

Updated on April 8, 2021

RE: FY 2021 and FY2022 Budget Status and Projections

To: Interlaken

From: Bart Smith, Interlaken Town Clerk

This document has been provided to the council and lot owners in Interlaken Town to provide information and promote discussion regarding the town's FY2022 budget, for July 1, 2021 through June 30, 2022. This is a first draft report prepared for the April 8, 2021 Town Council Meeting. It includes general information about the town's finances and specifics about the current FY2021 budget and proposed FY2022 budget. At the end of this document there are several appendices which provide detail to accompany the information below. Some of the tables in this document have been reduced in size in order to fit within the main text in order to highlight the relevant information. Larger scale versions of these tables are provided in the appendices. In addition, since the format is a pdf file, the document can be zoomed in to provide better readability.

This document includes a first draft of the proposed FY2022 budget, along with various reports and tables describing the town's finances. The table of contents below summarizes the document's content.

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## 1. Overview

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As the town approaches FY2021 year end and begins the process of a crafting a FY2022 budget, the following information is being provided to help with council discussion scheduled for the 4/8/21 town council meeting.

The town's operating budget has had, over the years, items that remain consistent and predictable. For example, water master salaries, snow removal costs, General Fund administrative expenses for legal, clerical, and accounting, and revenue and expenses related to building permits. These items are fairly easy to predict and without much risk can be carried over to next year's budget with minor adjustments. This report will focus on areas that require council decisions on expenditures for our road and water systems. These areas of expense vary year to year and require some consideration.

## 2. Interlaken Town Bank Accounts

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The Town currently uses six Zion bank accounts to receive revenue, pay bills, and save money (reserves) for future expenses. Since the main components of our Town's expenses are the water system and the roads, our accounts are organized around those two services.

Each bank account has its own budget: revenue, expenses, transfers, and a resulting increase or decrease in the fund balance. As you read the through the FY2022 budget (see the appendices), you'll notice that there are many transfers between these funds. This is how we move our revenue around to fill up reserve funds and to pay our bills. The sum total of all our transfers, at any given time, will be zero, summed over all the accounts. You'll see this on the last page of the annual budget (Net Transfers between funds).

In Table 2.1 there is a brief description of all our town bank accounts and funds:

**Table 2.1 – Zion Bank Accounts**

<b>Zion Bank Account</b>	<b>Type</b>	<b>Description</b>
General Fund	Checking	Main operating account
Transportation Reserve	Savings	Reserves for road repair & capital improvements
Water Revenue Fund	Checking	Operating acct for water system
Water Bond Sinking Fund	Money Market	Reserve acct for water bond pmts
Water Reserve	Savings	Reserves for water system repair & capital improvements
Building Fund	Checking	For building project transactions

The Fiscal Year budget for each of these funds appears on a new page in the budget document. At the end of the document, there is a summary across all the funds to demonstrate overall growth, surpluses, and withdrawals.

**3. FY2021 and FY2022 Revenue Sources**

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Interlaken Town receives revenue from the sources described in *Table 3.1* below.

**Table 3.1 – Revenue Sources**

<b>Revenue Source</b>	<b>Description</b>
Wasatch County Taxes	Distributed by Wasatch County, collected from lot owners, based on assessed property value
Interlaken Annual Water Billing	Collected by the town from lot owners, based on over usage
Ownership Transfer Fees	Collected from buyer, typically at closing
Shared Interlaken Drive Maintenance Agreement with BHR	Collected from Burgi Hill Ranches HOA for lower Interlaken Drive maintenance
B&C Road Taxes	Distributed by the State
State Sales Tax 1% Revenue	Distributed by the State
Administrative Fees from Building Permit Applications	Collected by the town from the permit applicant
Road Impact Fees from Building Projects	Collected by the town from the permit applicant
Water Connection Fee	Collected by the town from the permit applicant
Epic Engineering Building Permit Plan Review and Inspections	Collected by the town from the permit applicant and reimbursed to Epic
State and Federal Grants	FEMA grant, CARES grant in FY2021
Earned Interest on Accounts	Deposited directly in bank accounts

Interlaken collects revenue from all lot owners from two sources: our annual water billing collected by the town, and the annual Wasatch County Tax. In FY2021, Interlaken invested in major capital improvements to both our water system and our roads, including installation of backup power for our water system, and the construction of a new DPW site to house the town’s dumpsters. The Wasatch County tax rate was unchanged for FY2021 as was the town’s base water fee. The town excused all water overage fees for FY2021 because of a major metering upgrade that prohibited meter reads. In the proposed FY2022 budget, the Wasatch County tax rates and town water fees will remain the same.

#### 4. Water System Revenue and Expenditures Analysis

As we approach FY2021 year end, it’s appropriate to examine our budget with regard to two main areas of concern – the water system and the road system. For the Interlaken water system, there are outstanding projects that should be completed in FY2021, prior to year-end on June 30, 2021. In addition, there are some projects that may be started in FY2021, partially completed and paid for, then completed in FY2022. And finally, there are projects that will be started in FY2022 and completed in that year (7/1/21-6/30/22).

#### Future Expenditures FY2021 and FY2022

In Table 4.1 below, there is a proposal for future expenditures and appropriations in FY2021 and FY2022. This list includes items that were previously budgeted in FY2021 with the exception of the “Generator Protective Fencing” and “Pumphouse Security System.” Both of these items have been discussed in council meetings but were not part of the amended FY2021 budget. The “Pumphouse Security System” was approved by council vote earlier this year. *Note that all the tables referenced in this report appear in a larger scale font as appendices at the end of this report.*

**Table 4.1 –Water System Capital Improvements, Repair, Maintenance FY2021 and FY2022**

Table 1. Water System Capital Improvements Repair Maintenance FY2021 (remaining) and FY2022						
Future Expenditure	QTY	Unit Cost	Total Cost	FY2021 Share	FY2022 Share	Comments
Midco Tank Cleaning	1	\$ 2,775	\$ 2,775	\$ -	\$ 2,775	Cost based on August 2016 Cleaning cost, no schedule yet, but likely in June, billed in July 2021
Pumphouse meters upgrade	1	\$ 8,663	\$ 8,663	\$ 8,663	\$ -	Based on Delco Western Quote # 519
Service Meter Upgrades - iperl sensus	31	\$ 500	\$ 15,500	\$ 5,000	\$ 10,500	Estimated from current iperl meter count = 114, old meters = 29, no meters = 41. Brings iperl count to 145
Vehicle Drive By Direct Read Upgrade	1	\$ 28,700	\$ 28,700	\$ -	\$ 28,700	Mountainland bid from 3/19/20 includes reader, software, and computer
Meter pit radios	145	\$ 160	\$ 23,200	\$ 11,600	\$ 11,600	Mountainland bid from 3/19/20 includes individual radios for each meter pit
Replacement pit covers	145	\$ 60	\$ 8,700	\$ 4,350	\$ 4,350	New lids to accommodate pit radios
Generator Protective Fencing	1	\$ 4,664	\$ 4,664	\$ 4,664	\$ -	Singleton Fence Bid 022521
Pumphouse Security System	1	\$ 2,048	\$ 2,048	\$ -	\$ 2,048	Peak Alarm Bid - waiting for decision re DPW site cameras
<b>TOTAL Water System Expenditures</b>			<b>\$ 94,250</b>	<b>\$ 34,277</b>	<b>\$ 59,973</b>	

As shown in the above table, the proposed share of expenditures for FY2021 is **\$34,277**. The additional expenses of **\$59,973** would be carried over to FY2022.

**Current Water System Expenses FY2021**

We can better understand the viability of any proposed FY2021 expenses by looking at the FY2021 year to date (7/1/20 – 4/1/21) accounting of revenue and expenses compared to our budget.

In Table 4.2, there is an accounting of our budget vs. actual water system expenditures to date (7/1/20 – 4/1/21). Note that this list includes only the capital investment, maintenance and repair line items. The remaining Water Revenue account expenditures are stable and not necessary for this discussion (e.g. Water Master Salaries, Chemical Testing).

**Table 4.2 – FY2021 Budget Water System Expenses**

Table 2. FY2021 Budget Water System Expenses					
FY2021 Line:	Description	Budget	Current 4/01/2021	Unspent Balance	Comments
123f	Purchase of Generator and Installation	(\$71,000)	(\$50,513)	\$20,487	Purchase is complete and under budget. Some items expensed last year
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$45,000)	(\$23,534)	\$21,466	There are still 29 old meters that need to be replaced
125	Additional Contract Services - Tank Main., Rate Studies, Consults	(\$5,000)	\$0	\$5,000	Midco Cleaning was delayed due to COVID
126	Annual Generator Maintenance	(\$1,200)	\$0	\$1,200	Maintenance schedule will begin next year
126a	General Water System Maintenance & Repair	(\$5,000)	(\$1,335)	\$3,665	Unspent funds
	<b>Totals</b>	<b>(\$127,200)</b>	<b>(\$75,382)</b>	<b>\$51,818</b>	

Note that the Water System budgeted line items in these categories currently hold a surplus of **\$51,818**. This is money allocated for these projects that remains unspent as of April 1, 2021.

**Revenue Projections FY2021**

Finally, we can look at FY2021 Water System revenue projections in Table 4.3. to understand how the proposed Table 4.1. expenses affect our bottom line.

**Table 4.3 – FY2021 Budget Water System Revenue**

Table 3. FY2021 Budget Water System Revenue					
FY2021 Line:	Description	Budget	Current 4/01/2021	Projected Year End	Comments
93+149	Interest Income	\$200	\$124	\$170	Lower interest rates reduced revenue
92	Annual Water Utility Base Usage Fee	\$173,000	\$166,365	\$179,818	Projection includes remaining Batch 5 payments and late payments
95	Charge for Services: Metered Water (overages)	\$4,000	\$841	\$841	Only overage revenue is from late payments from last year
95b	Water Billing Late Fees	\$150	\$100	\$325	Outstanding unpaid invoices as of 3/25/21
95c	New Owner Transfer Fees	\$450	\$868	\$1,168	Expected increase - 2 lots sold
150	Revenue from Federal & State Water System Grants	\$57,600	\$31,502	\$41,335	Grant reimbursements were only 75% of submitted expenses
	<b>Totals</b>	<b>\$235,400</b>	<b>\$199,800</b>	<b>\$223,656</b>	<b>Revenue is -\$11,744 from budget</b>

Note that the FY2021 Water System revenue is under budget by **-\$11,744**.

**Balancing the Budget – Net Revenue and Expenses**

To assess whether the Table 4.1 expenditures are viable for FY2021, we can put together the revenue and expense data and determine the overall effect on the FY2021 Water System Budget. In Table 4.4, there is a summary of the information presented in Tables 4.1, 4.2, and 4.3.

**Table 4.4 – FY2021 Water System Revenue – Expense Summary**

Table 4. FY2021 Water System Revenue - Expense Summary		
FY2021 Projected Revenue and Expenses		Comments
FY2021 Unspent Budgeted Expenses	\$51,818	Remaining funds in FY2021 budget appropriated for water system repair and investment
FY2021 Projected Revenue Shortfall	(\$11,744)	Revenue shortfall for FY2021 Water System including Water Revenue and Water Reserve funds
FY2021 Projected Additional Expenses	(\$34,277)	Estimate of remaining water system expenses based on Table 1
<b>FY2021 Net Projected Revenue - Expenses</b>	<b>\$5,798</b>	Projected end of FY2021 Increase/Decrease in all Water System accounts.

Based on the proposed Water System expenditures in Table 4.1 (**-\$34,277**), the unspent balance for budgeted Water System expenses in Table 4.2 (**\$51,818**), and the projected FY2021 Water System revenue shortfall in Table 4.3. (**-\$11,744**), the Net Projected Revenue – Expenses for the Water System would be **\$5,798**. In other words, the Water System accounts would carry a surplus of **\$5,798**.

With this data in mind, it would seem that the proposed FY2021 expenditures in Table 4.1 would not have an adverse impact on the FY2021 year end Water System Fund balances.

**5. FY2021 Water System Reserve and Bond Sinking Fund Impact**

**Water System Reserve Fund**

In the above analysis, the revenue and expense calculations take into account the reduced FEMA grant revenue to the Zion Water Reserve Fund as part of the total Water System budget. In other words, the analysis concludes that the Table 4.1 expenditures will impact the total balances of the Water Revenue Fund plus Water Reserve Fund with a net surplus of \$5,798. Based on the FY2021 budget, if this surplus was added to the Water Reserve Fund, the fund would hold a balance of **\$186,198**. This represents a decrease in the end of year fund from FY2020 of **-\$52,502**. This decrease is less than the approved budget indicated. In summary, the expenditures proposed in Table 4.1 for FY2021 have a positive impact on the Water System Reserve Fund.

**Water Bond Sinking Fund**

The Water Bond Sinking Fund is an isolated account in that it only receives revenue from the Water Revenue fund (from collected water payments) and then pays the annual January Bond payment of \$78,275. There is no impact on this fund from the proposed Table 4.1 FY2021 expenditures. The final FY2024 payment on the water bond will be made on January 10, 2024. As the Water Bond Sinking Fund is required to hold two payments at all times, the surplus payment in the Water Bond Fund will be used to make the final payment in 2024. This means that revenue collected to support the bond would not need to be assessed in FY2024.

**6. FY2022 Proposed Water System Expenses and Funding**

Table 4.1 includes a list of proposed Water System expenditures for FY 2022. In the attached FY2022 budget proposal (see appendices) these expenditures have been included as expenses in the Water Revenue Fund budget for FY2022. Table 6.1 lists proposed Water System expenses for capital investment, maintenance, and repair for FY2022.

**Table 6.1 – FY2022 Budget Water System Expenses – Capital Investment, Repair and Maintenance**

Table 6.1 FY2022 Budget Water System Expenses - Capital Investment, Repair and Maintenance				
FY2022 Line:	Description	FY2021 Budget Projected	FY2022 Budget Proposed	Comments
123f	Purchase of Generator and Installation	(\$55,177)	\$0	Generator project and fencing to be completed in FY2021
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$53,147)	(\$57,198)	FY2021 and FY2022 includes all Table 4.1 expenses and all expenses to date for FY2021
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$0	(\$3,327)	Midco tank cleaning will be billed in FY2022. This also includes Peak Alarm monthly monitoring charges for pumphouse security
126	Annual Generator Maintenance	\$0	(\$500)	FY2022 Estimate
126a	General Water System Maintenance & Repair	(\$1,335)	(\$5,000)	FY2022 Estimate
	<b>Totals</b>	<b>(\$109,659)</b>	<b>(\$66,025)</b>	

The FY2022 expenses are significantly less than FY2021 because of the purchase and installation of the pumphouse generator in FY2021. It should be noted that the FEMA grant acquired by the town will contribute, once reimbursements are complete, a total of \$41,335. When including this net offset in the generator costs, the net FY2021 and FY2022 expense budgets for these categories are very close: - \$68,324 for FY2021 and -\$66,025 for the FY2022 proposed budget.

**7. General Fund and Road System Budget FY2021 and FY2022**

The General Fund holds the funds for the payment of the town’s administrative expenses (eg town clerk salary, legal expenses, office supplies, etc.) as well as funds for the road system and other capital improvements, like the DPW site project. As the General Fund is a checking account, actual bills are paid through this account. The Transportation Reserve Fund is a money market fund used to hold capital investments funds in reserve for the road system. When discussing the budget for Interlaken’s road system, it is necessary to consider the balances in these two funds.

**General Fund**

As previously mentioned, the General Fund Administrative expenses are fairly consistent throughout the years. The area of concern with respect to General Fund expenses is always capital investment in roads, as well as repair and maintenance of the road system. In FY2021 a significant investment was made for the development of the new DPW site on Luzern Road. When the DPW site was completed in the fall of 2020, the dumpsters were moved from their longtime location at Valais Park in Midway to this new site. Midway City had requested the dumpsters be moved for quite a while and was waiting for the town to find a new location for over 2 years.

**Table 7.1 – FY2022 Budget General Fund Expenses – Capital Investment, Repair and Maintenance**

Table 7.1 FY2022 Budget General Fund Expenses - Capital Investment, Repair and Maintenance				
FY2022 Line:	Description	FY2021 Budget Projected	FY2022 Budget Proposed	Comments
55	Annual Road Repair & Maintenance	(\$18,000)	(\$40,000)	FY2022 includes estimate for Top Coat and Crack sealing for 50% (most travelled sections) of the roads. Work last done in June 2017 by Top Job for \$64K for entire road system included a 5-year warranty
56	Additional Contract Services	(\$100)	(\$500)	Blue Stakes plus other contractual work related to the roads and town property
56a	Road Signage	(\$3,535)	(\$2,000)	Additional signage most likely required. Would also cover expenses related to installing speed bumps
57	Contract Service (Snow Removal)	(\$39,500)	(\$44,000)	FY2022 includes a typical annual increase of \$4500 - not yet verified with SuperDave
58	Supplies - Salt, Sand, etc	(\$3,500)	(\$3,500)	Typical annual costs
58b	Brush Removal and other Wildfire Mitigation	(\$10,000)	(\$10,000)	Includes 2 chipper days (spring and fall) and weed clearing in the spring
60	Capital Investment in Roads	(\$30,000)	(\$30,000)	Budget for shoulder work and improvements in roadway
60b	DPW Site Construction - Capital Investment	(\$60,000)	(\$30,000)	FY2021 \$60K includes money already spent plus \$7K to invest in trees, landscaping and irrigation at DPW site and pumphouse. FY2022 includes additional funds to expand the site.
60c	Annual DPW Site Maintenance Expenses	\$0	(\$600)	Maintenance cost for DPW site including landscaping and tree care
	<b>Totals</b>	<b>(\$164,635)</b>	<b>(\$160,600)</b>	

The budgets for these categories are very similar for FY2021 and FY2022. The net impact on General Fund balances is also almost the same:

- FY2021 Budgeted end of year General Fund balance is \$91,142
- FY2022 Proposed Budget for end of year General Fund balance is \$93,111



**Transportation Reserve Fund**

The Transportation Reserve money market fund holds reserves for capital investment in the town’s road system. Revenue is added to this fund through interest, contributions from the General Fund revenue sources including the B&C road tax revenue and the Wasatch County Tax revenue and revenue collected from the Burgi Hill Ranches HOA as part of our Road Maintenance Agreement. This past year, the Midway Reserves development below the town was added to the agreement. To date no revenue has been collected from these two outside sources. In FY2022 and forward, we will begin to collect these funds. As per our agreement, the town is able to collect a percentage of road maintenance, repair, and capital improvements spent on lower Interlaken Drive from these two entities.

In addition, the road impact fees collected as part of building permits are also transferred into this fund from the Building Fund. These fees are \$2,500 for a new construction permit, and adjusted accordingly for smaller scale building projects.

Since the Transportation Reserve Fund is a money market fund, checks cannot be written from it. Instead, funds are transferred from the reserve fund to the General Fund where they can be applied to expenses dedicated to the road system capital improvements.

**Table 7.2 – FY2022 Transportation Reserve Fund Revenue and Transfers**

FY2022 Line:	Description	FY2021 Budget Projected	FY2022 Budget Proposed	Comments
73	Estimated Interest	\$100	\$100	Annual money market interest
73a	Revenue From BHR Settlement	\$0	\$1,200	FY2022 will begin collection from BHR and The Reserves for their contribution to road maintenance for lower Interlaken Drive
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	No grants are in process
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,408	\$18,408	Annual revenue from the B&C road tax which is deposited by the state into the General Fund
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$0	No contributions are planned for FY2022. This is where unspent General Fund revenue would be passed along
80	Transfer from Building Fund of Road Impact Fee	\$7,500	\$7,500	Annual contribution based on 3 permits
83	Transfer to General Fund for Transportation Capital Expenses	(\$50,000)	(\$50,000)	Contribution for town road system capital improvements,. FY2021 budgeted \$90K but has only required \$50K
	<b>Totals</b>	<b>(\$23,992)</b>	<b>(\$22,792)</b>	

The budgets for this fund are very similar for FY2021 and FY2022. The net impact on Transportation Reserve Fund balances is also almost the same:

- FY2021 Projected end of year Transportation Reserve Fund balance is \$212,017
- FY2022 Proposed end of year Transportation Reserve Fund balance is \$213,097

Note that starting in FY2024 the town will no longer need to collect the bond payment funds for the water system. Revenue for the annual bond payment of \$78,275 is collected through the annual water billing and deposited into the Water Revenue Account. It’s possible that the town may consider a reduction in the annual water billing proportionate to the bond payment, or some fraction of that amount, and instead collect the equivalent revenue through Wasatch County tax revenue deposited into the

General Fund. In this way the lot owners would not necessarily pay a higher combined fee and the town could appropriate additional General Fund revenue for road reserves, improvements, and other projects.

## **8. Budget Process and Public Hearing**

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The first draft of the FY2022 will be discussed at the April 8, 2021 council meeting in details. Suggestions and revisions will be added to the draft, and it will be presented to the council again at the May 2021 meeting. The council will review, discuss, and make changes, then vote to approve it for a public hearing. In June the council will conduct a public hearing and present the budget. Lot owners will be invited to make comments, after which the council will discuss, make any agreed upon revisions, and move to adopt the budget.

If you have any questions about the process, please contact me through email at [interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com).

Thanks,  
Bart Smith, Interlaken Town Clerk

Version 08-Apr-2021 Draft v. 01		FY2021 Budget 2/1/21 Amended 7/1/20-6/30/21	FY2021 Budget Updated 4/1/21	FY2022 Budget Proposal 7/1/21- 6/30/22
<b>General Fund (checking)</b>				
<b>General Fund Revenue</b>				
	Annual Wasatch County Tax Assessment	\$118,000	\$110,162	\$118,000
	<i>Prior Year Assessments</i>	\$0	\$0	\$0
	<i>Late Fees - Assessments (prior to FY2019)</i>	\$0	\$0	\$0
	1% State Sales Tax (estimate)	\$22,000	\$23,247	\$28,000
	Interest Income	\$200	\$20	\$30
	<i>New Owner Transfer Fees</i>		\$0	\$0
	B&C Road Tax (estimate)	\$18,408	\$16,044	\$18,408
	<i>Building App Town Admin Fees</i>	\$0	\$0	\$0
	<i>Interlaken Drive RMA with BHR Agreement (20%)</i>	\$1,200	\$0	\$0
	CARES Act Revenue	\$20,115	\$20,115	\$0
	Additional Grant Revenue		\$0	\$0
	Miscellaneous Revenue		\$2,010	\$200
	Fines for municipal code violations			\$1,500
<b>Total General Fund Revenue:</b>		<b>\$179,923</b>	<b>\$171,598</b>	<b>\$166,138</b>
<b>Transfers into General Fund</b>				
	Transfer from Building Fund (Application Fees for admin costs)	\$1,500	\$0	\$900
	Transfer from Water Revenue Fund (50% of admin. expenses)	\$30,500	\$0	\$30,500
	Transfer from Transportation Reserve Fund for Capital expenses	\$90,000	\$50,000	\$50,000
<b>Transfers out of General Fund</b>				
<b>Transfers into Transportation Reserve Fund</b>				
	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,408)	\$0	(\$18,408)
	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	\$0	\$0
	<i>Transfers into Building Fund - Special Engineering Projects</i>	\$0	\$0	\$0
<b>Total Net General Fund Transfers:</b>		<b>\$103,592</b>	<b>\$50,000</b>	<b>\$62,992</b>

InterlakenTown Budget  
Fiscal Year Ending 6/30/2022

Version 08-Apr-2021 Draft v. 01	FY2021 Budget 2/1/21 Amended 7/1/20-6/30/21	FY2021 Budget Updated 4/1/21	FY2022 Budget Proposal 7/1/21- 6/30/22
<b>General Fund - continued</b>			
<b>General Fund Expenses</b>			
<b>Administrative Expenses</b>			
Commission, Committee, Council Mtg Expenses	(\$1,200)	\$0	\$0
Town Clerk & Webmaster	(\$22,000)	(\$12,798)	(\$20,000)
Association Memberships	(\$489)	(\$269)	(\$489)
Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$2,200)	(\$958)	(\$1,200)
Town Council Equipment & Supplies	(\$200)	(\$296)	(\$400)
Advertising Expenses	(\$350)	\$0	(\$350)
Bookkeeping, Accounting & CPA fees	(\$13,000)	(\$7,539)	(\$15,000)
Bank Charges, Checks		(\$9)	\$0
Town Attorney	(\$12,000)	(\$7,455)	(\$12,000)
<i>Attorney fees for BHR settlement/agreement</i>	\$0	\$0	\$0
Animal Control through Interlocal Agreement w/ Heber City	(\$1,500)	\$0	(\$1,500)
Municipal Election Balloting & Noticing, Advertisements	\$0	\$0	(\$400)
Misc. Admin. Expenses	(\$100)	(\$2,254)	(\$400)
Insurance	(\$4,039)	(\$585)	(\$4,000)
Office Supplies (postage + supplies)	(\$700)	(\$450)	(\$700)
<i>Building Inspector</i>		(\$635)	\$0
Additional Consulting Fees	(\$8,000)	(\$25)	(\$5,000)
Federal IRS Taxes	(\$4,000)	(\$1,246)	(\$1,500)
CARES Act - WCFD Fire Mitigation	(\$20,115)	(\$20,115)	\$0
Safety and Enforcement Supplies		\$0	(\$1,000)
<b>Total Administrative Expenses:</b>	<b>(\$89,893)</b>	<b>(\$54,633)</b>	<b>(\$63,939)</b>
<b>Annual Road Maintenance and Repair Expenses from General Fund</b>			
Annual Road Repair & Maintenance	(\$18,000)	(\$12,013)	(\$40,000)
Additional Contract Services	(\$8,000)	(\$78)	(\$500)
Road Signage	(\$2,000)	(\$3,535)	(\$2,000)
Contract Service (Snow Removal)	(\$39,500)	(\$36,000)	(\$44,000)
Supplies - Salt, Sand, etc	(\$3,500)	(\$3,400)	(\$3,500)
<b>Annual Fire Mitigation Expenses</b>			
Brush Removal and other Wildfire Mitigation	(\$30,000)	(\$7,100)	(\$10,000)
<b>Annual Road Capital Improvement Expenses</b>			
Capital Investment in Roads	(\$30,000)	(\$30,000)	(\$30,000)
<b>DPW Expenses</b>			
DPW Site Construction - Capital Investment	(\$60,000)	(\$53,287)	(\$30,000)
Annual DPW Site Maintenance Expenses	\$0	(\$32)	(\$600)
<b>Total Road Maintenance, Capital Improvements, Fire &amp; DPW Expense</b>	<b>(\$191,000)</b>	<b>(\$145,445)</b>	<b>(\$160,600)</b>
<b>Total General Fund Expenses:</b>	<b>(\$280,893)</b>	<b>(\$200,077)</b>	<b>(\$224,539)</b>
<b>Increase/Decrease in General Fund Balance</b>	<b>\$2,622</b>	<b>\$21,521</b>	<b>\$4,591</b>

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<b>Transportation Reserve Fund (savings)</b>				
<b>Transportation Reserve Fund Revenue</b>				
Estimated Interest		\$220	\$71	\$100
Revenue From BHR Settlement		\$0	\$0	\$1,200
Revenue from Federal & State Transportation System Grants		\$0	\$0	\$0
<b>Total Transportation Reserve Fund Revenue:</b>		<b>\$220</b>	<b>\$71</b>	<b>\$1,300</b>
<b>Transfers into Transportation Reserve Fund</b>				
Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund		\$18,408	\$0	\$18,408
Transfer from General Fund for Capital Improvement Reserves		\$0	\$0	\$0
Transfer from Building Fund of Road Impact Fee		\$7,500	\$0	\$7,500
<b>Transfers out of Transportation Reserve Fund</b>				
Transfer to General Fund for Transportation Capital Expenses		(\$90,000)	(\$50,000)	(\$50,000)
<b>Total Net Transportation Reserve Fund Transfers:</b>		<b>(\$64,092)</b>	<b>(\$50,000)</b>	<b>(\$24,092)</b>
<b>Incr/Decr in Transportation Reserve Fund Balance</b>		<b>(\$63,872)</b>	<b>(\$49,929)</b>	<b>(\$22,792)</b>
<b>Water Revenue Fund (checking)</b>				
<b>Water Revenue Fund Revenue</b>				
Annual Water Utility Base Usage Fee		\$173,000	\$166,365	\$173,000
Interest Income		\$100	\$12	\$20
Charge for Services: Metered Water (overages)		\$4,000	\$841	\$4,000
<i>Water Connect Fee</i>			\$0	
Water Billing Late Fees		\$150	\$100	\$300
New Owner Transfer Fees		\$450	\$868	\$450
<b>Total Water Revenue Fund Revenue:</b>		<b>\$177,700</b>	<b>\$168,186</b>	<b>\$177,770</b>
<b>Transfers into Water Revenue Fund</b>				
Transfer from Building Fund (Water Connect Fees)		\$1,500	\$0	\$1,500
Transfer from Bond Sinking Fund for current year Water Bond payme		\$78,382	\$78,275	\$78,275
Transfer from Water System Reserve Fund for Capital Improvements		\$116,000	\$30,800	\$30,000
<b>Transfers out of Water Revenue Fund</b>				
Transfer to Water System Reserve Capital Fund		\$0	\$0	\$0
<i>Transfer to General Fund</i>		\$0	\$0	\$0
Transfer to Bond Sinking Fund - Next Year's Bond Payment		(\$78,382)	\$0	(\$78,275)
<i>Transfer to Water System Capital Facilities Replacement Reserve Acct</i>			\$0	\$0
Transfer to General Fund for 50% of Administrative expenses		(\$30,500)	\$0	(\$30,500)
<b>Total Net Water Revenue Fund Transfers:</b>		<b>\$87,000</b>	<b>\$109,075</b>	<b>\$1,000</b>

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<b>Water Revenue Fund - continued</b>			
<b>Water Revenue Fund Expenses</b>			
<b>Bond Payment</b>			
Water Bond Payment, due annually in January	(\$78,382)	(\$78,275)	(\$78,275)
<b>Operating Expenses</b>			
Payroll - Water Masters	(\$21,600)	(\$12,900)	(\$17,000)
<i>Meter Repair/Replacement, Water System Equipment, Supplies</i>		\$0	\$0
Chemicals & Monitoring	(\$3,000)	(\$360)	(\$600)
Telemetry System Operating Costs	(\$1,127)	\$0	(\$1,127)
Water Share Fee, Education, etc.	(\$375)	(\$40)	(\$375)
Gas Heat	(\$500)	(\$331)	(\$600)
Electricity	(\$6,000)	(\$6,023)	(\$6,100)
Payroll Taxes - Water Masters	(\$3,000)	(\$2,688)	(\$3,500)
Workman's Comp Insurance for Water Masters	(\$1,069)	(\$16)	(\$1,100)
Misc. Water Expenses	(\$1,000)	(\$786)	(\$1,200)
<b>Capital Investment in Water System</b>			
Purchase of Generator and Installation	(\$71,000)	(\$50,513)	\$0
Pump Replacements, Telemetry System, Meter Upgrades	(\$45,000)	(\$23,534)	(\$57,198)
<b>Repair and Maintenance</b>			
Additional Contract Services - Tank Main., Rate Studies, Consults	(\$5,000)	\$0	(\$3,327)
Annual Generator Maintenance	(\$1,200)	\$0	(\$500)
General Water System Maintenance & Repair	(\$5,000)	(\$1,335)	(\$5,000)
<b>Total Water Revenue Expenses:</b>	<b>(\$243,253)</b>	<b>(\$176,800)</b>	<b>(\$175,902)</b>
<b>Increase/Decrease in Water Revenue Fund Balance</b>	<b>\$21,447</b>	<b>\$100,461</b>	<b>\$2,868</b>

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<b>Water Bond Sinking Fund (money market)</b>			
<b>Water Bond Sinking Fund Revenue</b>			
Estimated Interest	\$400	\$66	\$100
<b>Total Water Bond Sinking Fund Revenue:</b>	<b>\$400</b>	<b>\$66</b>	<b>\$100</b>
<b>Transfers into Water Bond Sinking Fund</b>			
Transfer from Water Revenue Fund	\$78,382	\$0	\$78,275
<b>Transfers out of Water Bond Sinking Fund</b>			
Transfer to Water Revenue Fund to pay current year bond	(\$78,382)	(\$78,275)	(\$78,275)
Transfer to Water Reserve Fund to close out account			
<b>Total Net Water Bond Sinking Fund Transfers:</b>	<b>\$0</b>	<b>(\$78,275)</b>	<b>\$0</b>
<b>Increase/Decrease in Water Revenue Bond Sinking Fund Balance</b>	<b>\$400</b>	<b>(\$78,210)</b>	<b>\$100</b>
<b>Water Reserve Fund (savings)</b>			
<b>Water Reserve Fund Revenue</b>			
Interest Income	\$100	\$112	\$150
Revenue from Federal & State Water System Grants	\$57,600	\$31,502	\$0
<b>Total Water Reserve Fund Revenue:</b>	<b>\$57,700</b>	<b>\$31,614</b>	<b>\$150</b>
<b>Transfers into Water Reserve Fund</b>			
<i>Trfr from Water Revenue Fund to Capital Facilities Replacement Reserves</i>	\$0	\$0	\$0
<b>Transfers out of Water Reserve Fund</b>			
Transfer to Water Revenue Fund for Capital Improvements	(\$116,000)	(\$30,800)	(\$30,000)
<b>Total Net Water Reserve Fund Transfers:</b>	<b>(\$116,000)</b>	<b>(\$30,800)</b>	<b>(\$30,000)</b>
<b>Increase/Decrease in Water Reserve Fund Balance</b>	<b>(\$58,300)</b>	<b>\$814</b>	<b>(\$29,850)</b>

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<b>Building Fund (checking)</b>				
<b>Building Fund Revenue</b>				
Interest Income		\$100	\$14	\$20
Building Permit Application Fees		\$2,250	\$1,500	\$11,350
Water Connect Fees		\$1,500	\$500	\$1,500
Road Impact Fees		\$7,500	\$2,500	\$7,500
Damage Deposits - Refundable		\$7,500	\$18,000	\$7,500
Completion Deposits - Refundable		\$4,500	\$6,500	\$4,500
Plan Review & Inspections (Town Engineer)		\$18,000	\$12,943	\$18,000
Variance Application Fees		\$0	\$0	\$250
<b>Total Building Fund Revenue:</b>		<b>\$41,350</b>	<b>\$41,958</b>	<b>\$50,620</b>
<b>Transfers into Building Fund</b>				
Transfer from General Fund - Special Engineering Projects		\$0	\$0	\$0
<b>Transfers out of Building Fund</b>				
Transfer to General Fund - Building Permit Application Fees		(\$1,500)	\$0	(\$900)
Transfer to Water Revenue Fund - Water Connect Fees		(\$1,500)	\$0	(\$1,500)
Transfer to Transportation Reserve Fund - Road Impact Fees		(\$7,500)	\$0	(\$7,500)
<b>Total Net Building Fund Transfers:</b>		<b>(\$10,500)</b>	<b>\$0</b>	<b>(\$9,900)</b>
<b>Building Fund Expenses</b>				
Refunds of Damage Deposits		(\$5,000)	(\$7,500)	(\$10,000)
Refunds of Completion Deposits		(\$3,000)	(\$3,000)	(\$6,000)
Plan Review & Inspections (Town Engineer)		(\$18,000)	(\$14,029)	(\$18,000)
Additional Contractual Services (Town Engineer)		(\$1,000)	(\$791)	(\$1,000)
Plan Review by Planning Commission		(\$750)	(\$125)	(\$450)
<b>Total Building Fund Expenses:</b>		<b>(\$27,750)</b>	<b>(\$25,445)</b>	<b>(\$35,450)</b>
<b>Increase/Decrease in Building Fund Balance</b>		<b>\$3,100</b>	<b>\$16,513</b>	<b>\$5,270</b>



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<b>Fiscal Year Net Increase/Decrease for all Funds</b>				
	<b>Fund Name</b>	FY2021 Budget 2/1/21 Amended 7/1/20-6/30/21	FY2021 Budget Updated 4/1/21	FY2022 Budget Proposal 7/1/21- 6/30/22
	General Fund (checking)	\$2,622	\$21,521	\$4,591
	Transportation Reserve Fund (savings)	(\$63,872)	(\$49,929)	(\$22,792)
	Water Revenue Fund (checking)	\$21,447	\$100,461	\$2,868
	Water Bond Sinking Fund (money market)	\$400	(\$78,210)	\$100
	Water Reserve Fund (savings)	(\$58,300)	\$814	(\$29,850)
	Building Fund (checking)	\$3,100	\$16,513	\$5,270
	<b>Total Fiscal Year Increase/Decrease</b>	<b>(\$94,603)</b>	<b>\$11,170</b>	<b>(\$39,813)</b>
<b>Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease</b>				
		FY2021 Budget 6/30/21	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22
	<b>Budget Category</b>	Amended	Updated 4/1/21	Proposed
	Revenues	\$457,293	\$413,493	\$396,078
	Net Transfers between funds	\$0	\$0	\$0
	Expenses	(\$551,896)	(\$402,323)	(\$435,891)
	<b>Ending Increase/Decrease</b>	<b>(\$94,603)</b>	<b>\$11,170</b>	<b>(\$39,813)</b>
<b>Account Year-End Balances</b>				
		FY2021 Budget 6/30/21	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22
	<b>Fund Name</b>	Amended	Updated 4/1/21	Proposed
	General Fund (checking) *2681	\$ 91,142	\$ 110,041	\$ 93,111
	Transportation Reserve Fund (savings) *4574	\$ 172,017	\$ 185,960	\$ 213,097
	Water Revenue Fund (checking) *1520	\$ 76,797	\$ 155,811	\$ 58,218
	Water Bond Sinking Fund (money market) *1058	\$ 160,357	\$ 81,748	\$ 160,057
	Water Reserve Fund (savings) *1330	\$ 180,400	\$ 239,513	\$ 208,850
	Building Fund (checking) *1678	\$ 55,555	\$ 68,968	\$ 57,725
	<b>Total of Ending Balances</b>	<b>\$ 736,268</b>	<b>\$ 842,040</b>	<b>\$ 791,058</b>

Future Expenditure	QTY	Unit Cost	Total Cost	FY2021 Share	FY2022 Share	Comments
Midco Tank Cleaning	1	\$ 2,775	\$ 2,775	\$ -	\$ 2,775	Cost based on August 2016 Cleaning cost, no schedule yet, but likely in June, billed in July 2021
Pumphouse meters upgrade	1	\$ 8,663	\$ 8,663	\$ 8,663	\$ -	Based on Delco Western Quote # 519
Service Meter Upgrades - iperl sensus	31	\$ 500	\$ 15,500	\$ 5,000	\$ 10,500	Estimated from current iperl meter count = 114, old meters = 29, no meters = 41. Brings iperl count to 145
Vehicle Drive By Direct Read Upgrade	1	\$ 28,700	\$ 28,700	\$ -	\$ 28,700	Mountainland bid from 3/19/20 includes reader, software, and computer
Meter pit radios	145	\$ 160	\$ 23,200	\$ 11,600	\$ 11,600	Mountainland bid from 3/19/20 includes individual radios for each meter pit
Replacement pit covers	145	\$ 60	\$ 8,700	\$ 4,350	\$ 4,350	New lids to accommodate pit radios
Generator Protective Fencing	1	\$ 4,664	\$ 4,664	\$ 4,664	\$ -	Singleton Fence Bid 022521
Pumphouse Security System	1	\$ 2,048	\$ 2,048	\$ -	\$ 2,048	Peak Alarm Bid - waiting for decision re DPW site cameras
<b>TOTAL Water System Expenditures</b>			<b>\$ 94,250</b>	<b>\$ 34,277</b>	<b>\$ 59,973</b>	

FY2021 Line:	Description	Budget	Current 4/01/2021	Unspent Balance	Comments
123f	Purchase of Generator and Installation	(\$71,000)	(\$50,513)	\$20,487	Purchase is complete and under budget. Some items expensed last year
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$45,000)	(\$23,534)	\$21,466	There are still 29 old meters that need to be replaced
125	Additional Contract Services - Tank Main., Rate Studies, Consults	(\$5,000)	\$0	\$5,000	Midco Cleaning was delayed due to COVID
126	Annual Generator Maintenance	(\$1,200)	\$0	\$1,200	Maintenance schedule will begin next year
126a	General Water System Maintenance & Repair	(\$5,000)	(\$1,335)	\$3,665	Unspent funds
	<b>Totals</b>	<b>(\$127,200)</b>	<b>(\$75,382)</b>	<b>\$51,818</b>	

FY2021 Line:	Description	Budget	Current 4/01/2021	Projected Year End	Comments
93+149	Interest Income	\$200	\$124	\$170	Lower interest rates reduced revenue
92	Annual Water Utility Base Usage Fee	\$173,000	\$166,365	\$179,818	Projection includes remaining Batch 5 payments and late payments
95	Charge for Services: Metered Water (overages)	\$4,000	\$841	\$841	Only overage revenue is from late payments from last year
95b	Water Billing Late Fees	\$150	\$100	\$325	Outstanding unpaid invoices as of 3/25/21
95c	New Owner Transfer Fees	\$450	\$868	\$1,168	Expected increase - 2 lots sold
150	Revenue from Federal & State Water System Grants	\$57,600	\$31,502	\$41,335	Grant reimbursements were only 75% of submitted expenses
	<b>Totals</b>	<b>\$235,400</b>	<b>\$199,800</b>	<b>\$223,656</b>	<b>Revenue is -\$11,744 from budget</b>

FY2021 Projected Revenue and Expenses	Comments
FY2021 Unspent Budgeted Expenses	\$51,818 Remaining funds in FY2021 budget appropriated for water system repair and investment
FY2021 Projected Revenue Shortfall	(\$11,744) Revenue shortfall for FY2021 Water System including Water Revenue and Water Reserve funds
FY2021 Projected Additional Expenses	(\$34,277) Estimate of remaining water system expenses based on Table 1
<b>FY2021 Net Projected Revenue - Expenses</b>	<b>\$5,798</b> Projected end of FY2021 Increase/Decrease in all Water System accounts.

<b>Table 6.1 FY2022 Budget Water System Expenses - Capital Investment, Repair and Maintenance</b>				
<b>FY2022 Line:</b>	<b>Description</b>	<b>FY2021 Budget Projected</b>	<b>FY2022 Budget Proposed</b>	<b>Comments</b>
123f	Purchase of Generator and Installation	(\$55,177)	\$0	Generator project and fencing to be completed in FY2021
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$53,147)	(\$57,198)	FY2021 and FY2022 includes all Table 4.1 expenses and all expenses to date for FY2021
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$0	(\$3,327)	Midco tank cleaning will be billed in FY2022. This also includes Peak Alarm monthly monitoring charges for pumphouse security
126	Annual Generator Maintenance	\$0	(\$500)	FY2022 Estimate
126a	General Water System Maintenance & Repair	(\$1,335)	(\$5,000)	FY2022 Estimate
	<b>Totals</b>	<b>(\$109,659)</b>	<b>(\$66,025)</b>	

<b>Table 7.1 FY2022 Budget General Fund Expenses - Capital Investment, Repair and Maintenance</b>				
<b>FY2022 Line:</b>	<b>Description</b>	<b>FY2021 Budget Projected</b>	<b>FY2022 Budget Proposed</b>	<b>Comments</b>
55	Annual Road Repair & Maintenance	(\$18,000)	(\$40,000)	FY2022 includes estimate for Top Coat and Crack sealing for 50% (most travelled sections) of the roads. Work last done in June 2017 by Top Job for \$64K for entire road system included a 5-year warranty
56	Additional Contract Services	(\$100)	(\$500)	Blue Stakes plus other contractual work related to the roads and town property
56a	Road Signage	(\$3,535)	(\$2,000)	Additional signage most likely required. Would also cover expenses related to installing speed bumps
57	Contract Service (Snow Removal)	(\$39,500)	(\$44,000)	FY2022 includes a typical annual increase of \$4500 - not yet verified with SuperDave
58	Supplies - Salt, Sand, etc	(\$3,500)	(\$3,500)	Typical annual costs
58b	Brush Removal and other Wildfire Mitigation	(\$10,000)	(\$10,000)	Includes 2 chipper days (spring and fall) and weed clearing in the spring
60	Capital Investment in Roads	(\$30,000)	(\$30,000)	Budget for shoulder work and improvements in roadway
60b	DPW Site Construction - Capital Investment	(\$60,000)	(\$30,000)	FY2021 \$60K includes money already spent plus \$7K to invest in trees, landscaping and irrigation at DPW site and pumphouse. FY2022 includes additional funds to expand the site.
60c	Annual DPW Site Maintenance Expenses	\$0	(\$600)	Maintenance cost for DPW site including landscaping and tree care
	<b>Totals</b>	<b>(\$164,635)</b>	<b>(\$160,600)</b>	

<b>Table 7.2 FY2022 Transportation Reserve Fund Revenue and Transfers</b>				
<b>FY2022 Line:</b>	<b>Description</b>	<b>FY2021 Budget Projected</b>	<b>FY2022 Budget Proposed</b>	<b>Comments</b>
73	Estimated Interest	\$100	\$100	Annual money market interest
73a	Revenue From BHR Settlement	\$0	\$1,200	FY2022 will begin collection from BHR and The Reserves for their contribution to road maintenance for lower Interlaken Drive
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	No grants are in process
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,408	\$18,408	Annual revenue from the B&C road tax which is deposited by the state into the General Fund
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$0	No contributions are planned for FY2022. This is where unspent General Fund revenue would be passed along
80	Transfer from Building Fund of Road Impact Fee	\$7,500	\$7,500	Annual contribution based on 3 permits
83	Transfer to General Fund for Transportation Capital Expenses	(\$50,000)	(\$50,000)	Contribution for town road system capital improvements,. FY2021 budgeted \$90K but has only required \$50K
	<b>Totals</b>	<b>(\$23,992)</b>	<b>(\$22,792)</b>	

Appendix E: Revenue and Expenses FY2021 QTR01 - QTR 03

QTR1 thru QTR3 : 7/1/20 - 3/31/21		Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR3 : 7/1/20 - 3/31/21, FY2021											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
<b>Revenue - All Accounts</b>													
5	Annual Wasatch County Tax Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,162	\$ 118,000
6	Prior Year Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Late Fees - Assessments (all years)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	1% State Sales Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,247	\$ 22,000
all	Interest Income	\$ 66	\$ 400	\$ 12	\$ 100	\$ 112	\$ 100	\$ 71	\$ 220	\$ 14	\$ 100	\$ 20	\$ 200
12	New Owner Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	B&C Road Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,044	\$ 18,408
14	Building App & Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Interlaken Drive RMA with BHR Agreement (20%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
15a	CARES Act Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,115	\$ 20,115
15b	Additional Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15c	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,010	\$ -
15d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73a	Revenue from BHR Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73b	Revenue from Federal & State Transportation System Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92	Annual Water Utility Base Fees	\$ -	\$ -	\$ 166,365	\$ 173,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Metered Water Overages	\$ -	\$ -	\$ 841	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95a	Water Connect Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95b	Water Billing Late Fees	\$ -	\$ -	\$ 100	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95c	New Owner Transfer Fees	\$ -	\$ -	\$ 868	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95e		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150	Revenue from Federal & State Water System Grants	\$ -	\$ -	\$ -	\$ -	\$ 31,502	\$ 57,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
169	Building Permit Application Fees (varies with application)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 2,250	\$ -	\$ -
170	Water Connect Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,500	\$ -	\$ -
171	Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 7,500	\$ -	\$ -
172	Damage Deposits - Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 7,500	\$ -	\$ -
173	Completion Deposits - Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 4,500	\$ -	\$ -
173a	Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,943	\$ 18,000	\$ -	\$ -
173b	Variance Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>		<b>\$ 66</b>	<b>\$ 400</b>	<b>\$ 168,186</b>	<b>\$ 177,700</b>	<b>\$ 31,614</b>	<b>\$ 57,700</b>	<b>\$ 71</b>	<b>\$ 220</b>	<b>\$ 41,958</b>	<b>\$ 41,350</b>	<b>\$ 171,598</b>	<b>\$ 179,923</b>
<b>Transfers into General Fund</b>													
19	Transfer from Building Fund (Application Fees for admin costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,500
21	Transfer from Transportation Reserve Fund for Capital expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 90,000
<b>Transfers out of General Fund</b>													
28	Transfer to Transportation Reserve of B&C Road Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (18,408)
29	Transfer to Transportation Reserve Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Transfer to Building Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers into Water Revenue Fund (Checking)</b>													
100	Transfer from Building Fund (Water Connect Fees)	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$ -	\$ -	\$ 78,275	\$ 78,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
102	Transfer from Water Reserve Fund for Capital Improvements	\$ -	\$ -	\$ 30,800	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers out of Water Revenue Fund</b>													
105	Transfer to Water System Reserve Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
106	Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
107	Transfer to Bond Sinking Fund for Next Year's Bond Payment	\$ -	\$ -	\$ -	\$ (78,382)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
108	Transfer to Water System Capital Facilities Replacement Reserve Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
109	Transfer to General Fund for 50% of Administrative expenses	\$ -	\$ -	\$ -	\$ (30,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers into Transportation Reserve Fund</b>													
77	Transfer from General B&C Road Tax to Transportation Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,408	\$ -	\$ -	\$ -	\$ -
78	Transfer to Transportation Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

QTR1 thru QTR3 : 7/1/20 - 3/31/21		Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR3 : 7/1/20 - 3/31/21, FY2021											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
80	Transfer from Building Fund of Road Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -
	<b>Transfers out of Transportation Reserve Fund</b>												
83	Transfer to General Fund for Transportation Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,000)	\$ (90,000)	\$ -	\$ -	\$ -	\$ -
	<b>Transfers into Water System Capital Reserves Fund</b>												
154	Transfer from Water Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
154a		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Transfers out of Water System Capital Reserves Fund</b>												
161	Transfer to Water Revenue Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ (30,800)	\$ (116,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Transfers into Building Fund</b>												
177	Transfer from General Fund - Special Engineering Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Transfers out of Building Fund</b>												
180	Transfer to General Fund - Building Permit Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500)	\$ -	\$ -
181	Transfer to Water Revenue - Water Connect Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500)	\$ -	\$ -
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,500)	\$ -	\$ -
	<b>Transfers into Bond Sinking Fund</b>												
138	Transfer from Water Revenue Fund	\$ -	\$ 78,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Transfers out of Water Bond Sinking Fund</b>												
141	Transfer to Water Revenue Fund to pay current year bond	\$ (78,275)	\$ (78,382)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers Between Funds</b>	<b>\$ (78,275)</b>	<b>\$ -</b>	<b>\$ 109,075</b>	<b>\$ 87,000</b>	<b>\$ (30,800)</b>	<b>\$ (116,000)</b>	<b>\$ (50,000)</b>	<b>\$ (64,092)</b>	<b>\$ -</b>	<b>\$ (10,500)</b>	<b>\$ 50,000</b>	<b>\$ 103,592</b>
	<b>General Fund Expenses</b>												
	<b>Administrative Expense</b>												
37	Commissions, Committee, Council Mtg Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,200)
38	Town Clerk & Webmaster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,798)	\$ (22,000)
39	Association Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (269)	\$ (489)
40	Web Hosting & IT Services (WIX,GoDaddy,Zoom,Dropbox,ViaSat,Calling Post)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (958)	\$ (2,200)
40a	Town Council Equipment & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (296)	\$ (200)
41	Meeting Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (350)
42	Bookkeeping, Accounting, CPA Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,539)	\$ (13,000)
43	Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9)	\$ -
44	Town Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,455)	\$ (12,000)
44a	Attorney fees for BHR settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45a	Animal Control through Interlocal Agreement w/ Heber City	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500)
45b	Municipal Election Balloting & Noticing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	Misc. Admin. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,254)	\$ (100)
47	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (585)	\$ (4,039)
48	Office Supplies (postage + supplies)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (450)	\$ (700)
49	Building Inspector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (635)	\$ -
51	Additional Consulting Fees (Codifiers, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25)	\$ (8,000)
51a	Federal IRS Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,246)	\$ (4,000)
51b	CARES Act - WCFD Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20,115)	\$ (20,115)
51c		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Administrative Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (54,633)</b>	<b>\$ (89,893)</b>
	<b>Annual Road Maintenance Expense from General Fund</b>												
55	Annual Road Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,013)	\$ (18,000)
56	Additional Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (78)	\$ (8,000)
56a	Road Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,535)	\$ (2,000)
57	Contract Service (Snow Removal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (36,000)	\$ (39,500)
58	Supplies - Salt, Sand, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,400)	\$ (3,500)
	<b>Annual Fire Mitigation Expenses</b>												
58b	Brush Removal and Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,100)	\$ (30,000)
59	<b>Annual Road Capital Expenses</b>												

QTR1 thru QTR3 : 7/1/20 - 3/31/21		Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR3 : 7/1/20 - 3/31/21, FY2021											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
60	Capital Investment in Roads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30,000)	\$ (30,000)
60a	<b>DPW Expenses</b>												
60b	DPW Site Construction - Capital Investment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (53,287)	\$ (60,000)
60c	Annual DPW Site Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (32)	\$ -
61	<b>Total Road Maintenance, Capital Improvements, DPW Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (145,445)	\$ (191,000)
	<b>Total General Fund Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,077)	\$ (280,893)
	<b>Water Revenue Fund Expenses</b>												
	<b>Bond Payment</b>												
114	Water Bond Payment, Due annually in January	\$ -	\$ -	\$ (78,275)	\$ (78,382)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
115	<b>Operating Expenses</b>												
116	Payroll - Water Masters	\$ -	\$ -	\$ (12,900)	\$ (21,600)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
117	Meter Repair/Replacement, Water System Equipment, Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
118	Chemicals & Monitoring	\$ -	\$ -	\$ (360)	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
119	Telemetry System Operating Costs	\$ -	\$ -	\$ -	\$ (1,127)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120	Water Share Fee, Education, etc.	\$ -	\$ -	\$ (40)	\$ (375)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121	Gas Heat	\$ -	\$ -	\$ (331)	\$ (500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122	Electricity	\$ -	\$ -	\$ (6,023)	\$ (6,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123	Payroll Taxes - Water Masters - State & Federal 941	\$ -	\$ -	\$ (2,688)	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123a	Workman's Comp Insurance for Water Master	\$ -	\$ -	\$ (16)	\$ (1,069)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123b	Misc. Water Expenses	\$ -	\$ -	\$ (786)	\$ (1,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123c		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123e	<b>Capital Investment in Water System</b>												
123f	Purchase of Generator and Installation	\$ -	\$ -	\$ (50,513)	\$ (71,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123g	Pump Replacements, Telemetry System, Meter Upgrades	\$ -	\$ -	\$ (23,534)	\$ (45,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124	<b>Repair and Maintenance</b>												
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$ -	\$ -	\$ -	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126	Annual Generator Maintenance	\$ -	\$ -	\$ -	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126a	General Water System Maintenance & Repair	\$ -	\$ -	\$ (1,335)	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Water Revenue Fund Expenses</b>	\$ -	\$ -	\$ (176,800)	\$ (243,253)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Building Fund Expenses</b>												
187	Refunds of Damage Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,500)	\$ (5,000)	\$ -	\$ -
188	Refunds of Completion Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,000)	\$ (3,000)	\$ -	\$ -
188a	Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14,029)	\$ (18,000)	\$ -	\$ -
188b	Additional Contractual Services (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (791)	\$ (1,000)	\$ -	\$ -
188c	Plan Review by Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (125)	\$ (750)	\$ -	\$ -
	<b>Total Building Fund Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,445)	\$ (27,750)	\$ -	\$ -
	<b>Total Expenses (General, Water Revenue, Building)</b>	\$ -	\$ -	\$ (176,800)	\$ (243,253)	\$ -	\$ -	\$ -	\$ -	\$ (25,445)	\$ (27,750)	\$ (200,077)	\$ (280,893)
	<b>Net Change in Balance (Revenue+Transfers+Expenses)</b>	\$ (78,210)	\$ 400	\$ 100,461	\$ 21,447	\$ 814	\$ (58,300)	\$ (49,929)	\$ (63,872)	\$ 16,513	\$ 3,100	\$ 21,521	\$ 2,622
	Add: Beginning Balance	\$ 159,957	\$ 159,957	\$ 55,350	\$ 55,350	\$ 238,700	\$ 238,700	\$ 235,889	\$ 235,889	\$ 52,455	\$ 52,455	\$ 88,520	\$ 88,520
	Rounding Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Ending Balance</b>	\$ 81,748	\$ 160,357	\$ 155,811	\$ 76,797	\$ 239,513	\$ 180,400	\$ 185,960	\$ 172,017	\$ 68,968	\$ 55,555	\$ 110,041	\$ 91,142

Appendix F: Contractor Bids - Water System and Pumphouse



2559 South 1935 West  
 Salt Lake City, UT 84119-2023  
 (801) 972-0900 (801) 972-1171 fax  
 www.delcowestern.com

Quote #: 519

Date:

Dec 17, 2020

**Quoted to:** Interlaken Town  
 236 Luzern Road  
 PO Box 1256  
 Midway, UT 84049

Interlaken Town  
 236 Luzern Road  
 PO Box 1256  
 Midway, UT 84049

Qty	Item #	Description	Unit Price	Extension
2		Siemens Mag 5100/6000 Flow meter 3" 150# flange. ~ Installation by others~	2,305.50	4,611.00
1	0-Inbound	Incoming Freight  ~ Mission Estimate of trade-up value applied to new purchase upgrade Mydro 850~ \$1257.00		
1		Mission M852 Mydro 850 RTU – Wireless Real-Time Alarm System with Streaming Data.	2,187.00	2,187.00
1		Mission OP465 Expansion Module – Analog Input (4 channel Analog Input Module via RS485)	467.00	467.00
1		Mission SPOP-12 Service Package – Expansion/Option Board – 1 year (One per expansion board purchased)	60.00	60.00
1	0-Inbound	Incoming Freight	25.00	25.00
1		Installation and setup of upgrade. Mydro 850.	1,250.00	1,250.00
90	0000	Mileage	0.70	63.00
	MP	Order taken by Mat Player		

Subtotal: 8,663.00

Sales Tax:

**Total: 8.663.00**

**UNLESS OTHERWISE STATED, IN WRITING, SALES TAXES ARE NOT INCLUDED**

This quotation is for listed items only. Accuracy and completeness are not guaranteed.

Prices may be subject to manufacturer price changes and can change without notice.



Kevin Carter  
Tech Sales & Support

184 West 3300 South  
SLC, UT 84115

T: 801.484.8885  
F: 801.484.6954  
[kevin.carter@mc.supply](mailto:kevin.carter@mc.supply)  
[www.mountainlandsupply.com](http://www.mountainlandsupply.com)



**Bill to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Ship to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Reference:** Direct Read Upgrade - Vehicle Drive-By

**Salesman:** Zach Blackburn

**Effective:** 3/19/2020

**Terms:** Net 30 Days

Line	Description	Qty	U/M	Unit Price	Extension
<b>Upgrade Package</b>					
1	Vehicle Package	1	ea	\$25,000.00	\$22,000.00
2	Vehicle Gateway Basetstation w/Computer	1	ea	\$21,689.00	\$0.00
3	Sensus FL6501-GB Handheld Reader	1	ea	\$9,310.90	\$0.00
4	Sensus FL6500 Ethernet Dock	1	ea	\$1,026.44	\$0.00
5	Sensus Command Link	1	ea	\$609.77	\$0.00
6	Sensus AutoRead Software	1	ea	\$7,414.24	\$0.00
7	Sensus AutoVu Software	1	ea	\$4,955.54	\$0.00
8	Sensus AutoVu Mapping w/GPS - Wasatch County (Optional)	1	ea	\$4,500.00	\$4,500.00
9	Sensus FlexNet M2 Support	1	ea	\$2,200.00	\$2,200.00

**TOTAL: \$28,700.00**

**Additional Radios**

1	Sensus 520M Single Port Pit-Set Smartpoint TRPL	170	ea	\$159.88	\$27,179.60
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**TOTAL: \$27,179.60**

**Notes:**

1. Meter quantities are estimated. A more accurate price for meters can be provided given the actual quantities and sizes of existing meters.
2. This is a material estimate only and there are no guarantees as to the estimated quantities and all quantities should be reviewed prior to bidding or ordering.
3. ALL Special Order Material is Non-Returnable
4. All prices quoted herein supersede all prior quotes and are subject to change without prior notice, without exception.
5. Prices are good for 7 days unless specifically noted within the estimate provided.
6. Stock material must be returned in the original package and must be in resalable condition to be considered for credit.
7. All non-stock, special order and fabricated product returned for credit are subject to the manufacturer's return policy. All restock, handling and freight charges are the responsibility of the purchaser. No guarantee of credit should be assumed for any returned material.



# SINGLETON FENCE INC.

## ESTIMATE

8017 S. Bettingson Dr.  
West Jordan, UT 84081  
801-707-7147

<b>BILLING ADDRESS</b>	Name <b>Chuck Onan</b> Address 236 Luzern Rd. City Midway State UT Zip Hm Cel 435-731-0989 Email <a href="mailto:conan@promontoryclub.com">conan@promontoryclub.com</a>	<b>JOBSITE</b>	Name Address SAME City State UT Zip Hm Ph Wk Ph	Date: 2/25/2021
				Salesperson: Kent Woodruff
				Phone: 801-330-3489
				BID GOOD FOR 15 DAYS

### 6' +1' Tall Chain Link Fence Enclosure

**ESTIMATE 022521**

Qty /Ft.	Location	Description	Price	Materials
58.0	at Bldg.	6' + 1' Tall Chain Link Fence (2" dia. Mesh, 2 3/8" posts, 1 5/8" top rail)	\$35.75	\$2,073.50
1.0		3' x 6' Tall Chain Link Gate (1 5/8" pipe frame, 2" dia. Mesh, w/hardware)	\$425.00	\$425.00
1.0		6' x 6' Tall Chain Link Gate (1 5/8" pipe frame, 2" dia. Mesh, w/hardware)	\$495.00	\$495.00
60.0		Colored privacy slats (insert) Option	\$8.25	\$495.00
		6' + 1' Tall Chain Link Fence & Gates Black Add: \$1,025.20		
Deposit		<b>Licensed &amp; Insured #7392192-5501</b> Additional charges may apply for rocky digging, slope, hand digging due to utilities, tree roots, concrete cutting, removal & other obstructions	Concrete Corecut Qty	Qty
Date			Material Subtotal	\$3,488.50
Pymt.Type			Sales Tax	included
Balance			Installation Charges	\$1,175.00
Date PIF			<b>Total Charges</b>	<b>\$4,663.50</b>

Signature required as full acknowledgement to proceed with order. I have looked over all quantities, descriptions, costs

and understand its contents. Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Kevin Carter  
Tech Sales & Support

184 West 3300 South  
SLC, UT 84115

T: 801.484.8885

F: 801.484.6954

[kevin.carter@mc.supply](mailto:kevin.carter@mc.supply)

[www.mountainlandsupply.com](http://www.mountainlandsupply.com)



**Bill to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Ship to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Reference:** Direct Read Upgrade Handheld Walk-By

**Salesman:** Zach Blackburn

**Terms:** Net 30 Days

**Effective:** 3/19/2020

Line	Description	Qty	U/M	Unit Price	Extension
<b>RadioRead Upgrade Program</b>					
1	Handheld Package	1	ea	\$15,000.00	\$12,000.00
2	Sensus FL6501-GB Handheld Reader	1	ea	\$9,310.90	\$0.00
3	Sensus FL6000 Single Ethernet Dock	1	ea	\$1,026.44	\$0.00
4	Sensus Command Link	1	ea	\$609.77	\$0.00
5	Sensus M2 Software Support	1	ea	\$2,200.00	\$2,200.00
6	Sensus AutoRead Software WB-DB	1	ea	\$4,003.88	\$0.00
<b>Total</b>					<b>\$14,200.00</b>
<b>Additional Radios</b>					
1	Sensus 520M Single Port Pit-Set Smartpoint TRPL	170	ea	\$159.88	\$27,179.60
<b>TOTAL:</b>					<b>\$27,179.60</b>

**Notes:**

1. Meter quantities are estimated. A more accurate price for meters can be provided given the actual quantities and sizes of existing meters.
2. This is a material estimate only and there are no guarantees as to the estimated quantities and all quantities should be reviewed prior to bidding or ordering.
3. ALL Special Order Material is Non-Returnable
4. All prices quoted herein supersede all prior quotes and are subject to change without prior notice, without exception.
5. Prices are good for 7 days unless specifically noted within the estimate provided.
6. Stock material must be returned in the original package and must be in resalable condition to be considered for credit.
7. All non-stock, special order and fabricated product returned for credit are subject to the manufacturer's return policy. All re-stock, handling and freight charges are the responsibility of the purchaser. No guarantee of credit should be assumed for any returned material.



Kevin Carter  
Tech Sales & Support

184 West 3300 South  
SLC, UT 84115

T: 801.484.8885  
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[kevin.carter@mc.supply](mailto:kevin.carter@mc.supply)  
[www.mountainlandsupply.com](http://www.mountainlandsupply.com)



**Bill to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Ship to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Reference:** Direct Read Upgrade - Vehicle Drive-By

**Salesman:** Zach Blackburn

**Effective:** 3/19/2020

**Terms:** Net 30 Days

Line	Description	Qty	U/M	Unit Price	Extension
<b>Upgrade Package</b>					
1	Vehicle Package	1	ea	\$25,000.00	\$22,000.00
2	Vehicle Gateway Basetstation w/Computer	1	ea	\$21,689.00	\$0.00
3	Sensus FL6501-GB Handheld Reader	1	ea	\$9,310.90	\$0.00
4	Sensus FL6500 Ethernet Dock	1	ea	\$1,026.44	\$0.00
5	Sensus Command Link	1	ea	\$609.77	\$0.00
6	Sensus AutoRead Software	1	ea	\$7,414.24	\$0.00
7	Sensus AutoVu Software	1	ea	\$4,955.54	\$0.00
8	Sensus AutoVu Mapping w/GPS - Wasatch County (Optional)	1	ea	\$4,500.00	\$4,500.00
9	Sensus FlexNet M2 Support	1	ea	\$2,200.00	\$2,200.00

**TOTAL: \$28,700.00**

**Additional Radios**

1	Sensus 520M Single Port Pit-Set Smartpoint TRPL	170	ea	\$159.88	\$27,179.60
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**TOTAL: \$27,179.60**

**Notes:**

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Kevin Carter 1505 W 130 S  
 Tech Sales & Support Orem, UT 84058

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[kevin.carter@mc.supply](mailto:kevin.carter@mc.supply)  
[www.mountainlandsupply.com](http://www.mountainlandsupply.com)



**Bill to Customer**

Interlaken Town  
 PO BOX 1256  
 Midway UT, 84049

**Ship to Customer:**

Interlaken Town  
 PO BOX 1256  
 Midway UT, 84049

**Reference** Flexnet Light AMI 140 Services

**Salesman:** Zach Blackburn

**Effective:** 4/30/2021

**Terms:** Net 30 Days

Line	Description	Qty	U/M	Unit Price	Extension
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**Base Stations and Infrastructure**

1	Sensus R100 Outdoor Basestation	1	ea	\$7,500.00	\$7,500.00
2	Sensus BaseStation Installation	1	ea	\$25,000.00	\$25,000.00
3	Cellular Backhaul Device and Installation	1	ea	\$1,500.00	\$1,500.00
4	Sensus Archer 3 Handheld	1	ea	\$2,775.00	\$2,775.00
5	Sensus Commandlink II Communicator	1	ea	\$610.00	\$610.00
6	Sensus R100 BaseStation Ext. Warranty (Starts Year 2)	1	ea	\$375.00	

**TOTAL: \$37,385.00**

**Software One-Time Costs**

1	Sensus RNI SAAS Setup Fee	1	ea	\$7,500.00	\$7,500.00
2	RNI Core Education - Performed by Mountainland	1	ea	\$750.00	\$750.00
3	Sensus Analytics Essential Setup - Water	1	ea	\$3,350.00	\$3,350.00
4	Mountainland	1	ea	\$1,000.00	\$1,000.00
5	Sensus RNI SAAS and SA Inegration by P.S.	1	ea	\$1,800.00	\$1,800.00

**TOTAL: \$14,400.00**

**Software SAAS Costs**

1	Sensus RNI SAAS and Sensus Analytics Annual Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$1,260.00	\$1,260.00
2	Sensus Analytics Unlimited Text Messages Annual Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$225.00	\$225.00

**TOTAL: \$1,485.00**

**Customer Portal Costs (Optional Feature)**

1	Customer Portal Annual Min. Users Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$6,150.00	\$6,150.00
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2	Customer Portal Annual Text Messages Unlimited <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$225.00	\$225.00
3	Customer Portal System Setup - One Time Fee	1	ea	\$6,250.00	\$6,250.00
3	One Time	1	ea	\$11,500.00	\$11,500.00
4	Customer Portal Training - Remote - One Time Fee	1	ea	\$2,000.00	\$2,000.00

**TOTAL: \$26,125.00**

**Additional Meters and Infrastructure**

1	Sensus 520M Single-Port Pit-Lid Smartpoint	150	ea	\$159.88	\$23,982.00
2	D&L 2240 18" Meter Lid with Knock-Out (Lid Only)	150	ea	\$19.23	\$2,884.50
3	Only)	1	ea	\$20.00	\$20.00
4	(Lid Only)	1	ea	\$141.33	\$141.33

**TOTAL: \$27,027.83**

**Notes:**

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7. All non-stock, special order and fabricated product returned for credit are subject to the manufacturer's return policy. All re-stock, handling and freight charges are the responsibility of the purchaser. No guarantee of credit should be assumed for any returned material.
8. Customer is fully responsible to provide sufficient electrical connections within 1' of base station location. Price does not include communication link to the RNI.
9. Spectrum license agreement is required for all infrastructure purchases.
10. Unit provides two way functionality for electric and North American two way (NA2W-M2 technology) for water and gas SmartPoints.
11. Customers upgrading from legacy one-way solution to NA2W functionality will require base stations to be NA2W compliant. Customers must contact Tech Support to initiate base station assessment for NA2W compliance requirements. Once assessment is complete, separate quote for parts and installation will be provided
13. Requires customer to meet minimum guidelines for installation. Please contact Sensus for customer requirements and Sensus responsibilities.
14. Payment required upon completion of standard integration workshop. Custom integration requires special
15. One-Time RNI Setup Fee includes setup of the Head End Software within the utility's network, and configuring the AMI network infrastructure to properly communicate with the Head End Software. Customer will be invoiced upon receipt of order.
16. First year of support is included under Standard Warranty. Customer must purchase Extended Warranty prior to the end of Standard Warranty period.
17. Extended warranties are an optional service. Products have a one (1) year warranty with the initial purchase. If purchased, extended warranties will go into affect in year two (2). Prices listed are per year. Customer must purchase extended warranties prior to the end of year one. Extended warranties are not available after year one (1) expires.
18. SaaS Extended Warranty is an optional service that will be effective throughout the contract term (5 years). First year warranty included in purchase. Payment for years 2-5 is to be included with annual SaaS payment.
19. Extended Warranty does not include batteries.
20. Standard SaaS Contract Term is 5 years.







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**Bill to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Ship to Customer:**

Interlaken Town  
PO BOX 1256  
Midway UT, 84049

**Reference:** Flexnet Light AMI 140 Services with Vehicle Unit

**Salesman:** Zach Blackburn

**Effective:** 4/30/2021

**Terms:** Net 30 Days

Line	Description	Qty	U/M	Unit Price	Extension
<b>Base Stations and Infrastructure</b>					
1	Sensus R100 Outdoor Basestation	1	ea	\$7,500.00	\$7,500.00
2	Sensus BaseStation Installation	1	ea	\$25,000.00	\$25,000.00
3	Cellular Backhaul Device and Installation	1	ea	\$1,500.00	\$1,500.00
4	Sensus Archer 3 Handheld	1	ea	\$2,775.00	\$2,775.00
5	Sensus Commandlink II Communicator	1	ea	\$610.00	\$610.00
6	Sensus R100 BaseStation Ext. Warranty (Starts Year 2)	1	ea	\$375.00	
<b>Vehicle Unit</b>					
1	Vehicle Package	1	ea	\$25,000.00	\$22,000.00
2	Vehicle Gateway Basetstation w/Computer	1	ea	\$21,689.00	\$0.00
3	Sensus FL6501-GB Handheld Reader	1	ea	\$9,310.90	\$0.00
4	Sensus FL6500 Ethernet Dock	1	ea	\$1,026.44	\$0.00
5	Sensus Command Link	1	ea	\$609.77	\$0.00
6	Sensus AutoRead Software	1	ea	\$7,414.24	\$0.00
7	Sensus AutoVu Software	1	ea	\$4,955.54	\$0.00
8	Sensus AutoVu Mapping w/GPS - Wasatch County (Optional)	1	ea	\$4,500.00	\$4,500.00
9	Sensus FlexNet M2 Support	1	ea	\$2,200.00	\$2,200.00
<b>TOTAL:</b>					<b>\$66,085.00</b>
<b>Software One-Time Costs</b>					
1	Sensus RNI SAAS Setup Fee	1	ea	\$7,500.00	\$7,500.00
2	RNI Core Education - Performed by Mountainland	1	ea	\$750.00	\$750.00
3	Sensus Analytics Essential Setup - Water	1	ea	\$3,350.00	\$3,350.00
4	Sensus Analytics Education - Performed by Mountainland	1	ea	\$1,000.00	\$1,000.00
5	Sensus RNI SAAS and SA Inegration by P.S.	1	ea	\$1,800.00	\$1,800.00
<b>TOTAL:</b>					<b>\$14,400.00</b>

**Software SAAS Costs**

1	Sensus RNI SAAS and Sensus Analytics Annual Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$1,260.00	\$1,260.00
2	Sensus Analytics Unlimited Text Messages Annual Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$225.00	\$225.00

**TOTAL: \$1,485.00**

### Customer Portal Costs (Optional Feature)

1	Customer Portal Annual Min. Users Fee <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$6,150.00	\$6,150.00
2	Customer Portal Annual Text Messages Unlimited <i>*All annual fees are subject to a 3.5% increase over a prior year</i>	1	ea	\$225.00	\$225.00
3	Customer Portal System Setup - One Time Fee	1	ea	\$6,250.00	\$6,250.00
3	Customer Portal Customer Information Integration - One Time	1	ea	\$11,500.00	\$11,500.00
4	Customer Portal Training - Remote - One Time Fee	1	ea	\$2,000.00	\$2,000.00

**TOTAL: \$26,125.00**

### Additional Meters and Infrastructure

1	Sensus 520M Single-Port Pit-Lid Smartpoint	150	ea	\$159.88	\$23,982.00
2	D&L 2240 18" Meter Lid with Knock-Out (Lid Only)	150	ea	\$19.23	\$2,884.50
3	D&L 2240 18" Meter Lid with Recessed AMR Hole (Lid-Only)	1	ea	\$20.00	\$20.00
4	D&L 1180 30" Universal Manhole Lid with AMR Hole (Lid Only)	1	ea	\$141.33	\$141.33

**TOTAL: \$27,027.83**

### Notes:

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8. Customer is fully responsible to provide sufficient electrical connections within 1' of base station location. Price does not include communication link to the RNI.
9. Spectrum license agreement is required for all infrastructure purchases.
10. Unit provides two way functionality for electric and North American two way (NA2W-M2 technology) for water and gas SmartPoints.
11. Customers upgrading from legacy one-way solution to NA2W functionality will require base stations to be NA2W compliant. Customers must contact Tech Support to initiate base station assessment for NA2W compliance requirements. Once assessment is complete, separate quote for parts and installation will be provided.
13. Requires customer to meet minimum guidelines for installation. Please contact Sensus for customer requirements and Sensus responsibilities.
14. Payment required upon completion of standard integration workshop. Custom integration requires special quote.

15. One-Time RNI Setup Fee includes setup of the Head End Software within the utility's network, and configuring the AMI network infrastructure to properly communicate with the Head End Software. Customer will be invoiced upon receipt of order.

16. First year of support is included under Standard Warranty. Customer must purchase Extended Warranty prior to the end of Standard Warranty period.

17. Extended warranties are an optional service. Products have a one (1) year warranty with the initial purchase. If purchased, extended warranties will go into affect in year two (2). Prices listed are per year. Customer must purchase extended warranties prior to the end of year one. Extended warranties are not available after year one (1) expires.

18. SaaS Extended Warranty is an optional service that will be effective throughout the contract term (5 years). First year warranty included in purchase. Payment for years 2-5 is to be included with annual SaaS payment.

19. Extended Warranty does not include batteries.

20. Standard SaaS Contract Term is 5 years.





**Cost Estimates for Remaining Meter Replacements and Upgrade to Digital Reading System - Updated 5/3/21**

Items Installed at Meter Pit - Upgrade to 150 meters	Unit Price	# of Units	Total	Vendor/Contractor	Notes
iPerl Meter unit price - 3/4", 1 gallon resolution	\$ 139.08	31	\$ 4,311.48	Mountainland Supply	There are currently 31 remaining older meters (non-iperl). 1" iperl is \$215.80 per unit
Meter Swap-Installation Labor per unit	\$ 150.00	31	\$ 4,650.00	Jason at Mountainland Hardwoods	Neal Bowlen might also bid on this work
PRV Swap-Installation Labor per unit	\$ 150.00	31	\$ 4,650.00	Jason at Mountainland Hardwoods	Neal Bowlen might also bid on this work
18" Meter lid with knockout	\$ 19.23	150	\$ 2,884.50	Mountainland Supply	Required to enable radio communication
Meter lid- radio installation Labor per unit	\$ -	150		Water Masters	Water masters will do this
Sensus 520M Single Port Pit-Set TRPL pit radio	\$ 159.88	150	\$ 23,982.00	Mountainland Supply	Provides Radio Communication between meter and hand-held reader
Additional excavation for meter pits (estimate)	\$ 2,000.00	4	\$ 8,000.00	Neal Bowlen or other contractor	Estimate for pits that require additional work
<b>Total Residential Meter Pit Costs</b>			<b>\$ 48,477.98</b>		Meter Pit costs to upgrade 150 total meter pits
Items to Enable Direct Read - Vehicle Drive-By	Unit Price	# of Units	Actual Cost	Vendor/Contractor	Notes
Vehicle Package	\$ 25,000.00	1	\$ 22,000.00	Mountainland Supply	
Vehicle Gateway Basestation w/Computer	\$ 21,689.00	1	\$ -	Mountainland Supply	
Sensus FL6501-GB Handheld Reader	\$ 9,310.90	1	\$ -	Mountainland Supply	
Sensus FL6500 Ethernet Dock	\$ 1,026.44	1	\$ -	Mountainland Supply	
Sensus Command Link	\$ 609.77	1	\$ -	Mountainland Supply	
Sensus AutoRead Software	\$ 7,414.24	1	\$ -	Mountainland Supply	
Sensus AutoVu Software	\$ 4,955.54	1	\$ -	Mountainland Supply	
Sensus AutoVu Mapping w/GPS - Wasatch County (opti	\$ 4,500.00	1	\$ 4,500.00	Mountainland Supply	This is optional mapping software for visual ID of meters
Sensus FlexNet M2 Support	\$ 2,200.00	1	\$ 2,200.00	Mountainland Supply	
<b>Total Vehicle Drive-By Direct Reading Costs</b>			<b>\$ 28,700.00</b>		
<b>Total Package Cost - Vehicle Drive-By Direct Reading, 150 Meters</b>			<b>\$ 77,177.98</b>		
Items for FlexNet Light Remote Radio Reads	Unit Price	# of Units	Actual Installation Cost	Vendor/Contractor	Notes
<b>Base Stations and Infrastructure</b>					
Sensus R100 Outdoor Basestation	\$ 7,500.00	1	\$ 7,500.00	Mountainland Supply	
Sensus BaseStation Installation	\$ 25,000.00	1	\$ 10,000.00	Mountainland Supply	Estimated cost reduction from using existing tower structure
Cellular Backhaul Device and Installation	\$ 1,500.00	1	\$ -	Mountainland Supply	Estimated cost reduction from using pumphouse internet
Sensus Archer 3 Handheld reader	\$ 2,775.00	1	\$ 2,775.00	Mountainland Supply	Allows for additional handheld reads
Sensus Commandlink II Communicator	\$ 610.00	1	\$ 610.00	Mountainland Supply	
Sensus R100 BaseStation Ext. Warranty starting year 2	\$ 375.00	1		Mountainland Supply	Optional Extended warranty starting year 2
<b>Software One-Time Costs</b>					
Sensus RNI SAAS Setup Fee	\$ 7,500.00	1	\$ 7,500.00	Mountainland Supply/Sensus	One Time Fee
RNI Core Education - Mountainland	\$ 750.00	1	\$ 750.00	Mountainland Supply/Sensus	One Time Fee
Sensus Analytics Essential Setup	\$ 3,350.00	1	\$ 3,350.00	Mountainland Supply/Sensus	One Time Fee
Sensus Analytics Training	\$ 1,000.00	1	\$ 1,000.00	Mountainland Supply/Sensus	One Time Fee
Sensus RNI and SA Integration by P.S.	\$ 1,800.00	1	\$ 1,800.00	Mountainland Supply/Sensus	One Time Fee
<b>Total FlexNet Light Installation-Equipment Costs</b>			<b>\$ 35,285.00</b>		
<b>Annual Software SAAS Costs</b>					
Sensus RNI and Analytics Fee	\$ 0.75	1800	\$ 1,350.00	Mountainland Supply/Sensus	Annual fee for remote reads .75 per meter per month (150 meters)
Sensus Text Messaging - optional	\$ 225.00	1	\$ 225.00	Mountainland Supply/Sensus	Alerts sent via texts
<b>Total FlexNet Light Annual Software Costs</b>			<b>\$ 1,575.00</b>		
<b>Total Package Installation Cost -FlexNet Remote Reading, 150 Meters, Including year 1 annual software fees</b>			<b>\$ 85,337.98</b>		
<b>Optional Customer Portal Costs</b>					
Annual users fee	\$ 6,150.00	1	\$ 6,150.00		Allows customers to access regular meter reads
Annual Customer Portal Text Message Fee	\$ 225.00	1	\$ 225.00		Allows customers to set up alerts based on usage, leak detection
Customer Setup Fee - One Time	\$ 6,250.00	1	\$ 6,250.00		One Time Fee
Portal Integration Fee - One Time	\$ 11,500.00	1	\$ 11,500.00		One Time Fee
Customer Portal Training Fee - One Time	\$ 2,000.00	1	\$ 2,000.00		One Time Fee
<b>Total Customer Portal Implementation Including Annual Fees</b>			<b>\$ 26,125.00</b>		
<b>Total Package FlexNet Installation Cost with Customer Portal</b>			<b>\$ 111,462.98</b>		

Interlaken Town Building Permit & Grading Permit Projects & Status Update

New Town Engineer on Contract – T-O Engineers (Contact Ryan Taylor, P.E., Project Mgr.), 2211 W 3000 S Suite B, Heber, UT 84032, 435-315-3168

Lot #	Project Address/ Owner	Project Type & Project #	Permit Fees & Deposits Paid	Permit Issued	TOWN ENGINEER Project Status Update	Requires Town Clerk Assistance (i.e., Check on Fee & Deposit payments, Outstanding TO/Epic Invoice Status Payment, etc.)?	CO Issued	Comments
115	330 W. Bern Way - Howard Property	New Residence (Epic # 16IKB002)	Yes	Yes			No	NO UPDATE IS REQUIRED BY TO ENGINEERS. Town Informed Owner that they must work with Epic ENgineering for the CO INspection. Ongoing. PC identified site is not properly containing materials and wastes. PC to continue to monitor. Also they owe Epic for an inspection fee. The CO will be held to ensure the Owner pays this bill.
198	253 Interlaken Dr - H.M. Ball Property	New Residence (Epic # 19IKB003)	Yes	Yes			No	No Update (04.16.2021) No Update (3.22.2021) No Update (02.16.2021) Temp CO issued, Deposits will be retained until driveway is poured (concrete) and graded areas are reseeded.
129	333 Interlaken Dr. - Chris Wilcox Property.	New Residence (Epic# 19IKB002)	Yes	Yes		Bart to Check if all TO invoices were paid prior to returning portion of deposite.	Yes	No Update (04.18.2021) Aproved for C of O (03.22.2021) All Building Items complete requesting C of O Town to issue if complete ( 02.16.2021) No Update Temp CO was issued. Still waiting for one final building code item to be complete. .TEMP CO was issued by TO. Site driveway was paved with asphalt (so deposite for concrete work will no be needed). PC recommends some deposite be retained until final reseeding & planned landscaping is completed in Spring 2021. On 11/9/20 TC recommended repairing the cracked Asphalt in front of an N of the project & deducting cost from Deposit prior to refunding any deposites.
29	308 Interlaken Dr. - McNaughton/Beebe	Remodel Project (Epic # 19IKB004)	Yes	Yes	COMPLETED	Verified	Yes (by Epic)	No Update (01.19.2021). Has Outstanding \$500 Fee that requires payment. CO Issied on 1/20/2020 by Epic



Lot #	Project Address/ Owner	Project Type & Project #	Permit Fees & Deposits Paid	Permit Issued	Project Status Update	Requires Town Clerk Assistance (i.e., Check on Fee & Deposit payments, Outstanding TO/Epic Invoice Status Payment, etc.)?	CO Issued	Comments
39	275 St. Moritz Rd. - <b>Mason Osborne</b>	Remodel Project (Epic # 19IKB007)	Yes	Yes	Progressing. Epic has performed the following inspections: footings, foundation, SWPP, and Admin.			No Update (04.18.2021) No Update (03.22.2021) NO UPDATE (02.16.2021) Completed weather barrier inspection. Slowly progressing. Roof nailing and shear wall inspection complete and approved. Project progresing slowly.
172	355 Bern Way - <b>Ekstrom Project</b>	New Landscaping & Retaining Wall Project	Yes	Yes	Site Disturbance Permit Issued	All Fees & Deposits were paid by the Owner for this project.	N/A	No Update (04.18.2021) No Update (03.22.2021) No Update (02.16.2021) Site disturbance Permit. Issued. Poured Concrete Retaining Walls will require inspection by TO Engineers. Note: No CO is required for Landscaping projects). <b>Customer request a Permit #</b>
65	315 Jungfrau Rd. - <b>John Barton</b>	Deck Extension & Carport Project (Epic# 19IKB009)	Yes	Yes		Bart to issue a Permit # to Customer.		No Update (04.18.2021) No Update (03.22.2021) No Update (02.16.2021). Footing inspections complete for most of building. Carport only partially complete. Ongoing. Project owner appears to be self-performing ,ost of the work.
111	257 Matterhorn Cir.- <b>Kevin Parsons</b>	New Residence (Project # to be issued by TO Engineers)	Yes	NO				Conducted re-4way, power to panel and insulation inspections (04.18.2021) Initial 4-way inspection completed, awaiting items to be corrected (03.22.2021) Shear wall inspection completed (02.12.2021) Temp power inspection complete - construction progressing. Footings, foundation and sub-rough plumbing inspections complete and approved.
47	262 Interlaken Dr. <b>Mike Harrell</b>	Remodel Project	No	No				Permit issued .
162	248 Interlaken Dr., <b>Art Lang</b>	Solar Permit	Yes	Yes				Job Complete.
23	295 Jungfrau Hill Rd - <b>Bill Vermazen</b>	Rennovation Project	Yes	NO	TO and PC submitted plan review commednts to the Owner on 6/22/2020.			No Update (04/18/2021) No Update (03.22.2021) NO UPDATE (02.16.2021) Weather Barrier inspectio completed (01.15.2021). 4- way inspection complete - nearing completion

56	283 Interlaken Drive Farrer	New Residence	No	No	Fees estimated and sent to Owner. Waiting for payment of Fees.		No inspections requested to date (04.18.2021) Plans received. Plans reviewed/approved by both the Town PC and TO Engineers.
135	417 Interlaken Dr.- Thornock	Renovation Project	No	NO			(03.22.2021) No update (01.19.2021). Waiting for Fees and Plans Submittal.

## PROPOSAL/CONTRACT

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<b>PROPOSAL SUBMITTED TO</b>	<b>PHONE</b>	<b>OTHER PHONE</b>
Bart Smith	435-565-3812	
<b>PROJECT NAME</b>	<b>EMAIL</b>	<b>OTHER EMAIL</b>
Guard Rail	<a href="mailto:interlakenclerk@gmail.com">interlakenclerk@gmail.com</a>	
<b>PROJECT SITE</b>	<b>APPROX. START DATE</b>	<b>APPROX. FINISH DATE</b>
<b>PROPOSAL SUBMITTED BY</b>	<b>EMAIL</b>	<b>PHONE</b>
Shane Mang	<a href="mailto:shanemang@nrgyhomes.com">shanemang@nrgyhomes.com</a>	435-315-0199

---

### SCOPE OF WORK

NRGY HEREBY SUBMITS SPECIFICATIONS & ESTIMATES FOR: Repair of damaged guard rails

#### Demo/Prep

- Road barriers set up to divert traffic.
- Blue Stakes called to locate utilities.
- Equipment mobilization.
- Removal of 30' of existing damaged guard rails.

#### Structural

- Purchase and Installation of galvanized guardrails to match existing. (\$125/ft)

#### Ends

- Includes (2) ends
- \$750 for each end after (2)

Exemptions, Does NOT include the following:

- Moving of utilities. (Price TBD)
- Hand digging around utilities that are too close. (\$45/manhour)

## PROPOSAL/CONTRACT

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NRGY PROPOSES HEREBY TO FURNISH ALL MATERIALS & PERFORM ALL LABOR,  
 COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS **FOR THE ESTIMATED SUM OF:** \$10,125.00

**PAYMENTS TO BE MADE AS FOLLOWS:** DEPOSIT: \$5,000.00

Any alteration or deviation from above specifications will be executed only upon written order, and will become an extra charge over and above the estimate.

\*SEE BELOW FOR FURTHER TERMS & CONDITIONS UPON COMPLETION: Balance

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### ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, CONDITIONS, AND SPECIFICATIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

<b>SIGNATURE:</b> _____  <b>NAME:</b> _____  <b>DATE:</b> _____	<b>SIGNATURE:</b> _____  <b>NAME:</b> Shane Mang  <b>DATE:</b> _____
---	--

**NO PRESSURE CONTRACT** - YOU THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE SECOND BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. CANCELLATION MUST BE DONE IN WRITING.

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**All material** is guaranteed to be as specified and all work to be completed in a workmanlike manner according to standard practices. **Any alteration** or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate and will be 100% due before the work commences. Furthermore, any change order/additional work will be completed as determined by the contractor and the project deadline will be extended accordingly. This is to include, but is not limited to, hidden damages that are uncovered during the course of the job and additional work required by local building inspectors. **All elements of this agreement** are contingent upon acts of god, fire, flood or any other unavoidable casualties; or by labor strikes, late delivery of materials; or by neglect of the owner; in the event the contractor is delayed in the prosecution of the work due to aforementioned causes the time for completion shall be extended for the same period as the delay occasioned. **The estimate does not include** material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started. This work shall be billed as either a written change order or as "time & material" at the stated billable and/or standard industry rate(s), in addition to a minimum 25% overall markup. Any payment not actually received in full by NRGY on the due date shall bear a minimum fee of 2% of what is owed, as well as a 2% fee a FINANCE CHARGE AT THE RATE OF 2% PER MONTH, WHICH IS 24% ANNUM, before and after judgment, until paid. If this account is placed in the hand of an attorney for collection, with or without suit, to pay a reasonable attorney's fees. **All work is guaranteed and warranted** up to one year from date of completion of project; as required by state law. The contractor will repair or replace (at no charge to the buyer) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made in regards to above stated repair/replacement. This agreement shall be interpreted under laws of the State of Utah. Attorney's fees and court costs shall be paid by the defendant in the event that judgment must be, and is, obtained to enforce this agreement or any breach thereof. **This unsigned proposal expires 30 days** from date of submission.

# Electronic Siren

## Model SST-MV



### ELECTRONIC SIREN WITH FOUR SELECTABLE TONES

- Multi-voltage design accepts 24VDC and 120/240VAC
- Produces one of four tones – wail, yelp, horn and temporal slow whoop
- Produces 109.5-111dBA @ 10'
- Omni-directional swivel mount
- Type 3R enclosure (with WB backbox)
- UL and cUL Listed

Federal Signal's SST-MV is an electronic siren capable of producing one of four high decibel tone outputs from the same unit.

The Model SST-MV features internal amplification and the tone circuitry to produce four different tones. The user selects from the wail, yelp, horn or temporal slow whoop tone by reconfiguring internal jumpers.

The SST-MV operates on 24VDC, 120VAC or 240VAC. The TYPE 3R housing is molded from impact-resistant ASA (acrylic-styrene-acrylonitrile) plastic, making it resistant to ultra-violet light and ideal for indoor or outdoor use.

The omni-directional swivel mount system allows the output to be pointed anywhere within a 360° half-sphere.

This electronic siren is UL and cUL Listed.

The Model SST-MV can be used as a stand-alone, high output, audible warning device in any application where voice paging is not required.

Typical applications include emergency warning, start and dismissal, fire alarm, general alarm and evacuation.

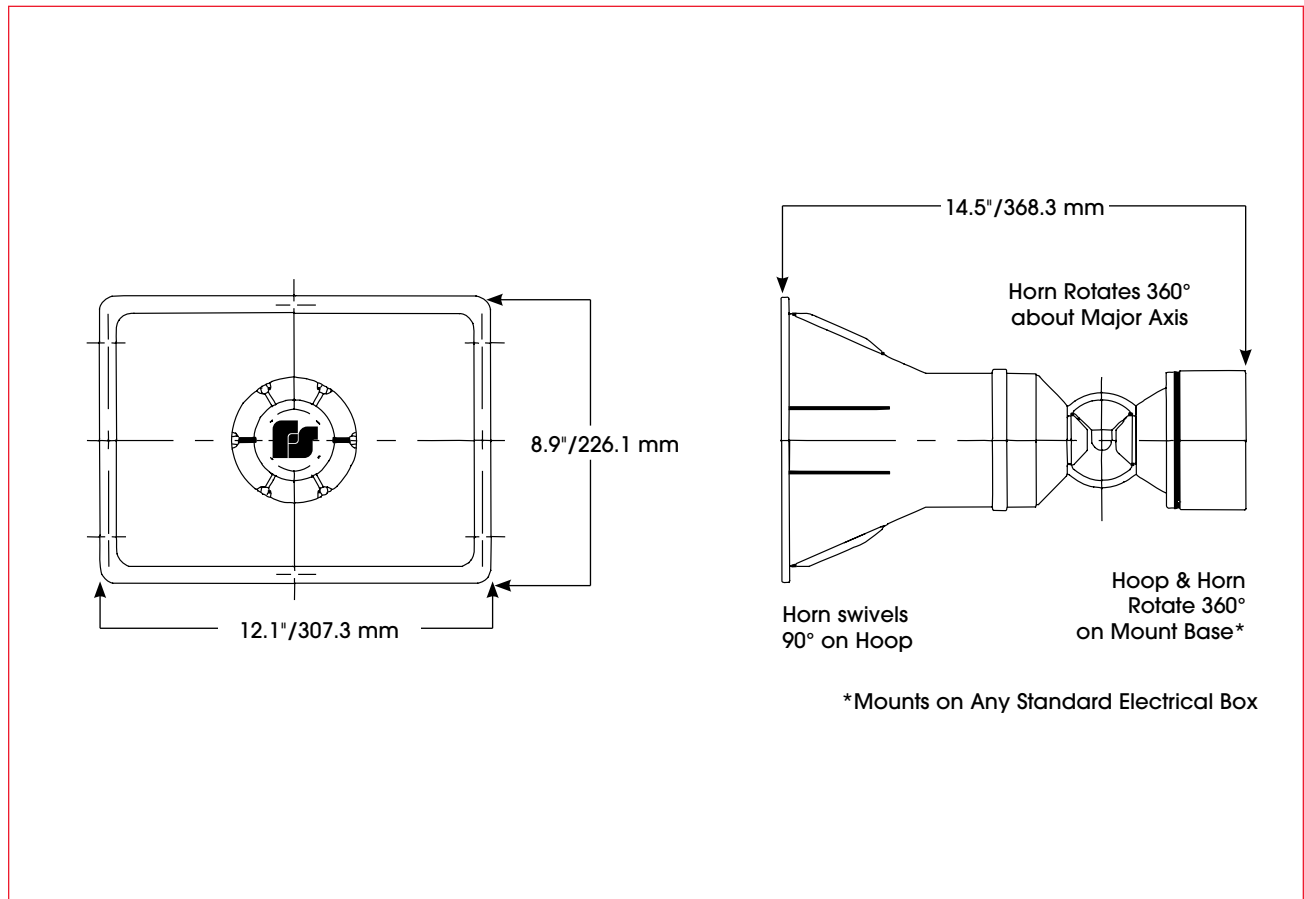
Federal Signal's Model SST-MV Electronic Siren is an economical multi-tone siren that is designed to hold up to the rigors of corrosive environments.

Model	Voltage	Operating Current
SST-MV	24VDC	600 mA
SST-MV	120VAC	210 mA
SST-MV	240VAC	120 mA

Tone	Decibels @	
	10'	1m
Wail	109.5	119.5
Yelp	111.0	121.0
Horn	107.0	117.0
Temporal Slow Whoop	111.0	121.0



## ELECTRONIC SIREN (SST-MV)



### SPECIFICATIONS

Operating Temperature:	-31°F to 161°F	-35°C to 72°C
Shipping Weight:	5.2 lbs.	2.4 kg
Net Weight:	4.4 lbs.	2.0 kg
Height:	14.5"	368.3 mm
Width:	12.1"	307.3 mm
Depth:	8.9"	226.1 mm

### HOW TO ORDER

- Specify model
- Specify Accessories:  
Weatherproof Backbox (WB)

### REPLACEMENT PARTS

<u>Description</u>	<u>Part Number</u>
Connector, 4-Position	K140340B
Adapter (Grey)	K8476121A-04

Website Plans  
Great for showcasing a professional site

Business & eCommerce Plans  
Essential for accepting online payments

Enterprise Plans  
Custom solutions tailored to your brand

	<b>Business VIP</b> Get the Full Suite — \$ <b>49</b> /month <a href="#">Select</a>	<b>Business Unlimited</b> Grow Your Business — \$ <b>27</b> /month <a href="#">Select</a>	<b>Business Basic</b> Accept Online Payments — \$ <b>23</b> /month <a href="#">Select</a>
Secure Online Payments <span>(i)</span>	✓	✓	✓
Plans & Recurring Payments <span>(i)</span>	✓	✓	✓
Customer Accounts <span>(i)</span>	✓	✓	✓
Custom Domain <span>(i)</span>	✓	✓	✓
Free Domain for 1 Year <span>(i)</span>	✓	✓	✓
Remove Wix Ads <span>(i)</span>	✓	✓	✓
Storage Space <span>(i)</span>	50GB	35GB	20GB
Video Hours <span>(i)</span>	Unlimited	10 Hours	5 Hours
\$300 Ad Vouchers <span>(i)</span>	✓	✓	✓
Customized Reports <span>(i)</span>	✓	—	—
Customer Care <span>(i)</span>	Priority Customer Care	24/7 Customer Care	24/7 Customer Care

# Upgrade Your Site with a Premium Plan

Get credit for your current plan when you switch to a new Premium Plan

## Website Plans

Great for showcasing a professional site

Business & eCommerce Plans  
Essential for accepting online payments

Enterprise Plans  
Custom solutions tailored to your brand

	VIP	Pro	Unlimited	Combo
	First Priority Support	Complete Online Branding	Entrepreneurs & Freelancers	For Personal Use
	\$ <b>39</b> /month	\$ <b>23</b> /month	\$ <b>18</b> /month	\$ <b>14</b> /month
	Select	Select	Select	Select
Custom Domain <span>(i)</span>	✓	✓	✓	✓
Free Domain for 1 Year <span>(i)</span>	✓	✓	✓	✓
Remove Wix Ads <span>(i)</span>	✓	✓	✓	✓
Free SSL Certificate <span>(i)</span>	✓	✓	✓	✓
Storage Space <span>(i)</span>	35GB	20GB	10GB	3GB
Video Hours <span>(i)</span>	5 Hours	2 Hours	1 Hour	30 Minutes
\$300 Ad Vouchers <span>(i)</span>	✓	✓	✓	—
Site Booster App Free for 1 Year <span>(i)</span>	✓	✓	✓	—
Visitor Analytics App Free for 1 Year <span>(i)</span>	✓	✓	✓	—
Events Calendar App Free for 1 Year <span>(i)</span>	✓	✓	—	—
Professional Logo <span>(i)</span>	✓	✓	—	—
Social Media Logo Files <span>(i)</span>	✓	✓	—	—
Customer Care <span>(i)</span>	Priority Customer Care	24/7 Customer Care	24/7 Customer Care	24/7 Customer Care





April 8, 2021

Board of Directors and Management  
Interlaken Town  
PO Box 1256  
Interlaken, UT 86047

***Purpose of Letter***

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Interlaken Town. This letter will confirm the nature and limitations of the services we will provide and the various responsibilities and other terms of the engagement.

***Requested Procedures and Responsibilities***

We will apply the agreed-upon procedures to Interlaken Town's accounting records, Financial Survey, and compliance with applicable state laws for the year ended June 30, 2020, in accordance with *Utah Code 51-2a-201* and as enumerated in the *Guide for Agreed-Upon Procedures Engagements for Local Governments Entities with Annual Revenues or Expenditures Greater Than \$350,000 and Less Than \$1 million*, issued by the Office of the Utah State Auditor. These procedures will be applied for the purpose of reporting our findings as a result of the procedures performed. The procedures we will perform have been agreed to by the specified parties to this engagement, which are Interlaken Town and the Office of the Utah State Auditor.

***Applicable Standards***

Our engagement to apply agreed-upon procedures will be conducted in accordance with the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States (which standards incorporate by reference the American Institute of Certified Public Accountants general attestation standard on criteria, the field work and reporting attestation standards, and the corresponding statements on standards for attestation engagements). The sufficiency of the procedures is solely the responsibility of the specified parties listed above. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

***Reporting on Agreed-upon Procedures***

The agreed-upon procedures listed in the attached schedule are not designed to constitute an audit or review of Interlaken Town's accounting records or the Financial Survey. Also, the agreed-upon procedures are not designed to constitute an examination or review of Interlaken Town's compliance with applicable state laws. Therefore, we will not express an opinion or conclusion on these matters. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

## ***Report Distribution***

We will present a written report listing the procedures performed and our findings. This report is intended solely for the use of the specified parties as identified above and should not be used by anyone other than these specified parties. In accordance with *Government Auditing Standards*, we are required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures that warrant your attention. Additionally, we will report on any matter that comes to our attention that causes us to believe that amounts reported on the Financial Survey should be adjusted by more than 5% of total revenues.

Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. You will be given the opportunity to review a draft of the report and prepare a corrective action plan in response to identified internal control deficiencies and noncompliance matters.

## ***Documentation Ownership and Retention***

The attest documentation for this engagement is the property of HintonBurdick, PLLC and constitutes confidential information. However, we may be requested to make certain attest documentation available to the Office of the Utah State Auditor pursuant to authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervision of HintonBurdick, PLLC personnel. Furthermore, upon request, we may provide copies of selected attest documentation to the Office of the Utah State Auditor who may intend, or decide, to distribute copies of information contained therein to others, including other governmental agencies.

## ***Peer Review Report***

In accordance with the requirements of *Government Auditing Standards*, we have published on our website a copy of the latest external peer review report of our firm for your consideration.

## ***Management***

### **• *Responsibilities***

Our engagement will be conducted on the basis that Interlaken Town's management acknowledge and understand that they have responsibility for:

- Designing, implementing, and maintaining internal control relevant to the Interlaken Town's accounting records, accuracy and completeness of the Financial Survey, and compliance with applicable state laws;
- Selecting and determining the suitability and appropriateness of the criteria upon which the accounting records and the Financial Survey will be evaluated;
- Compliance with applicable state laws;
- Providing us with:
  - Access to all information of which management is aware that is relevant to the Interlaken Town's accounting records, Financial Survey, and compliance, such as records, documentation, and other matters (management is responsible for the accuracy and completeness of such information);
  - Additional information that we may request from management for the purpose of performing the agreed-upon procedures; and

- Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.
- Submitting our report to the Office of the Utah State Auditor.

- ***Representations***

At the conclusion of our engagement, we will require from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the agreed-upon procedures.

***Engagement Administration and Fees***

Our engagement is scheduled for performance during April 2021 and, unless unforeseeable problems are encountered, the engagement should be completed by April 30, 2021.

R. McKay Hall, CPA, is the engagement partner for the services specified in this letter and is responsible for supervising the engagement and signing the report.

Our estimated price for these services, including out-of-pocket costs (such as report reproduction, word processing, postage, travel, etc.) will not exceed \$3,500.

The above estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. If requested or required, fees for additional accounting, consultation and any other services will be billed separately and will be dependent on the level of service provided.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Interim billings may be submitted as work progresses and expenses are incurred. In the event any statement or invoice rendered by us to you is not paid within thirty (30) days of the date of the invoice, a late charge shall be accrued on the unpaid balance at the rate of 1.5 percent per month until paid. If billings are not paid within thirty (30) days of the invoice date, at our election, we may stop all work until your account is brought current or we may withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Our liability shall be limited to the period covered by our engagement and shall not extend to periods for which we are not engaged.

It is our policy to keep work papers related to this engagement for seven (7) years. Upon the expiration of the seven (7) year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future uses, including potential examination by governmental or regulatory agencies.

In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to other legal remedies. If the parties are unable to resolve the dispute through mediation within sixty (60) days from the date notice is first given, then they may proceed to resolve the matter by arbitration. Such arbitration shall be binding and final. Any dispute over fees will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. In agreeing to arbitration both parties acknowledge that, in the event of a dispute each party is giving up the right to have the dispute decided in a court of law before a judge or jury and instead are accepting the use of arbitration for resolution. Costs of any mediation proceeding shall be shared equally by all parties. The prevailing party in the arbitration shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the application of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to Interlaken Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,



R. McKay Hall, CPA  
HintonBurdick, PLLC

**RESPONSE:**

This letter correctly sets forth our understanding. Acknowledged and agreed on behalf of Interlaken Town by:

Management's signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## **Attachment**

### **SCHEDULE OF PROCEDURES**

#### **LARGE FINANCIAL SURVEY**

##### **GENERAL**

1. We will obtain a copy of the entity's Financial Survey which was completed by the entity.
2. We will agree amounts reported on the Financial Survey to the entity's general ledger.

##### **REVENUES**

3. We will compare each revenue account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we will inquire of management and review applicable supporting documentation and determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies as applicable.

##### **DISBURSEMENTS**

4. We will compare each expense account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we will inquire of management and review applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable.

#### **ACCOUNTING RECORDS**

##### **GENERAL**

5. We will inquire with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance.

##### **DISBURSEMENTS**

6. We will determine whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We will select one financial report and (1) scan the general ledger and determine that all funds are included in the report, and (2) agree the lesser of 10% or 15 line items from the report to the general ledger.
7. We will inquire with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We will also scan disbursement records for disbursements to related parties and determined who has credit cards or purchasing cards issued by the entity. We will select the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties as well as credit card or purchase card disbursements made by members of the governing body and executive level of management.

For each transaction selected, we will determine whether the disbursement:

- a. Is consistent with the entity's purpose.
  - b. Agrees to the receipt or invoice supporting the amount and payee.
  - c. Is authorized consistent with the entity's policies and procedures.
  - d. Is in compliance with the entity's purchasing policy (bids, quotes, etc.).
  - e. Is classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable.
8. For each credit or purchasing card used, we will select one month during the period and determine whether card purchases were reconciled to receipts monthly by someone other than the card holder.
  9. Through inquiry with management and scanning receipt records, we will determine what restricted revenue was received by the entity and select the lesser of 10% or 5 disbursements from restricted funds and determine whether the disbursements were in compliance with restrictions placed on the funds.

#### CASH

10. For each depository account, we will obtain the year-end bank reconciliation and one additional month's bank reconciliation and perform the following:
  - a. Trace the bank balance on the reconciliation to the balance per the bank statement.
  - b. Trace the reconciled book balance to the general ledger and the amount reported on the Financial Survey.
  - c. Test the clerical accuracy of the reconciliation.
  - d. For reconciling items greater than 5% of annual revenues, inquire of management and review applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Trace the lesser of 10% or five reconciling items to a subsequent bank statement.
  - e. Trace the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger.
11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we will determine whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements. If the individual did have access to receipts or disbursements, we will determine whether a separate individual reviewed the completed bank reconciliation.

#### MEETINGS

12. We will review the governing board's meeting minutes for the period applicable to the engagement through the date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a sample of the lesser of 10% or 3 less significant financial transactions discussed, we will trace the transactions to the entity's accounting records and determine whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable.

## COMPLIANCE

### MEETINGS

13. We will select and obtain the agenda and meeting minutes for two public meetings held during the engagement year and perform the following:
  - a. Determine if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice website.
  - b. Determine if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed.
  - c. Determine if the public body took any final actions on a topic in the meeting that was not listed under an agenda item.
  - d. Determine whether the minutes were posted to the Utah Public Notice Website within three days of the minutes being approved. (Exceptions: Charter schools are required only to make the meeting minutes available to the public within three days of being approved.)
  - e. If a portion of the meeting was closed to the public, determine that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under statute, and 3) an audio recording of the closed meeting was made.

### BUDGET

14. We will determine if a budget was approved before the start of the budget year and if the budget presented to the public and governing body contained the required financial information.
15. We will determine if the entity provided the required 7-day notice for its original and final budget adoption hearing.
16. We will examine the entity's records and financial reports and determine whether the total expenditures by department stayed within the amounts appropriated in the final adopted budget.

### FUND BALANCES

17. Deficit Fund Balances: For any fund that had a deficit fund balance in the year under review, we will determine whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under review.
18. General Fund Balance Limitations:  
  
[Municipalities:] We will determine whether the entity's unrestricted (committed, assigned, and unassigned) general fund balance did not exceed 25% for cities or 75% for towns of the total revenue of the general fund for the engagement year.

## TRAINING

19. Through inquiry with officials of the entity and observation of meeting agendas, certificates or other relevant evidence, we will determine whether the following training had occurred as applicable:
  - a. Annual training on the requirements of the Open and Public Meetings Act.
  - b. Annual online training by the entity's designated records officer on the requirements of GRAMA.
  - c. [Local and Special Service Districts] – At least once a term, members of a board of trustees of a local district attended training developed by the Office of the Utah State Auditor in cooperation with the Utah Association of Special Districts.

## GRAMA (GOVERNMENT RECORDS ACCESS MANAGEMENT ACT)

20. If the entity charges fees for GRAMA requests, we will verify that the entity has adopted a uniform fee structure.

## FRAUD RISK ASSESSMENT

21. We will review the entity fraud risk assessment and verify that it was signed by the appropriate officers and discussed by the governing body as represented in the minutes.

## TREASURER'S BOND

22. We will determine whether the Treasurer was bonded in accordance with Money Management Council Rule R628-4-4.



# Interlaken Town

## BUILDING AGREEMENT – NEW BUILDINGS

The owner must agree to the following policies and conditions prior to the Interlaken Town granting approval for their request for building a new structure that involves changing the foundation or use of heavy trucks. TO Engineers is the Interlaken Town Planner and will review all permit application and make recommendations to the Town Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town 's authorized representatives. Depending on the scope of work involved, the following must be observed:

1. A site plan and engineering survey if grade of land being disturbed is over a 10% slope, must be submitted by the property owner to the Interlaken Town Clerk. This is to ensure compliance with the Land Use and Building Ordinances of the Interlaken Town.
2. The owner will provide the name and phone number of their contractor/builder (if used) on the application. The owner will further agree to provide their contractor/builder with a copy of this document. The property owner agrees that they, the property owner, are the ultimate responsible party for compliance with all Land Use and Building Ordinances of the Interlaken Town.
3. Connection to the water system: A stubbed connection to the water main exists at each lot. The property owner must contact the Interlaken Town Water Master to obtain specifications for the connection to the system. All external faucets and hose connections must be equipped with either a built in ANTI-SIPHON VALVE (e.g., traditional farm faucets) or be fitted with a screw-on anti-siphon device. All in-ground irrigation systems (sprinklers or drip), pond, waterfall, and / or other water features are required to have a vacuum breaker. The owner is responsible for purchasing and installing the specified components. The Certified Operator will inspect the installation upon notification that it is complete and take an initial meter reading. A Water Connection Inspection Fee applies for this work.
4. The property owner will provide a suitable toilet on-site or will provide the workers access to the facilities in the home prior to the work beginning.
5. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The property owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a \$500.00 fine will be imposed on the Property Owner for any violations.**
6. The property owner must advise contractors that their vehicles must be parked off the road, especially in winter months.

7. No tracked vehicles, i.e., bulldozers or backhoes with steel tracks, are allowed on the Interlaken Town road surface unless protected by some type of pads.
8. It is understood that the roadway includes a 33-foot right-of-way and that the owner has no right to place any obstacle in the right-of-way at any time. Both the toilet and dumpster will be on the property owner's property and not in the road right-of-way.
9. Interlaken Town is not responsible for providing connections to sewer, natural gas, electricity, or any other utilities besides the water system. The road may NOT be cut without approval from the Town of Interlaken for modification of sewer connections or any other utilities, or for any other reasons.
10. If the owner's house is above the level of the road, the driveway must enter the road at the beginning of the right-of-way. This condition frequently causes problems and the owner must stress this point with the contractor.
11. A Road Impact Fee and Damage deposit applies to new buildings and other projects that make significant use of the town's roads. The impact fee and damage deposit must be paid prior to the town's approval of the plans. The deposit refund amount will be determined by assessing any damage to done to the town's road system, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional property located in the town's 33 foot wide right of way, incurred due to the construction effort. The deposit amount will be assessed and released once construction has completed and a Certificate of Occupancy has been issued.
12. The owner is responsible to keep all debris off the Interlaken Town Roads. This includes and is not limited to dirt, mud, trash, gravel or any of the like, free from accumulating on the roads due to construction vehicles going to/from the construction site. The owner is responsible to clean up any such debris from the road by the end of the workday. The owner will be fined \$500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
13. New construction applications require a certified staked survey that is dated within 5 years of the application.

Please read and sign the agreement on the following page and send it with a check made out to "Interlaken Town" for the Interlaken fees and deposits to:

Interlaken Town  
P.O. Box 1256  
Midway, UT 84049

Please contact the Interlaken Town Clerk at [interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com) or (435) 565-3812 if you have further questions.

Submit the signed agreement below, a check made out to Interlaken Town for the appropriate fee and deposit, and a full set of plans in digital form. See the **Interlaken Fee Schedule** for a list of fees for new building, remodels, additions, and demolition. See the **Interlaken Permit Process** document for information about the correct digital format of submitted plans.

The undersigned property owner agrees to the policies and conditions of this building agreement.

**Property Owner**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Interlaken Address: \_\_\_\_\_

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

Builder/Contractor Name: \_\_\_\_\_

Builder/Contractor Phone: \_\_\_\_\_

Builder/Contractor Email: \_\_\_\_\_

**Interlaken Town Clerk**

Name: \_\_\_\_\_

Signature \_\_\_\_\_ for Interlaken Town having

Received check # \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ on \_\_\_\_\_ (date).

**Interlaken Town Fee Schedule**

**New Buildings**

Established by Resolution “No. 2020-05-19B Fee Resolution Amendment”

Payable to the Interlaken Town - due upon submission of a building agreement.

**Interlaken Town Fees and Deposits**

Fee/Deposit	Amount	Purpose
Application fee	\$ 450.00	Processing application, including plan submission, booking receivables & payables (bookkeeping), tracking project, communicating with TO Engineers.
Water connect fee	\$ 500.00	Additional costs for installation of a new water meter.
Road impact fee	\$ 2,500.00	Fee to pay for use of Interlaken roadways and resulting road maintenance costs.
Damage deposit (refundable)	\$ 2,500.00	Damage deposit is fully/partially refundable. Would be applied to any unforeseen costs to the Town: including, but not limited to road surface and right of way cleanup or repair.
Completion deposit (refundable)	\$ 1,500.00	Fully refundable upon issue of Certificate of Occupancy and payment of any outstanding fees.
<b>TOTAL</b>		
	\$ 7,450.00	

**Additional Services and Fees**

**Midway Sanitation District - Heber Valley Special Services District**

Please contact Midway Sanitation District who manages all sewer related items for the Interlaken Town. Fees will need to be paid directly to them. MSD can be contacted at 75 North 100 West, Midway, UT, (435) 654-3227. Heber Valley Special Services District collects an impact fee for new connections to the sewer system. Contact HVSSD at (435) 654-2248 for more details.

**Heber Light & Power**

This fee is paid at the Heber Light & Power offices in Heber City, 31 South 100 West, Heber City, UT. (435) 654-1581

**Wasatch County Fire District**

On October 17, 2019 Wasatch County passed Resolution No. 19-02 adopting impact fees for the Wasatch County Fire District. This fee is collected by the Wasatch County Fire District. For more information, call WCFD at 435-940-9636.



## Interlaken Town

### BUILDING AGREEMENT – ADDITIONS/REMODELS/DEMOLITIONS

The owner must agree to the following policies and conditions prior to the Interlaken Town granting approval for their request for building an addition or making a remodel that involves changing the foundation or use of heavy trucks. TO Engineers is the Interlaken Town Planner and will review all permit application and make recommendations to the Town Council. No permits will be approved with until the plan is reviewed and signed by Interlaken Town 's authorized representatives. Depending on the scope of work involved, the following must be observed:

1. A site plan and engineering survey if grade of land being disturbed is over a 10% slope, must be submitted by the property owner to the Interlaken Town Clerk. This is to ensure compliance with the Land Use and Building Ordinances of the Interlaken Town.
2. The owner will provide the name and phone number of their contractor/builder (if used) on the application. The owner will further agree to provide their contractor/builder with a copy of this document. The property owner agrees that they, the property owner, are the ultimate responsible party for compliance with all Land Use and Building Ordinances of the Interlaken Town.
3. Demolitions of any existing building or structure within Interlaken Town requires notification to the Interlaken Town Clerk by owner and application with description of scope of project. Road Damage Fee may apply.
4. Connection to the water system: A stubbed connection to the water main exists at each lot. The property owner must contact the Interlaken Town Water Master to obtain specifications for the connection to the system. All external faucets and hose connections must be equipped with either a built in ANTI-SIPHON VALVE (e.g., traditional farm faucets) or be fitted with a screw-on anti-siphon device. All in-ground irrigation systems (sprinklers or drip), pond, waterfall, and / or other water features are required to have a vacuum breaker. The owner is responsible for purchasing and installing the specified components. The Certified Operator will inspect the installation upon notification that it is complete and take an initial meter reading. A Water Connection Inspection Fee applies for this work.
5. The property owner will provide a suitable toilet on-site or will provide the workers access to the facilities in the home prior to the work beginning.
6. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The property owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a \$500.00 fine will be imposed on the Property Owner for any violations.**

7. The property owner must advise contractors that their vehicles must be parked off the road, especially in winter months.
8. No tracked vehicles, i.e., bulldozers or backhoes with steel tracks, are allowed on the Interlaken Town road surface unless protected by some type of pads.
9. It is understood that the roadway includes a 33-foot right-of-way and that the owner has no right to place any obstacle in the right-of-way at any time. Both the toilet and dumpster will be on the property owner's property and not in the road right-of-way.
10. The Interlaken Town is not responsible for sewer connections. The road may NOT be cut without approval from the Interlaken Town for modification of sewer connections or for any other reason.
11. If the owner's house is above the level of the road, the driveway must enter the road at the beginning of the right-of-way. This condition frequently causes problems and the owner must stress this point with the contractor.
12. A Road Impact Fee and Damage deposit applies to new buildings and other projects that make significant use of the town's roads. The impact fee and damage deposit must be paid prior to the town's approval of the plans. The deposit refund amount will be determined by assessing any damage to done to the town's road system, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional property located in the town's 33 foot wide right of way, incurred due to the construction effort. The deposit amount will be assessed and released once construction has completed and a Certificate of Occupancy has been issued.
13. The owner is responsible to keep all debris off the Interlaken Town Roads. This includes and is not limited to dirt, mud, trash, gravel or any of the like, free from accumulating on the roads due to construction vehicles going to/from the construction site. The owner is responsible to clean up any such debris from the road by end of workday. The owner will be fined \$500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
14. Remodeling application that enlarges the existing dwelling requires a certified staked survey that is dated within 5 years of the application.

Please read and sign the agreement on the following page. Submit it with a digital copy of your plans, and a check made out to Interlaken Town for the Interlaken fees and deposits to:

Bart Smith, Interlaken Town Clerk  
(435) 565-3812  
[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)  
P.O. Box 1256  
Midway, UT 84049

Submit the signed agreement below, a check made out to Interlaken Town for the appropriate fee and deposit, and a full set of plans in digital form. See the **Interlaken Fee Schedule** for a list of fees for new building, remodels, additions, and demolition. See the **Interlaken Permit Process** document for information about the correct digital format of submitted plans.

The undersigned property owner agrees to the policies and conditions of this building agreement.

**Property Owner**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lot # \_\_\_\_\_

Interlaken Address: \_\_\_\_\_

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

Builder/Contractor Name: \_\_\_\_\_

Builder/Contractor Phone: \_\_\_\_\_

Builder/Contractor Email: \_\_\_\_\_

**Interlaken Town Clerk**

Name: \_\_\_\_\_

Signature \_\_\_\_\_ for Interlaken Town having

Received check # \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ on  
\_\_\_\_\_ (date).



**Interlaken Town Fee Schedule**

**Building – Remodel – Additions – Demolition Fees**  
**(if applicable)**

Established by Resolution “No. 2020-05-19B Fee Resolution Amendment”

Payable to the Interlaken Town - due upon submission of a building agreement.

**Interlaken Fees & Deposits**

Fee/Deposit	Amount	Purpose
Application fee	\$ 450.00	Processing application, including plan submission, booking receivables & payables (book keeping), tracking project, communicating with TO Engineers.
Water connect fee	\$ 500.00	Additional costs for installation of a new water meter.
Road impact fee	\$ 2,500.00	Fee to pay for use of Interlaken roadways and resulting road maintenance costs.
Damage deposit (refundable)	\$ 2,500.00	Damage deposit is fully/partially refundable. Would be applied to any unforeseen costs to the Town: including, but not limited to road surface and right of way cleanup or repair.
Completion deposit (refundable)	\$ 1,500.00	Fully refundable upon issue of Certificate of Occupancy and payment of any outstanding fees.
<b>TOTAL</b>		
	<b>\$ 7,450.00</b>	

**Midway Sanitation District –**

**Midway Sanitation District** – Please contact Midway Sanitation District who manages all sewer related items for the Town of Interlaken. Fees will need to be paid directly to them. 75 North 100 West, Midway, UT. (435) 654-3227

**Heber Light & Power –**

This fee is paid at the Heber Light & Power offices in Heber City, 31 South 100 West, Heber City, UT. (435) 654-1581

## Interlaken Town ROAD RIGHT-OF-WAY WORK AGREEMENT

The applicant must agree to the following policies and conditions prior to Interlaken Town granting approval for their request to work in or alter any portion of the 33 foot wide Interlaken road right-of-way, including both paved and shoulder areas. Excavation or saw cutting requirements and specifications are provided in a separate document.

1. To Engineers is the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representatives.
2. A policy of liability insurance must be obtained by the applicant, naming Interlaken Town as coinsured, insuring against liability for property damage and personal injury in an amount not less than 1 million (1,000,000.00) which may result from road conditions created by the encroachment/cut. No road restoration permit shall be issued until the policy or a valid binder therefore has been delivered to the Interlaken Town Clerk.
3. The applicant will provide a site plan and engineering survey if grade of land being disturbed is over a 10% slope, must be submitted to the Interlaken Town Clerk. This is to ensure compliance with the Land Use and Building Ordinances of Interlaken Town.
4. The applicant agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
5. The applicant agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by work in the road right-of-way. Failure to do so could result in fines and repair costs.
6. The applicant will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.
7. The applicant shall utilize appropriate traffic signs, markers, and procedures in all construction activities as defined on the approved traffic control plan and in the Federal "Manual of Uniform Traffic Control Devices".
8. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The applicant is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a \$500.00 fine will be imposed on the Property Owner for any violations.**
9. Unless appropriate traffic control measures are utilized, vehicles must be parked off the road. No work shall take place in the 33-foot road right-of-way from November 1<sup>st</sup> through April 1<sup>st</sup> that interferes with snow removal activities. No unattended vehicles or equipment or any obstacles shall be placed in the road right-of-way during these months. Vehicles or equipment left in the road right-of-way may be removed at the owner's expense, as specified in Interlaken Municipal Ordinance "Title 06 Town Streets," available on the town website: <http://www.town-of-interlaken.com/>. Neither the toilet nor the dumpster will be located in the road right-of-way.
10. The applicant shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces backhoes and track equipment should use rubber cleats or paving pads. Any

damage to the paved or shoulder surfaces shall be repaired to the satisfaction of the Inspector at the applicant's expense.

11. A Road Impact Fee and Damage deposit applies to projects that make significant use of the town's roads. The impact fee and damage deposit must be paid prior to the town's approval of the plans. Contact the town clerk to assess what fees and deposits are applicable. The deposit refund amount will be determined by assessing any damage to done to the town's road system, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional property located in the town's 33 foot wide right of way, incurred due to the construction effort. The deposit amount will be assessed and released once construction has completed and a Certificate of Occupancy has been issued.
12. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their proper contour. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The applicant will be fined \$500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
13. New construction applications require a certified staked survey that is dated within 5 years of the application.
14. All road modification work will be completed by the completion date specified in this agreement. If the work is not completed satisfactorily by this date, the Town reserves the right to complete the work using it's own contract labor. The cost of this work will be deducted from the owner's road damage deposit along with a \$500 service fee.
15. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm, or corporation and recover costs and expenses, and also liquidated damages in the amount of \$100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.
16. Road cuts from October 15 to April 15 shall require a special construction plan to be submitted and approved by the town engineer and will require written authorization. All road pavement repairs shall be completed per the town policy regarding repair of roadway pavements.

Please read and sign the agreement on the following page. See the **Interlaken Fee Schedule** for a list for fees and deposits for road right of way work. Submit it with a check made out to Interlaken Town for the Interlaken fees and deposits to:

Bart Smith, Interlaken Town Clerk

(435) 565-3812

[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)

P.O. Box 1256

Midway, UT 84049

## **Excavation and Saw Cutting Requirements**

1. Road surface will be saw cut to minimize disturbed area.
2. Asphalt patch will consist of 9 inches of road base and 3 inches of asphalt or match existing, whichever is greater.
3. Traffic control will be provided to allow residents to ingress and egress with minimal delays.
4. Contractor will contact TO Engineers for inspections prior to asphalt.

The undersigned responsible party agrees to the policies and conditions of the Interlaken Road Right of Way Work Agreement.

**Road Right of Way Contractor**

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Contractor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Interlaken Address: \_\_\_\_\_

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

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_

Completion Date \_\_\_\_\_

**Receipt of Payment**

Name: \_\_\_\_\_

Interlaken Title: \_\_\_\_\_

Signature \_\_\_\_\_ for Interlaken Town having

Received check # \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ on

\_\_\_\_\_ (date).

**Interlaken Town Fee Schedule**  
**Road Right of Way Work Agreement**

Fee Description:	Amount:
Interlaken Permit Application Fee	\$150
TO Engineers Inspection Fee	\$250
Road Impact Fee (if applicable)	\$2500
Damage Deposit (refundable)	\$2500
Completion Deposit (refundable)	\$1500
Total Amount	\$6900

Payable to **Interlaken Town** - due upon submission of this agreement.

Mail check to:  
Interlaken Town  
P.O. Box 1256  
Midway, UT 84049

# Interlaken Town

## SITE DISTURBANCE AGREEMENT

A. Permit Required. A Town of Interlaken Site Disturbance Permit is required before any person or entity may landscape, excavate, grub and clear, grade, or perform any type of construction activity that will disrupt or cause a change in the natural landscape or increase impervious surfaces upon any parcel of property located in the Town. No excavating shall be done further than is necessary to place the lot on grade or for building a dwelling and /or garage. Excavation or saw cutting requirements and specifications are provided in a separate document.

B. Exemptions. The following activities are exempt from the permit requirements of this Chapter:

1. Actions by a public utility, the Town, or any other governmental entity to remove or alleviate an emergency condition, including the restoration of utility service or the reopening of a public thoroughfare to traffic;
2. Actions by any other person when the Town determines, and documents in writing, that the actions are necessary to remove or alleviate an emergency condition;
3. Construction activities disturbing less than 200 square feet of land and surface area;
4. Residential landscaping and gardening activities disturbing less 100 square feet of land surface area;
5. Town of Interlaken capital improvement projects, provided that site disturbance control measures are included in the bid specifications and plans for the special improvement project.

C. Special Considerations. When residential landscaping and gardening activities disturbs an excess of 100 square feet of land, the town council may consider a waiver of some of the conditions listed below as requirements of the Site Disturbance Agreement. The applicant must apply for a waiver to the town council, and the council will consider the request as part of their regular business at a regularly scheduled town council meeting.

Refer to Title 09 "Building and Construction," Chapter 9.05, of the Interlaken Town Municipal Code for more information about the site disturbance permit.

The applicant must agree to the following policies and conditions prior to Interlaken Town granting approval for their request to disturb the natural landscape or increase impervious surfaces upon any parcel of property located in the Town.

1. TO Engineers is the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representatives.
2. A policy of liability insurance must be obtained by the applicant, naming Interlaken Town as coinsured, insuring against liability for property damage and personal injury in an amount not less than 1 million (1,000,000.00) which may result from road conditions created by the encroachment/cut. No road restoration permit shall be issued until the policy or a valid binder therefore has been delivered to the Interlaken Town Clerk.
3. The applicant will provide a site plan and engineering survey if grade of land being disturbed is over a 10% slope, must be submitted to the Interlaken Town Clerk. This is to ensure compliance with the Land Use and Building Ordinances of Interlaken Town.
4. The applicant agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
5. The applicant agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that

- could be affected by work in the road right-of-way. Failure to do so could result in fines and repair costs.
6. The applicant will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.
  7. The applicant shall utilize appropriate traffic signs, markers, and procedures in all construction activities as defined on the approved traffic control plan and in the Federal "Manual of Uniform Traffic Control Devices".
  8. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The applicant is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd . Per the Interlaken Town Ordinances, a \$500.00 fine will be imposed on the Property Owner for any violations.**
  9. Unless appropriate traffic control measures are utilized, vehicles must be parked off the road. No work shall take place in the 33-foot road right-of-way from November 1<sup>st</sup> through April 1<sup>st</sup> that interferes with snow removal activities. No unattended vehicles or equipment or any obstacles shall be placed in the road right-of-way during these months. Vehicles or equipment left in the road right-of-way may be removed at the owner's expense, as specified in Interlaken Municipal Ordinance "Title 06 Town Streets," available on the town website: <http://www.town-of-interlaken.com/>. Neither the toilet nor the dumpster will be located in the road right-of-way.
  10. The applicant shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces backhoes and track equipment should use rubber cleats or paving pads. Any damage to the paved or shoulder surfaces shall be repaired to the satisfaction of the Inspector at the applicant's expense.
  11. A Road Impact Fee and Damage deposit applies to projects that make significant use of the town's roads. The impact fee and damage deposit must be paid prior to the town's approval of the plans. Contact the town clerk to assess what fees and deposits are applicable. The deposit refund amount will be determined by assessing any damage to done to the town's road system, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional property located in the town's 33 foot wide right of way, incurred due to the construction effort. The deposit amount will be assessed and released once construction has completed and a Certificate of Occupancy has been issued.
  12. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their proper contour. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The applicant will be fined \$500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
  13. New construction applications require a certified staked survey that is dated within 5 years of the application.
  14. All road modification work will be completed by the completion date specified in this agreement. If the work is not completed satisfactorily by this date, the Town reserves the right to complete the work using it's own contract labor. The cost of this work will be deducted from the owner's road damage deposit along with a \$500 service fee.



15. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm, or corporation and recover costs and expenses, and also liquidated damages in the amount of \$100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.

Please read and sign the agreement on the following page. See the **Interlaken Fee Schedule** for a list for fees and deposits for road right of way work. Submit it with a check made out to Interlaken Town for the Interlaken fees and deposits to:

Bart Smith, Interlaken Town Clerk  
(435) 565-3812  
[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)  
P.O. Box 1256  
Midway, UT 84049

The undersigned responsible party agrees to the policies and conditions of the Interlaken Site Disturbance Agreement.

**Excavation Contractor**

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Contractor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Interlaken Address: \_\_\_\_\_

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

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_

Completion Date \_\_\_\_\_

**Receipt of Payment**

Name: \_\_\_\_\_

Interlaken Title: \_\_\_\_\_

Signature \_\_\_\_\_ for Interlaken Town having

Received check # \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ on

\_\_\_\_\_ (date).

**Interlaken Town Fee Schedule**  
**Site Disturbance Agreement**

Fee Description:	Amount:
Interlaken Permit Application Fee	\$150
TO Engineers Inspection Fee	\$150
Road Impact Fee	\$2500
Road Damage Deposit (refundable)	\$2500
Completion Deposit (refundable)	\$1500
Total Amount	\$6800

Payable to **Interlaken Town** - due upon submission of this agreement.

Mail check to:  
Interlaken Town  
P.O. Box 1256  
Midway, UT 84049

# **Interlaken Town**

## **Solar PV Installation Permit Agreement**

### **Requirements for Solar Photovoltaic Panels**

- A. Interlaken Town regulates the installation of solar panels for personal use and encourages renewable energy practices with minimal regulation while mitigating negative effects.
- B. Flush mounted roof solar panels are allowed as a permitted use as long as the panels are mounted flush (or minimum parallel separation allowed for cooling) with the roof and are a maximum of 4" thick.
- C. Structured roof mounted solar panels are permitted. Structured panels are defined as a panel that does not mount flush with the roof but has some type of structure to change the angle of the panel.
- D. Free standing solar panel structures are a permitted with the following regulations:
1. A maximum height of 15' from natural grade.
  2. A maximum area of 300 square feet.
  3. The solar panel structure shall meet all the setback requirements for an accessory structure as required in the zoning district in which it will be located.
- E. Solar panels require a building permit in all cases except when all the following requirements are met:
1. The solar panels are not hooked into any local electrical provider's system.
  2. The size of the panels is no more than 2' x 2'.
  3. No more than 2 amps are produced.

### **Permit Requirements**

All applicants must submit the following items when applying for a Solar PV array installation permit:

1. Complete plan set stamped by a professional engineer for review by the town engineer.
2. Letter from Heber Light and Power approving the connection to the grid.
3. A signed copy of the completed Interlaken Building Permit Agreement below.
4. Fees payable by check to Interlaken Town. See fee schedule at the end of this document.

### **Interlaken Building Permit Policies and Agreement**

The applicant must agree to the following policies and conditions prior to Interlaken Town granting approval for solar panel installation.

1. TO Engineers are the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representatives.
2. The applicant agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
3. The applicant agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by work designated in this permit. Failure to do so could result in fines and repair costs.
4. The applicant will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.

5. The applicant shall utilize appropriate traffic signs, markers, and procedures in all construction activities as defined on the approved traffic control plan and in the Federal "Manual of Uniform Traffic Control Devices".
6. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The property owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a \$500.00 fine will be imposed on the Property Owner for any violations.**
7. Unless appropriate traffic control measures are utilized, vehicles must be parked off the road. No work shall take place in the 33-foot road right-of-way from November 1<sup>st</sup> through April 1<sup>st</sup> that interferes with snow removal activities. No unattended vehicles or equipment or any obstacles shall be placed in the road right-of-way during these months. Vehicles or equipment left in the road right-of-way may be removed at the owner's expense, as specified in Interlaken Municipal Ordinance "Title 06 Town Streets," available on the town website: <http://www.town-of-interlaken.com/>. Neither the toilet nor the dumpster will be located in the road right-of-way.
8. The applicant shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces backhoes and track equipment should use rubber cleats or paving pads. Any damage to the paved or shoulder surfaces shall be repaired to the satisfaction of the Inspector at the applicant's expense.
9. A Damage deposit applies to projects that make significant use of the town's roads. The damage deposit must be paid prior to the town's approval of the plans. The deposit refund amount will be determined by assessing any damage to done to the town's road system, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional property located in the town's 33 foot wide right of way, incurred due to the construction effort. The deposit amount will be assessed and released once construction has completed and a Certificate of Occupancy has been issued.
10. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their proper contour. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The applicant will be fined \$500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
11. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a

period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm, or corporation and recover costs and expenses, and also liquidated damages in the amount of \$100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.

Please read and sign the Interlaken Building Permit Agreement below. Submit the plan set, the required approval letter from Heber Light and Power, the signed agreement, and fees (check made out to Interlaken Town) to:

Bart Smith, Interlaken Town Clerk  
(435) 565-3812  
[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)  
P.O. Box 1256  
Midway, UT 84049

The undersigned responsible party agrees to the policies and conditions of the Interlaken Solar Installation Permit Application.

**Interlaken Solar Installation Permit Agreement**

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Contractor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Interlaken Address: \_\_\_\_\_

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

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_

Completion Date \_\_\_\_\_

**Receipt of Payment**

Name: \_\_\_\_\_

Interlaken Title: \_\_\_\_\_

Signature \_\_\_\_\_ for Interlaken Town having

Received check # \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ on

\_\_\_\_\_ (date).

## Interlaken Town Fee Schedule

### Solar PV Installation

<b>Fee/Deposit Description</b>	<b>Amount</b>	<b>Purpose</b>
Application fee	\$ 150.00	Processing application, including plan submission, booking receivables & payables (bookkeeping), tracking project, communicating with Engineers.
Damage Deposit (refundable)	\$ 500.00	Deposit against any damage done to Interlaken Town property, including but not limited to roads, right of way, and any additional town property. Deposit is fully/partially refundable upon completion of project.
Plan Review & Inspection	\$ 350.00	Engineering fees.
<b>TOTAL Due at Submittal</b>	<b>\$1,000.00</b>	

Payable to **Interlaken Town** - due upon submission of this agreement.

Mail check to:  
Interlaken Town  
P.O. Box 1256  
Midway, UT 84049