#### CITY OF WASHINGTON TERRACE RESOLUTION NO 21-23

A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH, ADOPTING THE 2021 UPDATED WATER CONSERVATION PLAN DATED AND AS REQUIRED BY STATE LAW.

WHEREAS, the City of Washington Terrace (hereafter "City") is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, the City is a retail provider of culinary water as defined by *Utah Code* Annotated §73-10-32

WHEREAS, *Utah Code Annotated* §73-10-32 requires the City, while operating as a retail water provider of culinary water, to adopt a Water Conservation Plan;

WHEREAS, the City adopted its prior Water Conservation Plan (hereafter "Plan") on January 16, 2016, after advance public notice and a public hearing on the same and now desires to updated said Plan;

WHEREAS, after the requisite notice, the City Council held a public hearing on the adoption of this Plan at its meeting on September 7, 2021;

WHEREAS, the City recognizes the critical need to use our limited water resources in an efficient manner to allow for future sustained growth of the community and preserve water as a precious resource;

## NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

- **Section 1:** Adoption. The Water Conservation Plan dated September 2021 as identified in the attached Exhibit "A" and incorporated herein by this reference is hereby approved and adopted.
- Section 2: Updates. The Water Conservation Plan Prepared dated September 2021 adopted herein shall be updated at least every five (5) years or as may otherwise be prescribed by state law.
- Section 3: Compliance. In order to more fully comply with state law, City staff is hereby delegated administrative authority to update or modify the Plan as necessary to implement the Plan and to conform to state law.
- Section 4: Severability. If a court of competent jurisdiction determines that any part of this Resolution is unconstitutional or invalid, then such portion of this Resolution, or

specific application of this Resolution, shall be severed from the remainder, which remainder shall continue in full force and effect.

Section 5: Effective Date. This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the City Council on this 7th Day of September.

MARK C. ALLEN, Mayor City of Washington Terrace

ATTEST:

AMY RODRIGUEZ. City Recorder

ROLL CALL VOTE

Council Member Seal

Council Member Brown

Council Member Weir

Council Member Barker

Council Member West

## WATER CONSERVATION PLAN

#### for the

#### **CITY OF WASHINGTON TERRACE**



## September 2021

prepared by

WASHINGTON TERRACE CITY

with information from

#### JONES AND ASSOCIATES Consulting Engineers

#### **CITY OF WASHINGTON TERRACE**

## WATER CONSERVATION PLAN

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#### 1.0 - INTRODUCTION

The City of Washington Terrace, its leaders, and citizens are concerned for the future cost and availability of the water supply. A similar concern has been demonstrated by the state legislature in the Water Conservation Plan Act (House Bill 71) passed and revised (Section 73-10-32 Utah Code Annotated). This Water Conservation Plan is written to address the concerns of leaders and citizens of both the City of Washington Terrace and the State of Utah. The goal of Washington Terrace City is to go from the current 76 gallons per capita per day to 70 gallons per capita per day or lower by the year 2025 and reduced further to 65 gallons per capita per day by the year 2030.

#### 2.0 - DESCRIPTION OF WASHINGTON TERRACE AND ITS WATER SYSTEM

The City of Washington Terrace system #UTAH 29022 currently provides culinary water to approximately 9,162 people (City estimate) within the corporate boundaries of the City through 3220 connections. This water is intended for indoor or sanitary uses. The water system provides water to approximately 3083 residential and 94 commercial and 43 institutional connections at this time. Secondary water is supplied to the City's residents by Pineview Water for the service area roughly north of 5200 South and Weber Basin Water Conservation District for the service area roughly south of 5200 South. This water is intended for outdoor and/or landscaping needs.

The City of Washington Terrace was founded and developed in 1948 from a war-time housing project and occupies an area of approximately 1.9 square miles. The water system consists of pipes, water storage tanks, and pressure reducing stations. Data collected for the *Culinary Water Master Plan & Impact Fee Study* completed October 2010 by Jones and Associates, Consulting Engineers showed that the City has sufficient water supply for its current needs and has the ability to meet existing water demand on the highest day of peak use (peak day demand). The map labeled Map 1 shows the boundaries of or water distribution system.

#### 2.1 - Inventory of Water Resources

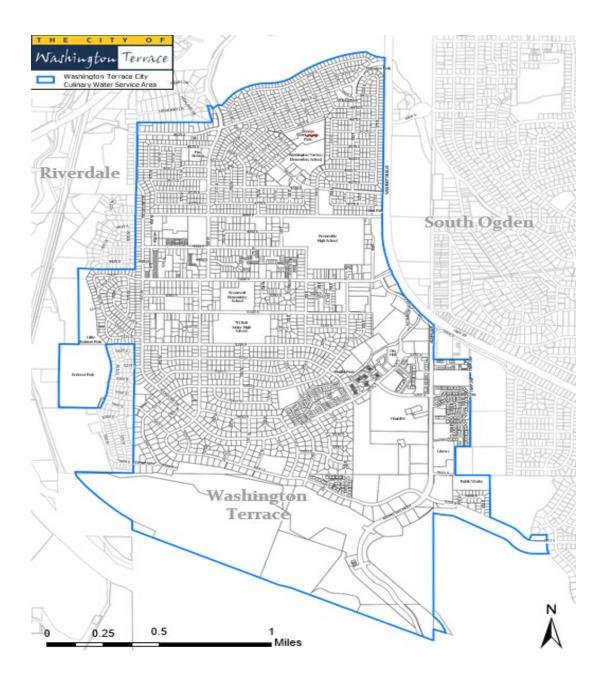
The City of Washington Terrace receives its potable water supply from Weber Basin Water Conservancy District via two separate metering stations. In order to provide the necessary fire flow and pressure to the upper pressure zone, a higher-pressure water connection was needed. South Ogden City provided the needed pressure and fire flow/storage through a wheeling agreement via a third metering station. Currently, Weber Basin provides 1,000 acre-feet per year, a portion of which is wheeled through South Ogden City.

Two wells located in Washington Terrace were used to provide the City's water in the past. They were taken off-line due to excessive costs of running the wells versus purchasing water from

Weber Basin. Water quality and quantity in the wells are excellent and the City has negotiated an agreement with Weber Basin for use of the water in their area-wide distribution system.

Culinary water for future City residents will continue to come from the Weber Basin Water Conservancy District. The amount of water contracted from Weber Basin (1,000 acre-feet annually) is a safe yield and in past years the City has not used all the allotment.

#### Map 1



The following Table 1 shows a summary of the culinary water available to the City.

Table 1

	Water Sour	ce Summary
Name of Source	Nature of Use	Acre-Feet per Year
Weber Basin	Yearly Contracted	1,000.00
TOTAL		1,000.00

#### 2.2 - Water Budgets

Table 2 shows how much contracted water was put into the culinary water system for years 2005 through 2020. The City has been very successful in reducing overall water usage while supporting an expanding population. This has been accomplished mainly through public education, meter upgrades and infrastructure replacement.

An analysis of the water budget and the efficiency of the water distribution system show some areas of concern. Water-in verses water-out percentages vary from one season to another. Efficiencies range from 76% to 93% on a monthly basis. The City's goal of 85-90%, is long-term, and will depend on accurately evaluating the system for leaks. Three main reasons have been identified for the unaccounted system losses: 1) Minor system leaks and losses inevitable in 34+ miles of water mains with attendant laterals, 2) Fire flows, system flushing, and 3) major breaks.

#### 2.3 - Present Water Use and Future Water Needs

With data gathered from the *Culinary Water Master Plan & Impact Fee Study*, the 2010 Census, and current demographic estimates it is calculated that residents living in the City of Washington Terrace in 2020 used approximately 76 gallons of water per capita per day (GPCD), down from 83 GPCD in 2016, and 82 gallons in 2016 is down from 92 gallons in 2005. GPCD was calculated by taking total water use from Weber Basin Water's input and then dividing it by the population, then dividing it by 365 days in a year. This method does not take in to account the system water losses. This process is repeated for each year in the plan. This is mainly indoor use since secondary water is available. Figure 3 shows the gallons per capita per day use of residents in Washington Terrace.

Table 2

	System Inflow (AF)	
Year	Contracted W.B. Water	Metered Inflow Use
2005	1,000	868
2006	1,000	910
2007	1,000	910
2008	1,000	912
2009	1,000	842
2010	1,000	820
2011	1,000	769
2012	1,000	765
2013	1,000	763
2014	1,000	758
2015	1,000	710
2016	1,000	844
2017	1,000	767
2018	1,000	741
2019	1,000	718
2020	1,000	784

The amount includes losses in transmission lines, etc. 67 gallons per capita per day is compared to the statewide average of 238 GPCD and 182 GPCD nationally. The daily water use for Washington Terrace City is well below the state and national averages. Three reasons may account for these discrepancies, even after allowing for unmetered water "uses". They include:

<sup>1)</sup> State and National numbers consider agricultural, industrial, and commercial water use. Although there are significant institutional uses in Washington Terrace City (regional hospital, area high school, area junior high schools, and two elementary schools) there are few retail and commercial and no industrial facilities in the City,

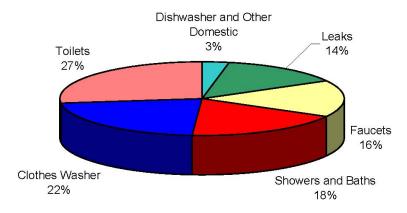
- 2) Most landscaping irrigation water use is not included in the total use quantities, and
- 3) Agricultural water use is not included in the total use quantities.

The State Rules recommend a source supply of approximately 150 GPCD, excluding landscape irrigation water. This number will be used to be more conservative in making estimates in this report.

Figure 1 shows the breakdown of typical water use inside the home for Utah residents.

Figure 1

## **Typical Indoor Water Use**



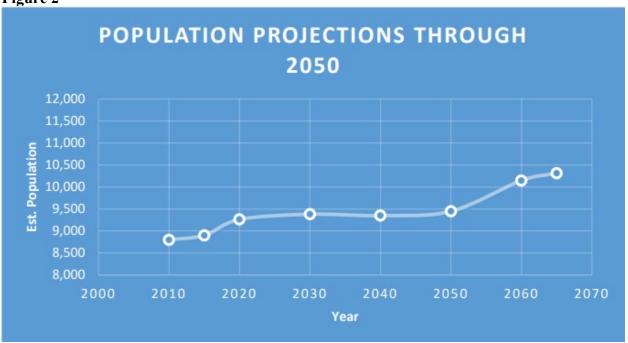
From Mayer, Peter W. et. al., Residential End Uses of Water, [AWWA Research Foundation, 1999], xxvi.)

This breakdown is probably very similar to the actual indoor water use for residents in the City of Washington Terrace. However, it is important to realize a large portion of homes in the City were built prior to 1960. Therefore, adjustments to in-home allocations may be needed due to large volume flush toilets, leaks, and inefficient shower heads and faucets, changing the typical percentages shown above.

The expected population growth for Washington Terrace City through the year 2065 is shown in Figure 2. Many factors can influence this projection and the estimates shown may vary substantially from the actual population experienced.

Population projections are based on Wasatch Front Regional Council data. The future growth estimates are shown in figure 2. Growth estimates show the 2050 population of Washington Terrace City will be approximately 9,447 residents.

Figure 2





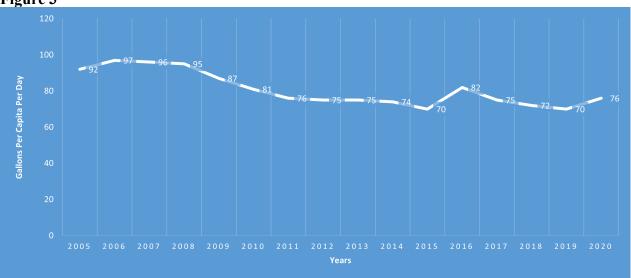


Figure 3 shows a breakdown of the Gallons per Capita per Day for the last 15 years. The over all water use is declining steadily and with further conservation will continue to decrease. If population projections are accurate and the conservative (state directed) water consumption rate of 150 GPCD is used for inside-the-home usage, the City of Washington Terrace will need

approximately 1,571 acre-feet of water by 2050. Assuming the current contracts and agreements with Weber Basin for 1,000 acre-feet remain the same, the City may not have adequate water supply to meet the future needs. For a more detailed look of the City's current water supply and the future need and use projections see figure 4. Without implementing any water conservation measures the City may be required to develop or purchase additional water supply to serve the City's culinary water needs. Table 3 shows a breakdown of water GPCD by type. We do not control the secondary water supply in our area and the outdoor use is metered through the same meter as indoor with no way to differentiate between indoor and outdoor use. The institutional outdoor use that we have is from the City's parks that are all metered.



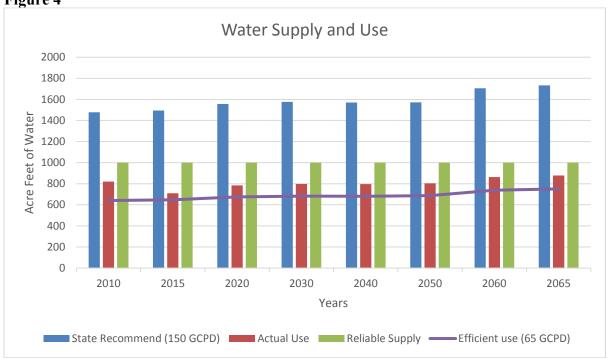


Table 3

	Indoor Use (winter Use)	Potable (outdoor)	Non-Potable (secondary)	Total
Residential	47	0	N/A	47
Comercial	3.5	0	N/A	3.5
Institutional	5.4	6.4	N/A	11.8
Industrial	0	0	N/A	0
Total	55.9	6.4	N/A	62.3

#### 3.0 - WATER PROBLEMS, CONSERVATION MEASURES, AND GOALS

#### 3.1 - Challenges Identified.

The City of Washington Terrace does not have a residents' committee that specifically addresses water conservation issues. However, in order to identify current water problems, conservation measures, and goals; the Public Works Department and the City Engineer have taken this responsibility and have listed items in this section. The following issues are currently being addressed in the water system.

1. From 2001-2002, all the residential manual-read meters were upgraded with new radio-read devices in Washington Terrace City. Those radio-read devices and subsequent upgrades failed, and the original water meters now exceed their expected life (1 MG measured or 10 years usage). Installation of new lead-free Badger Water Meters began in 2013. All the residential meters have been replaced; this was completed in 2017. Approximately 35 of the remaining

commercial water meters were completed in 2019. The meters needed replacement in order to more accurately account for all water used in the system and identify leaks as they occur.

- 2. The Adams Avenue water tank in Washington Terrace is a floating tank. Weber Basin's single supply line was connected directly into the distribution system and only filled the reservoir occasionally. A new metering station was constructed for direct feed into the Adams Avenue water tank. A SCADA system was also installed to monitor tank water levels and level control equipment is in place. A scheduled SCADA upgrade for the tank will give the ability control levels to meet diurnal water demands, but some system modifications must be installed before the tank can effectively feed the lower pressure zones in the City. The tank no longer wastes water because of overflows. The 500 West tank will go on line in 2021 with the same SCADA controls and will add to the City's water storage capacity, bringing it up from 3 million gallons to 4 million gallons.
- 3. The City does not have the means to accurately determine the total amount of water loss in the culinary water system. This includes water loss to firefighting use, hydrant flushing, sewer cleaning, and street sweeping. The City is actively pursuing reducing water losses by repair and replacement of failing infrastructure. The City will be metering water that is used for water system flushing and other city utility use starting in April of 2021. Please see the water conservation goals.
- 4. The current water pricing and updated billing system now have more incentives for residents and businesses to use water more efficiently. Utility rates are generally adjusted annually to cover the cost of operations and maintenance. As the cost of water becomes more expensive and availability more limited, utility rates will need to be adjusted and possibly include reverse-use incentives. The City has a water rate structure that encourages conservation.
- 5. Information has been distributed to residents through the City Newsletter, the City web site, and social media for better understanding of efficient water-use habits and practices. Tips have also been published to encourage self-evaluation of leaks and reduce waste. In addition, the City has initiated a program to evaluate individual water usage and identify water leaks through the radio read system, personal phone calls, and on-site visits—reducing wasteful water use and water loss. Unfortunately, some water users do not take advantage of the information and services provided and chose to not conserve/save water.
- 6. While secondary water is provided through the summer months, some residents supplement irrigation needs with culinary water for a variety of reasons, including low pressures. Some residents also supplement irrigation needs with culinary water before secondary water is available in the spring and after it is shut off in the fall.
- 7. The City does not currently have a low water use landscape ordinance. This will be addressed in the near future with a group effort from the Public Works Department, Community

Development Department, The City Manager, and the Planning Commission.

The above issues represent opportunities to make changes and continue conservation measures.

#### 3.2 - Water Conservation Goals

The following goals to reduce water usage and water losses have been identified:

#### GOAL #1 – Upgrade the current meter read software.

Upgrading the meter read software will give the City better water usage information. We will be able to get the information on a zone-by-zone basis or even a street-by-street basis. The info can be used to notify customers of potential leaks they may have. New systems also give consumers the ability to see their daily water usage from their home, giving them the information, they may need to help them conserve water.

#### GOAL #2 - Convert landscape irrigation from culinary to secondary water.

The City identified three (3) parks that were candidates for conversion from culinary water use to secondary irrigation. Negotiations were completed with Weber Basin Water Conservancy District in 2011 to allow secondary water connections at the three parks. Two of the parks were successfully converted. The conversion certainly added to the reduction the City experienced in culinary water use over the past two years. However, conversion of the remaining park has not taken place. The cost is prohibitive and cannot be justified from the standpoint of treated-to-untreated water-use costs.

#### GOAL #3 - Leak detection program.

Modeling of the City water system was completed in 2013. The dynamic model was successfully calibrated and revealed significant information about the system. No major leaks were identified when the model was run repeatedly.

Goal #3 was not fully met over the past five years; however, we found some chronic system leaks such as valves, mains, and laterals during that period and repaired them. Further analysis and investigation is ongoing. By 2022 the City will finish investigating the feasibility for and implement a system leak detection program. This will include researching technologies/methodologies for detecting system leaks, determining commercial/consultant capabilities, estimating costs, budgeting resources, and contracting for the service where/if

feasible. Identified system leaks would be prioritized and repaired as funding allowed.

Additional steps will be taken to reduce water losses as they are formulated.

#### GOAL #4 – Implement a low water use Model Landscape Ordinance

It is a goal and priority of the City to implement a low water use landscape ordinance. This will be in line with what our water supplier Weber Basin Water typical provides a has done and will help with the overall regional goals as well. This will be accomplished with a team effort from the Community Development department, Public Works department, City Manager and the Planning Commission.

#### GOAL #5 – Periodically update water rates as wholesale rates increase over time.

This goal is being met annually as part of the budget process analysis.

#### GOAL #6 - Public education.

Continue to publish articles in the City <u>Newsletter</u> concerning water saving tips, in-home leak detection/elimination, and conservative usage of secondary water. Work with water suppliers in educating the public. Continue to teach individual homeowners about water use and conservation.

#### **GOAL** #7 – Infrastructure replacement.

The City has updated its Capital Investment Plan in order to address the replacement of leak prone pipes and valves. The Terrace Capital Investment Projects (TCIP) are scheduled to start in 2021 and will continue for the next 5 to 6 years. Other infrastructure will be replaced in the future as funding is available. The Capital Investment Plan is updated on a regular basis and driven by infrastructure condition.

A significant amount of culinary water will, and has been, saved by applying these conservation goals. Gross uses are being monitored on a monthly basis via the water meters supplying the City's culinary water. The data is used for flagging potential education needs.

#### GOAL #8 – Reduce city green space areas.

During the current drought conditions, it has come to the City's attention that there is room for improvement on our own water use. There are several green spaces that the City owns that are covered with turf and require large amounts of water to be keep green. There are also areas around the City's building that could be changed to more water efficient plant and shrubs and

remove more grass area.

The grass areas the City owns use a significant amount of water to keep green. Changing some of the green areas to different plants or different types of landscaping materials like mulch or rocks can be a big water conservation measure.

#### 4.0 - CURRENT CONSERVATION PRACTICES

The City of Washington Terrace currently has a <u>Water Conservation Plan</u> adopted in 2015. The City is continuing to implement water conservation measures. The City is continuously updating its Capital Investment Plan for culinary water line replacement, making older and leak prone pipes the highest priority. In addition, the City is currently taking an active role in educating residents about efficient water use. Educational newsletters about water conservation are sent out with water bills on a regular basis. This updated <u>Water Conservation Plan</u> will continue to give the City a structured method for the conservation of valuable water.

#### 5.0 - CURRENT WATER RATES

Table 3 outlines the current water rates.

Table 3

	Minimum Usa	age Allowance	
Connection	Base Allotment	\$ Base Rate / Month	\$ Overage Rate /1000 Gallons
3/4"	4,000 gallons	\$21.88	\$5.71
1"	7,500 gallons	\$41.02	\$5.71
1-1/2"	15,000 gallons	\$82.04	\$5.71
2"	22,500 gallons	\$123.06	\$5.71
2-1/2"	N/A	N/A	N/A
3"	37,500 gallons	\$205.10	\$5.71
4"	75,000 gallons	\$410.19	\$5.71
6"	1,000,000 gallons	\$3,823.44	\$4.01

Single	4,000 gallons	\$19.36	\$5.10
Duplex	8,000 gallons	\$38.72	\$5.10
Triplex	12,000 gallons	\$58.08	\$5.10

#### 6.0 - ADDITIONAL CONSERVATION MEASURES

The current Washington Terrace water conservation program is directed primarily at managing the distribution system, accurately measuring usage, encouraging conservation through the rate structure, and providing educational materials to assist residents to use water more efficiently. Additional conservation measures may be needed during aberrant periods. Several measures are listed below

#### **Water Conservation Contingency Plan**

The City will consider implementing a "Water Conservation Contingency Plan", which spells out climate and political realities related to water use during drought or other water supply shortages. A sample plan follows:

#### Level 1 - Normal Years

- Initiate voluntary public conservation measures.
- Issue information to all customers on conservation procedures each can accomplish around their homes and properties.
- Eliminate watering on City property from 8 a.m. to 6 p.m. if using culinary water.

#### Level 2 - 75% of Normal

- Reduce watering of City property.
- Educate the public on the water supply shortages.
- Initiate mandatory public conservation measures.
- Enforce outside watering restrictions, including watering times and non-use of culinary water.

#### Level 3 - 50% of Normal

• Strictly enforce all conservation policies with significant fines for non-

- compliance.
- Physically restrict water supplies where possible at non-essential areas such as parks.

Additional non-emergency water conservation measures are listed below.

#### **Water Education Program**

The following information on efficient outdoor and indoor water use is available to water users within the City through county libraries, the Weber Basin Water Conservancy District, and dissemination in the City Newsletter included with the monthly water bill as appropriate.

#### Outdoor Water Use:

- Water landscape only as much as required by the type of landscape and the specific weather patterns of your area, including cutting back on watering times in the spring and fall. We encourage our customers to utilize the weekly lawn watering guide located at www.conservewater.utah.gov.
- Group plants in terms of water need, and zone sprinkler systems accordingly.
- Encourage customers to alter parking strips by allowing more water-wise plantings.
- Do not water on hot, sunny, and/or windy days. You may end up doing more harm than good to your landscape, as well as wasting a significant amount of water.
- Sweep sidewalks and driveways instead of using the hose to clean them off.
- Wash your car from a bucket of soapy (biodegradable) water and rinse while parked on or near the grass or landscape so that all the water running off goes to beneficial use instead of running down the gutter.
- Check for and repair leaks in all pipes, hoses, faucets, couplings, valves, etc. Verify there are no leaks by turning everything off and checking your water meter to see if it is still running. Some underground leaks may not be visible due to draining off into storm drains, ditches, or traveling outside your property.
- Use mulch around trees and shrubs, as well as in your garden to retain as much moisture as possible. Areas with drip systems will use much less water; particularly during hot, dry, and windy conditions.
- Keep your lawn well-trimmed and all other landscaped areas free of weeds to reduce overall water needs of your yard.

#### *Indoor* Water Use:

Over half of the total water use in a household is used in the bathroom, as shown in Figure 1. Concentrate on reducing your bathroom use. The following are water conservation suggestions for indoor areas:

• Do not use your toilet as a wastebasket. Put all tissues, wrappers, diapers,

- cigarette butts, etc. in the trash can.
- Check the toilet for leaks. Is the water level too high? Put a few drops of food coloring in the tank. If the bowl water becomes colored without flushing, there is a leak.
- If you do not have a low volume flush toilet, put a plastic bottle full of sand and water to reduce the amount of water used per flush. However, be careful not to over conserve to the point of having to flush twice to make the toilet work. Also, be sure the containers used do not interfere with the flushing mechanism.
- Take short showers with the water turned up only as much as necessary. Turn the shower off while soaping up or shampooing. Install low flow showerheads and/or other flow restriction devices.
- Do not let the water run while shaving or brushing your teeth. Fill the sink or a glass instead.
- When doing laundry, make sure you always wash a full load and/or adjust the water level appropriately if your machine has adjustable water levels. Many machines use 40 gallons or more for each load, whether it is two socks or a week's worth of clothes.
- Repair any leak within the household. Even a minor slow drip can waste up to 15 to 20 gallons of water a day.
- Know where your main shutoff valve is and make sure that it works. Shutting the water off yourself when a pipe breaks or a leak occurs will not only save water but will also eliminate or minimize damage to your personal property.
- Keep a jar of water in the refrigerator for a cold drink instead of running water from the tap until it gets cold. You are putting several glasses of water down the drain for one cold drink.
- Plug the sink when rinsing vegetables, dishes, or anything else. Use a sink full of water instead of continually running water down the drain.

#### 7.0 - COST ANALYSIS

#### GOAL #1 – Upgrade the current meter read software.

A radio transmitting reading system will give accurate readings every 4 hours. There will also be customer portal available. Customers can log into their account and see their daily use. With this information available to the customers, we can improve water conservation. There will be significant cost saving in the consumer having the ability to see the breakdown of their daily water use, cutting back the need to send public works employees out on meter appointments and less time spent by utility billing on the phone answering customers questions. This project is slotted to be paid for with future grants.

#### GOAL #2 - Convert landscape irrigation from culinary to secondary water.

The City's goal of converting park areas from culinary to secondary water irrigation has been met from an economically feasible standpoint. However, the possibility of converting one additional area to 2<sup>nd</sup> water will continue to be evaluated. At this time, accomplishment of this goal will net a negative savings, in that 1,000 acre-feet of culinary water is paid for each year whether it is used. Secondary water will be charged on an acreage basis. Savings in culinary water use are projected to be approximately 2.1 acre-feet/year if the one remaining park were converted to 2<sup>nd</sup> irrigation water.

#### GOAL #3 - Leak detection and elimination.

- Look for inexpensive method to get program up and running in progress.
- Determine cost effectiveness of a contract or owning equipment. -in progress
- Determine type or brand of equipment in progress.
- Determine feasibility of contract that examines different parts of the system annually on a rotating basis. (Rural Water?)- in progress.
- Look at possible contract for an outside contractor to test the entire system. -in progress. There are no projected cost figures for this goal at this time. Implementation steps include cost determination and prioritization.

#### GOAL #4 – Implement a low water use Landscape Ordinance

Cost projections for completion of this goal are estimated to be the time of staff involved in the development of the ordinances and possible legal analysis.

#### GOAL #5 - Periodically update water rates as wholesale rates increase over time.

This goal will be cost-neutral. Evaluate and update rates as required for system operations and maintenance. The goal will help conserve water.

#### GOAL #6 - Public education.

This goal will require minimal funding, in that much of the information will be distributed on the City web site, in the monthly <u>Newsletter</u>, and one-on-one with residents. Even so, this goal is projected to have the greatest impact on water conservation—especially on landscape irrigation water usage.

#### **GOAL** #7 – Infrastructure replacement.

The Terrace Infrastructure Replacement Project will include a large number of projects. It is anticipated that some projects will be funded by Community Block Development Grants, like

the Valve Replacement Project, and others will be funded through utility fund capital resources or bonding as needed.

#### GOAL #8 – Reduce city green space areas.

The City is working on a plan to reduce the size and type of green spaces throughout the city properties. This will be an ongoing process that will ne addressed as funds become available for the project. This will help to reduce the overall water that is being used and will show the City as an example to the residents.

#### 8.0 - IMPLEMENTING AND UPDATING THE WATER CONSERVATION PLAN

To ensure the goals outlined above are reached, appropriate tasks must be determined, responsibility fixed with the logical person or department, and a timeline set for completion of each task. In order to do this the Public Works Department and/or City Engineer will review and update the <u>Water Conservation Plan</u> every five years. The Public Works Department and City Engineer will ensure that the measures listed in this updated plan are addressed.

#### 8.1 - Notification Procedure

The adopted <u>Water Conservation Plan</u> will be on record at the City of Washington Terrace offices and available to anyone who desires to have a copy for the cost of production. All residents will be notified of the newly adopted plan with their water bill and the plan will be posted on the City's website at: www.washingtonterracecity.com.

#### 8.2 - Implementation

The following are items that will be addressed, and a plan established to accomplish the goals stated in Section 3.2.

#### Goal #1 - Upgrade the current meter read software to the radio reading system.

- Explore meter read update option accomplished.
- Identify update option to be made. accomplished.
- Estimate costs for upgrade accomplished.
- Have automated customer information up and running. 2022.

#### Goal #2- Convert landscape irrigation from culinary to secondary water.

- Identify park areas to be converted accomplished.
- Estimate costs for conversion accomplished.
- Secure secondary water source accomplished.

- Identify sources of funding and budget for piping, pumps, electrical power, filters, pumps, etc. accomplished.
- Schedule installation accomplished, summer 2013.
- Wright Park will be converted when the cost of culinary water is more than the 1000 acre feet we pay for, which projections show may happen in the future.

#### Goal #3 - Leak detection, reduction, and elimination.

- Research technologies/methodologies for detecting system leaks accomplished.
- Identify capable firms for project completion fall 2021.
- Obtain rough cost estimates -fall 2021.
- Identify sources of funding project -2022 budget cycle.
- Develop RFP, advertise, award contract -2022
- Buy testing equipment for staff use-2022 or 2023 budget cycle.
- Identify leaks sites and prioritize repairs. Make repairs as funding allows.

#### GOAL #4 – Implement a low water use Model Landscape Ordinance

- Estimate costs for project Employee time.
- Craft City ordinance- fall 2021
- Bring before the Planning Commission for approval.
- Approval by legal and City Council

#### Goal #5 - Up-date water billing rates as water suppliers increase rates.

- Determine funds needed to cover all costs associated with water distribution system operations and maintenance ongoing budget cycle.
- Budget for capital improvements and acquisitions ongoing budget cycle.

#### Goal #6 - Public education.

- Continue present program ongoing process.
- Stress secondary water conservation periodic Newsletter articles.
- Coordinate effort for water conservation with water suppliers ongoing process.

#### Goal #7 –. Infrastructure replacement.

- Determine funds needed for project accomplished.
- Schedule Terrace Capital Investment Projects (TCIP) for the next 5 years
- Schedule future projects in the Capital Investment Plan ongoing as prioritized.
- Budget for project ongoing process.
- Design, bid, build project as funding allows.

#### Goal #8 – Reduce city green space areas.

- Determine the areas to be reduced or replaced.
- Change the type or irrigation to match the changes.
- Continue to identify future ways to save water on city greenspaces.

#### 8.3 – Updating.

As the implementation of this <u>Water Conservation Plan</u> progresses there will be some measures that will work well and others that may not. The Public Works Department and/or City Engineer will have the assignment of evaluating the success and effectiveness of the measures taken and documenting the results. When the time comes to again update the <u>Water Conservation Plan</u> the results will be assessed and reported. This will be done every five years and an up-dated <u>Water Conservation Plan</u> will then be created.

#### **APPENDIX A**

# WASHINGTON TERRACE CITY PARK/LANDSCAPE INVENTORY Yearly Potable Water Usage\* Washington Terrace City Parks

	Park/Property Name	Туре	Park Size (Acres)	City Water	Gallons/Year (Million)
1	Rohmer Park	Park	19.15		
2	Van Leeuwen Park	Park	5.33	Х	3.31
3	Victory Park	Park	1.53	Х	1.26
4	Recreation Center Park	Park	1.38	X	1.96
5	Lions Park	Park	1.44		Secondary
6	Wright Park	Park	0.71	X	0.81
7	Detention Basin Park (5405 S 300 W)	Park	0.77		Secondary
8	Johnson Entrance (300 West)	Open Space Open	0.30		Secondary
9	East Entrance (Washington Blvd)	Space	1.19	X	1.86
10	5000 South 300 West Detention Basin	Storm Drain	0.44	X	0.43**
11	Old Fire Station	Storm Drain	0.75	Х	1.18
12	500 West Water Storage Tank	Water Tank	1.55		Secondary
13	Adams Ave. Water Storage Tank	Water Tank City	1.26		Secondary
14	City Hall	Building	0.60		Secondary
15	5600 South Adams Ave.	Library Lot	0.73		Secondary
16	4700 South 150 East Garden Area	Garden	0.01		Secondary
	Total		37.14		10.11

<sup>\*</sup> Assumes 36 inches/year application rate estimate.

This is estimated other parks are actual. Meter reading

<sup>\*\*</sup> not available.

Note: 10.11 Million gallons = 31.03 acre-feet

## APPENDIX B WATER CONSERVATION PLAN RESOLUTION



332 Standard Way Ogden, UT 84404 Phone: 801-625-4532

#### PUBLIC NOTICE ADVERTISING AFFIDAVIT

WASHINGTON TERRACE CITY
5249 S SOUTHPOINTE DR
OGDEN, UT 84405

Account Number:

U00340

**Proof Date:** 

08-25-21

Ad Number:

8435

ACCOUNT #	DESCRIPTION		LINES	TIMES	PROOF	TOTAL CHARGES
U00340	NOTICE OF A PUBLIC HEARING	Notice is here	26	1		4 18 M 10 CT
		11011011	20		.00	97.20

#### PROOF OF PUBLICATION

Jamie Rivera who being duly sworn according to law, deposes and says that she is

Legals Billing Clerk of the Standard-Examiner, which is, and was at the times of publication, hereinafter mentioned, a newspaper of general circulation in the counties of Weber, Davis, Box Elder and Morgan, State of Utah, and that the annexed advertisement was published in said paper on:

Standard-Examiner: 08	-25-21		

That said newspaper was regularly issued and circulated on those dates. Same was also published online at utahlegals.com, according to Section 45-1-101 -Utah Code Annotated, beginning on the first date of publication, for at least 30 days thereafter and a minimum of 30 days prior to the date of scheduled.

Sworn to and subscribed before me this 25th day of August 2021

JAYNE DUNN
NOTARY PUBLIC • STATE OF UTAH
COMMISSION NO. 702203
COMM. EXP. 09/10/2022



332 Standard Way Ogden, UT 84404 Phone: 801-625-4532

Proof Date:

08-25-21

Ad Number:

8435

## PUBLIC NOTICE ADVERTISING AFFIDAVIT

#### NOTICE OF A PUBLIC HEARING

Notice is hereby given that the Washington Terrace City Council will hold a public hearing on Tuesday, September 7, 2021 at 6:00 p.m. to hear public comment on adopting an updated Water Conservation Plan. The Plan will be available for review at city offices and the city www.washingtonterracecty.com. Said hearing will be held at City Hall, 5249 South 400 East, Washington Terrace. Individuals requiring special accommodation (including auxiliary communicative aids and services) should notify Amy Rodriguez at 801-393-8681at least three (3) days prior to the hearing.

Posted August 25, 2021 Amy Rodriguez, City Recorder

Legal Notice 8435 Published in The Standard Examiner on August 25,

1 **City of Washington Terrace** 2 3 4 Minutes of a Regular City Council meeting Held on September 7, 2021 5 City Hall, 5249 South 400 East, Washington Terrace City, 6 County of Weber, State of Utah 7 8 9 10 MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT 11 Mayor Mark C. Allen 12 Council Member F. Carey Seal 13 Council Member Blair Brown 14 15 Council Member Larry Weir Council Member Scott Barker 16 Council Member Jeff West 17 Public Works Director Jake Meibos 18 City Treasurer Heidi Gerritsen 19 City Manager Tom Hanson 20 21 22 **Others Present** Mike Lawrence 23 24 25 1. **WORK SESSION** 5:00 P.M. Topics to include; but are not limited to: 26 The Good Landlord Program 27 28 29 cost to landlords by \$37,000 per year, while administration costs have increased. 30 Hanson outlined several of the goals of the program, which included; help lower crime rate, give 31 landlords information, reduce calls to police, and help clean up the neighborhoods. Hanson stated that 32 33

Hanson spoke of the goals of the program and cost of investment. Hanson stated that the city reduces the

domestic violence, teen issues, and medical issues are scrubbed from the data. Illegal activities are included in the violations tally. Gerritsen stated that not all calls are relevant for the eviction clause.

Council discussed measurable goals of the program. Council Member Barker stated that calls for service need to be addressed. Hanson stated that the disproportionate fee covers the calls for service costs as a group. Gerritsen stated that it is difficult finding the incentive for landlords to join the program. Mayor Allen stated that many of our calls are run aways or domestic violence, so the Good Landlord calls do not make up most of our calls for service.

40 Hanson stated that we could still do outreach with the landlords and encourage best practices if the 41

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Council decides not to continue the program. Mayor Allen stated that many of the yards with code 42

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- enforcement violations have absentee landlords. Council Member Brown suggested an agreement with
- 44 the landlords that spells out charges to the landlord for violations, noting that people don't care until they
- 45 have to pay.
- Hanson stated that if there is a violation of the Good Landlord Program, the landlords are notified.
- 47 Hanson stated that in the past, law enforcement would visit, or a letter would be sent to the landlords so
- 48 that they could understand what was happening and they could act on the situation.
- Council Member Barker noted that it may not be worth it to the landlord to evict a renter if the cost
- 50 saving is only \$39.00.
- Gerritsen stated that properties in the Program are by owner, and not by property managers.
- 52 Gerritsen stated that multi-units have more of an incentive to comply with the program rather than single
- units. Council Member Barker stated that he does not see how we could make up \$37,000 a year.
- Gerritsen stated that the crime rates are easier to track, however, she stated that the crime rates are only one component of the goals of the program.
- 56 Council Member Brown suggested to continue with the program and track and monitor specific goals
- 57 (cleanliness, code issues) and see if there are any improvements and make adjustments later on. He
- suggested short term goals and working towards other goals. Council Member Barker stated that the issue
- is how to get the landlords on board and comply with the program goals. He stated that we will need to
- visit with the landlords and get them on board and let them know that they will be penalized if they don't
- 61 comply. He noted that landlords may say to just charge them, which in that case, Council Member Barker
- suggested that we should get rid of the program and charge full freight.
- Hanson stated that we need to find a way to engage landlords, however, the challenge is to see if the rate of investment is in keeping with the program. Council Member Barker stated that the VIPS program may
- be able to contact the landlords and homeowners by handing out flyers and be a part of the city.

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71 72 Hanson stated that staff can work on measurables for the next year and asked for other suggestions.

Council Member Barker stated that he would like to see the program continue, however, he stated that if we cannot get the landlords to participate, we should end the program. He stated that he is for moving

forward if we can get all the landlords to a meeting and on board with the requirements. Council Member Seal stated that he agrees that we should not prolong the meeting. He stated we need to do something, or

we are done, and agrees that the meeting with the landlords is a good idea. Hanson stated that the Council will need to discuss measurables

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87	MAY	YOR, COUNCIL, AND STAFF MEMBERS PRESENT
88	-	or Mark C. Allen
89		ncil Member F. Carey Seal
90		ncil Member Blair Brown
91	Cour	ncil Member Larry Weir
92		ncil Member Scott Barker
93	Cour	ncil Member Jeff West
94	Publ	ic Works Director Jake Meibos
95	Asst.	. Public Works Director Denzil Remington III
96		Manager Tom Hanson
97	Web	er County Sheriff Colby Ryan
98		
99	Othe.	ers Present
100	Jim (	Craynor, Kathleen L. Craynor, Amy Miller, John Jenkins, Nathan Howard, Reece DeMille,
101	Tori	and Chloe Sandburg, Darrell Rector
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103		
104	2.	ROLL CALL 6:00 P.M.
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106	3.	PLEDGE OF ALLEGIANCE
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108	4.	WELCOME
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110	5.	CONSENT ITEMS
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112		5.1 APPROVAL OF AGENDA
113		5.2 APPROVAL OF AUGUST 17, 2021, AND AUGUST 24, 2021, MEETING MINUTES
114		Items 5.1 and 5.2 were approved by general consent.
115		
116	6.	SPECIAL ORDER
117		6.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT OR OPPOSITION
118		TO THE CITY'S UPDATED WATER CONSERVATION PLAN
119		Mayor Allen stated that our Water Conservation Plan needs to be adopted every five years.
120		Meibos stated that the plan consists of the City's current usage, projections, and goals. He stated
121		that the water conservation goals have for the most part stayed the same. He stated that we have
122		upgraded technology and programs and converting some of our own landscape areas into
123		secondary water. Meibos stated that the landscape ordinance has been improved. He noted that
124		capital improvement projects are also part of city goals.
125		Council Member West noted we are below our 1000 acres feet of water, and asked if we need to
126		purchase water to be in compliance with state goals. Remington stated that it is a

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#### CERTIFICATE OF POSTING

recommendation, however, we are not required to purchase more water. Remington stated that the state recommendation is based on indoor and outdoor use, and noted that 99 percent of the city uses secondary water, which makes a big difference. Remington stated that one of our wells is contracted under lease with Weber Basin for 50 years. He stated that we still own the water rights to both wells. Hanson stated that the second well may not be a viable well resource.

#### Mayor Allen opened the public hearing at 6:12 p.m.

Mike Lawrence stated that he was unable to view the water plan noting that he felt that it was buried. He stated that there were no attachments and he went through the City Website to try to find it. He would like that the plan be properly noticed.

Gary Klema stated that he pays for 4000 gallons a month and only uses 1000 gallons a month. He stated that it would be more conservative to pay per gallons used. He asked why we water and mow the detention basins, as he feels it would be less wasteful to gravel them. He stated that if we cant use them as parks, they should be gravel.

#### Mayor Allen closed the public hearing at 6:20 p.m.

Mayor Allen stated that plans for mulch and rock for basins are already in the plan.

#### 7. <u>CITIZEN COMMENTS</u>

Resident Mike Lawrence stated that he owns a duplex structure, which was identified as R-2 at the time of purchase. He stated that the VA approval he received was based on the area being zoned as R-2. He stated that the infill property ordinance allows for high density properties. He noted that in 2006, the R-2 zone was eliminated. Lawrence stated that the county is still showing R-2 zoning with grandfather useage. He stated that the zoning does not meet the normal requirements of a R-2 zone and are seen by housing lenders as problematic. He stated that he urges Council to direct the Planning Commission to re-evaluate the 2006 zoning changes and reinstated the R-2 zones.

Resident John Jenkins addressed Council, stating that he wanted to bring an issue of unethical behavior from Council Member Blair Brown, to the Council and residents. He stated that he is not discussing the issue as hearsay. He stated that Council Member Brown has been campaigning door -to- door aggressively in an effort to help the campaigns of two new candidates in the upcoming elections. He stated that they live in the northern part of the city and Jenkins feels that there are issues with properties that Council Member Brown owns in that part of the city. He stated that this is a possible conflict of interest. He stated that it has come to his attention that Council Member Brown very aggressively tried to force one Brown's tenants to register to vote and to vote for the two candidates for which he is campaigning. He stated that this came in the form of threats of rent increases and suggestions that they should move out if they don't vote the way he wants them to vote. He stated that it concerns him. He stated that the pressure should not have been put on his tenants and was inappropriate.

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Resident Marion Jensen congratulated the Mayor, Council, and City Manager on the improvements that they have made to the city concerning roads and parks. She stated that she is concerned about the gossip that she has heard about the city being divided between "south" and "north". She stated that there is not just one section to be recognized or given special privileges, as we are one community. She stated that she hopes that the candidates elected come with a desire to serve the community as a whole. She stated that she hopes all the opinions are for the best of the entire community. She hopes that there is unity.

Resident Nathan Howard stated that he is one of the candidates that Council Member Brown has introduced and wanted to level the playing field. He stated that Council Member Brown is a good guy, as well as the other Council Members. He stated that he feels that there is undivided attention to certain parts of the city. He stated Rohmer Park is paid more attention to than Victory Park. He stated that he does not see Council driving through the lower part of the Terrace. Howard stated that he was approached by Council Member Brown to run for City Council because he was upset about the response from the City during the windstorm and other events. He stated that he has not problem talking about the city as a whole, however, he feels that the residents of the lower part of the Terrace are ignored. He stated that perception is reality. He stated that the demographics of his part of the city is different from other parts of the city. He stated that Brown stated that he will work to get him elected and once he is elected, he owes him nothing. He stated that he doesn't like hearing that Brown wants him to win to help with his own agenda.

Resident Darryl Rector stated that he knows Council Member Brown for a long time. He stated that he feels it is a travesty to judge someone for what is on facebook. He stated he wants to see verification.

Resident Gary Klema stated that he does feel there is separation between north and south and he says he has seen the rec center torn down, as well as baseball fields, the youth center, and the parade right. He stated that it is all going to the upper part of the city. He stated that he has seen a lot of changes over 60 years. He stated that he is upset that there is no concern for the hillside at Rohmer Park. He stated that it is impossible to find anything on the website. He stated that he would like to consider talks on Riverdale taking over the City.

Reese DeMill stated that garbage pick up is bumped back a day due to the holiday. He stated that he has 23 contracts that he oversees for Republic Services. He stated that our Council has been nothing but positive. He stated that he will hear from the City when there are issues, but also when there are good things going on.

Resident Kathleen Craynor asked how she can clear up an issue from 23 years ago. She stated that she has a small shed on her property that they pay taxes on and run as a B&B. She stated that she is not granted a business license because it was not inspected 23 years ago. She stated that the she does not have the records from the plumbing company. She stated that when the inspector came she was told she did not need a building permit because of the size of the building. She stated that there are no records. She stated that the Planning Commission stated that they were unsure whether the shed needs to be

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connected to her house. She said she wants to be legal. Mayor Allen stated that the item will be discussed on 9.5.

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## 8. <u>COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN</u> COMMENTS

Council Member Brown stated that he did step across the line and tried to get people to register to vote. He stated that it is tough when you are tried and convicted on facebook. He stated that there was no mention of any price increase. He stated that there were other issues with the renter, and it is true that he made the comment "maybe you should move" and he said he apologized to the renter. He stated that he has a right to campaign for whomever he likes and cares about. He stated that he does feel there is a division from one part of the city to the other. He stated that he would like his son kept out of any issues. He stated that he accepts responsibility for his actions. He stated that he has spoken with the county and stated that he pushed too hard. He stated that there was miscommunication. He stated that he is paying for his mistake and hopes his family doesn't pay for it. He stated that he is concerned that there are issues in the north that is not being equally represented. He stated he wants equal representation in the north.

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Council Member Weir stated that he moved into Washington Terrace in 1978, not "north" or "south" Washington Terrace. He stated that his family members live in the area, as well as many friends and takes it personally when he hears that that area is not being taken care of by the Council. He stated that there is no "south" or "north" Washington Terrace. There is only Washington Terrace.

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- Mayor Allen stated that the baseball park spoken of earlier was a great park, however, the school district bought it and built the elementary school on the land. He stated that the city received land from Riverdale City and built Rohmer Park. He stated that Victory Park is one of the best small parks in the City.
- Mayor Allen stated that Marion Jensen served until 1999 and thanked her for her service.
- Mayor Allen stated that the north end of the City has new infrastructure and does not have as many water 237 breaks as the other end of the City. Mayor Allen stated that the infrastructure from the middle part of the 238 town will be replaced with the new TCIP money. He stated that it hurts him to hear that they are not 239 taking care of certain parts of the City. He stated that Council wants to spread out what they do to take 240 care of everybody. Council Member Barker stated that there are four qualified people running for City 241 Council. He stated that where they live does not matter to him. He encouraged people to learn about the 242 people running and vote on their qualifications as people. He stated that we need to have a good election 243 and don't forget that there are four qualified people running. He stated that we need quality people. 244 Council Member Barker cautioned the Council not to politic while wearing Washington Terrace shirts 245 246 because they are representing the City. He stated that the City is neutral on the election.

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Mayor Allen stated that Council may need to speak to the county on the zoning issues if there is a problem. Hanson stated that he will speak with the General Planner on the issue.

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Hanson stated that the perception is that we are a city separated. He stated that we surveyed the City and learned that we have 61 percent LMI residents in the City. He stated that we leveraged that so that we

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could get CDBG grant funding for the City. He stated that Victory Park improvements were done using that money. He stated that the water tank project supports the entire community, and the water goes to the north end of the city. He stated that the City looks for entire community projects to support the community on a whole. He stated that the perception may be that we don't help a certain part of the city, however, the reality is is that we do.

He stated that this is very calculated to help take the burden off of tax payers and residents. He stated that we specifically and intentionally support LMI income tax base. He stated that we have at least one more round of grants ahead of us for next year.

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Mayor Allen stated that the Public Works team runs the city professionally and not politically. He stated that their team takes care of the entire City and he thanked them for their efforts. Mayor Allen stated that wherever there is need, the Council will go there to help.

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Council Member Seal stated that he receives calls from residents and he will get a hold of who is responsible for the issue in the City and get it fixed. He stated that if you see an issue, no matter where you live, call a Council Member so that a work order could be put in.

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#### 9. **NEW BUSINESS**

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#### 9.1 DISCUSSION: THE GOOD LANDLORD PROGRAM

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Mayor Allen stated that this issue was spoken about in the work session. Hanson stated that there will be further discussion on performance measures to determine value to the City with this Program.

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## 9.2 PRESENTATION/RESOLUTION 21-23: ADOPTION OF THE UPDATED WATER CONSERVATION PLAN

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Mayor Allen stated that the City has updated its Water Conservation Plan.

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Motion by Council Member Barker Seconded by Council Member Weir To approve Resolution 21-23 to Adopt the updated Water Conservation Plan Approved unanimously (5-0) Roll Call Vote

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## 9.3 MOTION: AWARD CONSTRUCTION CONTRACT FOR THE 2021 CDBG WATER LINE REPLACEMENT PROJECT

Meibos stated that we are going to replace 53 water line valves and install 2 PRV pits throughout the City. He stated that sealed bids ranged from \$436,000 to \$724,000. He stated that the low bid was from Ormand Construction. Meibos stated that the water valves are to control the water during maintenance, breaks, and other issues. He stated that the PRV will support the pressure and help fire flow. The engineer bid was \$379,000 with ten percent contingency. Meibos stated that we are \$88,000 over budget for this project at this time. He stated that there are left over funds from previous water projects

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that can be rolled over. He stated this should cover the remaining part of the project.

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Motion by Council Member West
Seconded by Council Member Seal
To award the construction contract for
the 2021 CDBG water line replacement project
to Ormand Construction.
Approved unanimously (5-0)

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## 9.4 PRESENTATION: PRESENTATION ON THE 300 WEST ROAD RECONSTRUCTION PROJECT PROCESS

Meibos stated that the City applied for a road reconstruction project in 2013. The amount of the award was 2.7 million dollars. Meibos stated that it is a total reconstruction of the road on 300 West from 5000 South to the Riverdale border. He stated that there are some water line replacements, sewer line replacements, and a few other maintenance issues. Meibos stated that one of the first steps we need to do is the environmental review. He stated that we need to approve an engineer. Meibos stated that we can go to bid or to go for a direct select process. Meibos stated that staff recommends that we select Jones and Associates Engineers to do the design, as they are our engineers and know the history of our infrastructure. He stated that they must submit an estimate under \$200,000 to the state for approval. He stated that they helped prepare the documents for the grants. Meibos stated that he wanted to let Council know of our plans and take any comments. Council Member Barker stated that the grant will be 2.7 million dollars and we would pay \$200,000. Meibos stated that we will not be budgeted fully until 2023, and the project must be completed by 2025.

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## 9.5 PRESENTATION: A DISCUSSION ON PROPOSED ORDINANCE 21-08 "ACCESSORY DWELLING UNITS"

Hanson stated that this ordinance is in response to HB82 concerning affordable housing. Hanson stated that the state required every city to allow opportunities for more affordable housing. Hanson stated that we are limited by our footprints. He stated that the proposed ordinance allows a homeowner who lives in their home to follow regulations and zoning regulations to have an auxiliary rental unit in their home. Hanson stated that they would need to follow parameters and we could allow internal accessory dwelling units within the current footprint of the house. Hanson stated they would need to go through all the permitting processes. Hanson stated that we have taken into consideration the solid surface parking solutions are in place. Hanson stated that we have lot sizes from 6000- 10000. Hanson stated that due to our limited lot sizes, it would be hard to allow detached accessory dwelling units on properties. He stated that it is staff recommendation to allow for internal dwelling units with the only limitations to be the limitations allowed by state law. Hanson stated that at this time we do not allow auxiliary units that are detached from the original footprint. Hanson stated that he is unsure if a business license will be required. Mayor Allen stated that this ordinance is required by the state to be put into our code by October 1<sup>st</sup>. Council Member Barker stated that we could make changes to the ordinance if we wanted. Hanson stated that we can make changes, but we cannot be more restrictive than the state code. Hanson clarified that the owner must live inside the home.

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#### 9.6 MOTION/RESOLUTION 21-24: UPDATE TO THE CITY POLICY AND PROCEDURES MANUAL

Hanson stated that we needed to define what a volunteer is. Hanson stated that we are evaluating what we need to do for volunteers whether they are in the VIPS program or not. Hanson stated that we need to clearly define what a volunteer is and what we provide for volunteers in the way of liability. Hanson stated that we have a liability on workman's comp if we are directing the volunteers. Council Member Barker stated that VIPS is covered by the county with liability and workman's comp. Hanson stated that the addition to the policy and procedures manual helps define volunteer roles, training, and liability. Hanson stated that employees who drive City vehicles are subject to a monthly motor vehicle check. This check is evaluated through our insurance company.

> **Motion by Council Member West Seconded by Council Member Weir** To approve Resolution 21-24 to **Update the city Policy and Procedures Manual Covering volunteers Approved unanimously (5-0)** Roll Call Vote

#### 9.7 DISCUSSION/MOTION: APPROVAL OF THE COVID-19 LOCAL ASSISTANCE GRANT PROGRAM MATCHING CONTRIBUTION

Hanson stated that the state is offering 50 million dollars in Covid grant funds with matching funds. Hanson stated that the grant is based on a revolving loan fund. He stated that we need to match the requirements for the fund. Hanson stated that he is asking for approval to apply for the grants to receive the funding. He stated that one is the Water valve replacement project that was spoken about earlier. He stated that the grant would capture the funding that the city will be required to pay for the CDBG grant. Hanson stated that we will be applying for \$150,000.

Hanson stated that he has checked with the state and we are not in non-compliance with re-planting issues.

Hanson stated another grant he is applying for will replace water piping and help supply the area with a greater water capacity.

Another is the city wide AMI water reading system. Hanson stated that we will work in cooperation with Weber Basin Water. Hanson stated that we will use their system to read our water meters and will save the City thousands of dollars yearly. He stated that the grant request will be for \$421,000. Hanson stated that we only recently learned of the opportunity to lace into Weber Basin Water, and therefore this project is not on the TCIP list. Hanson stated that the match has not been officially approved for budget and will be brought back later on to Council.

Hanson is asking for permission to apply for these grants. The grants are due September 15, 2021.

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	Motion by Council Member Barker
	Seconded by Council Member West
	To approve applying for the Covid-19
	Local Assistance Program Approved unanimously (5-0)
	Approved unanimously (5-0)
10.	COUNCIL COMMUNICATION WITH STAFF
	ncil Member Barker thanked Amy Miller and the United Methodist Church for the awesome work
	they do for the community.
	ncil Member Barker stated that he spoke to a class officer of the student body at the High School who
	that the City be more involved in the activities of the High School.
	ncil Member Barker asked to address Mrs. Craynor's issue and would like the City to take a look at i
	give her an answer.
_	ncil Member Barker asked what was happening with the Fiber Companies. Hanson stated that he
	d like to work on a survey to see if there is interest in the City.
Mayo	or Allen reminded Council that there will be a united day of service in the City to commemorate
9/11.	
11.	ADMINISTRATION REPORTS
Hanse	son stated that we have a position open on the Custodian Maintenance Position for the last 6 months.
	son stated that we have just had another Public Works position open up. Hanson stated that last time
the po	osition was open it took months to fill. He stated that the Public Works staff is down several bodies.
<b>12.</b>	<u>UPCOMING EVENTS</u>
	September 21st: City Council Meeting 6:00 p.m.
	September 29th-October 1st: ULCT Convention: Salt Palace, SLC
	September 30th: Planning Commission (tentative) 6:00 p.m.
	October 5th: City Council Meeting 6:00 p.m.
13.	ADJOURN THE MEETING: MAYOR ALLEN
	Motion by Council Member Barker
	Seconded by Council Member Weir
	To adjourn the meeting
	Approved unanimously
	Time 8:23 p.m.