

WPR UTILITY DISTRICT

36 S. State Street
Suite 500
Salt Lake City, UT 84111

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, April 28, 2026

TIME: 5:00 p.m.

LOCATION: 36 S. State St., Suite 500
Salt Lake City, UT 84111
And Via Microsoft Teams

ACCESS: To attend via Microsoft Teams Videoconference, use the below link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDM5MmUyZTkODZiNi00MzU3LWEwNDEtZDM3N2IwZGQ2ZjY2%40thread.v2/0?context=%7b%22Tid%22%3a%223e95e77c-c839-42d7-a767-aac8531785ff%22%2c%22Oid%22%3a%228d48df21-9763-40d0-ba52-983e5a92dcea%22%7d

BOARD OF TRUSTEES: Gary Derck
Ed Schultz
Jenny Robinson

PUBLIC NOTICE is hereby given that the Board of Trustees (the “Board”), of the WPR Utility District (the “District”), will hold a meeting of the Board on Tuesday, April 28, 2026, commencing at 5:00 p.m., at 36 S. State St., Ste. 500, Salt Lake City, Utah, 84111 and via Microsoft Teams, at which time the Board shall proceed according to the following agenda:

[FOR REFERENCE] “As the Chair of the Board of Trustees of the WPR Utility District, I hereby call this regular meeting of the Board to order at 5:-- P.M. on Tuesday, April 28, 2026, at 36 S State Street, Suite 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.”

I. ADMINISTRATIVE MATTERS

- A. Call to order.
- B. Public Comment. Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- C. Review and consider approval of minutes from March 24, 2025, regular meeting (enclosure).

II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims (enclosure).
- B. Conduct public hearing on the amendment to the General Fund of the budget for fiscal year 2025-2026 and consider adoption of the same (enclosure).
- C. Report on the Budget.

III. MANAGER AND OPERATIONAL MATTERS

- A. Update on Utility District operations.
- B. Approval of District Emergency Response Plan (enclosure).

IV. LEGAL MATTERS

V. BOARD MEMBER MATTERS

- A. Comments, reports, updates, and discussion of ongoing issues and future agenda topics.

VI. OTHER BUSINESS

VII. ADJOURNMENT

[This notice to be published on the Utah Public Notice Website at least 7 days prior to the meeting.]

Draft March 24, 2026, Meeting Minutes

MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WPR UTILITY DISTRICT (THE “DISTRICT”)
HELD
March 24, 2026

A regular meeting of the Board of Directors of the WPR Utility District (referred to hereafter as the “Board”) was convened on Tuesday, March 24, 2026, at 5:03 p.m., at 36 S. State St., Suite 500, Salt Lake City, Utah 84111 and via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Trustees in attendance were:

Gary Derck
Ed Schultz
Jenny Robinson

Also, In Attendance Were:

Carley Herrick, Evan Tufts, Matt Musil, Suzanne Bennett, and Kelli Reid; Wasatch Peaks Ranch
Todd Godfrey; Hayes Godfrey Bell, P.C.

ADMINISTRATIVE MATTERS

Call to Order:

The meeting was called to order at 5:03 p.m. by Trustee Derck, who recited the following:

“As Chair of the Board of Trustees of the WPR Utility District, I hereby call this regular meeting of the Board to order at 5:03 P.M. on March 24, 2026, at 36 S. State St., Suite 500, Salt Lake City, Utah 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.

Public Comment:

None.

Oath of Office

Trustee Robinson and Trustee Schultz took the oath of office.

Minutes from February 24, 2026, Regular Meeting:

The Board reviewed the minutes. Trustee Robinson made a motion to approve the minutes from the February 24, 2026, regular meeting. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

FINANCIAL MATTERS

Payment of Claims:

Ms. Reid reviewed the payment of claims with the Board. Trustee Schultz made a motion to approve and/or ratify approval of the payment of claims. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Proposed Amendment to the General Fund of the Budget for Fiscal Year 2025-2026 and Public Hearing:

Mr. Tufts reviewed the Proposed 2025-2026 Budget Amendment with the Board. Trustee Schultz made a motion to approve the Proposed Amendment to the General Fund of the Budget for Fiscal Year 2025-2026. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Trustee Robinson made a motion to set the public hearing to take public comment on the Budget Amendment on April 24, 2026 at 5:00 PM. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Late Fee Policy:

Ms. Herrick reviewed the Late Fee Policy with the District. Trustee Schultz made a motion to approve the Late Fee Policy. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

MANAGER AND OPERATIONAL MATTERS

Trustee Derck provided the Board with an update regarding the District's latest water quality report.

LEGAL MATTERS

Service Provider Rates:

Ms. Herrick reviewed the updated Service Provider Rates with the Board. Trustee Schultz made a motion to approve the Service Provider Rates. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Ethics Policy Acknowledgement:

Ms. Herrick led a discussion regarding annual Ethics Policy acknowledgements for all trustees and officers of the District

BOARD MEMBER MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Trustee Robinson motioned to adjourn the meeting at 5:18 p.m. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Respectfully submitted,

By _____

District Chair

Attest:

By _____

District Clerk

DRAFT

Payment of Claims

WPR Utility District
For the period 3/14/2026-4/15/2026

Paid Claims

Date	Person/Description	Reference	Balance	Remarks
3/17/2026	ZIONS BANK (v0000808)	9999031726	(3,428.16)	February Visa Payment
3/19/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999031926	(38,333.00)	March Billing
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(5,233.61)	Wells A1 & A2 2/3-3/4/26
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(3,723.15)	Pump Station 2 2/3-3/4/26
3/19/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999031926	(3,000.00)	March Billing
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(2,550.13)	Pump Station 1 2/3-3/4/26
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(2,363.49)	Pump House 3 South 2/3-3/4/26
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(1,750.00)	March Accounting Services
3/19/2026	USA BLUE BOOK (v0000623)	2132	(1,020.72)	Watts Lead Free Maxi-Flo Check Valve
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(750.00)	March Accounting Services
3/19/2026	USA BLUE BOOK (v0000623)	2132	(489.03)	Hyd Backflow
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(357.72)	Sewer Lift Station Contract
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(302.58)	Lift Station 2/3-3/4/26
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(122.45)	Sewer Lift 2 1/5/26-2/3/26
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(102.35)	Tank 1 2/3-3/4/26
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(60.43)	Propane Yard Contract
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(49.90)	Intermediate Sewer Station 2/3-3/4/26
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(36.79)	Tank 4 2/3-3/4/26
3/19/2026	ROCKY MOUNTAIN POWER (v0000087)	9999031226	(36.25)	Sewer Operation Contract
3/19/2026	WEBER BASIN WATER CONSERVANCY DISTRICT (v0000061)	2131	(36.00)	February Billing
3/19/2026	MORGAN ACE HARDWARE (v0000765)	2133	(15.18)	Bolts and spray paint
3/19/2026	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999031926	(14.95)	Propane Yard 1/5/26-2/3/26
3/20/2026	MILE HIGH PROPANE (v0000666)	9999032026	(38,775.68)	February Propane Billing
3/20/2026	MILE HIGH PROPANE (v0000666)	9999032026	(10,115.39)	February Propane Billing
3/20/2026	HAYES GODFREY BELL PC (v0000749)	9999032026	(522.00)	February Services
3/20/2026	LIMBLE SOLUTIONS INC (v0000762)	9999032026	(326.11)	Semi-Annual Limble Billing 3/16/26-7/18/26
3/23/2026	VERIZON WIRELESS (v0000111)	9999032326	(121.17)	Feb 4 - Mar 3, 2026
3/23/2026	March Bank Fees		(11.51)	March Bank Fees
3/25/2026	Fisher (ud-077)	:ACH-WEB	(240.43)	Online Payment - EFT Payment. Web - Resident Services
3/25/2026	Fisher (ud-077)	:ACH-WEB	(9.26)	Online Payment - EFT Payment. Web - Resident Services
3/27/2026	Johnson (ud-017)	:ACH-WEB	(299.29)	Online Payment - EFT Payment Paid by Diane Pierce (ud-017m). Web - Resident Services
3/27/2026	Johnson (ud-017)	:ACH-WEB	(100.00)	Online Payment - EFT Payment Paid by Diane Pierce (ud-017m). Web - Resident Services
3/27/2026	Johnson (ud-017)	:ACH-WEB	(11.52)	Online Payment - EFT Payment Paid by Diane Pierce (ud-017m). Web - Resident Services
3/30/2026	Leone (ud-033)	:ACH-WEB	(167.53)	Online Payment - EFT Payment Paid by Michael Jenkelowitz (ud-033e). Web - Resident Services
3/30/2026	Leone (ud-033)	:ACH-WEB	(6.45)	Online Payment - EFT Payment Paid by Michael Jenkelowitz (ud-033e). Web - Resident Services
4/2/2026	ZIONS BANK (v0000808)	9999031726	(3,428.16)	February Visa Payment
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(2,311.40)	Item 59 - Well Pump Operations
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(806.59)	Item 23 - Well Pump Operations
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(325.25)	Item 62 - Sewer Lift Station
4/2/2026	LES SCHWAB TIRE CENTER (v0000738)	2135	(264.43)	Oil Change 89119
4/2/2026	USA BLUE BOOK (v0000623)	2134	(196.98)	2-1/2" Replacement Gasket for NST
4/2/2026	VERIZON WIRELESS (v0000111)	9999032326	(121.17)	Feb 4 - Mar 3, 2026
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(94.74)	Item 61 - Sewer Lift 2
4/2/2026	MORGAN ACE HARDWARE (v0000765)	2136	(79.90)	Concrete Mix
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(60.58)	Item 63 - Propane Operations
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(14.20)	Item 60 - Propane Yard
4/2/2026	WPR DEVELOPMENT COMPANY LLC (v0000069)	999904022026	(0.08)	Item 36 - Propane Operations
4/3/2026	MILE HIGH PROPANE (v0000666)	999904032026	(11,800.00)	4 connections \$1900, and 2 connections \$2100
4/3/2026	FASTENAL (v0000813)	999904032026	(1,828.33)	Supplies
4/3/2026	WHEELER MACHINERY CO. (v0000510)	999904032026	(9.88)	Parts
4/9/2026	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2137	(390.34)	Annual Auto Insurance 7/1/25-6/30/26
4/10/2026	BLUE LINE TECHNOLOGIES INC (v0000039)	999904102026	(163.62)	March Microsoft 365 Billing
4/10/2026	HAYES GODFREY BELL PC (v0000749)	999904102026	(68.00)	March Services - Board Meeting

(136,445.88)

Unpaid Claims

Date	Vendor	Amount
4/3/2025	MOUNTAINLAND SUPPLY COMPANY	\$106748668.004CR (559.39) CREDIT

(559.39)

Amendment to the General Fund Budget for 2025-2026

**Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)**

	FY2026 Budget	FY2026 Amended
Beginning Fund Balance	557	1,204
Revenues and Other Sources		
Water usage	961	749
Sewer - base rate	61	85
Utility connections	675	477
Utility standby	5	4
Property taxes	586	396
Propane	0	201
Developer debt proceeds	400	1,276
Infrastructure Contribution	15,295	12,328
Total Revenues and other sources	17,983	15,516
Total Funds Available	18,540	16,720
Expenses and Other Uses		
<u>Management</u>		
Fees	397	354
Education	8	6
Uniforms	1	1
Total management	407	361
<u>Professional Services</u>		
Accounting	30	25
Audit	12	13
Legal	18	18
Other	44	44
Consulting	60	60
Total Professional Services	163	158
<u>Mountain Green Sewer Improvement District (MGSID)</u>		
Impact fees	260	260
Base rate	54	74
Standby	21	21
Total MGSID	335	355
<u>Facilities</u>		
Electricity	265	250
Total facilities	265	250

Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)

	FY2026 Budget	FY2026 Amended
<u>Corporate</u>		
Publications and notices	2	0
Bank charges	0	0
Office supplies	1	1
Dues and memberships	6	6
Software and subscriptions	5	6
Communications - radio, cell, and landline	2	3
Internet	5	6
Insurance	45	45
WBWCD water rights	1,194	1,178
Contingency	79	25
Total corporate	1,337	1,272
<u>Propane</u>		
Propane Wholesale	0	97
Propane Operator	0	26
Propane Admin & Billing	0	17
Propane R&M	0	21
Propane Reserves	0	13
Propane Connection	0	27
Propane total	0	201
<u>Transmission</u>		
Tanks	18	18
Pump stations	24	24
Wells	11	11
Piping, ARV, and valves	6	6
Treatment	34	34
SCADA	24	24
Total transmission	116	116
<u>Distribution</u>		
Piping, ARV, and valves	10	10
Fire hydrants	6	7
Pressure reducing valves	13	13
Clow I hydrant	30	21
Total distribution	59	51
<u>Sewer collection</u>		
Piping, ARV, and valves	6	6
Manholes	6	6
Lift stations	6	6
Total sewer collection	18	18

**Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)**

	FY2026 Budget	FY2026 Amended
<u>Operations</u>		
Hand tools	30	30
Stock supplies	80	49
Water meters	44	64
Equipment rental	35	35
Fuel and lubricants	10	10
Vehicle maintenance	0	5
Security	1	1
Water sampling and testing	6	4
Emergency repairs	60	60
Total operations	266	258
<u>Fixed assets</u>		
Vehicles	94	88
Equipment	185	184
Infrastructure Acquisition	15,295	12,328
Total fixed assets	15,574	12,600
<u>Total Expenses & Other Uses</u>	18,540	15,639
Contribution to Fund Balance (7/1/2026)	0	1,081
Ending Fund Balances	0	0

Emergency Response Plan

WASATCH PEAKS RANCH UTILITY DISTRICT

Emergency Response Plan

4175 North Morgan Valley Dr. | Morgan, UT 84050
System Identification Number: UTAH15044



Updated 3/24/26

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Section 1. System Information

System Identification Number	UTAH15044
System Name	Wasatch Peaks Ranch PWS
Directions to the System	From the 89/84 interchange head east on 84 roughly 8 miles to the Peterson exit. Right on W 4300 N, left on North Morgan Valley Drive for .1 mile. District offices are on the right.
Basic Description and Location of System Facilities	.1 miles south of Hinds Country Market and gas station on the right-hand side of the road. Utility district doors are located on the west side of the fire station.
Location/Town	Peterson, UT
Population Served	45 people / 42 connections. (Transient guests and seasonal employees average 250 per day)
System Owner	Wasatch Peaks Ranch Utility District

Section 2. Chain of Command — Lines of Authority

The first response step in any emergency is to inform the person at the top of this list who is responsible for managing the emergency and making key decisions.

Name and Title	Responsibilities During an Emergency	Contact Numbers
Nate Bell District Manager	Incident Command Incident Contact	801-688-2609
Jesse Shupe Utility Manager	Incident Operations	801-940-7915
Gary Derck District Board Chair	Board approvals/ Communications	970-759-1524
WPR Security Community Security	Incident Security / Public Safety	1. 801-541-3336 2. 385-295-4912 3. 801-823-9182
Aj Kartchner WPR Club Facilities	Incident Operations (WPR Club)	435-602-9896
Morgan County Fire Chief	EMS and Fire	801 807-8822

Section 3. Events that Cause Emergencies

The events listed below may cause water system emergencies. They are arranged from highest to lowest probable risk.

Type of Event	Probability or Risk (High-Med-Low)	Comments
Service Break	High	Risk due to the amount of excavation during construction
Fiber Outage	High	Risk due to the amount of excavation during construction
Power Outage	High	Risk due to the amount of excavation during construction
Positive Bac-T/E.coli Sample	Medium	Risk due to potential unprotected cross connection and/or low chlorine residual.
Main Break	Medium	Newer construction not yet fully tested, excavation, geological movement
Pump Failure(s)	Medium	Extended running times and cycling during irrigation and snowmaking season
System Disinfection Loss	Medium	Low usage may cause free chlorine levels to decline due to off gassing in tank 4
System Over Pressurization	Medium	Pressure reducing valves in phase one do not have relief valves
Wildland Fire	Medium	New construction with welding, temp heating, grinding etc.
Structure Fire	Medium	New construction with welding, temp heating, grinding etc.
Cyber Attack	Low	SCADA system controls 90% of water system
District Employee Injury	Low	Small number of employees but always a risk
Vehicle Accident	Low	Small number of vehicles but always a risk
System Contamination	Low	New system with heavy construction. Services regularly being installed and new distribution branches being tied in.
Vandalism	Low	Public in neighboring communities

Section 4. Emergency Notification

Notification call-up lists — Use these lists to notify first responders of an emergency.

Local Emergency and Agency Contacts

Organization or Department	Name & Position	Telephone	Email
Local Law Enforcement	Morgan County Sheriff	(801) 829-0590	n/a
Fire Department	Morgan County Fire	911	bwilkes@morgancountyutah.gov
Emergency Medical Services (Non-life threatening)	Morgan County Fire	911	bwilkes@morgancountyutah.gov
District Clerk / Legal	Carley Herrick	801-726-6836	carley.herrick@wasatchpeaksranch.com
Primacy Agency Contact	Colt Smith DEQ Environmental Specialist	385-515-1529	acsmith@utah.gov
Hazmat Hotline	Utah DPS	801-256-2499	n/a
System Engineer	Will Bowman Kimley Horn	904-610-8831	will.bowman@kimley-horn.com
Neighboring Water System	Ben Sessions Peterson Pipeline	435-760-2844	brsessions@gmail.com
RCAP Contact	Western Office	916-447-2854	n/a
Rural Water Contact	Office	(801) 756-5123	n/a
Utah Water and Wastewater Agency Response Network	Rural Utah Association of Utah	801-756-5123	UTWARN@rwau.net

Internal WPR Contacts

Organization or Department	Name	Telephone	Email
WPR Club	Tiger Shaw	435-602-0045	tiger.shaw@wasatchpeaksranch.com
WPR HOA	Brian Nestoroff	760-305-2404	bnestoroff@wprdevco.com
WPR Community Communications	Jessica Miller	435-714-2928	jessica.miller@wasatchpeaksranch.com
WPR Ski Operations	Will Goldsmith	719-332-7355	will.goldsmith@wasatchpeaksranch.com
WPR F&B	Sammie Doyle	801-694-7874	sammie.doyle@wasatchpeaksranch.com

State and Federal Notification List

Organization or Department	Name & Position	Telephone	Night or Cell Phone	Email
State Police	State Highway Patrol (Farmington)	(801) 447-8120	911	n/a
Regulatory Agency	Utah DDW Colt Smith	385-515-1529	(801) 560-8456 Call or text	acsmith@utah.gov
Authorized Testing Laboratory	Chemtech Ford Weber Basin Lab	801 262-7299 801 771 4361	801 201 8166	n/a

Vendors and Contractors

Organization or Department	Name & Position	Telephone	Email
Electric Utility Co.	Rocky Mountain Power	(888) 221-7070	n/a
Electrician	Kim Gustafson	907-687-2170	kgustafson@cecfg.com
Gas/Propane Supplier	Earl Lindell	385-471-1977	earle@mhpropane.com
Water Testing Lab	Chemtech Ford	(801) 262-7299	n/a

	Weber Basin Lab	801-771-4361	lab-report@weberbasin.gov
Sewer Utility Co.	MGSID	801-369-6220	manager@mgsid.com
Fiber Co.	All West	(866) 255-9378	n/a
Pump Supplier	Jeremy George	801-973-8888	jeremy@nicopumps.com
"Call Before You Dig"	811	811	n/a
Rental Equipment Supplier	Wheeler Cat Chris Perry	435-757-7111	cperry@wheelercat.com
Chlorine Supplier	Waterford	801-463-9900	Mike.waterford@gmail.com
Well Drilling	Van King	(801) 842-3495	Van@KingWaterResources.com
Pipe Supplier	Core and Main Trent Ashby	801-663-8456	trent.ashby@coreandmain.com

Notification Procedures

Notifying customers of potential water shortage

Who is Responsible:	Nate Bell
Procedures:	<ul style="list-style-type: none"> Notify Morgan County Fire of potential water shortage, work with fire chief on a water consumption plan and alternative water sources. Notify WPR Club Operations and request WPR Communications to email a statement to all customers of the water system. Include water restriction guidelines and expected length of restrictions.

Alert local law enforcement, state, federal drinking water officials, and local health agencies

Who is Responsible:	Nate Bell
Procedures:	<ul style="list-style-type: none"> Determine correct contact based on emergency type. Contact and explain emergencies and request guidance and/or support.

Contact service and repair contractors

Who is Responsible:	Nate Bell
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Procedures:	<ul style="list-style-type: none"> • Determine the correct contractor based on the repair that is required. • Check the availability of contractors from the preferred contractors list found in the WPR operational manual.
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Contact neighboring water systems, if necessary

Who is Responsible:	Nate Bell
Procedures:	<ul style="list-style-type: none"> • Due to numerous private systems in the area, contact Morgan Weber Health Department to coordinate communications.

Procedures for issuing a health advisory

Who is Responsible:	Nate Bell
Procedures:	<ul style="list-style-type: none"> • Determine the correct DEQ approved public notice template (https://www.epa.gov/topics-epa-web). • Completed documents should be sent to Jessica Miller (WPR) and district board members. • Jessica Miller to send to all customers within WPRUD boundaries.

Section 5. Effective Communication

Communication with customers, the news media, and the general public is a critical part of emergency response.

Designated Public Spokesperson

Designate a spokesperson (and alternate) and contact your local primacy agency for delivering messages to the news media and the public.

Spokesperson	Alternate
Jessica Miller (WPR)	Carley Herrick (WPR)

Health Advisories

During events when water quality and human health are in question, it may be necessary to issue a health advisory that gives advice or recommendations to water system customers on how to protect their health when drinking water is considered unsafe. These advisories are issued when the health risks to the consumers are sufficient, in the estimation of the water system, state or tribal, or local health officials, to warrant such advice.

Health advisories usually take the form of a drinking water warning or boil water advisory. Communication during these times is critical. Health advisories should always be well thought out and provide very clear messages.

The U.S. Environmental Protection Agency has put together a number of tools, including fact sheets, brochures, forms, and templates to help prepare for a health advisory. These are available at: <http://www.epa.gov/safewater/pn.html>

Section 6. Response Actions for Specific Events

In any event, there are a series of general steps to take:

- Analyze the type and severity of the emergency.
- Take immediate actions to save lives.
- Take action to reduce injuries and system damage.
- Make repairs based on priority demand, and
- Return the system to normal operation.

The following tables identify the assessment, set forth immediate response actions, define what notifications need to be made, and describe important follow-up actions.

A. Power Outage

Assessment	Determine what facilities are affected by checking SCADA system. Looking for "power fail" and/or "comm fault alarms."
Immediate Actions	Verify that any affected facilities backup generators are operational. Contact Rocky Mountain Power and report outage and request updates. Assist RMP by driving power corridors and look for easily seen damages.
Notifications	Notifications only need to be sent to customers in the event of an extended outage or generator failure that risks water supply.
Follow-up Actions	Investigate the cause of outage and/or generator failure. Follow up with required parties to avoid future situations.

B. Fiber Outage

Assessment	Determine what facilities are affected by checking SCADA system. Looking for "comm fault alarms."
Immediate Actions	Assess tank levels to determine if tanks will need to be filled using local controls while SCADA system is down. Contact All West Communications and report outage and request updates.
Notifications	Notifications only need to be sent to customers in the event of an extended outage that risks water supply.
Follow-up Actions	Investigate the cause of the outage. Follow up with required parties to avoid future situations.

C. Service Break or Main Break

Assessment	Determine what facilities are affected by observing what tank is losing water.
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Immediate Actions	Assess tank levels to determine gpm of leakage. If leak appears to be substantial (over 750 gpm) pump supply should be shut down. Immediately scout the pipe alignment to look for surfacing water. Once leak is found, isolate the leak location upstream and downstream of the leak.
Notifications	Notifications only need to be sent to customers in the event that the leak risks the water supply and/or quality. If any portion of the system has a complete loss of pressure, customers should be notified of a boil order until repair is made and water samples are received with negative results.
Follow-up Actions	Investigate the cause of the break. Follow up with required parties to avoid future situations.

D. Pump Failure(s)

Assessment	Determine what facilities are affected by checking SCADA system. Looking for "pump fault alarms."
Immediate Actions	Ensure failed pump has switched to the lag pump. Verify that any affected facilities backup generators are operational. Verify that failure is a pump failure, and not a power failure. Contact the pump company if you are unable to troubleshoot and repair.
Notifications	Notifications only need to be sent to customers in the event of an extended pump failure that risks water supply.
Follow-up Actions	Investigate the cause of the failure. Follow up with required parties to avoid future situations.

E. Loss of System Disinfection

Assessment	Determine what the average free chlorine residual is within the system by taking multiple grab samples throughout the distribution system.
Immediate Actions	If no free residual is detected, immediately start the process of manually chlorinating Tank 4 using chlorine granules located in PS3. Use the dosing calculator at: https://www.handymath.com/cgi-bin/chlorined.cgi?submit=Entry
Notifications	None required unless Coliform or E. Coli positive sample(s) are detected. (see attachments for further instructions)
Follow-up Actions	Investigate the cause of the failure. Follow up with required parties to avoid future situations.

F. System Over Pressurization

Assessment	If during routine inspection or customer complaint the system is found to be over pressurized, determined by how much. If over 20 psi, follow emergency actions.
Immediate Actions	Immediately locate the upstream pressure reducing valve(s). Close downstream gate valve and ball valve to stop flow of water. Determine what valve has failed and isolate. If unable to repair, contact Cla-Val and request a service tech.

Notifications	Check residential water meters via water scope and look for any unexpected water loss that may be caused by a failed fitting. If no water loss is detected and no system pressure loss detected, no notification is required. If water loss and/or system pressure loss occurs, customers should be notified and placed on a boil order.
Follow-up Actions	Investigate the cause of the failure. Follow up with required parties to avoid future situations.

G. Structure or Wildland Fire

Assessment	Determine the location of fire and tank levels in the area.
Immediate Actions	Fill all water tanks as fast as possible. Contact the fire department to coordinate water supply needs. Fire Chief becomes Incident Command.
Notifications	Notifications should be sent to all customers enforcing water restrictions.
Follow-up Actions	Investigate the amount of water used during the event of the fire. Check for water loss and system pressures to confirm no system damage was caused. Follow up with required parties.

H. Cyber Attack

Assessment	Verify that a cyber attack has or had occurred.
Immediate Actions	Contact WPR Security, WPR IT, and SKM Engineering. Immediately turn all pumps into local controls and operate in hand. Determine if Utah State Agencies should be notified.
Notifications	Notifications only need to be sent to customers in the event that the water supply and/or quality is jeopardized.
Follow-up Actions	Investigate the cause of the attack. Follow up with required parties to avoid future situations.

I. Employee Injury

Assessment	Assess injuries to injured employee.
Immediate Actions	If employee is not in a safe area, move employee to a safe area. Call 911. Provide lifesaving care if necessary.
Notifications	Notify emergency contact if employee is not able. Notify HSI of employee injury.
Follow-up Actions	Investigate the cause of the injury. Follow up with required parties to avoid future situations.

J. Vehicle Accident

Assessment	Assess damage to vehicles and employees.
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Immediate Actions	If employee is not in a safe area, move employee to safe area. Call 911. Provide lifesaving care if necessary. Do not leave the scene without a police report.
Notifications	Notify HSI of the incident. Notify WPR Security and District Manager.
Follow-up Actions	Investigate the cause of the accident. Follow up with required parties to avoid future situations.

K. System Contamination

Assessment	If determined that system is contaminated through routine sampling or routine inspection.
Immediate Actions	Place system on boil order for bacteria contamination or do not consume notice for chemical contamination. Check chlorine residuals and notify DDW for guidance.
Notifications	Place system on boil order for bacteria contamination or do not consume notice for chemical contamination. Check chlorine residuals and notify DDW for guidance.
Follow-up Actions	Investigate the cause of the contamination. Follow up with required parties to avoid future situations.

L. Vandalism or Terrorism

Assessment	Assess vandalism and/or terrorism.
Immediate Actions	Shut down all pumps. Call state and local law enforcement.
Notifications	Notifications only need to be sent to customers in the event of an extended pump shutdown that risks water supply and/or quality.
Follow-up Actions	Investigate the cause of vandalism and/or terrorism. Follow up with required parties to avoid future situations.

Section 7. Alternative Water Sources

Intertie to Adjacent Water Supply System

Water Systems Within 10 Miles	Feasibility of Connecting
Peterson Pipeline	N/A — Water would need to be trucked using potable water hauling system.
Hylands Water	N/A — Water would need to be trucked using potable water hauling system.

Alternate Sources of Water

Alternative Sources	Names	Phone	Availability	Is Water Safe for Drinking?
Bottled water suppliers for potable water use	South Ogden Costco South Weber Maverik	(801) 317-3953 (801) 479-7918	10:00am–8:30pm 24/7 (limited supply)	Yes
Tanker trucks available to deliver bulk water for POTABLE use	Tooele Valley Pumping	(435) 830-9672	24/7	Yes (DEQ water hauling guidelines must be followed)
Tanker trucks available to deliver bulk water for NON-Potable use	Wardell Brothers JLP WPR Fire	801-710-1904 801-821-6094 719-332-7355	24/7 24/7 24/7	No No No
Water body sources (NON-Potable)	Three Toes Pond Weber Basin Canal	n/a 801-771-1677	24/7 24/7	No No

Section 8. Plan Approval

This plan is officially in effect when reviewed, approved, and signed by the following people:

Name / Title	Signature	Date
Gary Derck WPRUD Board Chair		
Ed Shultz WPRUD Board Member		
Jenny Robinson WPRUD Board Member		

Notes:

Attachments

Total Coliform Positive Sample Action Plan

1. Three repeat samples must be collected for EACH routine positive sample.
2. Repeat samples must be collected within 24 hours of being notified. Collect samples at the following locations:
 - Original location
 - Upstream, within 5 connections
 - Downstream, within 5 connections
3. Sample Type must be labeled as RP, with the correct sample location.

Collect Triggered Source (TG) Water Sample(s) within 24 hrs.

(For groundwater systems that do not provide 4 log treatment of viruses)

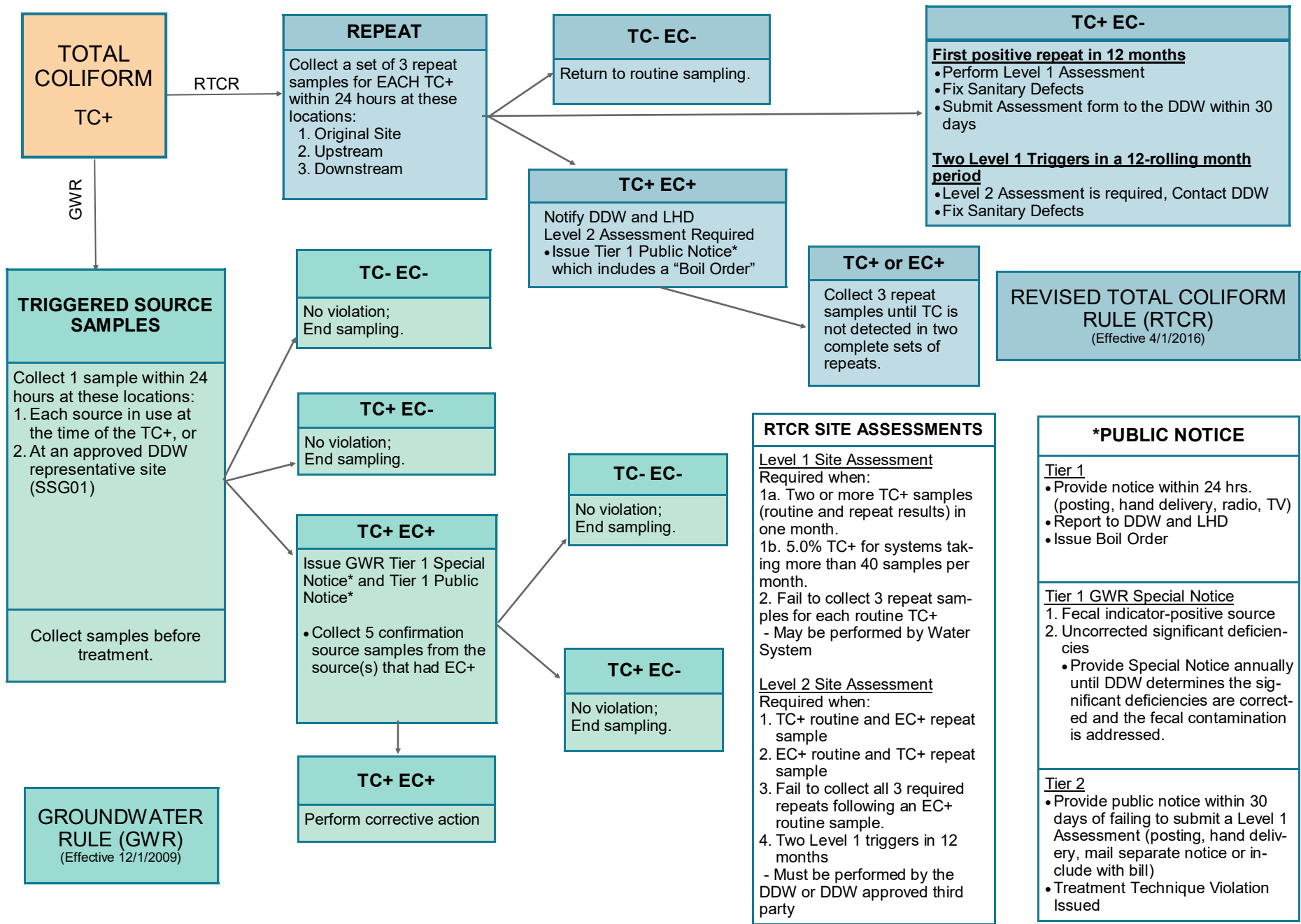
1. Triggered ground water source sample(s) must be collected within 24 hrs of being notified of a routine positive coliform sample.
2. One sample must be collected from EACH groundwater source(s) IN USE at the time of the positive sample, OR from a DDW approved representative source monitoring location (system must submit a Source Water Monitoring Plan and be assigned a sample location of SSG01).
3. Sample(s) must be collected before treatment and/or disinfection; and,
4. Sample Type(s) must be labeled TG, with the correct source number (ie: WS001, WS002...). Source numbers are identified on the System Summary Report, on www.waterlink.utah.gov

When Repeat sample(s) is/are positive:

1. If a repeat sample is *E coli* positive, contact the DDW and Local Health Department. A “Boil Order” will be issued, and a **Level 2 Site Assessment** must be performed by the DDW, or a DDW approved representative.
2. If a repeat sample is coliform positive, perform a **Level 1 Site Assessment**.
3. Complete a Level 1 Assessment form and submit it to the DDW. Level 1 Assessment Forms are located on the DDW web page www.drinkingwater.utah.gov - Forms/Bacteriological Forms/Level 1 Assessment.
4. If you have two or more Level 1 triggers in a rolling 12 month period, a Level 2 Site Assessment must be performed by the DDW, or a DDW approved representative. Contact the DDW to schedule this assessment.

When Triggered Source sample(s) is/are positive:

1. If the TG sample is coliform positive, no further sampling is required.
2. If the TG sample is *E coli* positive, contact the DDW and, within 24 hours, collect 5 confirmation samples (CO) from the source. If this is a DDW representative source monitoring location, sample each individual source.
3. Sample Types must be labeled CO, with the correct source number.



TC+ sample(s) require meeting the requirements of both the GWR and RCTR. Contact DDW: 801-586-



TC = Total Coliform EC