



**MONTICELLO CITY COUNCIL/ MUNICIPAL BUILDING AUTHORITY MEETING
AGENDA**

**Tuesday - April 28, 2015 - 7:00 p.m.
17 North 100 East**

- | | |
|--------------------------------------------------------------------|-------------|
| 1. Call to Order Municipal Building Authority | |
| 2. Minutes Review/Approval – April 14, 2015 (1) | |
| 3. Payment of Bills (2) | ACTION |
| 4. Adjourn | ACTION |
| 5. Call to Order Monticello City Council | ACTION |
| 6. Invocation/Opening Remarks | |
| 7. Minutes Review/Approval – April 14, 2015 (3) | |
| 8. Public Comment | ACTION |
| 9. Payment of Bills (4) | INFORMATION |
| 10. Consider a Resolution for Municipal Wastewater Planning (5) | ACTION |
| 11. Consider Comp Time and IT Policies for City Employees (6) | ACTION |
| 12. Consider USDA Grant & Completion of Big 4 Tractor Building (7) | ACTION |
| 13. Consider City Manager Roles & Responsibilities (8) | ACTION |
| 14. Governing Body/Administrative Communications | INFORMATION |
| 15. Upcoming Agenda Items | DISCUSSION |
| 16. Meetings | INFORMATION |
| 17. Adjournment | ACTION |

Mailing/Posting Date: 04/24/15 /s/Cindi Holyoak, Recorder, CMC

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS

Monticello City Council holds meetings on the 2nd and 4th Tuesdays of each month, unless otherwise posted, at the Monticello City Office, 17 N 100 E, beginning promptly at 7:00 p.m. In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact the City Office, 587-2271, at least three working days prior to the meeting. City Council may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5.

1

MONTICELLO MUNICIPAL BUILDING AUTHORITY MEETING MINUTES
Tuesday ▪ April 14, 2015 ▪ 7:00 p.m.
17 100 E, Monticello UT

1. Call to Order Municipal Building Authority

The Municipal Building Authority Meeting was called to order by Mayor Tim Young at 7:01 p.m. The following persons were present for all, or portions of the meeting:

City Officials

Mayor Tim Young

City Council

Scott Frost –

Monte Wells – not present

Steven Duke -

George Rice -

Rick Clark - not present

City Manager: Ty Bailey

City Recorder: Cindi Holyoak

Visitors

Mary Cokenour, Roy Cokenour, Roma Young, Tom Wigginton, Kelly Pehrson, Evan Rowley, Bayley Hedglin, Janaea Hunter, Laura Butler, and Dave Carpenter.

2. **Minutes Review/Approval – March 24, 2015** – Motion was made by Councilman George Rice to approve the minutes of March 24, 2015. The motion was seconded by Councilman Scott Frost passed unanimously.
3. **Payment of Bills – Community Center purchase - MOTION was made by Councilman Steven Duke to approve the MBA bills as paid. The motion was seconded by Councilman George Rice and passed unanimously.**
4. **Consider Rate Structure for Community Center Reservations** – Manager Bailey said the San Juan County Commission approved the rates this morning. He said there was a change to the plating fee – it will be removed. Caterers will assess the plating fee as necessary. Councilman Frost asked what the deck fee is. Manager Bailey said it would be to have the deck remain private with full access. He said that explanation of charges will be written into an agreement and then discussed with the clients. All the scheduling will go through San Juan County. The City will have visibility of the calendar but no reservations will be made until receipt of the deposit. The City will be in charge of all the finances. All proceeds will be collected in a PTIF savings account for future repairs. Councilman Frost asked how our rates compare with other event centers. Manager Bailey said the proposed rates are comparatively low but in line with the accommodations.

MOTION was made by Councilman George Rice to approve the rate structure for the Hideout Community Center as presented. The motion was seconded by Councilman Scott Frost and opened for discussion.

Councilman Monte Wells – not present

Councilman Steven Duke – Aye
Councilman George Rice – Aye
Councilman Scott Frost – Aye
Councilman Rick Clark – not present
The motion passed unanimously.

5. Adjourn

MOTION was made by Councilman Scott Frost to adjourn the Municipal Building Authority Meeting at 7:13 p.m. The motion was seconded by Councilman Steven Duke and passed unanimously.

ATTEST: _____

Cindi Holyoak, Recorder

Minutes APPROVED by: _____

DATE: _____

Mayor Tim Young

2

Monticello City
General Ledger for 54 Municipal Building Authority - 4/6/2015 to 4/23/2015

Account					
Date	Code	Description	Debit	Credit	Balance
1111 - Checking	MBA				
4/16/2015	APCK	Check # 41571 - JONES & DEMILLE ENGINEEGING, INC			\$374,890.81
4/16/2015	APCK	Check # 41572 - WESTLAND CONSTRUCTION		4,364.50	370,526.31
4/23/2015	APCK	Check # 9999 - US BANK		340,801.55	29,724.76
4/23/2015	APCK	VOID - Check # 9999 - US BANK		645.30	29,079.46
4/23/2015	BKTR	Bank Transfer from PTIF 7562 Community Center	645.30		29,724.76
			450,295.34		480,020.10
			\$450,940.64	(\$345,811.35)	\$480,020.10
Report Total:					\$480,020.10

3

MONTICELLO CITY COUNCIL MEETING MINUTES

Tuesday • April 14, 2015 • 7:00 p.m.

17 North 100 East, Monticello, UT

Items 1-5 were part of the Municipal Building Authority Meeting held prior to this City Council Meeting.

6. Call to Order - The regularly scheduled meeting of the Monticello City Council was called to Order by Mayor Tim Young, at 7:14 p.m. The following persons were present for all, or portions of the meeting.

City Officials

Mayor Tim Young

City Council

Scott Frost

Monte Wells – not present

Steven Duke

George Rice

Rick Clark - *not present*

City Manager: Ty Bailey

City Recorder: Cindi Holyoak

Public Works Superintendent: Nate Langston

Visitors

Mary Cokenour, Roy Cokenour, Roma Young, Tom Wigginton, Kelly Pehrson, Evan Rowley, Bayley Hedglin, Janaea Hunter, Laura Butler, and Dave Carpenter.

7. Invocation/Opening Remarks - Mayor Young invited anyone in the audience or the governing body to offer a prayer or opening remarks. A prayer was given by Mayor Tim Young.

8. Minutes Review/Approval - The minutes were mailed with the agendas. 5, 11 Councilman Frost was absent.

MOTION was made by Councilman George Rice to approve the minutes of the Monticello City Council meeting held on March 24, 2015. The motion was seconded by Councilman Steven Duke and passed unanimously.

9. Public Comment

None.

10. Payment of Bills - Questions and answers were directed to the following bills:
41492# River Canyon Wireless

Monticello City Council
April 14, 2015

MOTION was made by Councilman Scott Frost to acknowledge review of the payables as presented. The motion was seconded by Councilman George Rice and passed unanimously.

11. Public Hearing for Secondary Water Rates

Mayor Tim Young opened the public hearing at 7:22 p.m. Superintendent Langston handed out a proposed rate structure and said he also proposes the termination of the special user rates which has been set for those who are outside the secondary system, using culinary water for irrigation. Mayor Young asked if some of the residents in town have a 1 ½ inch connection. Superintendent Langston said no residents have the 1 ½ connection. He said many of the residential rates will go down with the proposed structure which includes five different tiers to charge more for higher usage. Janaea Hunter asked if she can check her meter during the month. Superintendent Langston said it is possible and agreed to show her how. Laura Butler asked about the special users since they will be charged off the culinary meter which also tags the sewer billing. Superintendent Langston said he will leave the 30,000 gallon allowance to account for the sewer which is tied together. Superintendent Langston said most culinary water that is used goes down the sewer, but with the special users, the water is going on the yard so he will make an allowance for that. Kelly Pehrson asked if the City is planning to pump from Loyds Lake. Superintendent Langston said it his goal to not pump. The golf course well is not operational yet but is under review with the Utah State Division of Drinking Water. The existing wells are operational and will be used. Bailey Hedglin is producing a Water Wise campaign with the Monticello Elementary School children. Superintendent Langston said conservation efforts have been very helpful. The golf course will continue to conserve but will water the driving range this year. Laura Butler asked how many special users there are and if there is a possibility of connecting secondary water. Superintendent Langston said there are about 20 users and many of them are not in reach of the secondary system. Mayor Young said the rate structure will give the small users a little price cut and will charge those who abuse the secondary system.

There was no further comment; the hearing was closed at 7:37p.m.

12. Consider Secondary Water Rates

MOTION was made by Councilman George Rice to approve the secondary water rate structure as presented and to adopt a resolution to amend the Consolidated Fee Schedule to reflect the new rates to be effective immediately and to terminate the special user rate. The motion was seconded by Steven Duke and opened for discussion.

Councilman Rick Clark – *Aye not present*
Councilman Monte Wells – not present
Councilman Steven Duke – Aye
Councilman George Rice – Aye

**Monticello City Council
April 14, 2015**

Councilman Scott Frost –Aye

The motion passed unanimously.

13. Governing Body/Administrative Communications

13.1 Fire Department purchase of an old police vehicle has been abandoned. Manager Bailey said the vehicle will not get enough use which isn't good for a car that isn't running well.

13.2 Audio Video/Phone installation is not completed at the community center yet. The phone system has arrived and the internet is now connected.

13.3 The estimated date for the swimming pool to open is May 9. Lifeguard training has begun.

13.4 Concerns about street lights on north Main Street: Manager Bailey has inspected the lights and noticed two lights are burned out He said Empire Electric owns the street lights and if we add lighting we will have to install meters. Also the light poles are in the middle of the sidewalk. Kelly Pehrson said there is a UDOT Grant for lighting that the City could apply for. Manager Bailey has met with UDOT to draw a proposal for new lights. There was discussion about the UDOT safe sidewalk program.

13.5 The airport will be closed temporarily for maintenance.

13.6 The completed Citizen Satisfaction Surveys will be formatted and the personal attacks removed.

13.7 The Lieutenant Governor came down and had lunch with Councilman Scott Frost who reported there are a lot of state programs to help businesses. Bayley Hedglin said \$300,000 has come into the county through the Fast Track program.

14. Upcoming Agenda Items

Water Wise campaign for first meeting in May. Better Cities Strategy review. Mayor Young will be absent for the last meeting in May. First Council meeting in June – Police report.

15. Meetings:

None

16. Adjournment

MOTION was made by Councilman George Rice to adjourn the meeting at 8:01 p.m. The motion was seconded by Councilman Steven Duke and passed unanimously.

Monticello City Council
April 14, 2015

ATTEST: _____

Cindi Holyoak, Recorder

Minutes APPROVED by: _____

DATE: _____

Mayor Tim Young

4

Monticello City
Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger	Date	Due Date	Amount	Account No.	Account Name	Description
202427	ABC PLUMBING & HEATING	41585		4/15/2015	4/16/2015	\$114.00	10 4160.280	Visitor Center UTILITIES	HEAT/COOLING REPAIR
OS066620	AQUATECH	41586		4/15/2015	4/16/2015	\$102.29	10 4562.250	Pool SUPP & MAINT -EQUIP	o ring piston rod assy
0093547	BLUE MOUNTAIN FOODS	41587		4/6/2015	4/7/2015	\$15.96	10 4160.554	Visitor Center MISCELLANEO	WATERS
0093658	BLUE MOUNTAIN FOODS	41587		4/21/2015	4/22/2015	\$31.35	51 4751.230	Water TRAVEL and TRAININ	ater qualify alliance meeting
	Vendor Total:					\$47.31			
2015 ASSM	BLUE MOUNTAIN IRRIGATION CO	41588		4/17/2015	4/18/2015	\$385.58	51 4751.210	Water DUES. SUBSCRIPTIO	2015 SHARE HOLDER ASSE
00708501	BOWTIE BEVERAGE	41589		4/14/2015	4/15/2015	\$147.15	10 4566.481	Pro Shop FOODS & BEVERA	beer
925910695	CALLAWAY GOLF COMPANY	41590		4/8/2015	4/9/2015	\$477.60	10 4566.482	Pro Shop MERCHANDISE/CL	golf merch
925910734	CALLAWAY GOLF COMPANY	41590		4/8/2015	4/9/2015	\$897.21	10 4566.482	Pro Shop MERCHANDISE/CL	golf merch
925922751	CALLAWAY GOLF COMPANY	41590		4/11/2015	4/12/2015	\$413.35	10 4566.482	Pro Shop MERCHANDISE/CL	CLUBS
	Vendor Total:					\$1,788.16			
25568387896	DIRECTV	41594		4/11/2015	4/12/2015	\$126.83	10 4566.290	Pro Shop TELEPHONE/CABL	CABLE
PR040315-1310	EFTPS	9999		4/3/2015	4/3/2015	\$283.70			
						15.06	10 2221	FICA/FWMT Withholding	FICA Medicare Tax
						64.38	10 2221	FICA/FWMT Withholding	FICA Social Security Tax
						124.82	10 2221	FICA/FWMT Withholding	FWT
						15.06	10 2221	FICA/FWMT Withholding	Medicare Tax - Employer
						64.38	10 2221	FICA/FWMT Withholding	Social Security Tax - Employe
PR040315-1310	EFTPS	9999		4/3/2015	4/3/2015	\$5,471.52			
						355.47	10 2221	FICA/FWMT Withholding	FICA Medicare Tax
						1,519.92	10 2221	FICA/FWMT Withholding	FICA Social Security Tax
						1,720.74	10 2221	FICA/FWMT Withholding	FWT
						355.47	10 2221	FICA/FWMT Withholding	Medicare Tax - Employer
						1,519.92	10 2221	FICA/FWMT Withholding	Social Security Tax - Employe
PR041715-1310	EFTPS			4/17/2015	4/17/2015	\$5,721.15			
						382.98	10 2221	FICA/FWMT Withholding	FICA Medicare Tax
						1,637.60	10 2221	FICA/FWMT Withholding	FICA Social Security Tax
						1,679.99	10 2221	FICA/FWMT Withholding	FWT
						382.98	10 2221	FICA/FWMT Withholding	Medicare Tax - Employer
						1,637.60	10 2221	FICA/FWMT Withholding	Social Security Tax - Employe
	Vendor Total:					\$11,476.37			
1004MACH15	EMPIRE ELECTRIC	41596		4/8/2015	4/9/2015	\$2,294.58	10 4410.280	Streets UTILITIES	STREET LIGHTS
1029MAR15	EMPIRE ELECTRIC	41596		4/8/2015	4/9/2015	\$44.91	10 4510.280	Parks UTILITIES	BASEBALL FIELD

Monticello City
 Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
1040mar15	EMPIRE ELECTRIC	41596	4/9/2015	4/10/2015	\$1,390.06	10 4565.280	Golf UTILITIES	golf Course
1052MAR15	EMPIRE ELECTRIC	41596	4/8/2015	4/9/2015	\$47.80	10 4510.280	Parks UTILITIES	CENTER & MAIN MEMORIAL
7032MAR15	EMPIRE ELECTRIC	41596	4/8/2015	4/9/2015	\$33.29	10 4510.280	Parks UTILITIES	S OLD LOG CHRUCH
	Vendor Total:				\$3,810.64			
PR040315-106	EQUITABLE/EQUI-VEST	41566	4/3/2015	4/3/2015	\$679.37	10 2223	State Retirement Withholding	Equitable EE amt
					219.05	10 2223	State Retirement Withholding	Equitable ER
					460.32	10 2223	State Retirement Withholding	Equitable ER
	Vendor Total:				\$1,276.03			
26426	FREEDOM MAILING SERVICES, INC	41598	4/3/2015	4/4/2015	\$381.79	10 4140.210	Admin DUES, SUBSCRIP TIO	BILL PROCESSING
					381.79			
2200ap15	FRONTIER	41599	4/13/2015	4/14/2015	\$205.38	10 4566.290	Pro Shop TELEPHONE/CABL	phone
					205.38			
3497APR15	FRONTIER	41599	4/5/2015	4/6/2015	\$51.81	10 4460.280	Airport UTILITIES	AIRPORT
					51.81			
	Vendor Total:				\$257.19			
NP44072728	FUELMAN	9999	4/13/2015	4/14/2015	\$1,212.23	10 4140.280	Admin UTILITIES	fuel
					41.26	10 4210.252	Police FUEL	fuel
					197.14	10 4210.252	Police FUEL	fuel
					54.44	10 4210.252	Police FUEL	fuel
					38.83	10 4210.252	Police FUEL	fuel
					158.44	10 4410.252	Streets FUEL	fuel
					19.52	10 4410.252	Streets FUEL	fuel
					44.33	51 4751.252	Water FUEL	fuel
					51.27	52 4752.252	Sewer FUEL	fuel
					51.25	52 4752.252	Sewer FUEL	fuel
					156.21	53 4753.252	Sanitation FUEL	fuel
					399.54	53 4753.252	Sanitation FUEL	fuel
PR040315-141	ICMA RETIREMENT TRUST - 457/PLAN 3	41567	4/3/2015	4/3/2015	\$761.65	10 2223	State Retirement Withholding	ICMA Retirement EE amt
					500.00	10 2223	State Retirement Withholding	ICMA Retirement ER
					261.65	10 2223	State Retirement Withholding	ICMA Retirement EE amt
PR041715-141	ICMA RETIREMENT TRUST - 457/PLAN 3		4/17/2015	4/17/2015	\$761.65	10 2223	State Retirement Withholding	ICMA Retirement ER
					261.65	10 2223	State Retirement Withholding	ICMA Retirement EE amt
					500.00	10 2223	State Retirement Withholding	ICMA Retirement EE amt
	Vendor Total:				\$1,523.30			
SL-11671	JC GOLF ACCESSORIES	41602	4/14/2015	4/15/2015	\$600.22	10 4566.482	Pro Shop MERCHANDISE/CL	BALLS
					600.22			
0112752	JONES & DEMILLE ENGINEEGING, INC	41571	4/16/2015	4/17/2015	\$4,364.50	54 4565.730	Capital outlay - community ce	Engineering Services CIB#8
					4,364.50			
PR040315-2153	LIBERTY NATIONAL	41568	4/3/2015	4/3/2015	\$66.00	10 2224	Conseco & Liberty health insu	Liberty Nat Life Ins
					66.00			

Monticello City
Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
PR041715-2153	LIBERTY NATIONAL		4/17/2015	4/17/2015	\$66.00	10 2224	Conseco & Liberty health insu	Liberty Nat Life Ins
	Vendor Total:				\$132.00			
Refund: 62001	MARTIN, JOYCE		4/17/2015	4/17/2015	\$231.83	51 1311	Accounts Receivable	Refund: 62001 - MARTIN, JO
					231.83			
388311	MONTICELLO HOME & AUTO SUPPLY	41607	4/6/2015	4/7/2015	\$70.64	10 4510 610	Parks MISCELLANEOUS	chip ahm trash bags
					58.73	10 4565 251	Golf COURSE SUPPLIES	tools
					11.91			
388312	MONTICELLO HOME & AUTO SUPPLY	41607	4/6/2015	4/7/2015	\$87.98	10 4410 250	Streets SUPP & MAINT - EQ	premium hyd fluid
					87.98			
388313	MONTICELLO HOME & AUTO SUPPLY	41607	4/6/2015	4/7/2015	\$11.29	10 4410 250	Streets SUPP & MAINT - EQ	wrench
					11.29			
388411	MONTICELLO HOME & AUTO SUPPLY	41607	4/7/2015	4/8/2015	\$32.73	10 4565 249	Golf CART FLEET MAINTEN	bearing paint
					19.86	10 4565 251	Golf COURSE SUPPLIES	paint
					12.87			
388498	MONTICELLO HOME & AUTO SUPPLY	41607	4/8/2015	4/9/2015	\$0.86	10 4565 251	Golf COURSE SUPPLIES	srews
					0.86			
388560	MONTICELLO HOME & AUTO SUPPLY	41607	4/8/2015	4/9/2015	\$34.32	10 4565 251	Golf COURSE SUPPLIES	sprsay paint
					34.32			
388603	MONTICELLO HOME & AUTO SUPPLY	41607	4/9/2015	4/10/2015	\$6.05	53 4753 110	Sanitation SALARIES & WAG	clamp
					5.05			
388622	MONTICELLO HOME & AUTO SUPPLY	41607	4/9/2015	4/10/2015	\$5.93	10 4410 250	Streets SUPP & MAINT - EQ	taps
					5.93			
388632	MONTICELLO HOME & AUTO SUPPLY	41607	4/9/2015	4/10/2015	\$1.64	53 4753 250	Sanitation SUPP & MAINT - E	bolts
					1.64			
388649	MONTICELLO HOME & AUTO SUPPLY	41607	4/9/2015	4/10/2015	\$19.58	10 4565 251	Golf COURSE SUPPLIES	faip discs
					19.58			
388652	MONTICELLO HOME & AUTO SUPPLY	41607	4/9/2015	4/10/2015	\$9.57	53 4753 250	Sanitation SUPP & MAINT - E	terminal
					9.57			
388658	MONTICELLO HOME & AUTO SUPPLY	41607	4/10/2015	4/11/2015	\$21.98	53 4753 250	Sanitation SUPP & MAINT - E	coupling wire cables
					21.98			
388727	MONTICELLO HOME & AUTO SUPPLY	41607	4/10/2015	4/11/2015	\$56.38	10 4410 250	Streets SUPP & MAINT - EQ	stripe spray
					56.38			
388730	MONTICELLO HOME & AUTO SUPPLY	41607	4/10/2015	4/11/2015	\$10.48	53 4753 250	Sanitation SUPP & MAINT - E	hose
					10.48			
388857	MONTICELLO HOME & AUTO SUPPLY	41607	4/13/2015	4/14/2015	\$16.99	53 4753 250	Sanitation SUPP & MAINT - E	gloves
					16.99			
388863	MONTICELLO HOME & AUTO SUPPLY	41607	4/13/2015	4/14/2015	\$21.45	10 4565 251	Golf COURSE SUPPLIES	spray paint
					21.45			
388946	MONTICELLO HOME & AUTO SUPPLY	41607	4/14/2015	4/15/2015	\$11.99	10 4510 250	Parks SUPP & MAINT - EQUI	chain oil
					11.99			
388975	MONTICELLO HOME & AUTO SUPPLY	41607	4/14/2015	4/15/2015	\$35.72	10 4565 251	Golf COURSE SUPPLIES	spray paint
					35.72			
	Vendor Total:				\$454.58			
A202893	MONTICELLO MERCANTILE CO	41608	4/7/2015	4/8/2015	\$11.99	10 4560 250	Rec SUPP & MAINT - EQUIP	cabie ties
					11.99			

Monticello City
Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
S1013377471.00	MOUNTAINLAND SUPPLY CO	41575	4/9/2015	4/10/2015	\$5,350.88	51 1610	Construction in progress	Secondary Master Meter Parts
S101365471.001	MOUNTAINLAND SUPPLY CO	41609	4/8/2015	4/9/2015	\$192.99	51 4751.266	Water SUPP & MAINT DISTR	cemetary main
S101367097.001	MOUNTAINLAND SUPPLY CO	41575	4/9/2015	4/10/2015	\$150.44	51 1610	Construction in progress	Secondary Master Meter Parts
S101367136.001	MOUNTAINLAND SUPPLY CO	41575	4/9/2015	4/10/2015	\$663.70	51 1610	Construction in progress	Secondary Master Meter Parts
S101367528.001	MOUNTAINLAND SUPPLY CO	41575	4/9/2015	4/10/2015	\$63.49	51 1610	Construction in progress	Secondary Master Meter Parts
S101367544.01	MOUNTAINLAND SUPPLY CO	41575	4/9/2015	4/10/2015	(\$2,635.08)	51 1610	Construction in progress	Secondary Master Meter WR
S101367821.001	MOUNTAINLAND SUPPLY CO	41609	4/9/2015	4/10/2015	\$86.00	10 4565.275	Golf IRRIGATION REPAIR &	piv paint
S101370566.001	MOUNTAINLAND SUPPLY CO	41609	4/13/2015	4/14/2015	\$63.24	10 4562.250	Pool SUPP & MAINT -EQUIP	swimming pool
S101372372.001	MOUNTAINLAND SUPPLY CO	41609	4/14/2015	4/15/2015	\$22.86	51 4751.266	Water SUPP & MAINT DISTR	18 ring
S101380233.001	MOUNTAINLAND SUPPLY CO	41609	4/21/2015	4/22/2015	\$121.07	51 4751.267	Water SUPP & MAINT SECO	water leak
1648	OFF THE BEATEN PATH MAPS	41611	4/6/2015	4/7/2015	\$42.50	10 4160.554	Visitor Center MISCELLANEO	WHOLESALE MAPS
764096811001	OFFICE DEPOT, INC	41612	4/7/2015	4/8/2015	\$138.59	10 4140.250	Admin SUPP & MAINT - EQU	chair for natalie
764096846001	OFFICE DEPOT, INC	41612	4/6/2015	4/7/2015	\$51.85	10 4140.240	Admin OFFICE SUPPLIES	paper
	Vendor Total:				\$190.44			
PR040315-2291	OPTUM HEALTH BANK	9999	4/3/2015	4/3/2015	\$115.38	10 2225	PEHP Health Insurance	Health Savings ER
PR040315-2291	OPTUM HEALTH BANK	9999	4/3/2015	4/3/2015	\$115.38	10 2225	PEHP Health Insurance	Health Savings ER
PR041715-2291	OPTUM HEALTH BANK	9999	4/3/2015	4/3/2015	\$1,418.42	10 2225	PEHP Health Insurance	Health Savings ER
	Vendor Total:				\$3,067.60			
PR040315-2723	OR Dept. of Justice	41569	4/3/2015	4/3/2015	\$135.69	10 2231	Advance & Other W/H	Child Support OR
PR041715-2723	OR Dept. of Justice	4177/2015	4/17/2015	4/17/2015	\$135.69	10 2231	Advance & Other W/H	Child Support OR
	Vendor Total:				\$271.38			
175844	PACKARD WHOLESALE CO.	41614	4/9/2015	4/10/2015	\$79.70	10 4566.481	Pro Shop FOODS & BEVERA	SNACKS

Monticello City
 Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
PRDISA0410201	PEHP LTD Program Attr. LTD Payments	41570	4/3/2015	4/4/2015	\$1,174.69	10 1563	Health Insurance clearing	LONG TERM DISABILITY
86579659	PEPSI-COLA	41615	4/9/2015	4/10/2015	\$997.90	10 4566.481	Pro Shop FOODS & BEVERA	SODA
12742271	PING	41616	4/8/2015	4/9/2015	\$161.70	10 4566.482	Pro Shop MERCHANDISE/CL	CLUBS
april 2015	PUBLIC EMPLOYEE HEALTH PLAN	41618	4/20/2015	4/21/2015	\$11,943.81	10 1563	Health Insurance clearing	april premiums
HQ00270-JN	PUKKA INC.	41619	4/16/2015	4/17/2015	\$1,173.00	10 4566.482	Pro Shop MERCHANDISE/CL	clothing mech
60000MARC15	QUESTAR GAS COMPANY	41620	4/9/2015	4/10/2015	\$1,220.49	10 4140.280	Admin UTILITIES	17 N 100 E
					131.99	10 4160.280	Visitor Center UTILITIES	232 S MAIN ST
					101.58	10 4565.280	Golf UTILITIES	797 S GOLF COURSE LN
					38.68	10 4565.280	Golf UTILITIES	17 W 600 S
					7.16	10 4565.280	Water UTILITIES	133 S 100 W
					115.00	51 4751.280	Water UTILITIES	832 W ABAJO DR
					704.06	51 4751.280	Water UTILITIES	133 S 100 W
					114.86	52 4752.110	Sewer SALARIES & WAGES	349 W CENTRAL
					7.16	52 4752.280	Sewer UTILITIES	
CD1886549	R & R PRODUCTS, INC	41621	4/3/2015	4/4/2015	\$199.90	10 4565.251	Golf COURSE SUPPLIES	flagstick
					199.90	10 4565.251	Golf COURSE SUPPLIES	flagstick
CD1887512	R & R PRODUCTS, INC	41621	4/6/2015	4/7/2015	\$154.98	10 4565.251	Golf COURSE SUPPLIES	rangeal flagstick
					154.98	10 4565.251	Golf COURSE SUPPLIES	rangeal flagstick
	Vendor Total:				\$354.88			
1366	REDD MECHANICAL	41576	4/9/2015	4/10/2015	\$495.35	10 4562.250	Pool SUPP & MAINT -EQUIP	repair shower at pool
					495.35	10 4562.250	Pool SUPP & MAINT -EQUIP	repair shower at pool
1372	REDD MECHANICAL	41576	4/13/2015	4/20/2015	\$9,600.00	51 1610	Construction in progress	Secondary Master Meter Instal
					9,600.00	51 1610	Construction in progress	Secondary Master Meter Instal
1375	REDD MECHANICAL	41622	4/15/2015	4/16/2015	\$773.60	10 4562.250	Pool SUPP & MAINT -EQUIP	pool start up
					773.60	10 4562.250	Pool SUPP & MAINT -EQUIP	pool start up
	Vendor Total:				\$10,868.95			
147101	SAN JUAN RECORD	41625	4/8/2015	4/9/2015	\$7.00	51 4751.220	Water PUBLIC NOTICES	water rates
					7.00	51 4751.220	Water PUBLIC NOTICES	water rates
Refund: 194854	STRACK, ELINOR		4/21/2015	4/21/2015	\$54.96	51 1311	Accounts Receivable	Refund: 194854 - STRACK, E
					54.96	51 1311	Accounts Receivable	Refund: 194854 - STRACK, E
30667345	TAYLOR MADE GOLF COMPANY, INC.	41628	4/8/2015	4/9/2015	(\$663.00)	10 4566.482	Pro Shop MERCHANDISE/CL	club returns
					(\$663.00)	10 4566.482	Pro Shop MERCHANDISE/CL	club returns
30669003	TAYLOR MADE GOLF COMPANY, INC.	41628	4/9/2015	4/10/2015	(\$1,147.00)	10 4566.482	Pro Shop MERCHANDISE/CL	club returns
					(\$1,147.00)	10 4566.482	Pro Shop MERCHANDISE/CL	club returns
	Vendor Total:				(\$1,810.00)			
004174228	THE ANTIGUA GROUP, INC	41629	4/20/2015	4/21/2015	\$611.76	10 4566.482	Pro Shop MERCHANDISE/CL	MENS MERCH
					611.76	10 4566.482	Pro Shop MERCHANDISE/CL	MENS MERCH
9284	UPPER CASE PRINTING, INK.	41630	4/13/2015	4/14/2015	\$73.50	10 4140.220	Admin PUBLIC NOTICES	new letters
					73.50	10 4140.220	Admin PUBLIC NOTICES	new letters

Monticello City
 Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
73283135	UPS	41631	4/11/2015	4/12/2015	\$1.15	10 4140 610	Admin MISCELLANEOUS	fees
73283145	UPS	41631	4/4/2015	4/5/2015	\$18.89	51 4751 450	Water WATER SAMPLES	water samples
73283155	UPS	41631	4/11/2015	4/12/2015	\$86.19	10 4566 482	Pro Shop MERCHANDISE/CL	club returns
73283165	UPS	41631	4/18/2015	4/19/2015	\$78.86	10 4566 690	Pro Shop MISCELLANEOUS	SHIPPING
	Vendor Total:				\$185.09			
2015-16	UTAH LEAGUE OF CITIES	41633	4/13/2015	4/14/2015	\$936.94	10 4140 610	Admin MISCELLANEOUS	2015-16 membership fees
1497974	UTAH LOCAL GOVERNMENTS TRUST	41634	4/13/2015	4/14/2015	\$2,943.46	10 1563	Health Insurance clearing	workers comp monthly fee
					1,552.31	10 1563	Health Insurance clearing	add basic
					12.65	10 1563	Health Insurance clearing	life basic
					111.68	10 1563	Health Insurance clearing	life addl insured premium
					36.00	10 1563	Health Insurance clearing	life addl child
					0.60	10 1563	Health Insurance clearing	long term care
					65.45	10 1563	Health Insurance clearing	add basic
					1.00	10 1563	Health Insurance clearing	life basic
					8.90	10 1563	Health Insurance clearing	long term care
					5.95	10 1563	Health Insurance clearing	add&d basic
					-1.00	10 1563	Health Insurance clearing	life basic
					-8.90	10 1563	Health Insurance clearing	long term care
					9.90	10 1563	Health Insurance clearing	life addl spouse
					3.15	10 1563	Health Insurance clearing	life addl child
					0.60	10 1563	Health Insurance clearing	long term care
					-1.01	10 1563	Health Insurance clearing	Ad&d basic
					-1.00	10 1563	Health Insurance clearing	life basic
					-8.90	10 1563	Health Insurance clearing	long term care
					-5.95	10 1563	Health Insurance clearing	workers comp monthly fee
					1,552.31	10 1563	Health Insurance clearing	add basic
					14.65	10 1563	Health Insurance clearing	life basic
					129.48	10 1563	Health Insurance clearing	life addl insured
					36.00	10 1563	Health Insurance clearing	life addl spouse
					39.10	10 1563	Health Insurance clearing	life addle child
					0.60	10 1563	Health Insurance clearing	long term care
					77.35	10 1563	Health Insurance clearing	ad&D basic
					-2.00	10 1563	Health Insurance clearing	life basic
					-17.80	10 1563	Health Insurance clearing	long term care
					-11.90	10 1563	Health Insurance clearing	long term care prem
					-1.01	10 1563	Health Insurance clearing	workers comp
					1,552.31	10 1563	Health Insurance clearing	add basic
					13.65	10 1563	Health Insurance clearing	life basic
					120.58	10 1563	Health Insurance clearing	life addl insures
					36.00	10 1563	Health Insurance clearing	

Monticello City
 Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
PR040315-318	UTAH STATE RETIREMENT	9999	4/3/2015	4/3/2015	\$395.55	10 2223	State Retirement Withholding	111 - 401k Tier 2 DB Hybrid
					18.48	10 2223	State Retirement Withholding	111 - 457 Tier 2 DB Hybrid
					121.92	10 2223	State Retirement Withholding	111 - Retirement Tier 2 DB Hy
					155.15	10 2223	State Retirement Withholding	
					\$4,891.03			
PR040315-318	UTAH STATE RETIREMENT	9999	4/3/2015	4/3/2015	456.15	10 2223	State Retirement Withholding	43 - 401k
					602.00	10 2223	State Retirement Withholding	15 - 457 Plan URS
					2,249.06	10 2223	State Retirement Withholding	15 - Retirement
					15.95	10 2223	State Retirement Withholding	122 - 401k Tier 2 Public Safet
					281.01	10 2223	State Retirement Withholding	111 - 401k Tier 2 DB Hybrid
					43.59	10 2223	State Retirement Withholding	111 - 457 Tier 2 DB Hybrid
					287.51	10 2223	State Retirement Withholding	111 - 457 Tier 2 DB Hybrid
					365.88	10 2223	State Retirement Withholding	111 - Retirement Tier 2 DB Hy
					15.00	10 2223	State Retirement Withholding	111 - ROTH IRA EE
					25.00	10 2223	State Retirement Withholding	111 - TRAD IRA EE
					549.88	10 2223	State Retirement Withholding	43 - Retirement
PR041715-318	UTAH STATE RETIREMENT		4/17/2015	4/17/2015	\$5,293.80			
					620.84	10 2223	State Retirement Withholding	15 - 457 Plan URS
					2,305.89	10 2223	State Retirement Withholding	15 - Retirement
					64.05	10 2223	State Retirement Withholding	111 - 401k Tier 2 DB Hybrid
					422.44	10 2223	State Retirement Withholding	111 - 457 Tier 2 DB Hybrid
					537.59	10 2223	State Retirement Withholding	111 - Retirement Tier 2 DB Hy
					549.88	10 2223	State Retirement Withholding	43 - Retirement
					15.95	10 2223	State Retirement Withholding	122 - 401k Tier 2 Public Safet
					281.01	10 2223	State Retirement Withholding	111 - 401k Tier 2 DB Hybrid
					456.15	10 2223	State Retirement Withholding	111 - ROTH IRA EE
					15.00	10 2223	State Retirement Withholding	111 - TRAD IRA EE
					25.00	10 2223	State Retirement Withholding	43 - Retirement
					\$10,480.38			
PR040315-319	UTAH STATE TAX COMMISSION	9999	4/3/2015	4/3/2015	\$49.41	10 2222	State Tax Withholding	SWT
					49.41	10 2222	State Tax Withholding	SWT
PR040315-319	UTAH STATE TAX COMMISSION	9999	4/3/2015	4/3/2015	\$990.78	10 2222	State Tax Withholding	SWT
					990.78	10 2222	State Tax Withholding	SWT
PR041715-319	UTAH STATE TAX COMMISSION		4/17/2015	4/17/2015	\$1,059.38	10 2222	State Tax Withholding	SWT
					1,059.38	10 2222	State Tax Withholding	SWT
					\$2,099.57			
1503	WAYSIDE MOTOR INN	41638	4/20/2015	4/21/2015	\$140.00	10 4410.481	Streets HARDSURFACE MAT	STREET SWEEPING
					140.00	10 4410.481	Streets HARDSURFACE MAT	STREET SWEEPING
040715MW	Wells, Monte	41557	4/7/2015	4/8/2015	\$524.23	10 4140.125	Admin MAYOR/COUNCIL EX	League of Cities and Towns
					524.23	10 4140.125	Admin MAYOR/COUNCIL EX	League of Cities and Towns

Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

Invoice No. S535-7 Vendor WESTLAND CONSTRUCTION

Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
41572	4/16/2015	4/17/2015	\$340,801.55	54 4565.730	Capital outlay - community ce	GENERAL CONTRACTOR CI
			340,801.55			
Total:			\$421,119.06			

15,705.18	10 1563	
11,476.37	10 2221	
2,099.57	10 2222	
13,279.71	10 2223	
132.00	10 2224	
3,067.60	10 2225	
271.38	10 2231	
524.23	10 4140.125	
381.79	10 4140.210	
73.50	10 4140.220	
51.85	10 4140.240	
138.59	10 4140.250	
173.25	10 4140.280	
356.78	10 4140.510	
938.09	10 4140.610	
215.58	10 4160.280	
58.46	10 4160.554	
290.41	10 4210.252	
161.58	10 4410.250	
177.96	10 4410.252	
2,294.58	10 4410.280	
140.00	10 4410.481	
51.81	10 4460.280	
11.99	10 4510.250	
126.00	10 4510.280	
58.73	10 4510.610	
11.99	10 4560.250	
1,434.48	10 4562.250	
19.86	10 4565.249	
491.59	10 4565.261	
86.00	10 4565.275	
1,435.90	10 4565.280	
332.21	10 4566.290	
1,224.75	10 4566.481	
2,611.03	10 4566.482	
78.86	10 4566.690	
59,983.66		

286.79	51 1311	Accounts Receivable
13,193.43	51 1610	Construction in progress
385.58	51 4751.210	Water DUES, SUBSCRIPTIO
7.00	51 4751.220	Water PUBLIC NOTICES
31.35	51 4751.230	Water TRAVEL and TRAININ
44.33	51 4751.252	Water FUEL
215.85	51 4751.266	Water SUPP & MAINT DISTR
121.07	51 4751.267	Water SUPP & MAINT SECO
819.06	51 4751.280	Water UTILITIES

Monticello City
Invoice Register - 4/3/2015 to 4/23/2015 - All Invoices

4/23/2015

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
					15,123.35		Total	
					18.89	51 4751.450	Water WATER SAMPLES	
					114.86	52 4752.110	Sewer SALARIES & WAGES	
					102.52	52 4752.252	Sewer FUEL	
					7.16	52 4752.280	Sewer UTILITIES	
					224.54		Total	
					5.05	53 4753.110	Sanitation SALARIES & WAG	
					60.66	53 4753.250	Sanitation SUPP & MAINT - E	
					555.75	53 4753.252	Sanitation FUEL	
					621.46		Total	
					345,166.05	54 4565.730	Capital outlay - community ce	
					\$421,119.06		GL Account Summary Total	

5

STATE OF UTAH

MUNICIPAL WASTEWATER PLANNING PROGRAM

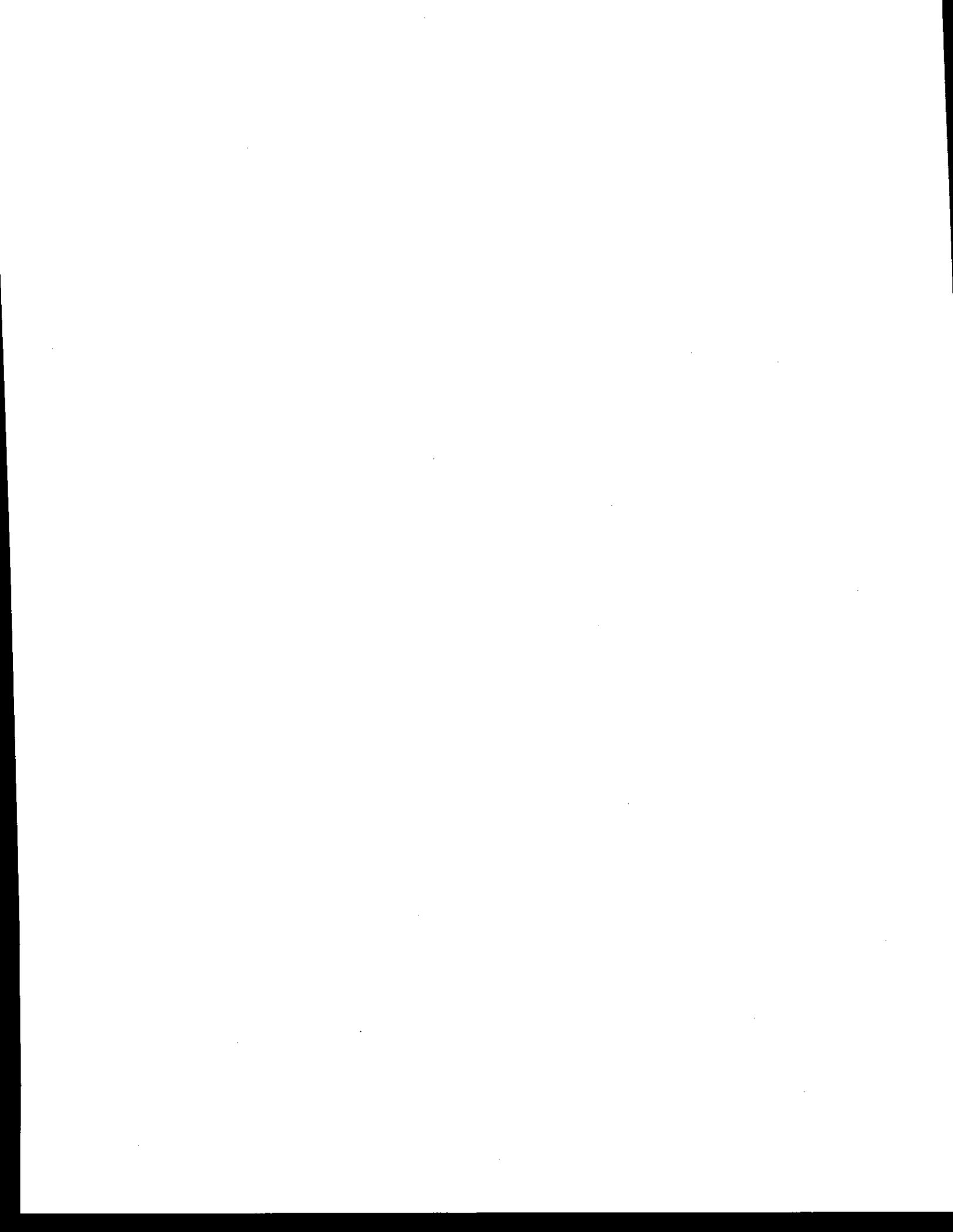
SELF-ASSESSMENT REPORT

FOR

MONTICELLO

2014





Resolution Number _____

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that **MONTICELLO** informs the Water Quality Board the following actions were taken by the **CITY COUNCIL**

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2014.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

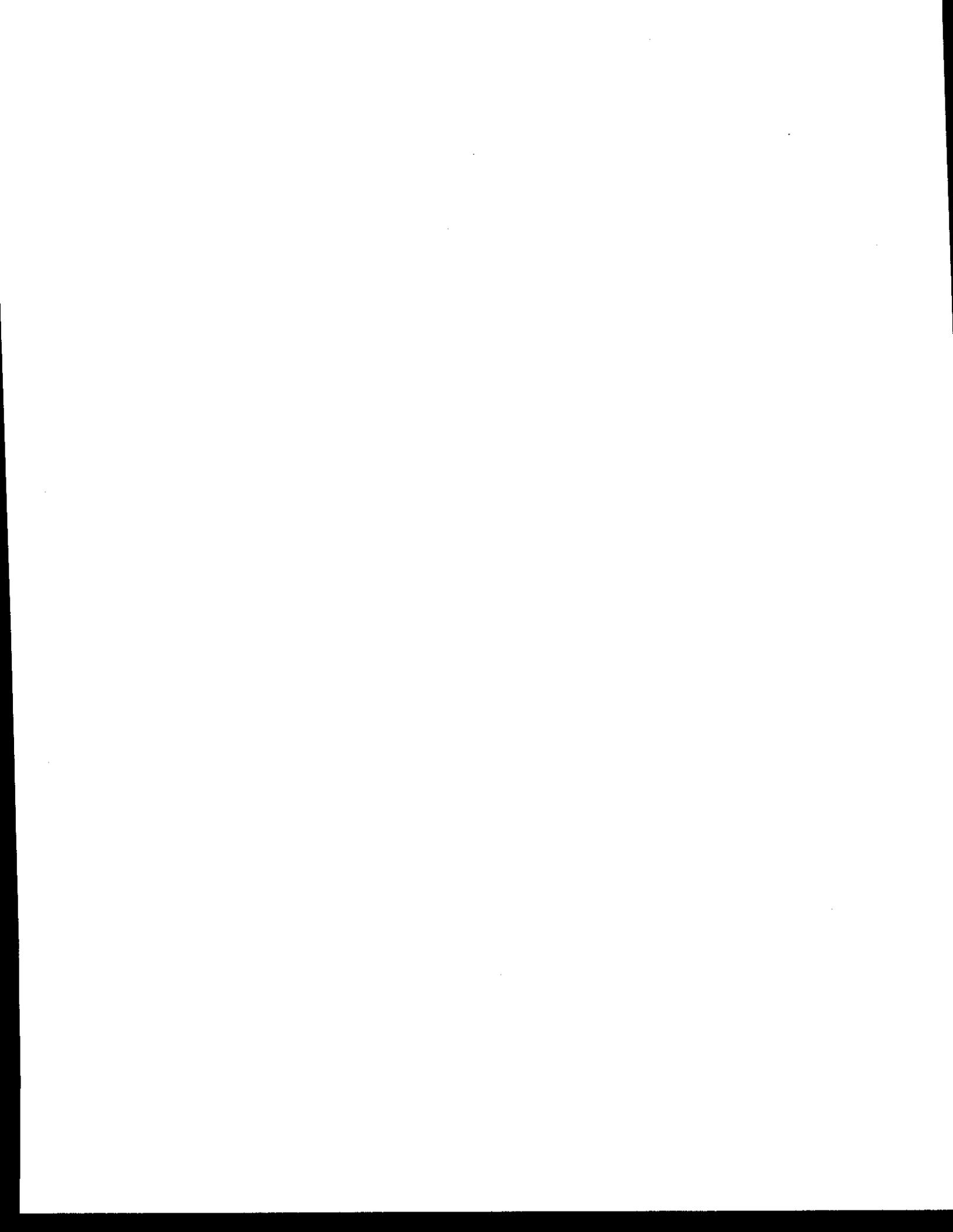
Passed by a (majority) (unanimous) vote on

(date)

Mayor/Chairman

Attest:

Recorder/Clerk





State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of
Environmental Quality

Amanda Smith
Executive Director

DIVISION OF WATER QUALITY
Walter L. Baker, P.E.
Director

MAR 16 2015

Mr. Nathan Langston
Monticello
P.O. Box 457
Monticello, Utah 84535

Subject: Municipal Wastewater Planning Program Annual Report for 2014

Dear Mr. Langston;

It's is that time of year again. The Annual Municipal Wastewater Planning Program Report is due May 1, 2015. As a reminder completing the MWPP meets the reporting requirements of the new Utah Sanitary Sewer Management Program. Additionally this survey allows The State of Utah to identify and solve potential problems before they become serious and costly. In order to do this, we need to know the current condition of your wastewater facilities.

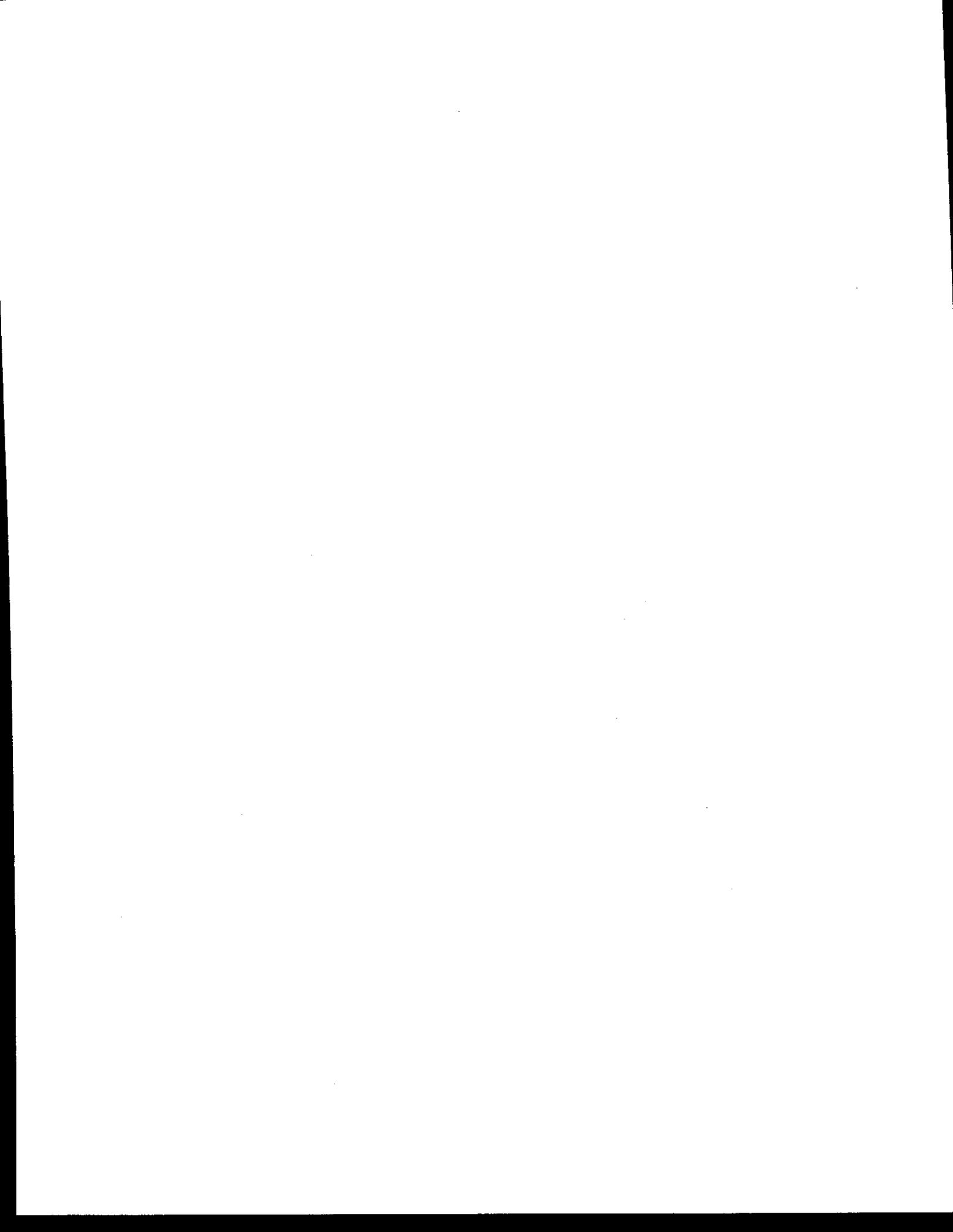
There are three major benefits to returning these forms:

1. Meets the REQUIRED reporting under Utah Sanitary Sewer Management Program
2. Completing these forms give your community additional points on the Utah Wastewater Project Priority List/System. The Priority List is used to allocate funds under the wastewater grant and loan programs.
3. Operator(s) completing these forms will be given operational continuing educational units (CEUs) for each form returned.

If you need assistance on completing these forms, please email me at pkrauth@utah.gov,

Sincerely,

Paul Krauth, P.E.
Outreach Coordinator
Division of Water Quality



Municipal Wastewater Planning Program (MWPP) Collection System Section

Owner Name: MONTICELLO

Name and Title of Contact Person:

GEORGE RICE

WASTE WATER OPERATOR

Phone: (435) 587-2271

E-mail: george@monticello.utah.gov

PLEASE SUBMIT TO STATE BY: May 1, 2015

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

Form completed by

GEORGE RICE

Part I: SYSTEM AGE

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

Year 1947

B. What is the oldest part of your present system?

Oldest part 68 years

Part II: BYPASSES

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
TOTAL PART II =			0

B. The Utah Sewer Management Program defines sanitary sewer overflows into two classes. Below include the number of SSOs that occurred in 2014:

Number of Class 1 SSOs in Calendar year 2014 0

Number of Class 2 SSOs in Calendar year 2014 0

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

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

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

Part II: BYPASSES (cont.)

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

Part III: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10-20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2-3 years, such that either flow or BOD ₅ loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
TOTAL PART III =		0

B. Approximate number of new residential sewer connections in the last year

0 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

0 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

0 new people served

Part IV: OPERATOR CERTIFICATION

A. How many collection system operators are currently employed by your facility?

3 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?

NATHAN LANGSTON

CHRIS BAIRD

GEORGE RICE

C. You are required to have the collection DRC operator(s) certified at Small Lagoon System

What is the current grade of the DRC operator(s)? TREATMENT II SMALL LAGOON

D. State of Utah Administrative Rules requires all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified _____

Small Lagoons GEORGE RICE, CHRIS BAIRD, NATE LANGSTON

Collection I CHRIS BAIRD

Collection II GEORGE RICE

Collection III _____

Collection IV _____

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
TOTAL PART IV =		0

Part V: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	○
Is it written?	Yes = 0 points No = 20 points	○
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	○
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	○
Do you have a written safety plan?	Yes = 0 points No = 20 points	○
TOTAL PART V =		○

Part VI: SSMP EVALUATION

A. Has your system completed its Sewer System Management Plan (SSMP)?

Yes _____ NO

B. If the SSMP has been completed then has the SSMP been public noticed?

No _____ Yes, included date of public notice _____

C. Has the SSMP been approved by the permittee's governing body at a public meeting?

Yes _____ NO

D. During the annual assessment of the operation and maintenance plan were any adjustments needed based on the performance of the plan?

No If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections and manhole inspections and/or SSO events)

Part VI: SSMP EVALUATION (cont.)

E. During 2014 was any part of the SSMP audited as part of the five year audit?

No _____

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

F. Has your system completed its *System Evaluation and Capacity Assurance Plan (SECAP)* as defined by the Utah Sewer Management Program?

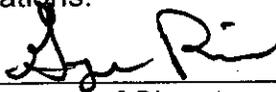
Yes _____ NO _____

The following are required completion dates that the SSMP and SECAP based on population. The SSMP and SECAP must be public noticed and approved by the permittee's governing body in order to be considered complete.

Program	Population				
	< 2,000	2,000 - 3,500	3,501 - 15,000	15,001 - 50,000	> 50,000
SSMP	3-31-16	3-31-16	9-30-15	3-31-15	9-30-14
SECAP	Optional	9-30-17	9-30-16	3-31-16	9-30-15

SSMP Signatory Requirement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.


 Signature of Signatory Official

4-8-15
 Date

GEORGE RICE
 Print Name of Signatory Official

WASTE WATER OPERATOR
 Title

The signatory official is the person authorized to sign permit documents, per R317-8-3.4.

Part VII: SUBJECTIVE EVALUATION

This section should be with the system operators.

- A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

System is generally in good condition. There are sections of older clay tile pipe where root intrusion and some minor offsets occur. Flows are still good and regular maintenance are performed in these areas. There are no lift stations.

- B. What sewerage system improvements does the community have under consideration for the next 10 years?

We have started a video inspection profile to determine areas that can be slip-lined. So far most of our sections could be slip-lined rather than replaced.

- C. Explain what problems, other than plugging have you experienced over the last year

Silt settling and buildup in a couple of areas. Silt is difficult to remove and gathers other debris.

- D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

NO

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

ALWAYS SOMETIMES _____ NO _____

If they do, what percentage is paid?

approximately 100 %

Municipal Wastewater Planning Program (MWPP) Discharging Lagoon Facility Section

Owner Name: MONTICELLO

Name and Title of Contact Person:

GEORGE RICE

WASTE WATER OPERATOR

Phone: (435) 567-2271

E-mail: george@monticello.utah.gov

PLEASE SUBMIT TO STATE BY: May 1, 2015

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

Form completed by

GEORGE RICE

Part I: INFLUENT INFORMATION

- A. Please update (if needed) the average design flow and average design BOD₅ and TSS loading for your facility.

	Average Design Flow (MGD)	Average Design BOD ₅ Loading (lbs/day)	Average Design TSS Loading (lbs/day)
Design Criteria	1.893	660	300
90% of the Design Criteria	1.703	594	270

- B. Please list the average monthly flows in millions of gallons per day (MGD) and BOD₅ and TSS loadings in milligrams per liter (mg/L) **received** at your facility during 2014. (Calculate the BOD₅ and TSS loadings in pounds per day (lbs/day)).

Month	(1) Average Monthly Flow (MGD)	(2) Average Monthly BOD ₅ Concentration (mg/L)	(3) Average BOD ₅ Loading (lbs/day) ¹	(4) Average Monthly TSS Concentration (mg/L)	(5) Average TSS Loading (lbs/day) ²
January	.289				
February	.290				
March	.284				
April	.280				
May	.284				
June	.290				
July	.298	* NOT REQUIRED TO SAMPLE			
August	.300				
September	.320				
October	.320				
November	.339				
December	.389				
Average	.306				

1 BOD₅ Loading (3) = Average Monthly Flow (1) x Average Monthly BOD₅ Concentration (2) x 8.34
 2 TSS Loading (5) = Average Monthly Flow (1) x Average Monthly TSS Concentration (4) x 8.34

Part I. INFLUENT INFORMATION (cont.)

C. Refer to the information in A & B to determine a point value for your facility. Please enter the points for each question in the blank provided.

Question	Number	Points Earned	Total Points
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed 90% of design flow?	0	0 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	0
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed the design flow?	0	0 = 0 points 1 - 2 = 20 points 3 - 4 = 40 points 5 or more = 60 points	0
How many times did the average monthly BOD ₅ loading (Part B., Column 3) to the wastewater facility exceed 90% of the design loading?	0	0-1 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	0
How many times did the average monthly BOD ₅ loading (Part B., Column 3) to the wastewater facility exceed the design loading?	0	0 = 0 points 1 - 2 = 20 points 3 - 5 = 40 points 5 or more = 60 points	0
TOTAL PART I =			0

Part II: EFFLUENT INFORMATION

A. Please list the average monthly BOD₅, TSS, Ammonia (NH₃), monthly maximum Cl₂, minimum monthly DO, and 30-day geometric averages for Fecal and Total Coliform or E-Coli, produced by your facility during 2014.

Month	(1) BOD ₅ (mg/L)	(2) TSS (mg/L)	(3) Fecal Coliform (#/100 mL)	(4) Total Coliform (#/100 mL)	(5) E-Coli	(6) Cl ₂ (mg/L)	(7) DO (mg/L)	(8) NH ₃ (mg/L)
	Whole Numbers Only					One Decimal Place Only		
January								
February								
March								
April								
May								
June			NOT REQUIRED TO SAMPLE					
July								
August								
September								
October								
November								
December								
Average								

B. Please list the monthly average permit limits for the facility in the blanks below.

	BOD ₅ (CBOD ₅) (mg/L)	maximum Cl ₂ (mg/L)	NH ₃ (mg/L)	minimum DO (mg/L)
Monthly Permit Limit	NOT REQUIRED	TO SAMPLE		
80% of the Permit Limit				

Part II: EFFLUENT INFORMATION (cont.)

C. Refer to the information in A & B and your operating reports to determine a point values for your facility.

Question	Number	Points Earned	Total Points
How many months did the effluent BOD ₅ (CBOD ₅) exceed 80% of monthly permit limit?	0	0 - 1 = 0 points 2 = 5 points 3 = 10 points 4 = 15 points 5 or more = 20 points	0
How many months did the effluent BOD ₅ (CBOD ₅) exceed the monthly permit limits?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many months did the effluent TSS exceed 20 mg/L?	0	0 - 1 = 0 points 2 = 5 points 3 = 10 points 4 = 15 points 5 or more = 20 points	0
How many months did the effluent TSS exceed 25 mg/L?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many times did the Cl ₂ exceed permit limit?	0	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	0
How many times did the NH ₃ exceed permit limits?	0	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	0
How many times did the DO not meet permit limit?	0	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	0
How many months did the 30-day fecal coliform exceed 200 #/100 mL?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many months did the 30-day total coliform exceed 2,000 #/100 mL?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many months did the 30-day E-coli exceed 126 #/100 mL?	0	0 = 0 points 1 - 2 = 20 points 3 or more = 40 points	0
TOTAL PART II =			0

Part III: FACILITY AGE

In what year were the following process units constructed or underwent a major upgrade?
To determine a point score subtract the construction or upgrade year from 2014.

$$\text{Points} = \text{Age} = \text{Present Year} - \text{Construction or Upgrade Year.}$$

Enter the calculated age below.

If the point total exceeds 20 points, enter only 20 points

Unit Process	Present Year	Construction or Upgrade Year	Age = Points
Headworks	2014	2003	11
Lagoons (including aeration)	2014	1981	33
Disinfection	2014	2004	10
TOTAL PART III (not greater than 20) =			(54) 20

Part IV: BYPASSES

Please complete the following table:

Question	Number	Points Earned	Total Points
How many days in the past year was there a bypass or overflow of untreated wastewater due to high flows?	0	0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
How many days in the last year was there a bypass or overfbw of untreated wastewater due to equipment failure?	0	0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
TOTAL PART IV =			0

Part V: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2- 3 years, such that either flow or BOD ₅ loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
Have you experienced any upset due to septage haulers?	No = 0 points Yes = 10 points	0
TOTAL PART VI =		0

B. Approximate number of new residential sewer connections in the last year

0 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

0 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

0 new people served

Part VI: OPERATOR CERTIFICATION

A. How many treatment system operators are currently employed by your facility?

3 treatment system operators employed

B. What is/are the name(s) of your DRC operator(s)?

NATHAN LANGSTON

CHRIS BAIRD

GEORGE RICE

C. You are required to have the DRC operator(s) certified at SMALL LAGOON SYSTEM.

What is the current grade of the DRC operator(s)? TREATMENT II

Small Lagoon

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified _____

Small Lagoons GEORGE RICE, CHRIS BAIRD, NATE LANGSTON

Treatment I CHRIS BAIRD

Treatment II GEORGE RICE

Treatment III _____

Treatment IV _____

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
TOTAL PART VII =		0

Part VII: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
TOTAL PART VIII =		0

Part VIII: SUBJECTIVE EVALUATION

This section should be completed with the facility operators.

A. Do you consider your wastewater facility to be in good physical and structural condition?

YES NO

If NOT, why?

B. What improvements do you think the plant will need in the next 5 years?

NONE

Part VIII: SUBJECTIVE EVALUATION (cont.)

C. Where there any backups into basements at any point in the collection system in 2014.

YES _____ NO

Why? (do not include backups due to clogged laterals)

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

ALWAYS SOMETIMES _____ NO _____

If so, what percentage do they pay?

approximately 100 %

E. Is there a written policy regarding continuing education and training for wastewater operators?

YES NO _____

F. Have you done any major repairs or mechanical equipment replacement in 2014?
(do not include construction or upgrade projects)

YES _____ NO

G. What was the approximate cost for those repairs or replacements?

\$ _____

Point Summation

Fill in the values from Parts I through VII in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
I	0
II	0
III	20
IV	0
V	0
VI	0
VII	0
Total	20

Municipal Wastewater Planning Program (MWPP) Financial Evaluation Section

Owner Name: MONTICELLO

Name and Title of Financial Contact Person:

Nathan Langston
pw Director

Phone: 435-587-7771

E-mail: nathan@monticelloutah.org

PLEASE SUBMIT TO STATE BY: May 1, 2015

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Emily Cantón. Utah Division of Water Quality: (801) 536-4342.

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

User Charge (UC) - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

Operation and Maintenance Expense - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

Repair and Replacement Cost - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

Capital Needs - Cost to construct, upgrade or improve the facility.

Capital Improvement Reserve Account - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

Reserve for Debt Service - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

Current Debt Service - Interest and principal costs for debt payable this year.

Repair and Replacement Sinking Fund - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

Part I: OPERATION AND MAINTENANCE

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <u>at this time?</u>	YES = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the <u>next five years?</u>	YES = 0 points NO = 25 points	25
Does the facility have sufficient staff to ensure proper O&M?	YES = 0 points NO = 25 points	25
Has a dedicated sinking fund been established to provide for repair & replacement costs?	YES = 0 points NO = 25 points	25
Is the repair & replacement sinking fund adequate to meet anticipated needs?	YES = 0 points NO = 25 points	25
TOTAL PART I =		200

Part II: CAPITAL IMPROVEMENTS

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	YES = 0 points NO = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next five years?</u>	YES = 0 points NO = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next ten years?</u>	YES = 0 points NO = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next twenty years?</u>	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for future capital improvements?	YES = 0 points NO = 25 points	25
TOTAL PART II =		200

Part III: GENERAL QUESTIONS

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting 95% or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	0
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	25
TOTAL PART III =		25

Part IV: PROJECTED NEEDS

Estimate as best you can the following:

Cost of projected capital improvements (in thousands)	2015	2016	2017	2018	2019
	30,000	50,000	50,000	60,000	60,000

Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	200
II	200
III	25
Total	

6

Comp Time Policy

Employees with an "Exempt" status who are paid by salary rates rather than hourly rates will be entitled to the accrual of any hours worked over 40 per week in a comp time bank. These employees will be required to clock in and out during the day in order to track the hours. Supervisors should be informed of these overages as they are occurring and all paid time off must be approved in advance by the supervisor. The maximum comp time accrual is 80 hrs. If the employee is unable to clock in due to travel, etc. The comp time hours should be reported to the supervisor for entry into the bank. One hour over 40 per week = one hour of comp time.

122.3.2 UNACCEPTABLE USE OF IT RESOURCES

The first and foremost rule for using these technologies is, "Don't say, do, write, view, or acquire anything that you wouldn't be proud to have everyone in the world learn about if the electronic records are laid bare." Any use of ~~State~~ ^{City} provided IT resources for inappropriate purposes, or in support of such activities, is prohibited. The following list is currently considered unacceptable use ^{city and is not considered comprehensive} of ~~State~~ provided IT resources:

(a) Illegal Use: Any use of state-provided IT resources for illegal purposes, or in support of such activities. Illegal activities shall be defined as any violation of local, state, or federal laws.

(b) Commercial Use: Any use for commercial purposes, product advertisement or "for profit" personal activity.

(c) Sexually Explicit: Any sexually explicit use, whether visual or textual. You should not view, transmit, retrieve, save, or print any electronic files which may be deemed as sexually explicit.

(d) Religious or Political Lobbying: Any use for religious or political lobbying, such as using Email to circulate solicitations or advertisements. Requests even for the best causes must be approved by the agency head.

(e) Copyright Infringement: Duplicating, transmitting, or using software not in compliance with software license agreements. Unauthorized use of copyrighted materials or another person's original writings.

(f) Unnecessary Use of IT Resources: Wasting IT resources by intentionally:

1. Placing a program in an endless loop;
2. Printing unnecessary amounts of paper;
3. Disrupting the use or performance of state-provided IT resources or any other computer system or network (for example, personal world wide web pages, recurrent mass communications);
4. Storing any information on ~~state~~ ^{city} provided IT resources which is not authorized by the agency.

(g) Security Violations:

1. Accessing accounts within or outside the state's computers and communications facilities for which you are not authorized or do not have a business need.
2. Copying, disclosing, transferring, examining, renaming or changing information or programs belonging to another user unless you are given express permission to do so by the user responsible for the information or programs.
3. Violating the privacy of individual users by reading Email or private communications unless you are specifically authorized to maintain and support the system.
4. Representing yourself as someone else, fictional or real.
5. Restricted and personal information, such as dates of birth, social security numbers, confidential records, etc. will not be stored on portable computers or removable media unless the device or media is equipped with security encryption.

(h) Viruses: Knowingly or inadvertently spreading computer viruses. "Computer viruses" are programs that can destroy valuable programs and data. To reduce the risk of spreading computer viruses, do not import files from unknown or disreputable sources. If you obtain software or files from remote sources, follow proper procedures to check for viruses before use.

(i) Junk Mail: Distributing "junk" mail, such as chain letters, joke messages, advertisements, or unauthorized solicitations.

(j) Private Information: Transmitting personal information about yourself or someone else using State-supplied IT resources. Use caution when sending sensitive information.

~~Utah Department of Public Safety~~ *City of Monticello*
Policy Manual

INFORMATION TECHNOLOGY RESOURCES

INFORMATION TECHNOLOGY RESOURCES - 88

Adoption Date: 2014/12/03

© 1995-2014 Lexipol, LLC

(k) Confidential Information: Transmitting classified information under the Government Records Access and Management Act without proper security. Use caution when sending classified information. Always display "CONFIDENTIAL" on the screen when sending classified information. Confirm that encryption has been enabled. Inform the recipient of the information's classification, their responsibility to keep it private, and their responsibility to dispose of it in a secure manner at the end of its retention period.

7

NO
insert

8

ARTICLE A. CITY MANAGER

1-6A-1: ESTABLISHED:

In accordance with Utah Code Annotated, section 10-3-924, a manager form of government is officially established for the City. (Ord. 95-4, 7-26-1995)

1-6A-2: POWERS AND DUTIES:

The powers and duties of the City Manager shall be set by resolution of the City Council and kept on file in the office of the City Recorder/Clerk¹. (1996 Code)

1-6A-3: TERM OF OFFICE:

The City Manager shall serve at the pleasure of the City Council, except that the City Council may employ the Manager for a term not to exceed three (3) years. The term of employment may be renewed at any time. Any person serving as Manager under this Article may be removed with or without cause by a majority vote of the City Council. (1978 Code § 3-925; 1996 Code)

1-6A-4: POWERS OF MAYOR NOT DELEGATED TO MANAGER:

The legislative and judicial powers of the Mayor, his position as chairman of the City Council and any ex officio position the Mayor shall hold shall not be delegated to the City Manager. (1978 Code § 3-927; 1996 Code)

Footnote 1: U.C.A. § 10-3-926.

1-5-6: MUNICIPAL ADMINISTRATION:

A. Administration Vested In Mayor: The administrative powers, authority and duties are vested in the Mayor. (1978 Code § 3-808; 1996 Code)

B. Powers Of Mayor: The Mayor shall:

1. Be the chief executive officer to whom all employees of the City shall report;
2. Keep the peace and enforce the laws of the City;
3. Remit fines and forfeitures and may release any person imprisoned for violation of any City ordinance;
4. Report such remittance or release to the Council at its next regular session;
5. Perform all duties prescribed by law, resolution or ordinance;
6. Ensure that all the laws and ordinances and resolutions are faithfully executed and observed;
7. May at any reasonable time examine and inspect the books, papers, records or documents of the City or of any officer, employee or agent of the City;
8. Report to the Council the condition of the City and recommend for Council consideration any measures as deemed to be in the best interests of the City;
9. When necessary, call on the residents of the City over the age of twenty one (21) years to assist in enforcing the laws of the State and ordinances of the City; and
10. Appoint, with the advice and consent of the Council, persons to fill City offices or vacancies on commissions or committees of the City. (1978 Code § 3-809; 1996 Code)

C. Additional Powers And Duties Of Elected Officials: The City Council may, by resolution, prescribe additional duties, powers and responsibilities for any elected or appointed official which are not prohibited by any specific statute, except that the Mayor may not serve as Clerk and neither the Mayor nor the Clerk may serve as Treasurer. A Justice Court Judge may not hold any other City office or position of employment with the City. (1978 Code § 3-810; 1996 Code)

D. Members Of Council May Be Appointed To Administration: The Mayor may, with the advice and consent of the majority of the City Council, assign or appoint any member or members of the City Council to administer one or more departments of the City and shall

by ordinance provide the salary for the administrator or administrators. (1978 Code § 3-811; 1996 Code)

- E. **Change Of Duties:** The Mayor may, with the concurrence of a majority of the City Council, change the administrative assignment of any member of the City Council who is serving in any administrative position in the City government. (1978 Code § 3-812; 1996 Code)
- F. **General Administrative Powers:** The City Council shall from time to time prescribe the powers and duties to be performed by the superintendents, supervisors, department directors and all of its officers and employees. (1978 Code § 3-813; 1996 Code)
- G. **Personnel Assigned To One Or More Departments:** The City Council may assign any individual to one or more positions in one or more departments. (1978 Code § 3-814; 1996 Code)
- H. **Rules And Regulations For Administration:** The City Council shall prescribe rules and regulations which are not inconsistent with the laws of this State, as it deems best for the efficient administration, organization, conduct and business of the City. (1978 Code § 3-815; 1996 Code)
- I. **Appointed Officers; Residency Requirements:** The City Council may require by ordinance that any or all appointed officers reside in the City. (1978 Code § 3-816; 1996 Code)