

2019 Interlaken Social Media/Community Engagement Plan

Updated: 6/20/2019

Goal:

Utilize social media channels to drive community engagement, disseminate news, increase a sense of belonging, engage with local municipalities and community groups, and appeal to future Interlaken home buyers.

Action	Details	Goals
Community Engagement Committee	Form a committee of 3-5 people to oversee community engagement and social media.. Committee will be chaired by a member of Town Council, who will report progress to the Town Council as needed and at scheduled public hearings.	<ul style="list-style-type: none"> -To create a sense of ownership among townspeople in driving community engagement. -To work together to communicate town news and volunteer needs. -To help foster engagement with surrounding community groups via social media. -To create appealing posts that paint Interlaken in its best light for future buyers.
Facebook	Maintain an active Facebook presence with regular posts.	<ul style="list-style-type: none"> -To have 75% of households like the Facebook page. -Create 3-5 posts per week. -Share town news, contest information, safety tips, Town Council meeting minutes. -Primary audience is Interlaken residents.
Instagram	Maintain an active Instagram presence with regular posts.	<ul style="list-style-type: none"> -To have 50% of households follow on Instagram. -Create 2-3 picture posts per week. -Feed Instagram posts to Facebook and Twitter. -Primary audiences are Interlaken residents and those living or visiting the Wasatch Back.
Twitter	Maintain an active Twitter presence with regular tweets and retweets.	<ul style="list-style-type: none"> -To have 100 followers by the end of 2019 that include Interlaken residents, neighboring municipalities, and local community groups. -5-10 Tweets/retweets per week. -Primary audience is people and groups outside of Interlaken.
Town Crest/Logo	Create a town crest/logo through a town contest. Open up submissions to the town, announcing the contest	<ul style="list-style-type: none"> -Create an image/icon/logo that gives Interlaken a brand and increases a sense of belonging and town pride. -Drive attendance at Town Council meetings.

	<p>through email and social media channels. The community engagement committee and Town Council will narrow down the submissions to 3-5 finalists with final voting opened up to the town. Winner will be announced at a Town Council meeting.</p>	<ul style="list-style-type: none"> -Use the logo on official documents and signage. -Future monetization through selling of Interlaken branded items (stickers, t-shirts, etc.)
Town Person of the Month	<p>Highlight a town person of the month which will be nominated by fellow town members and chosen by the Community Engagement Committee. The town person of the month will be featured in social media channels and will include a picture and a write-up highlighting the individual. The nominee will be announced and commended at the monthly Town Council meeting</p>	<ul style="list-style-type: none"> -Build a sense of community by introducing Interlaken town members. -Highlight the accomplishments of individuals. -Celebrate and encourage positive civic engagement. -Drive attendance at Town Council meetings. -Increase Interlaken engagement on social media channels.
Monthly Creative Contest	<p>Create a monthly town creative contest where residents submit creative work corresponding with the monthly theme that highlights Interlaken (photography, painting, drawing, poem, narrative essay, etc.) Community Engagement Committee will select the winner and the winning selection will be posted on social media channels.</p>	<ul style="list-style-type: none"> -Foster community engagement and a sense of belonging. -Promote Interlaken town pride. -Drive social media engagement.

Interlaken Town Permit Report Thru 2019-06-17

To: Interlaken Planning Commission

From: Epic Engineering (Joe Santos)

General Comments:

1. Meeting(s)

1.1. Town Commission Meeting

2. Key Task(s)

2.1. Approval of Permit Requests

2.2. Update members of outstanding permits

3. Key Schedule(s)

3.1. N/A

4. Item(s)

4.1. N/A

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
Modified/Changed Dates in Red		Required/Requested Information in Orange		Completed/Old Tasks in Grey		
16IKB002	Lot 115- Howard Residence					
	Building Permit		Approved and issued 6/29/2016	Epic		6/29/2016
	Stop Order		Issued stop order due to missing dumpster and porta-potty.	Epic		
	Stop Order Lifted		Issues resolved and work to resume.	Epic		
	Inspections	8/8/2016 10/11/2016	Initial Inspections Underslab Plumbing			8/8/2016 10/11/2016
	Update	9/15/17 11/6/17 11/21/17 01/28/18 4/13/2018 4/30/2018	Framed, Windows installed. No electricity in house, waiting for Heber Power. Waiting on permission from neighbors to dig trench for powerline. Called for Update, no answer. Porta-potty concerns, will use Connor's porta-potty. Wrapping up exterior skin, then project will be on hold until spring when utilities can be dug and interior can be worked on Emergency inspection due to unclean site conditions. Site currently being cleaned up, workers were cleaning 4/29 and will clean 5/1. Epic to perform inspection 5/2.	Epic Epic		
	Update	6/11/2018 12/10/2018	Working on utilities and connections, coming up June 25 to continue project. Project should be fully staffed July 4th on until the end of summer. Siding nearly completed, just one spot	Builder		



Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
		05/20/2019 06/03/2019 6/15/2019	above the door. Project on hold until January to finish up siding. Portapotty will be removed this week and toilet for project will be located inside. Fire Sprinklers installed and approved by Fire Marshall 4-way inspection. Few minor corrections to pass. No inspections since 4-way, still working. Town Council Issued Stop Work Order for ROW Issues. Epic (Joe and Josh) met with Kevin and his foreman to discuss the fixes needed for the roadway. A clear plan was outlined and work to repair the roadway began today. The ROW has been stabilized prior to final compaction. The contractor will be coming out to do compactions and finish the repairs.	TC/Owner Owner/Epic Inspection Owner		
16IKB004	Lot 218- Frank Residence					
	Building Permit		Approved and issued	Epic		3/23/2016
	Inspections		Footing Underground Temp power			12/6/2016
	Update	9/15/17	Having problems with steel fabricators, contractor hopes to have steel in by end of month.	Builder	11/15/2017	

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
	Site Issues	9/18/17	Erosion and No Dumpster Issues Reported to Epic.	Epic/PC	9/18/2017	9/18/2017
	Site Issues	9/17/17	Contractor will get a dumpster to the property, Contractor reports there is no erosion, that it is due to roadbase.	Epic/PC	9/21/2017	9/27/2017
	Update	11/2/2017 1/29/2018 3/5/2018 3/27/2018 4/15/2018 05/08/2019 06/05/2019	Framing is completed, Windows and Doors ordered, experiencing delays with Questar Gas Install see 17IKB005. Prepping for a 4-way inspection by the end of the week. Had 4-way and insulation, waiting on home owners to select siding. Waiting on home owners to select siding. Contractor has removed sediment from the roadway. Instructed by Town Clerk to revegetation according to approved Grading plan. Passed final inspection. Home owner has an outstanding bill of \$214.50 for additional work provided by Epic for the revegetation complaint and issues. Revegetation efforts have taken hold and the disturbance concern has been resolved. To be removed from next progress report.	Builder Builder Epic	3/1/2018	
18IKB001	Sheldon Residence					
	Building Permit	4/20/2018	Building Permit Issued	Epic		

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
	Update	5/10/2018	Soil Excavation Issue-placed soil as fill on neighboring lot. Not approved or permitted.	Epic		
		05/08/2019	Construction completed and Temporary CO issued. Temporary due to Excavation Issues with adjacent lots.			
		5/15/2019	Sent Mr. Sheldon the Town forms for Excavation Permits. Awaiting a submittal. Still no submittal from the Sheldon's.	Owner		
		06/03/2019	Town Council Issued ROW Subsidence Issue request. No response from owner. Followed up via email to find out if there is a plan for Lot 12.	Owner		
		06/15/2019	The Sheldon's submitted a partial excavation permit application, they are working on a site plan for that submittal.	Owner		
18IKB002	Daines Residence					
	Building Permit Application	4/27/2018	Planning Commission comments and Epic Site review comments sent back to Daines. Structural review redlines to be sent 5/1	Epic/PC		

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
	Site Issue	8/31/2018 8/31/2018 9/10/2018 10/1/2018	SWPPP concerns, there are large amounts of soil that could run into road and create a mess. Emailed and called to notify of issue Emailed and called again to warn, contractor instructed to fix silt fence or explore other BMPs to prevent any issues. Reminded of SWPPP implications at inspection.	Epic Owner		
	Update	9/10/2018 05/08/2019 05/15/2019 06/17/2019	Foundation walls have passed inspection, construction progressing. Still working towards framing inspection this month. Town Council Issued ROW Subsidence Issue, Matt Daines and Greg Harrigan confirm the issue is outstanding, however, Matt is willing to fix with roadbase if that is acceptable to TC. Matt has hired a General Contractor to take over construction to hopefully have project completed by September.	Epic Epic TC Owner		
18IKB003	Gladwin Garage					
	Building Permit	7/31/2018 9/11/2018	Building Permit Application Conditional Building Permit Issued	Epic Epic	8/29/2018 9/11/2018	9/11/2018

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
	Update	9/10/2018	Structural issues on building permit application have delayed issuance of permit. Epic recommends issuance of conditional excavation building permit, so that construction can begin while structural issues are resolved.	Planning Commission	9/10/2018	9/27/2018
		05/20/2019	Construction is progressing slowly but forward.	Epic		
		06/17/2019	Garage is ready for final, should be scheduled any day now.	Epic		
18IKB004	McNaughton Remodel					
	Remodel Permit	10/13/2018	Building Permit Application	Epic	11/05/2018	
		11/5/2018	PC recommended to TC for approval	TC	11/05/2018	
	Update	05/20/2019	Working towards final still.	Epic		
		06/03/2019	Passed final on 5/23/2019. To be removed next Progress Report	Epic/Owner		
19IKB002	Wilcox Residence					
	Permit Application	3/27/2019 4/2019 5/8/2019	Building Permit Application submittal Resolved Epic and TC concerns PC recommending TC approval	Epic/TC Owner PC		
	Permit	05/15/2019	Building Permit Issued	Owner		
	Update	06/03/2019	Project will be staked this week and excavation scheduled to begin next week. 06/10/2019	Builder		

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
19IKB003	Ball Residence					
	Permit Application	04/22/2019 04/2019 05/2019 05/15/2019 06/17/2019	Building Permit Application submittal Resolving TC concerns Resolving Epic Structural Concerns Approved by TC, still working on Epic structural concerns. Working through structural concerns, applicant has requested a conditional building permit to begin excavation.	Epic/TC Owner Owner PC Town/Epic Owner		
19IKBXXX	Penman Residence Remodel					
	Permit Inquiry	06/03/2019	Informed owner of requirements for a remodel permit.	Owner		
19IKBXXX	Lot 12 Excavation Permit					
	Permit Application	06/05/2019	Owner has filled out application for Excavation Permit and is working on Site Map for project	Owner		
19IKBXXX	McNaughton Garage Addition					
	Permit Application	06/15/2019	Owner has applied for a building permit to build a garage. Epic is waiting on application and plan review fees to be paid to begin review.	Owner		

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Epic Billing Summary 2019-06-05

Invoice Date	Invoice#	Project ID	Lot#	Lot Owner	Total Invoice Amount	Interlaken Payment Amount	Applicant Payment Amount	Payment Process	Invoice Contents
1/31/19	20106522	18IKB002	112	Daines	\$ 2,042.41	\$ 2,042.41		Interlaken pays Epic	Inspections to date.
1/31/19	20106524	18IKB003	043	Gladwin	\$ 975.00	\$ 975.00		Interlaken pays Epic	Inspections to date. Epic was paid directly for plan review.
1/31/19	20106523	18IKB001	011	Sheldon	\$ 4,324.05	\$ 4,324.05		Interlaken pays Epic	Plan review: \$1005.18, inspections: \$3110.16, extra review time: \$208.70
1/31/19	20106526	18IKB004	029	McNaughton	\$ 1,425.00	\$ 1,425.00		Interlaken pays Epic	Plan review and inspections to date.
1/31/19	20106527	16IKB004	218	Frank	\$ 214.50		\$ 214.50	Interlaken collects, then pays Epic	This balance is for extra review time from the revegetation issue. There will be additional fees due to extra inspection time for failing the final inspection multiple times.
1/31/19	20106528	16IKB001	202	Wilson	\$ 330.50		\$ 330.50	Interlaken collects, then pays Epic	Originally invoiced 8/26/16, this bill is for additional work outside of the plan review and inspections for inspections and resolution of a phone line hit during excavation.
1/31/19	20106532	16IKB003	102	Connor	\$ 654.28		\$ 654.28	Interlaken collects, then pays Epic	Originally invoiced 10/14/16, this bill is for additional work outside of the plan review and inspections for building height and additional plan reviews as well as the early issue of an excavation permit.
1/31/19	20106534	18IKB005	060	Talbot	\$ 400.00	\$ 400.00	\$ -	Interlaken pays Epic	Previous Invoice was incorrectly set up. Fees for the disturbance permit were \$150 for the application, and \$250 for the final inspection. This is correct.
				TOTAL	\$ 10,365.74	\$ 9,166.46	\$ 1,199.28		



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of
Environmental Quality

Alan Matheson
Executive Director

DIVISION OF DRINKING WATER
Marie E. Owens, P.E.
Director

June 3, 2019

CERTIFIED MAIL
7018 0680 0001 4250 4174

TRENTON DAVIS
INTERLAKEN MUTUAL WATER CO
2827 LANCE CIR
HEBER, UT 84032

Subject: NOTICE OF VIOLATION-TREATMENT TECHNIQUE VIOLATION, WATER SYSTEM UTAH26055

Dear Mr. DAVIS:

Our records indicate that your system is in violation of the State of Utah Public Drinking Water Rules as follows:

Failure to address the following significant deficiencies resulting in a Treatment Technique violation:

S033 NO BACKUP POWER FOR COM SYSTEM WITHOUT FREE FLOWING SOURCE

Utah Public Drinking Water Rules require all significant deficiencies to be corrected within 120 days of the date of discovery (usually the date of a sanitary survey) or the system must enter into a corrective action plan with the Division of Drinking Water to address the significant deficiencies as specified in R309-215-16(3)(a)(v). Once the deficiency has been corrected you must notify the Division of that correction within 30 days of completing the correction. **The system's failure to do so has resulted in a treatment technique violation in accordance with R309-215-16(4)(a).**

As a result of this Tier 2 violation, the system must provide the public notice as soon as practical, but no later than 30 days after the system learns of the violation. If the public notice is posted, the notice must remain in place for as long as the violation or situation persists, but in no case for less than seven days, even if the violation or situation is resolved (see R309-220-6(1)(a) and R309-220-6(1)(b)). This public notice requirement cannot be waived once a violation occurs. Proof of public notification must be provided to the Division of Drinking Water.

If any of the above deficiencies have been corrected please complete the enclosed IPS Deficiency Correction Notice and submit the information to the Division of Drinking Water immediately. Please contact Jennifer Yee at 801-536-4216, ddwips@utah.gov if you have questions or need assistance.

Sincerely,

A handwritten signature in blue ink that reads "Rachael Casady".

Rachael Casady
Rules Program Manager

Enclosure
CC: Wasatch County Health Department

Instructions for Tier 2 Public Notice

Template on Reverse

Any public water system who receives a treatment technique Ground Water Rule (GWR) technique violation must provide public notice to persons served as soon as practical but within 30 days after you learn of the violation (R309-220-6(2)). You must issue a repeat notice every three months for as long as the violation persists. Each notice must include the reasons why the public water system has not yet addressed the significant deficiency and the water system management plan for returning to compliance.

Community systems must use one of the following methods (R309-220-6(3)):

- X Hand or direct delivery
- X Mail, as a separate notice or included with the bill

Transient Non-community and Non-Transient Non-Community systems must use one of the following methods (R309-220-6(3)):

- X Posting in conspicuous locations
- X Hand delivery
- X Mail

In addition, all systems must use *another* method reasonably calculated to reach others if they would not be reached by the first method (R309-220-6(3)). Such methods could include newspapers, e-mail, or delivery to community organizations. If you mail, post, or hand deliver, print your notice on letterhead, if available.

The notice on the reverse is appropriate for hand delivery or mail. However, you may wish to modify it before using it for posting. If you do, you must still include all the required elements and you may not modify the mandatory health effects language (R309-220-8(4)).

Compliance Plan

In your notice, describe corrective actions you are taking. Do not use overly technical terminology when describing deficiencies.

Repeat Notices

If the public water system does not address the significant deficiency this notice must be updated and provided every three months to consumers. List the original date of the violation, as well as the water system's plan to come into to compliance.

After Issuing the Notice

Make sure to send the Division of Drinking Water (PO Box 144830, SLC, UT 84114-4830, or email a copy to Colt Smith at ddwreports@utah.gov) a copy of each type of notice and a certification that you have met all public notification requirements within **ten days after issuing the notice** (R309-105-16(3)).

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER
[System] has a Ground Water Rule Treatment Technique Violation with the State of Utah
Division of Drinking Water

Our water system violated drinking water standards. Even though this/these were not emergencies, as our customers, you have a right to know what happened and what we did/are planning to do to correct these situations.

We are required to correct significant deficiencies within 120 days of being notified of this deficiency. Significant deficiencies can be defects in design, operation, or maintenance, or a failure or defects in design, operation, or maintenance, or a failure or malfunction of the sources, treatment, storage, or distribution system that the Director determines to be causing, or have potential for causing, the introduction of contamination into the water delivered to consumers.

What should I do?

There is nothing you need to do at this time.

Although this is not an emergency, as our customers, you have a right to know the status of your public water system, and what we are doing to correct this situation. The following table shows the specific issues within our system:

List all outstanding Significant Deficiencies and a plan for returning to compliance.

Deficiency/Violation	Date of Occurrence	Plan to return to compliance	Severity
<i>Example: S001, Spring #1 is unapproved</i>	<i>04/15/2017</i>	<i>Working with engineers to submit plans and specs for After-the-Fact approval</i>	<i>Significant</i>

What should I do?

§ **You do not need to use an alternative (e.g., bottled) water supply.** However, if you have specific health concerns, consult your doctor.

What does this mean?

This is not an immediate risk. If it had been, you would have been notified immediately.

What happened? What is being done?

[Describe corrective action.] We anticipate resolving the problem within [estimated time frame] by [activities for return to compliance].

For more information, please contact [name of contact] at [phone number] or [mailing address].

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by [system].

Water System ID#: _____ Date distributed



Interlaken Town
PO Box 1256
Midway, UT 84049
(435) 565-3812

July 1, 2019

To All Interlaken Town Water Consumers,

Interlaken Town is notifying you, as a lot owner and consumer of water, that it has a Ground Water Rule Treatment Technique Violation with the State of Utah. See the reverse side of this letter to read the notice of this violation. **There is no emergency related to this violation.** As a consumer, **there is no action or change regarding water usage in town required on your part.** Interlaken Town water quality meets all federal and state requirements, as indicated in the 2018 Consumer Confidence Report - <https://www.town-of-interlaken.com/documents-06>

However, the town has been notified by the state that it is in violation, because it does not currently have backup power generation capability, to be used to power the town's water system in case of a power grid failure. The town is addressing this issue, and has begun the preliminary design work and equipment procurement to install a generator at the pumphouse. The tentatively approved FY2020 town budget includes funding for this project. In response to this additional expense, the town council passed Ordinance No. 8 Amended Water Rates on June 3, 2019. This ordinance, and the adjusted rates can be viewed at <https://www.town-of-interlaken.com/documents>

The town is working quickly to address this violation and will continue to notify all lot owners regarding the progress towards a solution. Please forward this notice to renters or other occupants of your property.

Thanks,

Bart Smith
Interlaken Town Clerk

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER
Interlaken Town has a Ground Water Rule Treatment Technique Violation with the State of Utah Division of Drinking Water

Our water system violated drinking water standards. Even though this/these were not emergencies, as our customers, you have a right to know what happened and what we did/are planning to do to correct these situations.

We are required to correct significant deficiencies within 120 days of being notified of this deficiency. Significant deficiencies can be defects in design, operation, or maintenance, or a failure or defects in design, operation, or maintenance, or a failure or malfunction of the sources, treatment, storage, or distribution system that the Director determines to be causing, or have potential for causing, the introduction of contamination into the water delivered to consumers.

What should I do?

There is nothing you need to do at this time.

Although this is not an emergency, as our customers, you have a right to know the status of your public water system, and what we are doing to correct this situation. The following table shows the specific issues within our system:

Deficiency/Violation	Date of Occurrence	Plan to return to compliance	Severity
S003 No Backup Power For Com System Without Free Flowing Source.	10/08/2018	Working with engineers and contractors to install backup generation suitable to system needs.	Significant

You do not need to use an alternative (e.g., bottled) water supply. However, if you have specific health concerns, consult your doctor.

What does this mean?

This is not an immediate risk. If it had been, you would have been notified immediately.

What happened? What is being done?

We have chosen an electrician to complete the generator installation and placed the order for the generator. While waiting for the generator we are in the process of procuring bids for the installation of a concrete pad. We anticipate resolving the problem within 3-5 months and returning to compliance.

For more information, please contact Trent Davis 435-671-5634 or Brady Probst 435-671-2913 or Interlaken.watermaster@gmail.com

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schooled, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by Interlaken Town.

Water System ID# UTAH26055. 7/1/2019

Utah State Tax Commission - Property Tax Division Tax Rate Summary (693) ENTITY: 3027 INTERLAKEN TOWN	Form PT-693 Rev. 2/15
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WASATCH COUNTY

Tax Year: 2019

The Board of Trustees for the above special district has set the current year's tax rates as follows:

Purpose of Tax Rate (Code from Utah Code Annotated)	Auditor's Tax Rate	Proposed Tax Rate	Maximum By Law	Budgeted Revenue
10 General Operations	0.001596	0.002483	.007	116,000
Total Tax Rate	0.001596	0.002483	Total Revenue	\$116,000

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

NOTICE OF PROPOSED TAX INCREASE INTERLAKEN TOWN

The INTERLAKEN TOWN is proposing to increase its property tax revenue.

- The INTERLAKEN TOWN tax on a \$562,000 residence would increase from \$493.32 to \$767.50, which is \$274.18 per year.
- The INTERLAKEN TOWN tax on a \$562,000 business would increase from \$896.95 to \$1,395.45, which is \$498.50 per year.
- If the proposed budget is approved, INTERLAKEN TOWN would increase its property tax budgeted revenue by 55.56% above last year's property tax budgeted revenue excluding eligible new growth.

All concerned citizens are invited to a public hearing on the tax increase.

PUBLIC HEARING

Date/Time: 8/12/2019 6:00 PM

Location: Town Pump House Main Room
236 Luzern Rd, Midway

To obtain more information regarding the tax increase, citizens may contact INTERLAKEN TOWN at 435-565-3812.

Published in the Wasatch Wave July 31st & August 7th

Agenda 18

Subject: 2019 Interlaken Municipal Elections - Candidates

Date: Wednesday, June 12, 2019 at 10:13:51 PM Mountain Daylight Time

From: Bart Smith

To: Interlaken Town

The following Interlaken residents have submitted their names as candidates for the 2019 Interlaken Municipal elections:

Gregory Harrigan, mayor, 2-year term – ggharrigan@icloud.com

Charles O’Nan, council member 4-year term – conan@promontoryclub.com

Justin Hibbard, council member 4-year term – justinrhubbard@gmail.com

For more information about the 2019 election, visit the town site at:

<https://www.town-of-interlaken.com/government-06>

Currently these 3 candidates are running unopposed, as there are two open council seats and one open mayoral seat on the ballot. Write-in candidates still have an opportunity to declare candidacy until September 3rd. To declare yourself as a write-in candidate, you must file a declaration of candidacy with the town clerk prior to the September 3rd, 5:00pm deadline. Please contact the clerk to make an appointment.

If no write-in candidates submit their declaration by September 3rd, the above candidates will run unopposed, and fill the vacant seats beginning January 1, 2020. In this case, the municipal election will be cancelled.

Bart Smith
Interlaken Town Clerk
(435) 565-3812

UTAH WATER USE DATA FORM INSTRUCTIONS

GENERAL SYSTEM INFORMATION FOR PUBLIC WATER SUPPLIERS:

Review the information that is already printed on the form. If there is any information (System name, address, source name, location, Public Water System ID, etc.) that has changed or is incorrect, please cross it out and write the correct information next to it. Add any sources or wholesale delivery entities that do not appear on the form. Also, if you want to provide additional information that may be of help, please write the information on the back of the form or attach a sheet.

If you are reporting online, please contact us to make any changes or to add information reported on the online form.

Retail Population Served: In most cases, the population served will be automatically filled out, but feel free to amend it if you deem it incorrect; or if it is not filled out, please provide the retail population served. In many cases the retail population served by your water system is the same as the municipal boundary, but it may be different. The retail population only includes full-time residents who reside in a dwelling for six or more months of the year in your water service area.

Operational Days: Please enter the starting date and the ending date of the operating season. The number of operational days is from the starting date to the ending date of the operating season. For example, if a water system started the operating season on April 1 and ended it on October 31 in a specific calendar year, the number of operational days equals 213. Water systems that operate year-round typically have an Operational Days value of 365 days.

I SUMMARY INFORMATION:

E-mail: Please enter or update the e-mail address of the contact person. We will be using this address to send notifications to water users and to establish an electronic data form submission system login key. If you do not have an e-mail address, please enter "none".

Acknowledgement: An authorized person must acknowledge the accuracy and completion of the form by signing it, printing his/her name, selecting the appropriate title, and providing his/her certification/registration number if applicable.

II SOURCE INVENTORY:

For further information please contact **Frank Quintana at (435) 299-0032** or email frankquintana@utah.gov

Please check and verify the source names, types, locations and water right numbers. This source inventory also includes the name(s) of the Public Water Supplier(s) you purchase water from (see Example 3). Correct any errors you find and add any missing information. If a source has been abandoned or discontinued, please state as such next to the source or under comments so we can drop it from future surveys.

Source name: If not done yet, we strongly recommend selecting a unique name for each water source. The source name is unofficial and can be any name, number, or letter by which you can identify the individual source (see Example 2).

Type: What is the source? Spring, Well, Stream, Reservoir, Tunnel, Well and Spring, Well and Tunnel, Lake, or Drain (see Example 2).

Location: South/North and East/West Coordinates, Section Corner, Section, Township, Range, Base and Meridian of the source (see Example 2)

WR Number(s): The water right number(s) assigned to the source (see Example 2).

Method of Measurement: Check the appropriate box for the method used to measure the quantity of water diverted from the source (see Example 2).

Units of Measurement: Check the appropriate measurement units that you are using to report the monthly and/or yearly water diversion quantity. Report in whatever unit is most convenient for you (see Examples 1 and 2 below).

Spills/Overflows: If applicable, answer the two questions by checking the answers.

EXAMPLE 1

1 000 000 Gallons	are equal to	3.07 Acre-Feet
1 000 Kilo Gallons		
1 Mega/Million Gallon		

1 Kilo Gallon	is equal to	1 000 Gallons
1 Mega Gallon	is equal to	1 000 000 Gallons

Source Inventory

Monthly and Yearly Totals: Enter the volume of water diverted from each source by month. If monthly totals are not available, enter yearly totals. If several sources are measured together, put the information under one of the sources and denote in the comments which sources are combined (see Example 2 below). Water diverted is the amount of water that is brought into your water delivery system.

EXAMPLE 2

1. Source Name: Mona Park Well													
2. Type: Well Location: South 217 feet West 834 feet from the NE¼ corner of Section 34, T2S, R5W, SLB&M													
3. WR Number(s): 15-1383, 15-5743, 15-6547													
4. Method of Measurement: <input checked="" type="checkbox"/> Master Meter <input type="checkbox"/> Estimate <input type="checkbox"/> Other – Specify _____													
5. Units of Measurement: <input type="checkbox"/> Gallons <input checked="" type="checkbox"/> Thousand Gallons <input type="checkbox"/> Million Gallons <input type="checkbox"/> Acre-feet <input type="checkbox"/> Other – Specify _____													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
231.6	216.2	312.8	367.0	398.2	412.6	719.7	1107.1	932.0	415.2	205.7	201.1	5519.2	

EXAMPLE 3

1. Source Name: Purchased from Paradise Water Conservancy District													
2. Units of Measurement: <input type="checkbox"/> Gallons <input checked="" type="checkbox"/> Thousand Gallons <input type="checkbox"/> Million Gallons <input type="checkbox"/> Acre-feet <input type="checkbox"/> Other – Specify _____													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
119.2	104.0	123.6	211.4	227.4	469.8	810.8	599.1	505.5	283.8	138.2	90.0	3685.8	

Source Comments: If necessary, provide any comments about water supply conditions.

III WHOLESALE DELIVERY: (If you do not wholesale water, please leave this section blank)

Please check and verify the name of the entities you wholesale water to and correct any errors you find. If water is no longer wholesaled to an entity, please state as such next to the entity's name so we can drop it from future forms. If you have just begun wholesaling water to another entity, please contact **Frank Quintana at (435) 299-0032 or frankquintana@utah.gov**

Method of Measurement: Check the appropriate box for the method used to measure the quantity of water diverted from the source (see Example 4).

Units of Measurement: Check the appropriate measurement units that you are using to report the monthly and/or yearly water diversion quantity. Report in whatever unit is most convenient for you (see Examples 4).

Monthly and Yearly Totals: Enter the volume of water wholesaled to each entity by month. If monthly totals are not available enter yearly totals.

EXAMPLE 4

1. Source Name: Sold to Happy Hollow City												
2. Units of Measurement: <input type="checkbox"/> Gallons <input checked="" type="checkbox"/> Thousand Gallons <input type="checkbox"/> Million Gallons <input type="checkbox"/> Acre-feet <input type="checkbox"/> Other – Specify _____												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
102.0	102.6	131.5	106.4	295.5	629.0	802.0	745.0	517.3	286.7	132.3	112.7	3963.1

If an entity does not appear in the list, please add it to the list by providing the appropriate data in the blank space provided at the end of the list. If more than one entity is not listed, please write the information on the back of the form or attach a sheet, or contact **Frank Quintana at (435) 299-0032** or email **frankquintana@utah.gov**

IV COMBINED SOURCE PEAK DAY DEMAND:

A Community Water System serving 500 or more persons is required to report Peak Day Demand for the entire system. Peak Day Demand is the total volume of water supplied to the system on the day of the highest water use in a calendar year; it is NOT the volume of water billed by the water system. Peak Day Demand includes water produced by all sources.

Please provide source peak day demand ONLY if you are able to measure it. DO NOT estimate source peak day demand.

1. If you are able to measure the source peak day demand, circle YES and provide the requested information. Otherwise, select NO and skip to the next section of the form.
2. Enter the date that the highest demand on your system occurred for the year, e.g., July 25, 2017
3. Check the box designating the appropriate unit of measure that the peak day demand is given in, e.g., gallons.
4. Enter the numeric value of the volume of water required at all the sources combined to meet the demand on the peak day reported in #1, e.g., 50,000. This number should be measured at the source to account for losses in the system, unmetered connections, etc. Where possible, this number should also account for storage volume changes (i.e. include the day's net depleted storage volume, or exclude the day's net storage volume that was replenished).

5. Check the box to specify if the peak day volume is for just indoor water use, or for both indoor and outdoor irrigation uses.
6. If the reported source peak day demand includes wholesale water supplied to other water system(s) on the peak day, please indicate the unit of measurements and the volume of water supplied to the other system(s).

Peak Day Demand Comments: Provide any additional comments or details about your peak day volume.

If you have questions concerning the source peak day demand data, please contact Nathan Lundstad of the **Division of Drinking Water** at 385-239-5974 or email nlunstad@utah.gov

V RETAIL CULINARY WATER USE BREAKDOWN (Annual Metered Water Sales):

For further information contact Rachel Shilton, **Division of Water Resources**, at 801-538-7271 or email rachelshilton@utah.gov

Please tell us the name and phone number of the person completing this section of the form.

Method of Measurement: Check the appropriate box for the method used to measure the quantity of water diverted (see examples above).

Units of Measurement: Check the appropriate measurement units that you are using. Report in whatever unit is most convenient for you (see examples above).

Report the annual quantity of water and the number of active connections listed in each of the Culinary Water Use Categories. This is the annual "metered water sales" delivered to your customers and recorded by your billing department. If exact figures are not kept, please give your best estimate of quantities or percentage of each use.

Residential (Domestic) uses include drinking, washing, sanitation and irrigation of lawns and gardens at a residence where people live or reside. Residence means single-family homes, duplexes, fourplexes, condominiums, multi-family homes, apartments or similar dwelling facilities. Residential use includes all domestic units whether they are privately owned or not.

Commercial uses include small business operations such as, gas stations, service centers, hotels, motels, restaurants and stores, etc., excluding industrial uses.

Institutional uses include public buildings such as schools, libraries, post-offices, fire stations, churches, parks, golf courses, cemeteries, and other similar facilities.

Industrial uses include manufacturing plants, petroleum refining, dairies, mining, electrical generation plants, etc.

Total includes the sum of all water delivered for the above purposes and the total number of active connections.

1. **Equivalent Residential Connections (ERC):** Report an estimate of the Equivalent Residential Connections. This value can be estimated by adding the total number of Domestic Connections to the total number of equivalent Domestic Connections reported in the other three water use categories.

Use the following formula to calculate an estimate of the Equivalent Residential Connections:

TU=Total Water Use, **RU**=Annual Residential Use, **RCON**=Residential Connections

$$\left[(TU - RU) * \left(\frac{RCON}{RU} \right) \right] + RCON$$

2. This and the following question are all related to unmetered or non-revenue water. Indicate if you have any institutional connections that utilize culinary water for irrigation of lawns but are not metered.
3. If you answered YES to the previous question, please provide an estimate of the total unmetered institutional acreage that is irrigated.
4. Indicate if you would like the Division of Water Resources to provide a preliminary water system audit for your culinary water system.
5. Please indicate YES or NO if your water system provides water outside its political boundaries. Political boundaries are the dividing lines between your city and other cities or the county.
6. Please indicate YES or NO if the connections outside your political boundaries are included in the "Total Number of Active Connections" reported above in the Culinary Water Use Categories.
7. If possible, report the total of connections outside your political boundaries.

VI UNTREATED OR SECONDARY WATER USE BREAKDOWN:

For further information contact **Frank Quintana at (435) 299-0032** or email **frankquintana@utah.gov**

1. Do you provide secondary water to your culinary customers? If the answer is YES please contact Frank Quintana.
2. Are there other districts and/or irrigation companies providing urban secondary irrigation (untreated) water within your service area (whether pressurized or ditch)? Please select the appropriate answer.
3. If yes, please indicate, approximately, what percentage of your customers have irrigation water available to them. Give a separate percentage for pressurized and ditch system.
4. If the pressurized or ditch system is operated by other entities, please give the name(s) of the districts or companies, contact persons, and phone number in the appropriate table.

We want your feedback!

Make sure to add or attach any comments or suggestions to the form. We need your input to make the program work better and make it easier for you to submit your data. Let us know your thoughts on electronic data submission via the internet, whether you would use this service if it was available, and any other comments you have regarding such a system.

YOUR PARTICIPATION IN THIS SURVEY IS GREATLY APPRECIATED. PLEASE COMPLETE THE ONLINE FORM OR RETURN THE COMPLETED SURVEY IN THE BUSINESS REPLY ENVELOPE THAT IS PROVIDED BY

March 1.

THANK YOU.