<sup>th</sup> day of MARCH, 2015, and ending the 15<sup>th</sup> day of MARCH, 2015

It is expressly understood that the County Council may with or without hearing refuse to grant the license herein applied for, or if allowed will be granted and accepted by Licensee on condition that it may be revoked at the will and pleasure of the County Council of said County, and no cause therefore need be stated when in their opinion such action is necessary for the protection of the public health, peace or morals, or for violation of law or ordinances relating to beer or the Licensee's conduct of licensed premises.

Dated this 6<sup>th</sup> day of NOVEMBER, 2014

ASHLEY KORENBLAT

APPROVED BY GRAND COUNTY COUNCIL

Date 11/10/14 Sanitarian Prion Rogers

Date 11/10/14 Grand County Sheriff Steve White

Date \_\_\_\_\_ Council Chair \_\_\_\_\_

**CONSENT AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

**NOVEMBER 18, 2014**

Consent Agenda Item: S-T

<b>TITLE:</b>	S. Ratifying the Chair's Signature on a Contract with TAPSCAN for the Moab Area Travel Council in the Amount of \$6,500.00 T. Ratifying the Chair's Signature on an Insertion Order with National Park Trips Media for the Moab Area Travel Council in the Amount of \$6,500.00
<b>FISCAL IMPACT:</b>	See Corresponding Agenda Summary, if any
<b>PRESENTER(S):</b>	None

**Prepared By:**

KaLeigh Welch  
Council Office Coordinator  
435-259-1346  
kaleighwelch@grandcountyutah.net

**RECOMMENDATION:**

I move to adopt the consent agenda as presented and authorize the Chair to sign all associated documents.

**BACKGROUND:**

See corresponding agenda summary, if any, and related attachments.

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**ATTACHMENT(S):**

See corresponding agenda summary, if an, and related attachments.

Moab Area Travel Council



From: Julie Hackett  
 Phone: (501) 483-8872  
 Email: julia.hackett@cumulus.com  
 10/21/2014 4:01 PM

Schedule Grand Totals: 2 Weeks

Stations	Spots	Unit Rate	Average Rating	GRPs	Total Cost	% Reach	Frequency	Schedule Cum Persons
KUBL-FM/KKAT-AM	180	\$36.11	0.4%	73.2	\$6,500.00	21.8%	3.5	417,400

Accepted by Station

Date

Accepted by Client

Date

11/6/14

This station does not discriminate in the sale of advertising time and will accept no advertising which is placed with an intent to discriminate on the basis of race, gender or ethnicity. Advertiser hereby certifies that it is not buying broadcasting air time under this advertising sales contract for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race, gender, national origin or ancestry.

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio Information: SALT LAKE CITY-OGDEN-PROVO; SEP14 / AUG14 / JUL14 / JUN14; Metro; Multiple Dayparts Used: P 18-64; Station Combos Used: \*KUBL-FM/KKAT-AM = KKAT-AM, KUBL-FM; See Detailed Sourcing Page for Complete Details.

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Moab Area Travel Council



From: Julie Hackett  
 Phone: (801) 493-8672  
 Email: julie.hackett@cumulus.com  
 10/21/2014 4:01 PM

Flight Dates: 11/10/2014 - 11/23/2014

Demo: P 18-64

Radio Market: SALT LAKE CITY-OGDEN-PROVO

Survey: SEP14 / AUG14 / JUL14 / JUN14

Geography: Metro

Schedule Description:

Weeks of Nov. 10th & 17th

Daypart	Spots	Length	Unit Rate	Average Rating	GRPs	Total Cost	% Reach	Frequency	Schedule Cume Persons	Notes
<b>Radio Total</b>	<b>180</b>		<b>\$36.11</b>	<b>0.4%</b>	<b>73.2</b>	<b>\$6,500.00</b>	<b>21.8%</b>	<b>3.5</b>	<b>417,400</b>	
<b>*KUBL-FM/KKAT-AM</b>	<b>180</b>		<b>\$36.11</b>	<b>0.4%</b>	<b>73.2</b>	<b>\$6,500.00</b>	<b>21.8%</b>	<b>3.5</b>	<b>417,400</b>	
<b>Flight A - 1 wk (11/10)</b>										
	91		\$38.19	0.4%	37.0	\$3,475.00	13.7%	2.8	290,000	
<b>One Week Total</b>	<b>91</b>		<b>\$38.19</b>	<b>0.4%</b>	<b>37.0</b>	<b>\$3,475.00</b>	<b>13.7%</b>	<b>2.8</b>	<b>290,000</b>	
M-F 7A-10A	6	60	\$115.00	0.4%	2.4	\$690.00	1.6%	1.4	74,100	
M-F 10A-3P	8	60	\$115.00	0.4%	3.2	\$920.00	2.4%	1.3	124,200	
M-F 3P-7P	6	60	\$120.00	0.6%	3.6	\$720.00	2.7%	1.3	150,100	
M-F 7P-11P	6	60	\$20.00	0.3%	1.8	\$120.00	1.6%	1.2	106,400	
Sa 8A-6P	4	60	\$65.00	0.5%	2.0	\$260.00	1.6%	1.3	78,900	
Su 8A-6P	4	60	\$10.00	0.3%	1.2	\$40.00	1.0%	1.3	53,900	
M-Su 6A-12M	5	60	\$15.00	0.4%	2.0	\$75.00	1.8%	1.1	288,700	
M-F 5A-12M	10	10	\$0.00	0.4%	4.0	\$0.00	3.2%	1.2	247,100	N/C Feature Sponsorship :10s
M-Su 6A-12M	1	60	\$300.00	0.4%	0.4	\$300.00	0.4%	1.0	288,700	Web Banners on kbull93.com
M-F 6A-7P	40	60	\$5.00	0.4%	16.0	\$200.00	8.4%	2.1	217,200	Streaming Commercials
M-Su 6A-12M	1	60	\$150.00	0.4%	0.4	\$150.00	0.4%	1.0	288,700	E-Blast Newsletter Article
<b>Flight A - 1 wk (11/17)</b>										
	89		\$33.99	0.4%	36.2	\$3,025.00	13.6%	2.7	290,000	
<b>One Week Total</b>	<b>89</b>		<b>\$33.99</b>	<b>0.4%</b>	<b>36.2</b>	<b>\$3,025.00</b>	<b>13.6%</b>	<b>2.7</b>	<b>290,000</b>	
M-F 7A-10A	6	60	\$115.00	0.4%	2.4	\$690.00	1.6%	1.4	74,100	

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio Information: SALT LAKE CITY-OGDEN-PROVO: SEP14 / AUG14 / JUL14 / JUN14: Metro; Multiple Dayparts Used; P 18-64; Station Combos Used: \*KUBL-FM/KKAT-AM = KKAT-AM,KUBL-FM: See Detailed Sourcing Page for Complete Details.

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Moab Area Travel Council



From: Julie Hackett  
 Phone: (801) 493-8672  
 Email: julie.hackett@cumulus.com  
 10/21/2014 4:01 PM

Daypart	Spots	Length	Unit Rate	Average Rating	GRPs	Total Cost	% Reach	Frequency	Schedule Cume Persons	Notes
<b>*KUBL-FM/KKAT-AM (continued)</b>										
M-F 10A-3P	8	:60	\$115.00	0.4%	3.2	\$920.00	2.4%	1.3	124,200	
M-F 3P-7P	6	:60	\$120.00	0.6%	3.6	\$720.00	2.7%	1.3	150,100	
M-F 7P-12M	6	:60	\$20.00	0.3%	1.8	\$120.00	1.5%	1.2	109,700	
Sa 8A-9P	4	:60	\$65.00	0.5%	2.0	\$260.00	1.6%	1.3	78,900	
Su 8A-9P	4	:60	\$10.00	0.3%	1.2	\$40.00	1.0%	1.3	53,900	
M-Su 6A-12M	5	:60	\$15.00	0.4%	2.0	\$75.00	1.8%	1.1	285,700	
M-F 5A-12M	10	:10	\$0.00	0.4%	4.0	\$0.00	3.2%	1.2	247,100	N/C Feature Sponsorship :10s
M-F 6A-7P	40	:60	\$5.00	0.4%	16.0	\$200.00	8.4%	2.1	217,200	Streaming Commercials

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio Information: SALT LAKE CITY-OGDEN-PROVO; SEP14 / AUG14 / JUL14 / JUN14; Metro; Multiple Dayparts Used; P 18-64; Station Combos Used: \*KUBL-FM/KKAT-AM = KKAT-AM,KUBL-FM; See Detailed Sourcing Page for Complete Details.

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Sep 16, 2014

5720 Flatiron Parkway, Boulder CO 80301  
Phone: 303-506-8754 Fax: 303-374-6811

### Insertion Order - 2015

ADVERTISER Moab Area Travel Council  
 ADVERTISER CONTACT Marian Delay  
 ADVERTISER EMAIL [mdelay@discovermoab.com](mailto:mdelay@discovermoab.com)  
 ADVERTISER PHONE 435.259.1370  
 ADVERTISER ADDRESS PO Box 550  
 ADVERTISER ADDRESS Moab, UT 84532  
 BILLING NOTES

#### PRINT & TABLET

Issue	Ad Size	Position	Value	Net Cost
Rocky Mountain Journal 2015	Full-Page	Utah	\$5,995	\$5,500
Rocky Mountain Journal 2015	Editorial	75-150 words editorial and picture	\$2,000	Added Value
Rocky Mountain Journal 2015	Reader Service		\$500	Added Value
Rocky Mountain Journal 2015	Itinerary	Map & Scenic Drive Integration	\$500	Added Value
Rocky Mountain Journal 2015	Ipad/Nook		\$1,000	Added Value
<b>SUBTOTAL</b>			<b>\$9,995</b>	<b>\$5,500</b>

#### ONLINE/SOCIAL/EVENTS

Website	Flight Length	Type	Value	Net Cost
<a href="http://MyRockyMountainPark.com">MyRockyMountainPark.com</a>	12 months	Online Section - Editorial/Video/Picture	\$750	Added Value
<a href="http://MyRockyMountainPark.com">MyRockyMountainPark.com</a>	12 months	Map Integration	\$500	Added Value
<a href="http://MyRockyMountainPark.com">MyRockyMountainPark.com</a>	Spring	Newsletter Content Sponsorship	\$1,500	Added Value
<a href="http://MyRockyMountainPark.com">MyRockyMountainPark.com</a>	1/1/2015 - 12/30/2015	ROS Campaign 50,000 impressions	\$1,500	Added Value
<b>SUBTOTAL</b>			<b>\$4,250</b>	<b>\$0</b>

#### LEAD GENERATION

Website	Flight Length	Type	Value	Net Cost
<a href="http://MyRockyMountainPark.com">MyRockyMountainPark.com</a>	1/1/2015 - 12/30/2015	Targeted Email Leads	\$2,000	\$1,000
<b>SUBTOTAL</b>			<b>\$2,000</b>	<b>\$1,000</b>

BILLING TERMS		TOTAL VALUE	TOTAL NET COST
Payments are due after January 1, 2015		<b>\$16,245</b>	<b>\$6,500</b>

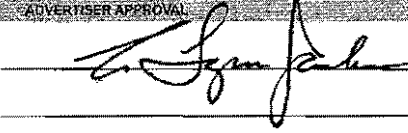
**PRINT PRODUCTION POLICY**  
 The publisher cannot be held responsible for the reproduction quality if the supplied proof is not SWOP compliant. Materials received after the original deadline, waiver must be signed and publisher cannot be held responsible for any reproduction quality. The 15% commission will be forfeited if we produce your ad or re-create your digital file to meet press compliance.

**PRINT CANCELLATION POLICY**  
 Covers and sponsored sections are non-cancelable and close 1 month early (3 months prior to publication). Ad space is non-cancelable after the printed close date. Prior to printed close date, cancellations must be in writing. All past or future ad commitments will be subject to proration of the rates based on cancellations.

**PRINT PRODUCTION CONTACT**  
 PRODUCTION QUESTIONS: Barb VanStickle Phone: 303-625-1624 Email: [bvansickle@aimmedia.com](mailto:bvansickle@aimmedia.com)

**DIGITAL TERMS AND CONDITIONS**  
 Active Interest Media endorses the AAAA's "Standard Terms and Conditions for Internet Advertising for Media Buys One Year or Less" Version 2.0 and has adopted it as a guideline for executing business on the Internet. Please note that signing this contract indicates that you have read and agree with the Ts and Cs. Ts and Cs can be viewed at [www.iab.net/media/files/standards\\_educationdoc2.pdf](http://www.iab.net/media/files/standards_educationdoc2.pdf).  
 Please also note, if Active Interest Media is to create the Advertisement, Service or Deliverables, or if the Advertiser is to provide Advertising or Service components (in full or in part) to Active Interest Media, then Advertiser agrees that it will provide the necessary information to meet the deadlines and perform the services as outlined in the insertion Order. This information (including but not limited to text, pictures, graphics, sound, video, programming code, URL's, Internet links and other data to perform such service) must be provided to Active Interest Media on or before the due date(s) established by Active Interest Media. Should the Advertiser fail to provide necessary information, approvals (in a timely manner) or fails to comply with Active Interest Media's production specifications or schedule, and such failure prohibits Active Interest Media from meeting its launch deadlines, there will be no reduction in the amount owed to Active Interest Media and Active Interest Media shall not be obligated to provide Advertiser with any "make good", term extension or otherwise provide alternative services.  
 Furthermore, if Active Interest Media is to create any multi-platform program on behalf of Advertiser (including, but not limited to any combination of roadblocks, ROS, custom microsites, sponsored special sections, sweepstakes, lead generation programming, email blasts and eNewsletter sponsorships), terms and conditions may vary from the Ts and Cs state above. Should Advertiser cancel any one component of the multi-platform program, there will be no reduction in the amount owed to Active Interest Media and Active Interest Media shall not be obligated to provide Advertiser with any alternative services.

**CONTACT INFORMATION**  
 Florian Herrmann, Founder  
 Travel On Global representing National Park Trips  
 1278 Hummingbird Circle Unit A, Longmont CO 80501  
 Phone: 303.500.8754 FAX: 303-374-6811 Email: [florian@travelonglobal.com](mailto:florian@travelonglobal.com)

**ADVERTISER APPROVAL**  
 NAME \_\_\_\_\_  
 SIGNATURE   
 DATE \_\_\_\_\_  
 IPT SIGNATURE Florian Herrmann, Travel On Global representing National Park Trips Media  
 DATE Sep 16, 2014