



# GRAND COUNTY COUNCIL REGULAR MEETING

Grand County Council Chambers  
125 East Center Street, Moab, Utah

## AGENDA

Tuesday, August 7, 2018

2:00 p.m.

- Workshop to develop “deliverable details” for the draft Strategic Plan 2019-2021 pillars of “Infrastructure/Planning” and “Political” (Council Member Trim)

4:00 p.m.

- **Call to Order**
- **Pledge of Allegiance**
- **Approval of Minutes** (Diana Carroll, Clerk/Auditor)
  - A. May 16, 2018 (County Council Special Meeting: Retreat), Postponed from June 2, 2018
  - B. June 5, 2018 (County Council Meeting), Postponed from June 19, 2018
  - C. June 12, 2018 (County Council Special Meeting), Postponed from July 18, 2018
  - D. June 19, 2018 (County Council Meeting), Postponed from July 18, 2018
  - E. July 3, 2018 (Canvass of Primary Election), Postponed from July 18, 2018
  - F. July 3, 2018 (County Council Meeting), Postponed from July 18, 2018
  - G. July 18, 2018 (County Council Meeting)
  - H. July 30, 2018 (Joint City-County Council Meeting with U.S. Representative John Curtis)
- **Ratification of Payment of Bills**
- **General Council Reports and Future Considerations**
- **Elected Official Reports**
- **Council Administrator Report**
- **Department Reports**
  - I. 2017 Community and Economic Development Department Report (Zacharia Levine, Director)
- **Agency Reports**
- **Citizens to Be Heard**
- **Presentations**
  - J. Presentation on storm water drainage issues at Rim Village (Duane Stewart, citizen)
- **General Business- Action Items- Discussion and Consideration of:**
  - K. Adopting proposed resolution authorizing bond releases of Phases 5 & 6 of Rim Village Vistas (Zacharia Levine, Community and Economic Development Director)
  - L. Adopting proposed resolution updating the Fleet Policy and Procedures (Cody McKinney, Fleet Manager and Ruth Dillon, Council Administrator)
  - M. Adopting proposed resolution relating to a C-PACE (Commercial Property Assessed Clean Energy) District local entity and participation agreement between Grand County and the Governor’s Office of Energy Development, Postponed from July 18, 2018 (Chairwoman McGann)
  - N. Approving distribution plan for donations deposited into the “Cinema Court Fire” fund (Kris Hurlburt, Emergency Management Officer in Charge)

- O. Approving Moab Uranium Mill Tailings Remedial Action (UMTRA) Project's 2018 Annual Statement of Continued Compliance (Russ von Koch, UMTRA Liaison)
- P. Adopting proposed resolution "Supporting the 2018 Community Vision Update for Future uses of the Moab UMTRA Project Site" (Russ von Koch, Chair, Site Futures Committee ("SFC") of the Moab Tailings Project Steering Committee ("MTPSC"))
- Q. Approving proposed contract award for installing two concrete hardstands, and corresponding alterations to apron/ramp, signage, and lighting systems, at Canyonlands Field Airport (Judd Hill, Airport Director)
- R. Approving proposed contract award for the construction and installation of new aircraft apron/ramp parking areas at Canyonlands Field Airport (Judd Hill, Airport Director)
- S. Approving extension of deadline and reissuance of Request for Proposals for "Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency" (Council Member Wells)
- **Consent Agenda- Action Items**
  - T. Ratifying Council Member McGann as the County Council representative to Sutherland Institute's "2018 Congressional Event Series with Congressman John Curtis" to serve as a participant in the roundtable discussion on the opioid epidemic and its impact on rural Utah
  - U. Ratifying the Chair's April 4, 2018 signature on agreement with Armstrong Consultants, Inc. for Aircraft Parking Apron Expansion at Canyonlands Field Airport in the amount of \$98,864.00, as part of grant 3-49-0020-031-2018
  - V. Ratifying the Chair's signature on application for the annual Emergency Management Performance Grant (EMPG) for FY2018 in the amount of \$38,900.00
  - W. Ratifying the Chair's signature on a letter sent to the U.S. Department of Interior, Bureau of Reclamation- Financial Assistance Support Section regarding financial commitment between the City of Moab, Grand Water & Sewer Service Agency, and Grand County for installation of the well and pump station, permit applications, electrical work, and Environmental Impact Assessment in the local amount of \$41,600
  - X. Ratifying the Chair's signature on a BLM Title V Right of Way grant for Jackson Street Detention Basin
  - Y. Ratifying the Chair's Signature on an Interagency Coordination and Sub-Recipient Contract Agreement with Southeastern Utah Association of Local Governments (SEUALG)- Area Agency on Aging for socialization and nutrition grant in the amount of \$82,957.00 for FY2019
  - Z. Ratifying the Chair's Signature on a Contract Agreement with SEUALG Area Agency on Aging for Medicare counseling grant (SHIP) in the amount of \$2,000.00 for FY2019
  - AA. Ratifying the Chair's Signature on a Contract Agreement with SEUALG Area Agency on Aging for long-term care ombudsman grant in the amount of \$4,000.00 for FY2019
  - BB. Approving proposed retail beer license for Mad Moose Events – The Other Half Marathon on October 14, 2018, located at Sorrel River Ranch, Mile 17, Highway 128
  - CC. Approving proposed contract with the Utah Weed Supervisor's Association for the EDDMaps project in the amount of \$3,590.00
- **Discussion Items**
  - DD. Calendar items and public notices (Bryony Hill, Council Office Coordinator)
  - EE. Discussion on USU-Extension's potential office situation (Michael Johnson, Director USU-Extension)
- **Public Hearings- Possible Action Items** (none)
- **Closed Session(s):** Purchase, Exchange, Lease or Sale of Real Property

## □ Adjourn

**NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS.** In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend County Council meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

**At the Grand County Council meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject.** The number of persons heard and the time allowed for each individual may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

**Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting.** Information relative to these meetings/hearings may be obtained at the Grand County Council's Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

**A Council agenda packet is available at the local Library, 257 East Center St., Moab, Utah, (435) 259-1111 at least 24 hours in advance of the meeting.**

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

<b>TITLE:</b>	Workshop to develop “deliverable details” for two of three pillars of the draft Strategic Plan 2019-2021: “Infrastructure/Planning” and “Political” pillars
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER:</b>	Council Member Trim

**Prepared By:**  
  
Ruth Dillon  
Council Administrator  
(435) 259-1347  
rdillon@grandcountyutah.net

**FOR OFFICE USE ONLY:**  
**Attorney Review:**  
  
Complete

**BACKGROUND:**

At the May 2018 County Council Retreat, three pillars--as primary elements of the draft Strategic Plan 2019-2021--were developed by Council Members and staff. Each of the three identified pillars contained related goals.

Since the Retreat, the Budget Advisory Board completed the “deliverable details” for the Financial pillar for Council review.

Additionally, the Community & Economic Development Director, Roads Supervisor and Airport Director drafted “deliverable details” language for respective sections of the Infrastructure/Planning pillar for Council review, leaving some goals blank for Council deliberation.

Additionally, the Political pillar “deliverable details” are left blank for Council deliberation.

**ATTACHMENTS:**

1. Draft Strategic Plan 2019-2021

# Draft Grand County Strategic Plan 2019-2021

## GOALS

Pillar/Focus Areas	Goals	Deliverable Details	Accountability	Metric	Start date	Deadline
Financial (Sponsor: Hawks)	Strategy for maintaining positive fund balance	Develop contingency guidelines. Balance Revenue/Expenditures by either increasing revenue or cutting expenses.	Baird	Year 1	2019	7/1/2018 12/31/2019
	Use TRT monies to offset operating budget	Outline strategy for using TRT revenue to offset general fund expenses in departments that receive general fund revenue and are also eligible for TRT/TRCC.	Baird	Year 1	2019	7/1/2018 12/31/2019
	Strategy for matching monies for projects	Use "Consolidated capital needs & priorities master list" to develop a capital budget for forecasted matching monies.	Baird	Year 1	2019	7/1/2018 12/31/2019
	Compensation study/needs assessment - methodology - policies & procedures	Adopt via policy a market-based compensation study methodology based on vetted market data and a statistical regression using "job values".	Baird	Year 1	2019	7/1/2018 12/31/2019
	Strategy for increasing space for county offices	Visual presentation to County Council.	Dillon/Day	Year 1	2020	7/1/2018 12/31/2018
	Financial process - budget flow from budgeting to presenting to Council	Timeline showing budget process deadlines and expectations.	Kauffman	Year 1	2019	7/1/2018 12/31/2018
	Development of a strategy for internal audit processes	Plan showing schedule of audits, who will conduct, what will be audited and how it will be presented.	Kauffman	Year 1	2019	7/1/2018 6/30/2019
	Consolidate capital needs & priorities - master list	Create a "clearinghouse" document that consolidates CIB Priority List, Capital Facilities Analysis, Spanish Valley Transportation Plan, Storm Water Master Plan, Fleet & Equipment, and facilities.	Baird	Year 2	2020	7/1/2018 12/31/2018
	Purchasing Policy	Adopt a modernized purchasing policy with updated threshold for competitive bidding.	Baird	Year 1	2019	7/1/2018 6/30/2019

<b>Infrastructure/Planning</b> (Sponsor: McGann)	Efficiency Study - (city) duplication of services	Determine objectives for the study, draft/announce RFP, select consultant, direct department heads to participate as needed.		Year 1	2019	7/1/2018	6/30/2019
	Gathering of interlocal agreements/potential use of a consultant	Include this in the scope of work immediately above.		Year 1	2019	7/1/2018	6/30/2019
	Development of a public park plan	Determine objectives, create scope of work, draft/announce RFP, select consultant.	CED Office & Planning Commission	Year 3	2021	1/1/2021	12/31/2021
	Transportation Plan implementation	An updated transportation plan is needed. Shedule an update, and include in it an implementation budget and timeline.	Road Supervisor	Year 2	2020	7/1/2018	12/31/2018
	Capital Facilities Plan - General Plan and exploring impact fees	The County's Capital Facilities Plan was adopted in 2015. It should be updated in 2020. The County needs to be more involved in the Plan making process than in 2014/15.	Council Administrator, with support from the CED Director and Road Supervisor	Year 2	2020	7/1/2018	12/31/2018
	Implementation of the Affordable Housing Plan	The Community and Economic Development (CED) Department is working through the Housing Plan with its different partners: Housing Task Force, Planning Commission/Council (City and County), Land Trust, Housing Authority, etc. The CED Department will focus on a "monitoring" report in 2019 as a 2-year follow-up.	CED Office	Year 1	2019	7/1/2018	6/30/2019
	Development of future airport planning and expansion	Future development of the airport (over the next 3 years) will focus on acquisition of approximately 50 acres of BLM land, and re-routing of Blue Hills Rd (and wash) to remove displaced thresholds on the runway; rehabilitation of taxiway; expansion of aircraft parking.		Year 3	2021	1/1/2021	12/31/2021
	Development of future roads plan			Year 2	2020	7/1/2018	12/31/2018
	Implementation of Drainage Plan (phases)	The Spanish Valley Storm Drain Master Plan was updated in 2011 and identified \$38,684,514 of needed improvements. The Master plan identifies priority projects, but funding of projects needs to be obligated.	County Engineer, CED Director, Road Supervisor	Year 1	2019	7/1/2018	6/30/2019

	Strategy for targeted updates of the General Plan	The County's recently adopted Affordable Housing Plan essentially covers the housing element; the CED office is working on an economic development strategy and action plan; and a Parks Plan would cover the open space element. The combination of our Capital Facilities Plan, Transportation Plan, and Drainage Plan covers the infrastructure elements Grand County is responsible for. See below for additional comments (summarization of all county plans).	CED Director	Year 2	2020	7/1/2018	12/31/2018
	Development of partnership plan for land use with San Juan County			Year 3	2021	1/1/2021	12/31/2021
	Strategy for summarization and vision for all county plans	This is related to the targeted updating of Grand County's General Plan. The CED office can work with Horrocks Engineers and/or Jones & DeMille Engineering to overlay the various plan maps and get a better sense of how they all fit together. It would enable the County to then evaluate gaps in knowledge, planning areas, etc. to determine if a more traditional and comprehensive Plan update is needed.	CED Director, with support from Council Administrator	Year 1	2019	7/1/2018	6/30/2019
	Strategy for evaluation of benefits of collaborating on Land Use Codes with the City	The County Council Chair, Vice Chair, Administrator, and CED Director should initiate/host/request a scoping meeting with the Mayor, City Manager, and Planning Director to determine if and when it makes sense to commit additional resources to this effort.	County Council Chair/Vice-Chair, with support from CED Director	Year 2	2020	7/1/2018	12/31/2018
	Development of county partnerships with Emery, Mesa (CO), Carbon & Uintah			Year 2	2020	7/1/2018	12/31/2018
	USU partnership strategy in terms of budgeting and infrastructure			Year 2	2020	7/1/2018	12/31/2018
	Identifying points of current legislation - lobbying strategy and UAC			Year 1	2019	7/1/2018	6/30/2019

<b>Political (Sponsor: Wells)</b>	Strategy for relationship management at the regional, state & federal levels			Year 1	2019	7/1/2018	6/30/2019
	Strategy for building teamwork with Elected Officials			Year 1	2019	7/1/2018	6/30/2019
	Development of UDOT strategy			Year 1	2019	7/1/2018	6/30/2019

# Grand County Strategic Planning

## Political Strategy

**“Political Science is a discipline with a mission.”**  
**“Politics is the constrained use of social power.”**

*–The Oxford Handbooks of Political Science*

### **“Social & Political Power”**

#### *Definition*

In social and political science, power is the ability to influence or outright control the behavior of people.

### Section 1.

#### Internal and Community Relations.

##### A) Networking and Teambuilding

1. Internal (County)
2. Municipal Partner
3. Community Leadership

### Section 2.

#### Strategy for relationship management at the regional, state, & federal levels.

- A) Regional
- B) State
- C) Federal

Section 3.  
Legislative Strategy

A) Origination

1. Identifying and drafting legislation or legislative amendments to existing statute that will benefit the County either financially, legislatively, or with additional state programming.
2. Identifying sponsors and supporters for legislation.

B) Evaluations and Assessments

1. Reviewing and interpreting legislation or amendments to existing statute that will either help or hurt the County.
2. Identifying strategy to amend the bill so that the legislation no longer harms the county or minimize harm to the greatest extent. If bill cannot be amended then strategy to stop the bill should be pursued.
3. Identifying strategy to ensure success of legislation that benefits the county.

C) Lobbying & Engaging Legislative Body

1. UAC Legislative Committee
2. Utah House and Senate Committee's
3. Governors Office
4. Lobbyists

Section 4.  
State & Federal Agency Relations

A) State Agencies

1. Utah Department Of Transportation (UDOT)
2. Governors Office of Economic Development (GOED)
3. Utah School and Institutional Trust Lands Administration (SITLA)

4. Utah Department of Workforce Services (DWS)

B) Federal Agencies

1. Public Lands/Department of the Interior

a. Bureau of Land Management (BLM)

b. U.S. Park Service

c. U.S. Forest Service

2. Department of Energy (DOE)

3. U.S. Small Business Administration (SBA)

Section 5.  
Current Targets

A) Regional Goals

B) Legislative Goals

C) State and Federal Agency Goals

**GRAND COUNTY BILLS TO BE APPROVED  
7/18/2018**

101816-101888	A/P Checks	7/20/2018	\$310,167.94
101818-101820 & 101889-101898	Payroll Transmittals	7/15/2018	\$241,297.45
72518101-72518102	Payroll Transmittals	7/15/2018	\$153,327.48
101899-101918 & 101925	A/P Checks	7/27/2018	\$54,429.20
101919-101924	Payroll Transmittals	7/29/2018	\$14,904.71
8518101-8518102	Payroll Transmittals	7/29/2018	\$140,616.71

**TOTAL BILLS** **\$914,743.49**

33275-33277			
72018101-72018300	07/02/2018-07/15/2018	7/20/2018	\$239,040.88
33277-33278			
80318101-80318300	07/16/2018-07/29/2018	8/3/2018	\$219,240.42

**TOTAL PAYROLL** **\$219,240.42**

**TOTAL BILLS & PAYROLL** **\$1,133,983.91**

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Vendor.Last Check Number = 101816-101888

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>BACHU, SRAUYA</b>							
101823	35898	BACHU, SRAUYA	2158	REFUND FOR PURNA KANDAR	295.00	295.00	07/20/2018
101823	35898	BACHU, SRAUYA	2159	REFUND FOR THARUN ADITYA	295.00	295.00	07/20/2018
Total BACHU, SRAUYA:					590.00	590.00	
<b>BAKER &amp; TAYLOR</b>							
101824	32963	BAKER & TAYLOR	T82027040	LIBRARY	143.10	143.10	07/20/2018
101824	32963	BAKER & TAYLOR	T82144180	LIBRARY	19.82	19.82	07/20/2018
Total BAKER & TAYLOR:					162.92	162.92	
<b>BLOMQUIST HALE CONSULTING INC.</b>							
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Airport	22.40	22.40	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Bldg. Inspector	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Courthouse	16.80	16.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Jail	44.80	44.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Planning	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Search & Rescue	64.40	64.40	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Roads	53.20	53.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Sheriff	53.20	53.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Sandflats	36.40	36.40	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Spanish Trail Arena	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Assessor	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Clerk/Auditor	16.80	16.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Human Resources	2.80	2.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Library	53.20	53.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Senior Citizens	19.60	19.60	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Weed Control	16.80	16.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Attorney	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-County Administration	8.40	8.40	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-IT	2.80	2.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Travel Council	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Treasurer	11.20	11.20	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Ambulance	117.60	117.60	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Child Justice Ctr	2.80	2.80	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Family Support	22.40	22.40	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Justice Court	14.00	14.00	07/20/2018
101825	34325	BLOMQUIST HALE CONSULTIN	JUL18069	EAC-Recorder	8.40	8.40	07/20/2018
Total BLOMQUIST HALE CONSULTING INC.:					655.20	655.20	
<b>BOYD, TAWNY</b>							
101826	34076	BOYD, TAWNY	07172018	REIMBURSEMENT	4.66	4.66	07/20/2018
Total BOYD, TAWNY:					4.66	4.66	
<b>BRODART CO</b>							
101827	12105	BRODART CO	505352	library	99.59	99.59	07/20/2018
Total BRODART CO:					99.59	99.59	

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>CANYONLANDS AUTO</b>							
101828	12515	CANYONLANDS AUTO	511717	SANDFLATS	13.99	13.99	07/20/2018
101828	12515	CANYONLANDS AUTO	510320	ROAD	14.50	14.50	07/20/2018
101828	12515	CANYONLANDS AUTO	510441	ROAD	23.94	23.94	07/20/2018
101828	12515	CANYONLANDS AUTO	511135	ROAD	12.60	12.60	07/20/2018
101828	12515	CANYONLANDS AUTO	512177	ROAD	32.81	32.81	07/20/2018
101828	12515	CANYONLANDS AUTO	510521	ROAD	174.67-	174.67-	07/20/2018
101828	12515	CANYONLANDS AUTO	512337	ROAD	2.36	2.36	07/20/2018
101828	12515	CANYONLANDS AUTO	510451	ROAD	189.25	189.25	07/20/2018
101828	12515	CANYONLANDS AUTO	511737	sheriff	62.18	62.18	07/20/2018
101828	12515	CANYONLANDS AUTO	510594	ROAD	13.82	13.82	07/20/2018
101828	12515	CANYONLANDS AUTO	510692	AIRPORT	27.99	27.99	07/20/2018
101828	12515	CANYONLANDS AUTO	510386	ROAD	80.62	80.62	07/20/2018
101828	12515	CANYONLANDS AUTO	510524	sheriff	19.32	19.32	07/20/2018
101828	12515	CANYONLANDS AUTO	511226	ROAD	20.77	20.77	07/20/2018
101828	12515	CANYONLANDS AUTO	511797	sheriff	432.38	432.38	07/20/2018
101828	12515	CANYONLANDS AUTO	511289	ROAD	46.18-	46.18-	07/20/2018
101828	12515	CANYONLANDS AUTO	510458	CEMETERY	1.49	1.49	07/20/2018
101828	12515	CANYONLANDS AUTO	510408	sheriff	13.60	13.60	07/20/2018
101828	12515	CANYONLANDS AUTO	511007	ROAD	47.88	47.88	07/20/2018
101828	12515	CANYONLANDS AUTO	511702	ROAD	39.74	39.74	07/20/2018
101828	12515	CANYONLANDS AUTO	511148	ROAD	670.02-	670.02-	07/20/2018
101828	12515	CANYONLANDS AUTO	510751	SANDFLATS	9.29	9.29	07/20/2018
101828	12515	CANYONLANDS AUTO	512210	CEMETERY	133.99	133.99	07/20/2018
101828	12515	CANYONLANDS AUTO	510410	ROAD	38.64	38.64	07/20/2018
101828	12515	CANYONLANDS AUTO	511062	ROAD	599.36	599.36	07/20/2018
101828	12515	CANYONLANDS AUTO	511886	ROAD	26.99	26.99	07/20/2018
Total CANYONLANDS AUTO:					966.64	966.64	
<b>CXT INCORPORATED</b>							
101829	32421	CXT INCORPORATED	351664	SANDFLATS	1,020.37	1,020.37	07/20/2018
Total CXT INCORPORATED:					1,020.37	1,020.37	
<b>DELTA RIGGING &amp; TOOLS, INC.</b>							
101830	13890	DELTA RIGGING & TOOLS, INC.	GRA_PSI0004	ROAD	156.00	156.00	07/20/2018
Total DELTA RIGGING & TOOLS, INC.:					156.00	156.00	
<b>DILLON, RUTH</b>							
101831	31926	DILLON, RUTH	07112018	PER DIEM	18.00	18.00	07/20/2018
Total DILLON, RUTH:					18.00	18.00	
<b>DIRECTV</b>							
101832	31998	DIRECTV	34577110682	AIRPORT	168.92	168.92	07/20/2018
101832	31998	DIRECTV	34612186691	SHERIFF	154.04	154.04	07/20/2018
Total DIRECTV:					322.96	322.96	
<b>DISCOVER UTAH MAGAZINE</b>							
101833	35676	DISCOVER UTAH MAGAZINE	1095	MOAB TRAVEL COUNCIL	1,700.00	1,700.00	07/20/2018
Total DISCOVER UTAH MAGAZINE:					1,700.00	1,700.00	
<b>FITZGERALD LAW OFFICE LLC</b>							
101834	32643	FITZGERALD LAW OFFICE LLC	JULY 2018	PROFESSIONAL SERVICES	500.00	500.00	07/20/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101834	32643	FITZGERALD LAW OFFICE LLC	JULY 2018	PROFESSIONAL SERVICES	4,300.00	4,300.00	07/20/2018
Total FITZGERALD LAW OFFICE LLC:					4,800.00	4,800.00	
<b>FORESTRY SUPPLIERS, INC</b>							
101835	35475	FORESTRY SUPPLIERS, INC	381753-00	EMERGENCY MANAGEMENT	380.71	380.71	07/20/2018
Total FORESTRY SUPPLIERS, INC:					380.71	380.71	
<b>GATES, ANITA</b>							
101836	35899	GATES, ANITA	07162018	MILEAGE	124.26	124.26	07/20/2018
Total GATES, ANITA:					124.26	124.26	
<b>GLOBAL EQUIPMENT COMPANY</b>							
101838	33701	GLOBAL EQUIPMENT COMPAN	112839769	MAINTANCE	92.49	92.49	07/20/2018
Total GLOBAL EQUIPMENT COMPANY:					92.49	92.49	
<b>GRAND WATER &amp; SEWER S A</b>							
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	OSTA - SEWER	227.80	227.80	07/20/2018
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	OSTA - BALL FIELD	59.90	59.90	07/20/2018
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	EOC	99.25	99.25	07/20/2018
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	CEMETERY	62.30	62.30	07/20/2018
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	ROAD	91.75	91.75	07/20/2018
101839	16530	GRAND WATER & SEWER S A	JUNE 2018	OSTA - IRRIGATION	105.80	105.80	07/20/2018
Total GRAND WATER & SEWER S A:					646.80	646.80	
<b>HANSON, JORDAN</b>							
101840	33655	HANSON, JORDAN	07142018	REIMBURSEMENT	93.00	93.00	07/20/2018
Total HANSON, JORDAN:					93.00	93.00	
<b>HSI COMPREHENSIVE EMS CLAIMS MGMT</b>							
101841	35211	HSI COMPREHENSIVE EMS CL	100764	EMS	3,562.00	3,562.00	07/20/2018
Total HSI COMPREHENSIVE EMS CLAIMS MGMT:					3,562.00	3,562.00	
<b>INGRAM LIBRARY SERVICES</b>							
101842	18085	INGRAM LIBRARY SERVICES	35000606	LIBRARY	134.30	134.30	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35147213	LIBRARY	183.08	183.08	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35057637	LIBRARY	101.38	101.38	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35261180	LIBRARY	222.30	222.30	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	34964177	LIBRARY	157.13	157.13	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35185890	LIBRARY	224.77	224.77	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35106871	LIBRARY	338.86	338.86	07/20/2018
101842	18085	INGRAM LIBRARY SERVICES	35243103	LIBRARY	150.82	150.82	07/20/2018
Total INGRAM LIBRARY SERVICES:					1,512.64	1,512.64	
<b>KERKSIEK, RACHEL</b>							
101843	35131	KERKSIEK, RACHEL	130	NREMT EXAM PROCTOR	500.00	500.00	07/20/2018
Total KERKSIEK, RACHEL:					500.00	500.00	
<b>KROGER-KING SOOPERS</b>							
101844	19170	KROGER-KING SOOPERS	018050	INMATE MEDS	16.90	16.90	07/20/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101844	19170	KROGER-KING SOOPERS	422136	ems	18.63	18.63	07/20/2018
101844	19170	KROGER-KING SOOPERS	172365	ems	149.16	149.16	07/20/2018
101844	19170	KROGER-KING SOOPERS	058725	ems	12.99	12.99	07/20/2018
101844	19170	KROGER-KING SOOPERS	167224	MAINT	77.22	77.22	07/20/2018
101844	19170	KROGER-KING SOOPERS	197452	fAMILY SUPPORT CENTER	42.58	42.58	07/20/2018
101844	19170	KROGER-KING SOOPERS	394349	INMATE MEDS	7.88	7.88	07/20/2018
101844	19170	KROGER-KING SOOPERS	149435	sheriff	86.42	86.42	07/20/2018
101844	19170	KROGER-KING SOOPERS	084535	sheriff	70.94	70.94	07/20/2018
101844	19170	KROGER-KING SOOPERS	055667	ems	42.99	42.99	07/20/2018
101844	19170	KROGER-KING SOOPERS	136065	sheriff	168.63	168.63	07/20/2018
101844	19170	KROGER-KING SOOPERS	197935	fAMILY SUPPORT CENTER	30.21	30.21	07/20/2018
101844	19170	KROGER-KING SOOPERS	076349	INMATE MEDS	121.73	121.73	07/20/2018
101844	19170	KROGER-KING SOOPERS	191041	ROAD	45.29	45.29	07/20/2018
101844	19170	KROGER-KING SOOPERS	119720	ems	86.68	86.68	07/20/2018
101844	19170	KROGER-KING SOOPERS	191041	ROAD	30.38	30.38	07/20/2018
101844	19170	KROGER-KING SOOPERS	324610	INMATE MEDS	14.00	14.00	07/20/2018
101844	19170	KROGER-KING SOOPERS	193228	sheriff	25.91	25.91	07/20/2018
101844	19170	KROGER-KING SOOPERS	597431	fAMILY SUPPORT CENTER	52.64	52.64	07/20/2018
101844	19170	KROGER-KING SOOPERS	293525	ems	43.08	43.08	07/20/2018
101844	19170	KROGER-KING SOOPERS	188460	INMATE MEDS	8.38	8.38	07/20/2018
101844	19170	KROGER-KING SOOPERS	279675	INMATE MEDS	74.05	74.05	07/20/2018
101844	19170	KROGER-KING SOOPERS	070238	seARCH & RESCUE	70.80	70.80	07/20/2018
101844	19170	KROGER-KING SOOPERS	018612	ROAD	59.85	59.85	07/20/2018
101844	19170	KROGER-KING SOOPERS	130776	INMATE MEDS	48.75	48.75	07/20/2018
101844	19170	KROGER-KING SOOPERS	168109	MAINT	32.97	32.97	07/20/2018
101844	19170	KROGER-KING SOOPERS	259681	ems	69.37	69.37	07/20/2018
101844	19170	KROGER-KING SOOPERS	072504	seARCH & RESCUE	45.54	45.54	07/20/2018
101844	19170	KROGER-KING SOOPERS	156244	osta	13.34	13.34	07/20/2018
101844	19170	KROGER-KING SOOPERS	341902	JAIL	74.12	74.12	07/20/2018
101844	19170	KROGER-KING SOOPERS	217574	LIBRARY	39.44	39.44	07/20/2018
101844	19170	KROGER-KING SOOPERS	294262	INMATE MEDS	13.60	13.60	07/20/2018
101844	19170	KROGER-KING SOOPERS	125861	INMATE MEDS	35.14	35.14	07/20/2018
101844	19170	KROGER-KING SOOPERS	002849	LIBRARY	5.00	5.00	07/20/2018
101844	19170	KROGER-KING SOOPERS	330157	INMATE MEDS	9.74	9.74	07/20/2018
101844	19170	KROGER-KING SOOPERS	06132018	sheriff	2.52	2.52	07/20/2018
101844	19170	KROGER-KING SOOPERS	135474	senior center	31.43	31.43	07/20/2018
101844	19170	KROGER-KING SOOPERS	003927	ems	5.98	5.98	07/20/2018
Total KROGER-KING SOOPERS:					1,779.24	1,779.24	
<b>L.N. CURTIS &amp; SONS</b>							
101845	32698	L.N. CURTIS & SONS	INV198280	SHERIFF	685.00	685.00	07/20/2018
Total L.N. CURTIS & SONS:					685.00	685.00	
<b>LAKESHORE LEARNING MATERIALS</b>							
101816	35851	LAKESHORE LEARNING MATER	009388	FAMILY SUPPORT	4,094.54	4,094.54	07/18/2018
Total LAKESHORE LEARNING MATERIALS:					4,094.54	4,094.54	
<b>LANGSTON, BRENT</b>							
101846	29425	LANGSTON, BRENT	07122018	DEPUTY LEGAL SERVICES	2,175.00	2,175.00	07/20/2018
101846	29425	LANGSTON, BRENT	07172018	DEPUTY LEGAL SERVICES	1,500.00	1,500.00	07/20/2018
Total LANGSTON, BRENT:					3,675.00	3,675.00	
<b>LES OLSON COMPANY</b>							
101847	34276	LES OLSON COMPANY	EA793671	SHERIFF	434.64	434.64	07/20/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101847	34276	LES OLSON COMPANY	EA793672	EMS	166.01	166.01	07/20/2018
101847	34276	LES OLSON COMPANY	EA793670	HR	122.90	122.90	07/20/2018
101847	34276	LES OLSON COMPANY	EA793663	FAMILY SUPPORT	147.60	147.60	07/20/2018
101847	34276	LES OLSON COMPANY	EA793668	JUSTICE COURT	662.02	662.02	07/20/2018
101847	34276	LES OLSON COMPANY	EA793667	COUNCIL	333.74	333.74	07/20/2018
101847	34276	LES OLSON COMPANY	EA793669	LIBRARY	381.17	381.17	07/20/2018
101847	34276	LES OLSON COMPANY	EA793666	CLERK	459.25	459.25	07/20/2018
101847	34276	LES OLSON COMPANY	EA793665	ASSESSOR	322.83	322.83	07/20/2018
Total LES OLSON COMPANY:					3,030.16	3,030.16	
<b>LIFE ASSIST, INC</b>							
101848	32666	LIFE ASSIST, INC	865131	EMS	933.34	933.34	07/20/2018
101848	32666	LIFE ASSIST, INC	865527	EMS	166.39	166.39	07/20/2018
Total LIFE ASSIST, INC:					1,099.73	1,099.73	
<b>LORMAN EDUCATION SERVICES</b>							
101849	19730	LORMAN EDUCATION SERVICE	3361586-1	DIANA CARROLL/ALL-ACCESS	299.00	299.00	07/20/2018
Total LORMAN EDUCATION SERVICES:					299.00	299.00	
<b>LOVE COMMUNICATIONS</b>							
101850	35394	LOVE COMMUNICATIONS	048264-0000	MOAB TRAVEL COUNCIL	5,736.10	5,736.10	07/20/2018
101850	35394	LOVE COMMUNICATIONS	048308-0000	MOAB TRAVEL COUNCIL	14,022.09	14,022.09	07/20/2018
Total LOVE COMMUNICATIONS:					19,758.19	19,758.19	
<b>LYNN'S EMBROIDERY</b>							
101851	34333	LYNN'S EMBROIDERY	161767	MECHAM/CLOTHING	90.00	90.00	07/20/2018
Total LYNN'S EMBROIDERY:					90.00	90.00	
<b>MCDONALD, REX</b>							
101852	35900	MCDONALD, REX	07112018	WITNESS FEE	18.50	18.50	07/20/2018
Total MCDONALD, REX:					18.50	18.50	
<b>MGM CONSTRUCTION, INC</b>							
101853	35718	MGM CONSTRUCTION, INC	SIX (6) REVIS	CNY TERMINAL ADDITION	124,720.95	124,720.95	07/20/2018
Total MGM CONSTRUCTION, INC:					124,720.95	124,720.95	
<b>MOAB CITY INC.</b>							
101854	20755	MOAB CITY INC.	273113	CAT INTAKE	90.00	90.00	07/20/2018
101854	20755	MOAB CITY INC.	273113	DOG INTAKE	990.00	990.00	07/20/2018
Total MOAB CITY INC.:					1,080.00	1,080.00	
<b>MOAB HEAT N COOL, LLC</b>							
101855	30302	MOAB HEAT N COOL, LLC	14641	SHERIFF	185.24	185.24	07/20/2018
101855	30302	MOAB HEAT N COOL, LLC	14656	INFO CENTER	756.94	756.94	07/20/2018
101855	30302	MOAB HEAT N COOL, LLC	14632	GRAND CENTER	207.00	207.00	07/20/2018
Total MOAB HEAT N COOL, LLC:					1,149.18	1,149.18	
<b>MOAB ICE</b>							
101856	33399	MOAB ICE	23520	SEARCH & RESCUE	40.50	40.50	07/20/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101856	33399	MOAB ICE	25108	SEARCH & RESCUE	70.90	70.90	07/20/2018
Total MOAB ICE:					111.40	111.40	
<b>MOAB VALLEY MULTICULTURAL CENTER</b>							
101857	34610	MOAB VALLEY MULTICULTURA	00111	JUSTICE COURT	60.00	60.00	07/20/2018
Total MOAB VALLEY MULTICULTURAL CENTER:					60.00	60.00	
<b>MOAB VETERINARY CLINIC</b>							
101858	20995	MOAB VETERINARY CLINIC	641025	SHERIFF/ROCKY	7.70	7.70	07/20/2018
101858	20995	MOAB VETERINARY CLINIC	640813	SHERIFF/ROCKY	65.99	65.99	07/20/2018
101858	20995	MOAB VETERINARY CLINIC	640440	SHERIFF/ROCKY	49.00	49.00	07/20/2018
Total MOAB VETERINARY CLINIC:					122.69	122.69	
<b>MORGAN, HAPPY</b>							
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	285.00	285.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	30.00	30.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	345.00	345.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	105.00	105.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	450.00	450.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	450.00	450.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	720.00	720.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	45.00	45.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	135.00	135.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	120.00	120.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	150.00	150.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	105.00	105.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	30.00	30.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	45.00	45.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	285.00	285.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	60.00	60.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	405.00	405.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	210.00	210.00	07/20/2018
101859	21165	MORGAN, HAPPY	JULY 9 2018	PUBLIC DEFENDER	1,155.00	1,155.00	07/20/2018
Total MORGAN, HAPPY:					5,130.00	5,130.00	
<b>MOSS, JACOB ANDREW</b>							
101860	35901	MOSS, JACOB ANDREW	2157	CASE #181000204	520.00	520.00	07/20/2018
Total MOSS, JACOB ANDREW:					520.00	520.00	
<b>MOUNT OLYMPUS WATERS, INC.</b>							
101861	31323	MOUNT OLYMPUS WATERS, IN	16415685 0628	COUNCIL	4.65	4.65	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	10202973 0701	JAIL	90.60	90.60	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	10553701 0622	ATTORNEY	21.94	21.94	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	16262067 0628	ASSESSOR	6.05	6.05	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	13102128 0628	MAINT	24.20	24.20	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	12344492 0629	JUSTICE COURT	23.47	23.47	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	10202973 0701	SHERIFF	5.69	5.69	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	12004211 0628	CLERK	21.96	21.96	07/20/2018
101861	31323	MOUNT OLYMPUS WATERS, IN	14103665 0701	EMS	28.01	28.01	07/20/2018
Total MOUNT OLYMPUS WATERS, INC.:					226.57	226.57	

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>MUSEUM OF MOAB</b>							
101862	31768	MUSEUM OF MOAB	07162018	2ND ANNUAL CONTRIBUTION	39,000.00	39,000.00	07/20/2018
Total MUSEUM OF MOAB:					39,000.00	39,000.00	
<b>NICHOLAS AND COMPANY</b>							
101863	21780	NICHOLAS AND COMPANY	6418508	JAIL	181.47	181.47	07/20/2018
101863	21780	NICHOLAS AND COMPANY	6435550	JAIL	1,168.42	1,168.42	07/20/2018
101863	21780	NICHOLAS AND COMPANY	6418508	JAIL	20.27	20.27	07/20/2018
101863	21780	NICHOLAS AND COMPANY	6418508	JAIL	1,452.41	1,452.41	07/20/2018
Total NICHOLAS AND COMPANY:					2,822.57	2,822.57	
<b>OFFICE ETC.</b>							
101864	22070	OFFICE ETC.	441247	ATTORNEY	88.80	88.80	07/20/2018
Total OFFICE ETC.:					88.80	88.80	
<b>O'REILLY AUTO PARTS</b>							
101865	33054	O'REILLY AUTO PARTS	3792-414100	ROAD	24.82-	24.82-	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-414565	EMS	4.37	4.37	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-417102	AIRPORT	52.97	52.97	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-416911	SHERIFF	3.80	3.80	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-416451	AIRPORT	83.46	83.46	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-416597	SHERIFF	16.62	16.62	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-413971	OSTA	27.98	27.98	07/20/2018
101865	33054	O'REILLY AUTO PARTS	3792-416962	SHERIFF	158.84	158.84	07/20/2018
Total O'REILLY AUTO PARTS:					323.22	323.22	
<b>PAYNE, CLAYTON R.</b>							
101866	35902	PAYNE, CLAYTON R.	2160	CASE #161000378	1,300.00	1,300.00	07/20/2018
Total PAYNE, CLAYTON R.:					1,300.00	1,300.00	
<b>RAY ALLEN MANUFACTURING LLC</b>							
101867	33818	RAY ALLEN MANUFACTURING L	RINV070002	SHERIFF/ROCKY	387.98	387.98	07/20/2018
Total RAY ALLEN MANUFACTURING LLC:					387.98	387.98	
<b>RED VALLEY CHIROPRACTIC</b>							
101868	34098	RED VALLEY CHIROPRACTIC	07172017	STAN MADSEN	120.00	120.00	07/20/2018
Total RED VALLEY CHIROPRACTIC:					120.00	120.00	
<b>ROBERT I. MERRILL CO.</b>							
101869	34210	ROBERT I. MERRILL CO.	780811	MAINT	1,004.00	1,004.00	07/20/2018
101869	34210	ROBERT I. MERRILL CO.	780936	AIRPORT	110.00	110.00	07/20/2018
101869	34210	ROBERT I. MERRILL CO.	781001	MAINT	1,123.00	1,123.00	07/20/2018
101869	34210	ROBERT I. MERRILL CO.	780380	MAINT	1,340.00-	1,340.00-	07/20/2018
Total ROBERT I. MERRILL CO.:					897.00	897.00	
<b>ROSS, CHARLIE</b>							
101870	35629	ROSS, CHARLIE	07162018	REIMBURSEMENT FOR CDL	78.00	78.00	07/20/2018
Total ROSS, CHARLIE:					78.00	78.00	

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>ROUZER, STEVE M.D.</b>							
101871	32994	ROUZER, STEVE M.D.	20180006	J. BEESLEY	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	S. LAFFOON	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	C. JONES	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	S. LAFFOON	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	E. BRADY	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	S. LAFFOON	50.00	50.00	07/20/2018
101871	32994	ROUZER, STEVE M.D.	20180006	S. LAFFOON	50.00	50.00	07/20/2018
Total ROUZER, STEVE M.D.:					350.00	350.00	
<b>SALT LAKE COMMUNITY COLLEGE</b>							
101872	31364	SALT LAKE COMMUNITY COLLE	2018.12.12	JAIL	958.32	958.32	07/20/2018
Total SALT LAKE COMMUNITY COLLEGE:					958.32	958.32	
<b>SALT LAKE WHOLESALE SPORTS</b>							
101873	24380	SALT LAKE WHOLESALE SPOR	45071	SHERIFF SUPPLIES	1,220.90	1,220.90	07/20/2018
Total SALT LAKE WHOLESALE SPORTS:					1,220.90	1,220.90	
<b>SHARON FREARSON</b>							
101874	35666	SHARON FREARSON	JUNE 2018	THOMPSON SPRINGS FIRE STA	100.00	100.00	07/20/2018
Total SHARON FREARSON:					100.00	100.00	
<b>SHOPKO STORES</b>							
101875	34768	SHOPKO STORES	1915	FAMILY SUPPORT	157.93	157.93	07/20/2018
101875	34768	SHOPKO STORES	1708	FAMILY SUPPORT	78.89	78.89	07/20/2018
101875	34768	SHOPKO STORES	1232	JAIL	49.98	49.98	07/20/2018
101875	34768	SHOPKO STORES	1806	FAMILY SUPPORT	165.02	165.02	07/20/2018
Total SHOPKO STORES:					451.82	451.82	
<b>SMITH, ANDY</b>							
101876	33658	SMITH, ANDY	06202018	REIMBURSEMENT	598.00	598.00	07/20/2018
Total SMITH, ANDY:					598.00	598.00	
<b>STANDARD PLUMBING SUPPLY CO</b>							
101877	25570	STANDARD PLUMBING SUPPLY	HJZY70	AIRPORT	15.49	15.49	07/20/2018
101877	25570	STANDARD PLUMBING SUPPLY	HLNP35	road	54.86	54.86	07/20/2018
101877	25570	STANDARD PLUMBING SUPPLY	HKKR81	OSTA	69.24	69.24	07/20/2018
Total STANDARD PLUMBING SUPPLY CO:					139.59	139.59	
<b>STATE FIRE SALES &amp; SERVICE</b>							
101878	29764	STATE FIRE SALES & SERVICE	U6892A	LIBRARY	405.00	405.00	07/20/2018
101878	29764	STATE FIRE SALES & SERVICE	U6892A	GRAND CENTER	340.00	340.00	07/20/2018
101878	29764	STATE FIRE SALES & SERVICE	U6892A	OSTA	429.00	429.00	07/20/2018
101878	29764	STATE FIRE SALES & SERVICE	U6892A	JAIL	730.00	730.00	07/20/2018
101878	29764	STATE FIRE SALES & SERVICE	U6892A	STAR HALL	340.00	340.00	07/20/2018
Total STATE FIRE SALES & SERVICE:					2,244.00	2,244.00	
<b>U-HAUL</b>							
101817	35906	U-HAUL	07172018	FAMILY SUPPORT	453.95	453.95	07/18/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total U-HAUL:					453.95	453.95	
<b>UTAH CORRECTIONAL INDUSTRIES</b>							
101879	27475	UTAH CORRECTIONAL INDUST	197UC000000	SANDFLATS	15.50	15.50	07/20/2018
Total UTAH CORRECTIONAL INDUSTRIES:					15.50	15.50	
<b>UTAH DIVISION OF WATER QUALITY</b>							
101880	34547	UTAH DIVISION OF WATER QUA	1970000026	GRAND COUNTY WEED	200.00	200.00	07/20/2018
101880	34547	UTAH DIVISION OF WATER QUA	1970000036	MOAB MOSQUITO ABATEMENT	200.00	200.00	07/20/2018
Total UTAH DIVISION OF WATER QUALITY:					400.00	400.00	
<b>UTAH LOCAL GOVERNMENT TRUST</b>							
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	E911	68.58	68.58	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	EMS	1,513.01	1,513.01	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	LIBRARY	795.67	795.67	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567275	ROAD	.87-	.87-	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	ROAD	1,738.40	1,738.40	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	CJC	107.86	107.86	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	Sand Flats	395.98	395.98	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567274	BOND	97.50	97.50	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	MMAD	274.28	274.28	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	Travel Council	335.79	335.79	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	FAMILY SUPPORT	280.36	280.36	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567273	SHERIFF	73.90	73.90	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	General	9,476.06	9,476.06	07/20/2018
101881	30551	UTAH LOCAL GOVERNMENT TR	1567276	UMTRA	49.65	49.65	07/20/2018
Total UTAH LOCAL GOVERNMENT TRUST:					15,206.17	15,206.17	
<b>UTAH OFFICE OF TOURISM GERMANY</b>							
101882	35832	UTAH OFFICE OF TOURISM GE	M09.1/2018	MOAB AREA TRAVEL COUNCIL	15,862.60	15,862.60	07/20/2018
Total UTAH OFFICE OF TOURISM GERMANY:					15,862.60	15,862.60	
<b>UTAH PUBLIC RADIO</b>							
101883	35022	UTAH PUBLIC RADIO	114225	MOAB TRAVEL COUNCIL	792.00	792.00	07/20/2018
Total UTAH PUBLIC RADIO:					792.00	792.00	
<b>UTAH STATE TREASURER</b>							
101821	27740	UTAH STATE TREASURER	JUNE 2018	90% SURCHARGE	5,277.43	5,277.43	07/10/2018
101821	27740	UTAH STATE TREASURER	JUNE 2018	state boating act	170.01	170.01	07/10/2018
101821	27740	UTAH STATE TREASURER	JUNE 2018	80%OF \$32 COURT SECURITY	8,434.25	8,434.25	07/10/2018
101821	27740	UTAH STATE TREASURER	JUNE 2018	wildlife resources	138.68	138.68	07/10/2018
101821	27740	UTAH STATE TREASURER	JUNE 2018	MARRIAGE LICENSE	170.00	170.00	07/10/2018
101821	27740	UTAH STATE TREASURER	JUNE 2018	35% surcharge	4,619.42	4,619.42	07/10/2018
Total UTAH STATE TREASURER:					18,809.79	18,809.79	
<b>VORTEX PRODUCTION INC</b>							
101884	35903	VORTEX PRODUCTION INC	124251	JULY 4TH FIREWORKS 2018	17,000.00	17,000.00	07/20/2018
Total VORTEX PRODUCTION INC:					17,000.00	17,000.00	

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
WALKERS TRUE VALUE HARDWARE							
101885	28255	WALKERS TRUE VALUE HARD	772344	airport	3.49	3.49	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772633	SANFLATS	16.05	16.05	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772865	MAINT	12.99	12.99	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773001	road	8.98	8.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773614	JAIL	25.47	25.47	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774307	road	223.87	223.87	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774957	CINEMA COURT FIRE	306.82-	306.82-	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775300	EMERGENCY MANAGEMENT	21.49	21.49	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775413	MMAD	11.49	11.49	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775707	EMERGENCY MANAGEMENT	44.46	44.46	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773434	road	390.93	390.93	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774069	CINEMA COURT FIRE	42.32	42.32	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774332	MAINT	14.85	14.85	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774573	road	49.96	49.96	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774692	FAMILY SUPPORT	86.76	86.76	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774805	FAMILY SUPPORT	224.99	224.99	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775181	sandflats	31.98	31.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775366	GRAND CENTER	25.97	25.97	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775540	GRAND CENTER	11.99	11.99	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772550	road	18.98	18.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772791	SHERIFF	23.98	23.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772962	MAINT	53.98	53.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773599	road	248.92	248.92	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774178	CINEMA COURT FIRE	96.86	96.86	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774341	CINEMA COURT FIRE	264.50	264.50	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774574	EMS	63.80	63.80	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774706	EOC	166.78	166.78	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774867	airport	17.98	17.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775401	FAMILY SUPPORT	14.28	14.28	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775678	EMERGENCY MANAGEMENT	69.96	69.96	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772343	osta	101.40	101.40	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772596	library	23.77	23.77	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772808	road	17.94	17.94	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772999	road	54.20	54.20	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774310	SANFLATS	30.97	30.97	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774515	sandflats	34.47	34.47	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774677	EMS	6.50	6.50	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774716	EOC	8.00	8.00	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774954	CINEMA COURT FIRE	697.37	697.37	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775272	FAMILY SUPPORT	72.98	72.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775589	MAINT	34.98	34.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772394	osta	19.12	19.12	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772716	MAINT	18.48	18.48	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	772952	SANFLATS	119.79	119.79	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773178	MAINT	65.99	65.99	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	773654	cLERKS	41.76	41.76	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774349	MAINT	169.99	169.99	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774575	FAMILY SUPPORT	42.97	42.97	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774715	EOC	.80-	.80-	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	774893	library	23.28	23.28	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775222	library	9.98	9.98	07/20/2018
101885	28255	WALKERS TRUE VALUE HARD	775373	road	12.78	12.78	07/20/2018

Total WALKERS TRUE VALUE HARDWARE:

3,587.16 3,587.16

## WELLS, CURTIS

101886	35447	WELLS, CURTIS	06292018	PER DIEM	243.00	243.00	07/20/2018
--------	-------	---------------	----------	----------	--------	--------	------------

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101886	35447	WELLS, CURTIS	06292018	REIMBURSEMENT	1,422.73	1,422.73	07/20/2018
101886	35447	WELLS, CURTIS	06292018	MILEAGE	119.36	119.36	07/20/2018
Total WELLS, CURTIS:					1,785.09	1,785.09	
<b>WHEELER MACHINERY</b>							
101887	28700	WHEELER MACHINERY	PS000663496	ROAD DEPARTMENT	45.04	45.04	07/20/2018
Total WHEELER MACHINERY:					45.04	45.04	
<b>WHITE, MICHELLE</b>							
101888	35904	WHITE, MICHELLE	07112018	REIMBURSEMENT	72.05	72.05	07/20/2018
Total WHITE, MICHELLE:					72.05	72.05	
Grand Totals:					310,167.94	310,167.94	

Dated: Aug 7<sup>th</sup> 2018

County Auditor: Dona Cancell

Council Chairperson: Mary Johnson

Council: [Signature]

Council: [Signature]

Check No. \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor.Last Check Number = 101816-101888

## Report Criteria:

Paid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	GRAND COUNTY CREDIT	101818	07/15/2018	70-02	EMPLOYEE W/H Grand County Credit	10-2242000-000	1,291.03
Total 1:							1,291.03
3							
3	OFFICE OF RECOVERY S	101894	07/15/2018	69-02	CASE #C000954508- SIMS	21-2246000-000	165.96
Total 3:							165.96
4							
4	GRAND COUNTY TREAS	101819	07/15/2018	66-00	EMPLOYEE W/H Grand County Treasur	10-2240000-000	506.30
4	GRAND COUNTY TREAS	101819	07/15/2018	66-00	EMPLOYEE W/H Grand County Treasur	21-2240000-000	45.00
4	GRAND COUNTY TREAS	101819	07/15/2018	66-00	EMPLOYEE W/H Grand County Treasur	72-2240000-000	41.00
Total 4:							592.30
5							
5	AFLAC	101897	07/15/2018	62-02	EMPLOYEE W/H	10-2239000-000	159.74
5	AFLAC	101897	07/15/2018	62-02	EMPLOYEE W/H	21-2239000-000	18.40
5	AFLAC	101897	07/15/2018	60-01	EMPLOYEE W/H	10-2239000-000	544.14
5	AFLAC	101897	07/15/2018	60-01	EMPLOYEE W/H	21-2239000-000	57.88
5	AFLAC	101897	07/15/2018	60-01	EMPLOYEE W/H	23-2239000-000	31.34
5	AFLAC	101897	07/15/2018	60-01	EMPLOYEE W/H	70-2239000-000	43.30
5	AFLAC	101897	07/15/2018	60-01	ROUNDING	10-2239000-000	.04
Total 5:							854.76
10							
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	10-2256000-000	1,384.26
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	17-2256000-000	45.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	21-2256000-000	541.38
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	40-2256000-000	25.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	45-2256000-000	20.83
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	46-2256000-000	72.91
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	70-2256000-000	75.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	72-2256000-000	83.33
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	10-2256000-000	110.46
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-02	EMPLOYEE W/H Dependent Child Care	10-2256000-000	125.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	10-2257000-000	2,098.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	21-2257000-000	305.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	40-2257000-000	200.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	70-2257000-000	76.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	72-2257000-000	347.50
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	76-2257000-000	187.50
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	10-2257000-000	5,110.41
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	21-2257000-000	650.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	40-2257000-000	700.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	45-2257000-000	50.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	70-2257000-000	200.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	72-2257000-000	500.00
10	NATIONAL BENEFIT SER	101893	07/15/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	76-2257000-000	300.00

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
Total 10:							13,207.58
<b>25</b>							
25	LIBERTY MUTUAL INSUR	101892	07/15/2018	63-00	EMPLOYEE W/H - AUTO INS	10-2234000-000	2,915.44
25	LIBERTY MUTUAL INSUR	101892	07/15/2018	63-00	EMPLOYEE W/H - AUTO INS	21-2234000-000	260.40
25	LIBERTY MUTUAL INSUR	101892	07/15/2018	63-00	EMPLOYEE W/H - AUTO INS	23-2234000-000	81.56
25	LIBERTY MUTUAL INSUR	101892	07/15/2018	63-00	EMPLOYEE W/H - AUTO INS	72-2234000-000	669.94
Total 25:							3,927.34
<b>28</b>							
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	10-2261000-000	1,892.85
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	21-2261000-000	527.12
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	23-2261000-000	200.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	40-2261000-000	25.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	45-2261000-000	50.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	70-2261000-000	250.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	72-2261000-000	320.04
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	75-2261000-000	25.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	10-2261000-000	1,637.32
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	21-2261000-000	509.15
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	23-2261000-000	97.40
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	40-2261000-000	26.24
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	45-2261000-000	44.26
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	46-2261000-000	37.36
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	70-2261000-000	92.73
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	72-2261000-000	196.63
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-01	Utah Retirement T1 401(K) Pay Period:	75-2261000-000	89.57
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-02	Utah Retirement T1 401(K) Pol Pay Per	10-2261000-000	1,177.50
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	10-2261000-000	373.52
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	21-2261000-000	58.09
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	72-2261000-000	175.08
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	75-2261000-000	300.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	10-2261000-000	332.04
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	21-2261000-000	80.86
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	23-2261000-000	25.22
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	40-2261000-000	168.33
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	46-2261000-000	13.23
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	72-2261000-000	32.99
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	75-2261000-000	21.23
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	76-2261000-000	15.64
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-07	Utah Retirement T2 DB PS HYB 401(K)	10-2261000-000	292.29
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-07	Utah Retirement T2 DB PS HYB 401(K)	10-2261000-000	186.69
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	10-2261000-000	902.74
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	40-2261000-000	22.59
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	10-2261000-000	744.62
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	40-2261000-000	651.85
28	UTAH RETIREMENT SYS	72518102	07/15/2018	40-09	Utah Retirement T2 DC PS 401(K) Pay	10-2261000-000	201.87
28	UTAH RETIREMENT SYS	72518102	07/15/2018	41-01	Utah Retirement 457 Pay Period: 7/15/2	10-2263000-000	1,516.95
28	UTAH RETIREMENT SYS	72518102	07/15/2018	41-01	Utah Retirement 457 Pay Period: 7/15/2	21-2263000-000	38.64
28	UTAH RETIREMENT SYS	72518102	07/15/2018	42-00	Utah Retirement ROTH IRA Pay Period	10-2258000-000	937.64
28	UTAH RETIREMENT SYS	72518102	07/15/2018	42-00	Utah Retirement ROTH IRA Pay Period	21-2258000-000	247.36
28	UTAH RETIREMENT SYS	72518102	07/15/2018	42-00	Utah Retirement ROTH IRA Pay Period	23-2258000-000	200.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	42-00	Utah Retirement ROTH IRA Pay Period	40-2258000-000	125.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	42-00	Utah Retirement ROTH IRA Pay Period	72-2258000-000	95.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	43-00	Utah Retirement TRADITIONAL IRA Pa	10-2258000-000	25.00

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
28	UTAH RETIREMENT SYS	72518102	07/15/2018	43-00	Utah Retirement TRADITIONAL IRA Pa	21-2258000-000	5.00
28	UTAH RETIREMENT SYS	72518102	07/15/2018	51-00	Utah Retirement Retirement-repay of loa	10-2259000-000	1,415.64
28	UTAH RETIREMENT SYS	72518102	07/15/2018	51-00	Utah Retirement Retirement-repay of loa	21-2259000-000	270.59
28	UTAH RETIREMENT SYS	72518102	07/15/2018	51-00	Utah Retirement Retirement-repay of loa	46-2259000-000	20.88
28	UTAH RETIREMENT SYS	72518102	07/15/2018	51-00	Utah Retirement Retirement-repay of loa	72-2259000-000	35.17
28	UTAH RETIREMENT SYS	72518102	07/15/2018	51-00	Utah Retirement Retirement-repay of loa	75-2259000-000	109.68
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	10-2260000-000	4,486.86
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	21-2260000-000	1,092.58
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	23-2260000-000	340.78
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	40-2260000-000	2,274.77
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	46-2260000-000	178.77
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	72-2260000-000	445.87
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	75-2260000-000	286.89
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	76-2260000-000	211.34
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-02	Utah Retirement T2 DB PS Hybrid Pay	10-2260000-000	6,117.44
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-03	Utah Retirement T2 DC Pay Period: 7/	10-2260000-000	498.16
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-03	Utah Retirement T2 DC Pay Period: 7/	40-2260000-000	436.08
28	UTAH RETIREMENT SYS	72518102	07/15/2018	55-04	Utah Retirement T2 DC PS Pay Period:	10-2260000-000	218.52
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	10-2260000-000	15,196.58
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	21-2260000-000	4,725.46
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	23-2260000-000	903.95
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	40-2260000-000	243.55
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	45-2260000-000	493.82
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	46-2260000-000	346.73
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	70-2260000-000	860.63
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	72-2260000-000	1,825.20
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	75-2260000-000	831.24
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-01	Utah Retirement T1 Non-Contributory R	76-2260000-000	502.38
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-02	Utah Retirement T1 Contributory Retire	21-2260000-000	921.34
28	UTAH RETIREMENT SYS	72518102	07/15/2018	90-03	Utah Retirement T1 Police Non-Contrib	10-2260000-000	8,118.15
28	UTAH RETIREMENT SYS	101895	07/15/2018	55-01	DIFFERANCE IN PPE 7-1-2018	10-2260000-000	241.39
28	UTAH RETIREMENT SYS	101898	07/15/2018	55-01	MISSED CONTRIBUTION FOR L. MYE	46-2260000-000	392.07

Total 28:

69,030.15

29

29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	10-2221000-000	13,900.07
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	21-2221000-000	2,081.41
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	23-2221000-000	441.21
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	25-2221000-000	47.59
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	30-2221000-000	66.11
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	40-2221000-000	1,729.70
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	45-2221000-000	217.28
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	46-2221000-000	290.70
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	70-2221000-000	315.48
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	72-2221000-000	966.00
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	75-2221000-000	393.49
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	76-2221000-000	406.57
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	10-2221000-000	13,729.13
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	21-2221000-000	2,252.35
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	23-2221000-000	441.21
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	25-2221000-000	47.59
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	30-2221000-000	66.11
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	40-2221000-000	1,729.70
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	45-2221000-000	217.28
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	46-2221000-000	290.70
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	70-2221000-000	315.48

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	72-2221000-000	966.00
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	75-2221000-000	393.49
29	IRS - FICA/FWT	72518101	07/15/2018	74-00	FICA/FWT Social Security Pay Period:	76-2221000-000	406.57
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	10-2224000-000	3,210.84
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	21-2224000-000	526.77
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	23-2224000-000	103.19
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	25-2224000-000	11.13
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	30-2224000-000	15.46
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	40-2224000-000	404.52
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	45-2224000-000	50.82
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	46-2224000-000	67.99
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	70-2224000-000	73.77
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	72-2224000-000	225.92
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	75-2224000-000	92.03
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	76-2224000-000	95.08
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	10-2224000-000	3,211.25
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	21-2224000-000	526.77
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	23-2224000-000	103.19
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	25-2224000-000	10.72
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	30-2224000-000	15.46
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	40-2224000-000	404.52
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	45-2224000-000	50.82
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	46-2224000-000	67.99
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	70-2224000-000	73.77
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	72-2224000-000	225.92
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	75-2224000-000	92.03
29	IRS - FICA/FWT	72518101	07/15/2018	75-00	FICA/FWT Medicare Pay Period: 7/15/2	76-2224000-000	95.08
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	10-2222000-000	23,491.80
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	21-2222000-000	3,395.93
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	23-2222000-000	612.72
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	25-2222000-000	45.12
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	40-2222000-000	2,363.72
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	45-2222000-000	297.63
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	46-2222000-000	305.97
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	70-2222000-000	237.60
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	72-2222000-000	1,068.06
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	75-2222000-000	567.52
29	IRS - FICA/FWT	72518101	07/15/2018	76-00	FICA/FWT Federal Withholding Pay Peri	76-2222000-000	445.00
Total 29:							84,297.33
<b>40</b>							
40	CIGNA HEALTHCARE -	101890	07/15/2018	62-07	JULY- CLAIMS	11-4225-400-000	132,368.29
40	CIGNA HEALTHCARE -	101890	07/15/2018	62-05	JULY-FUNDING	11-4225-400-000	85,883.89
Total 40:							218,252.18
<b>42</b>							
42	WASHINGTON NATIONAL	101896	07/15/2018	61-02	WASHINGTON NATIONAL- EMP W/H	10-2245000-000	1,717.37
42	WASHINGTON NATIONAL	101896	07/15/2018	61-02	WASHINGTON NATIONAL- EMP W/H	21-2245000-000	635.10
42	WASHINGTON NATIONAL	101896	07/15/2018	61-02	WASHINGTON NATIONAL- EMP W/H	45-2245000-000	67.54
42	WASHINGTON NATIONAL	101896	07/15/2018	61-02	WASHINGTON NATIONAL- EMP W/H	72-2245000-000	138.62
42	WASHINGTON NATIONAL	101896	07/15/2018	61-02	WASHINGTON NATIONAL- ROUNDIN	10-2245000-000	.21-
Total 42:							2,558.42

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
47	47 SOUTH TOWNE GYM	101820	07/15/2018	67-00	JOSH STAPLES	10-2255000-000	57.29
	47 SOUTH TOWNE GYM	101820	07/15/2018	67-00	JOSH STAPLES	10-4211-130-000	57.29
Total 47:							114.58
49	49 A-1 COLLECTIONS	101889	07/15/2018	69-03	DECLERCQ- CASE # 179700138	10-2264000-000	214.23
Total 49:							214.23
50	50 COLLECTION SERVICES	101891	07/15/2018	69-02	EKKER REMITT ID: 954376	10-2246000-000	119.07
Total 50:							119.07
Grand Totals:							394,624.93

Report Criteria:  
 Paid transmittals included

DATE:	08.07.18
CHECK #:	101818-101820, 101889, 101897 (\$241,297.45)
TRANSMITTAL #:	72518101-72518102 (\$153,327.48)
COUNTY AUDITOR:	<i>Prima Cavel</i>
COUNCIL CHAIR:	<i>Mark Johnson</i>
COUNCIL MEMBER:	<i>[Signature]</i>
COUNCIL MEMBER:	<i>[Signature]</i>



## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Vendor.Last Check Number = 101898-101925

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>BOWMAN, JENNIFER</b>							
101900	35907	BOWMAN, JENNIFER	EMS07272018	EMS PATIENT REFUND	102.29	102.29	07/27/2018
Total BOWMAN, JENNIFER:					102.29	102.29	
<b>CANYONLANDS BY NIGHT &amp; DAY</b>							
101901	34249	CANYONLANDS BY NIGHT & DA	19419577	MOAB TRAVEL COUNCIL	138.60	138.60	07/27/2018
Total CANYONLANDS BY NIGHT & DAY:					138.60	138.60	
<b>CANYONLANDS NATURAL HISTORY</b>							
101902	12560	CANYONLANDS NATURAL HIST	779	MOAB TRAVEL COUNCIL	23,000.00	23,000.00	07/27/2018
101902	12560	CANYONLANDS NATURAL HIST	780	COUNCIL/MIC	404.57	404.57	07/27/2018
Total CANYONLANDS NATURAL HISTORY:					23,404.57	23,404.57	
<b>CARBON EMERY RV INC</b>							
101903	35803	CARBON EMERY RV INC	41943	EMERGENCY MGMT TIRES/VOL	1,031.00	1,031.00	07/27/2018
101903	35803	CARBON EMERY RV INC	41944	INSURANCE WORK DUTCHMAN	2,402.93	2,402.93	07/27/2018
Total CARBON EMERY RV INC:					3,433.93	3,433.93	
<b>COMMUNITY REBUILD FBO: LAWLEY</b>							
101917	35913	COMMUNITY REBUILD FBO: LA	07032018	REFUND OF IMPACT FEES	595.32	595.32	07/27/2018
101917	35913	COMMUNITY REBUILD FBO: LA	07032018	REFUND OF IMPACT FEES	98.12	98.12	07/27/2018
101917	35913	COMMUNITY REBUILD FBO: LA	07032018	REFUND OF IMPACT FEES	330.62	330.62	07/27/2018
101917	35913	COMMUNITY REBUILD FBO: LA	07032018	REFUND OF IMPACT FEES	100.80	100.80	07/27/2018
Total COMMUNITY REBUILD FBO: LAWLEY:					1,124.86	1,124.86	
<b>CYMBALUK, AL</b>							
101904	32796	CYMBALUK, AL	07212018	PER DIEM	232.00	232.00	07/27/2018
Total CYMBALUK, AL:					232.00	232.00	
<b>ERB, MICHAEL T.</b>							
101905	35912	ERB, MICHAEL T.	JULY 19 2018	BAIL REFUND	1,440.00	1,440.00	07/27/2018
Total ERB, MICHAEL T.:					1,440.00	1,440.00	
<b>GALLEGOS, MEQUETTE Y.</b>							
101906	35910	GALLEGOS, MEQUETTE Y.	JULY 25 2018	BAIL REFUND	1,469.02	1,469.02	07/27/2018
Total GALLEGOS, MEQUETTE Y.:					1,469.02	1,469.02	
<b>GARY, ROBERT</b>							
101907	35908	GARY, ROBERT	EMS 072718	EMS PATIENT REFUND	1,394.10	1,394.10	07/27/2018
Total GARY, ROBERT:					1,394.10	1,394.10	
<b>GIZLER, ELAINE</b>							
101908	34892	GIZLER, ELAINE	08102018	PER DIEM	219.50	219.50	07/27/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total GIZLER, ELAINE:					219.50	219.50	
<b>HACKWELL, SHAN</b>							
101909	34208	HACKWELL, SHAN	JULY 26 2018	REIMBURSEMENT/CLOTHING	273.47	273.47	07/27/2018
101909	34208	HACKWELL, SHAN	07272018	REIMBURSEMENT	113.42	113.42	07/27/2018
Total HACKWELL, SHAN:					386.89	386.89	
<b>KS STATEBANK</b>							
101918	35774	KS STATEBANK	AUG 2018	DISPATCH	1,066.82	1,066.82	07/27/2018
Total KS STATEBANK:					1,066.82	1,066.82	
<b>MADSEN, STAN</b>							
101910	34731	MADSEN, STAN	07302018	REIMBURSEMENT	15.50	15.50	07/27/2018
Total MADSEN, STAN:					15.50	15.50	
<b>MCGANN, MARY</b>							
101911	35333	MCGANN, MARY	072018	PER DIEM	222.00	222.00	07/27/2018
Total MCGANN, MARY:					222.00	222.00	
<b>MURDOCK, DOUG</b>							
101912	33828	MURDOCK, DOUG	07242018	NARCOTICS FOR EMS	47.16	47.16	07/27/2018
Total MURDOCK, DOUG:					47.16	47.16	
<b>RHOADS, DAVID A.</b>							
101913	35909	RHOADS, DAVID A.	JULY 21 2018	BAIL REFUND	480.00	480.00	07/27/2018
Total RHOADS, DAVID A.:					480.00	480.00	
<b>RUSE, MARIANA</b>							
101914	35911	RUSE, MARIANA	JULY 19 2018	BAIL REFUND	2,060.00	2,060.00	07/27/2018
Total RUSE, MARIANA:					2,060.00	2,060.00	
<b>VISA-ZIONS FIRST NAT. BANK</b>							
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	MCGANN/0953	25.00	25.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	2,060.00	2,060.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	977.39	977.39	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	86.85	86.85	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	139.99	139.99	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	22.26	22.26	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE OFFICE/1753	54.26	54.26	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BAILEY/4453	186.00	186.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HIGGS/1951	20.00	20.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	K. DAY/3215	104.56	104.56	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HAYCOCK/8759	12.92	12.92	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	13.42	13.42	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	906.96	906.96	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	952.20	952.20	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	137.20	137.20	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	3.25	3.25	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	22.80	22.80	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	12.07	12.07	08/01/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	14.99	14.99	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	MECHAM/2454	33.64	33.64	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	17.05	17.05	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	63.57	63.57	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HILL/9559	6.00	6.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	MCGANN/0953	726.40	726.40	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SMITH/5457	150.00	150.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	Carroll/0052	50.00	50.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	129.05	129.05	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	25.84	25.84	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	18.09	18.09	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	FITZGERALD/1654	193.30	193.30	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	STRIBLEN/2058	70.00	70.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BAILEY/4453	155.00	155.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	K. DAY/3215	18.44	18.44	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HAYCOCK/8759	100.00	100.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	White/9450	100.00	100.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	36.00	36.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	16.64	16.64	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	157.20	157.20	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	3.25	3.25	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	3.25	3.25	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	93.75	93.75	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	20.99	20.99	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BREWER/5753	6.32	6.32	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	DILLON/4154	50.87	50.87	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	28.21	28.21	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	20.92	20.92	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HIGGS/1951	266.00	266.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SMITH/5457	478.70	478.70	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	32.57	32.57	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	135.00	135.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	226.34	226.34	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	18.09	18.09	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	FITZGERALD/1654	76.50	76.50	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE OFFICE/1753	29.00	29.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	Mecham/2454	24.81	24.81	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BAILEY/4453	84.48	84.48	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	K. DAY/3215	1,405.89	1,405.89	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HAYCOCK/8759	79.98	79.98	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	60.00	60.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	70.00	70.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	34.37	34.37	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	133.20	133.20	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	3.25	3.25	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	216.30	216.30	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	97.99	97.99	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	29.46	29.46	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	J.WHITNEY/8556	40.00	40.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	DILLON/4154	108.59	108.59	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	23.13	23.13	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HILL/9559	400.00	400.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HIGGS/1951	25.00	25.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SMITH/5457	450.00	450.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	425.00	425.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	CARROLL TRAVEL/0755	45.00	45.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	200.00	200.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWASEY/1456	139.99	139.99	08/01/2018

Last Check Number	Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	FITZGERALD/1654	76.50	76.50	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	STRIBLEN/2058	438.00	438.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	MECHAM/2454	32.46	32.46	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	DOWD/6599	210.81	210.81	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HAYCOCK/8759	84.46	84.46	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	Brewer/9054	10.00	10.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	60.00	60.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	124.00	124.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	WHITE/9540	1,799.00	1,799.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	55.60	55.60	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BAILEY/4453	21.98	21.98	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	K. DAY/3215	5.72	5.72	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SMITH/5457	16.28	16.28	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	144.00	144.00	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	50.66	50.66	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	GIZLER/7651	3.25	3.25	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	MALONE/7859	5.09	5.09	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	LEVINE/4855	58.78	58.78	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	STRIBLEN/2058	74.02	74.02	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	SWIFT/9253	52.60	52.60	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	285.68	285.68	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	BLACK/7157	16.24	16.24	08/01/2018
101899	28115	VISA-ZIONS FIRST NAT. BANK	JULY 2018	HIGGS/1951	75.00	75.00	08/01/2018
Total VISA-ZIONS FIRST NAT. BANK:					16,651.99	16,651.99	
<b>WHITE, STEVEN</b>							
101915	28725	WHITE, STEVEN	JULY 26 2018	REIMBURSEMENT/CLOTHING	224.97	224.97	07/27/2018
Total WHITE, STEVEN:					224.97	224.97	
<b>WORKFORCE QA, LLC</b>							
101916	34690	WORKFORCE QA, LLC	527208	EMS-PRE-EMPLOYMENT	90.00	90.00	07/27/2018
101916	34690	WORKFORCE QA, LLC	527208	WEED POST-ACC	45.00	45.00	07/27/2018
101916	34690	WORKFORCE QA, LLC	527208	CEMETERY	45.00	45.00	07/27/2018
101916	34690	WORKFORCE QA, LLC	527208	ROAD/POST ACC	45.00	45.00	07/27/2018
101916	34690	WORKFORCE QA, LLC	527208	PLANNING & ZONNING PRE-EM	45.00	45.00	07/27/2018
101916	34690	WORKFORCE QA, LLC	527208	WEED PRE-EMP	45.00	45.00	07/27/2018
Total WORKFORCE QA, LLC:					315.00	315.00	
Grand Totals:					54,429.20	54,429.20	

Dated: Aug 7<sup>th</sup> 2018County Auditor: Diana CauerCouncil Chairperson: Mary WilliamsCouncil: [Signature]Council: [Signature]

Check No. \_\_\_\_\_

## Report Criteria:

Paid transmittals included  
Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	GRAND COUNTY CREDIT	101921	07/29/2018	70-02	EMPLOYEE W/H Grand County Credit	10-2242000-000	1,291.03
Total 1:							1,291.03
3							
3	OFFICE OF RECOVERY S	101924	07/29/2018	69-02	CASE #C000954508- SIMS	21-2246000-000	165.96
Total 3:							165.96
4							
4	GRAND COUNTY TREAS	101922	07/29/2018	66-00	EMPLOYEE W/H Grand County Treasur	10-2240000-000	646.30
4	GRAND COUNTY TREAS	101922	07/29/2018	66-00	EMPLOYEE W/H Grand County Treasur	21-2240000-000	45.00
4	GRAND COUNTY TREAS	101922	07/29/2018	66-00	EMPLOYEE W/H Grand County Treasur	72-2240000-000	41.00
Total 4:							732.30
10							
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	10-2256000-000	1,384.26
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	17-2256000-000	45.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	21-2256000-000	541.38
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	40-2256000-000	25.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	45-2256000-000	20.83
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	46-2256000-000	72.91
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	70-2256000-000	75.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-01	EMPLOYEE W/H FSA (Cafe) Plan Pay	72-2256000-000	83.33
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-02	EMPLOYEE W/H Dependent Child Care	10-2256000-000	125.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	10-2257000-000	2,033.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	21-2257000-000	305.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	40-2257000-000	200.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	70-2257000-000	76.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	72-2257000-000	347.50
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	76-2257000-000	187.50
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	10-2257000-000	4,460.41
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	21-2257000-000	650.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	40-2257000-000	700.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	45-2257000-000	50.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	70-2257000-000	200.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	72-2257000-000	500.00
10	NATIONAL BENEFIT SER	101923	07/29/2018	71-03	EMPLOYEE W/H HSA Plan Pay Period	76-2257000-000	300.00
Total 10:							12,382.12
28							
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	10-2261000-000	1,752.80
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	21-2261000-000	510.72
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	23-2261000-000	200.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	40-2261000-000	25.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	45-2261000-000	50.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	70-2261000-000	250.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	72-2261000-000	320.04
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	75-2261000-000	25.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	10-2261000-000	1,493.34

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	21-2261000-000	490.60
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	23-2261000-000	97.40
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	40-2261000-000	26.73
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	45-2261000-000	44.26
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	46-2261000-000	38.53
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	70-2261000-000	92.04
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	72-2261000-000	196.63
28	UTAH RETIREMENT SYS	0	07/29/2018	40-01	Utah Retirement T1 401(K) Pay Period:	75-2261000-000	86.91
28	UTAH RETIREMENT SYS	0	07/29/2018	40-02	Utah Retirement T1 401(K) Pol Pay Per	10-2261000-000	1,177.50
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	10-2261000-000	379.25
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	21-2261000-000	58.09
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	72-2261000-000	175.08
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	75-2261000-000	300.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	10-2261000-000	346.58
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	21-2261000-000	79.65
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	23-2261000-000	25.22
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	40-2261000-000	156.82
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	46-2261000-000	13.14
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	72-2261000-000	32.99
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	75-2261000-000	21.23
28	UTAH RETIREMENT SYS	0	07/29/2018	40-06	Utah Retirement T2 DB HYB 401(K) Pa	76-2261000-000	15.64
28	UTAH RETIREMENT SYS	0	07/29/2018	40-07	Utah Retirement T2 DB PS HYB 401(K)	10-2261000-000	292.29
28	UTAH RETIREMENT SYS	0	07/29/2018	40-07	Utah Retirement T2 DB PS HYB 401(K)	10-2261000-000	181.43
28	UTAH RETIREMENT SYS	0	07/29/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	10-2261000-000	850.00
28	UTAH RETIREMENT SYS	0	07/29/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	40-2261000-000	22.59
28	UTAH RETIREMENT SYS	0	07/29/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	10-2261000-000	550.96
28	UTAH RETIREMENT SYS	0	07/29/2018	40-08	Utah Retirement T2 DC 401(K) Pay Per	40-2261000-000	616.78
28	UTAH RETIREMENT SYS	0	07/29/2018	40-09	Utah Retirement T2 DC PS 401(K) Pay	10-2261000-000	201.87
28	UTAH RETIREMENT SYS	0	07/29/2018	41-01	Utah Retirement 457 Pay Period: 7/29/2	10-2263000-000	1,531.99
28	UTAH RETIREMENT SYS	0	07/29/2018	41-01	Utah Retirement 457 Pay Period: 7/29/2	21-2263000-000	39.74
28	UTAH RETIREMENT SYS	0	07/29/2018	42-00	Utah Retirement ROTH IRA Pay Period	10-2258000-000	834.70
28	UTAH RETIREMENT SYS	0	07/29/2018	42-00	Utah Retirement ROTH IRA Pay Period	21-2258000-000	250.30
28	UTAH RETIREMENT SYS	0	07/29/2018	42-00	Utah Retirement ROTH IRA Pay Period	23-2258000-000	200.00
28	UTAH RETIREMENT SYS	0	07/29/2018	42-00	Utah Retirement ROTH IRA Pay Period	40-2258000-000	125.00
28	UTAH RETIREMENT SYS	0	07/29/2018	42-00	Utah Retirement ROTH IRA Pay Period	72-2258000-000	95.00
28	UTAH RETIREMENT SYS	0	07/29/2018	43-00	Utah Retirement TRADITIONAL IRA Pa	10-2258000-000	25.00
28	UTAH RETIREMENT SYS	0	07/29/2018	43-00	Utah Retirement TRADITIONAL IRA Pa	21-2258000-000	5.00
28	UTAH RETIREMENT SYS	0	07/29/2018	51-00	Utah Retirement Retirement-repay of loa	10-2259000-000	1,415.64
28	UTAH RETIREMENT SYS	0	07/29/2018	51-00	Utah Retirement Retirement-repay of loa	21-2259000-000	270.59
28	UTAH RETIREMENT SYS	0	07/29/2018	51-00	Utah Retirement Retirement-repay of loa	46-2259000-000	20.88
28	UTAH RETIREMENT SYS	0	07/29/2018	51-00	Utah Retirement Retirement-repay of loa	72-2259000-000	35.17
28	UTAH RETIREMENT SYS	0	07/29/2018	51-00	Utah Retirement Retirement-repay of loa	75-2259000-000	109.68
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	10-2260000-000	4,683.58
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	21-2260000-000	1,076.26
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	23-2260000-000	340.78
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	40-2260000-000	2,119.18
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	46-2260000-000	177.53
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	72-2260000-000	445.87
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	75-2260000-000	286.89
28	UTAH RETIREMENT SYS	0	07/29/2018	55-01	Utah Retirement T2 DB Hybrid Pay Peri	76-2260000-000	211.34
28	UTAH RETIREMENT SYS	0	07/29/2018	55-02	Utah Retirement T2 DB PS Hybrid Pay	10-2260000-000	5,945.39
28	UTAH RETIREMENT SYS	0	07/29/2018	55-03	Utah Retirement T2 DC Pay Period: 7/	10-2260000-000	368.60
28	UTAH RETIREMENT SYS	0	07/29/2018	55-03	Utah Retirement T2 DC Pay Period: 7/	40-2260000-000	412.62
28	UTAH RETIREMENT SYS	0	07/29/2018	55-04	Utah Retirement T2 DC PS Pay Period:	10-2260000-000	218.52
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	10-2260000-000	13,860.17
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	21-2260000-000	4,553.41
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	23-2260000-000	903.95

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	40-2260000-000	248.12
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	45-2260000-000	493.82
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	46-2260000-000	357.62
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	70-2260000-000	854.27
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	72-2260000-000	1,825.20
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	75-2260000-000	806.57
28	UTAH RETIREMENT SYS	0	07/29/2018	90-01	Utah Retirement T1 Non-Contributory R	76-2260000-000	502.38
28	UTAH RETIREMENT SYS	0	07/29/2018	90-02	Utah Retirement T1 Contributory Retire	21-2260000-000	933.03
28	UTAH RETIREMENT SYS	0	07/29/2018	90-03	Utah Retirement T1 Police Non-Contrib	10-2260000-000	8,412.00
Total 28:							66,192.90

29

29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	10-2221000-000	11,886.92
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	21-2221000-000	2,032.78
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	23-2221000-000	441.21
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	25-2221000-000	93.37
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	30-2221000-000	95.12
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	40-2221000-000	1,890.95
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	45-2221000-000	217.28
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	46-2221000-000	322.65
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	70-2221000-000	310.67
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	72-2221000-000	993.81
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	75-2221000-000	385.21
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	76-2221000-000	406.57
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	10-2221000-000	11,730.05
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	21-2221000-000	2,189.65
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	23-2221000-000	441.21
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	25-2221000-000	93.37
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	30-2221000-000	95.12
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	40-2221000-000	1,890.95
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	45-2221000-000	217.28
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	46-2221000-000	322.65
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	70-2221000-000	310.67
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	72-2221000-000	993.81
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	75-2221000-000	385.21
29	IRS - FICA/FWT	0	07/29/2018	74-00	FICA/FWT Social Security Pay Period:	76-2221000-000	406.57
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	10-2224000-000	2,743.35
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	21-2224000-000	512.09
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	23-2224000-000	103.19
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	25-2224000-000	21.84
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	30-2224000-000	22.24
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	40-2224000-000	442.24
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	45-2224000-000	50.82
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	46-2224000-000	75.45
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	70-2224000-000	72.66
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	72-2224000-000	232.44
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	75-2224000-000	90.09
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	76-2224000-000	95.08
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	10-2224000-000	2,747.74
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	21-2224000-000	512.09
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	23-2224000-000	103.19
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	25-2224000-000	17.45
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	30-2224000-000	22.24
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	40-2224000-000	442.24
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	45-2224000-000	50.82
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	46-2224000-000	75.45

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	70-2224000-000	72.66
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	72-2224000-000	232.44
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	75-2224000-000	90.09
29	IRS - FICA/FWT	0	07/29/2018	75-00	FICA/FWT Medicare Pay Period: 7/29/2	76-2224000-000	95.08
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	10-2222000-000	17,747.41
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	21-2222000-000	3,203.15
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	23-2222000-000	612.72
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	25-2222000-000	81.52
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	30-2222000-000	286.00
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	40-2222000-000	2,533.12
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	45-2222000-000	297.63
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	46-2222000-000	309.11
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	70-2222000-000	233.48
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	72-2222000-000	1,047.12
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	75-2222000-000	551.49
29	IRS - FICA/FWT	0	07/29/2018	76-00	FICA/FWT Federal Withholding Pay Peri	76-2222000-000	445.00
Total 29:							74,423.81
49	A-1 COLLECTIONS	101919	07/29/2018	69-03	DECLERCQ- CASE # 179700138	10-2264000-000	214.23
Total 49:							214.23
50	COLLECTION SERVICES	101920	07/29/2018	69-02	EKKER REMITT ID: 954376	10-2246000-000	119.07
Total 50:							119.07
Grand Totals:							155,521.42

Report Criteria:

- Paid transmittals included
- Unpaid transmittals included

DATE:	08-07-18
CHECK #:	101919-101924 (\$14,904.71)
TRANSMITTAL #:	8518101-8518102 (\$149,016.71)
COUNTY AUDITOR:	Diana Council
COUNCIL CHAIR:	[Signature]
COUNCIL MEMBER:	[Signature]
COUNCIL MEMBER:	[Signature]



Total AIRPORT:	6	.00	.00	6,517.60
Total AMBULANCE:	22	.00	.00	22,049.59
Total ASSESSOR:	4	.00	.00	4,588.13
Total ATTORNEY:	4	.00	.00	9,329.79
Total BUILDING INSPECTOR:	4	.00	.00	5,844.87
Total CEMETARY DISTRICT:	4	.00	.00	5,158.10
Total CHILD JUST CTR:	2	.00	.00	2,539.85
Total CLERK/AUDITOR:	6	.00	.00	6,523.96
Total COUNTY ADMINISTRATOR:	4	.00	.00	6,034.89
Total COUNTY COUNCIL:	7	.00	.00	3,747.42
Total COURTHOUSE:	6	.00	.00	7,193.97
Total FAMILY SUPPORT CENTE:	5	.00	.00	3,658.12
Total HUMAN RESOURCES:	1	.00	.00	1,810.50
Total JAIL:	14	.00	.00	21,408.39
Total JUSTICE COURT:	5	.00	.00	7,301.46
Total LIBRARY:	16	.00	.00	11,345.09
Total MOAB MOSQUITO DISTRI:	4	.00	.00	4,562.52
Total MOAB PROMOTION:	4	.00	.00	4,908.61
Total PLANNING & ZONING:	5	.00	.00	14,995.96
Total RECORDER:	3	.00	.00	3,989.22
Total ROADS - CLASS B:	19	.00	.00	25,567.39
Total SANDFLATS RECREATION:	5	.00	.00	3,900.15
Total SEARCH & RESCUE:	15	.00	.00	4,483.84
Total SENIOR CITIZENS:	7	.00	.00	5,561.00
Total SHERIFF:	19	.00	.00	35,969.47
Total SPANISH TRAIL ARENA:	4	.00	.00	4,503.80
Total TREASURER:	2	.00	.00	3,303.84
Total WEED CONTROL:	4	.00	.00	2,243.35
<b>Grand Totals:</b>	<b>201</b>	<b>.00</b>	<b>.00</b>	<b>239,040.88</b>

DATE: 08.07.18

CHECK #: 33275-33277

TRANSMITTAL #: 720101-72010300

COUNTY AUDITOR: *Diana Currel*

COUNCIL CHAIR: *Larry Matham*

COUNCIL MEMBER: *[Signature]*

COUNCIL MEMBER: *[Signature]*

Total AIRPORT:	4	.00	.00	6,403.47
Total AMBULANCE:	25	.00	.00	24,346.97
Total ASSESSOR:	4	.00	.00	4,108.94
Total ATTORNEY:	4	.00	.00	7,958.95
Total BUILDING INSPECTOR:	4	.00	.00	5,574.89
Total CEMETARY DISTRICT:	4	.00	.00	5,123.28
Total CHILD JUST CTR:	2	.00	.00	2,539.85
Total CLERK/AUDITOR:	6	.00	.00	6,291.21
Total COUNTY ADMINISTRATOR:	4	.00	.00	6,212.04
Total COUNTY COUNCIL:	7	.00	.00	3,056.94
Total COURTHOUSE:	5	.00	.00	5,574.25
Total FAMILY SUPPORT CENTE:	8	.00	.00	4,120.21
Total HUMAN RESOURCES:	1	.00	.00	1,810.50
Total JAIL:	14	.00	.00	21,637.50
Total JUSTICE COURT:	4	.00	.00	4,465.94
Total LIBRARY:	18	.00	.00	11,791.13
Total MOAB MOSQUITO DISTRI:	4	.00	.00	4,461.81
Total MOAB PROMOTION:	4	.00	.00	4,908.60
Total PLANNING & ZONING:	5	.00	.00	5,072.07
Total RECORDER:	3	.00	.00	3,581.74
Total ROADS - CLASS B:	19	.00	.00	24,135.22
Total SANDFLATS RECREATION:	5	.00	.00	3,830.45
Total SEARCH & RESCUE:	12	.00	.00	5,535.58
Total SENIOR CITIZENS:	7	.00	.00	5,591.48
Total SHERIFF:	19	.00	.00	31,059.34
Total SPANISH TRAIL ARENA:	3	.00	.00	3,521.40
Total TREASURER:	3	.00	.00	2,865.37
Total WEED CONTROL:	5	.00	.00	3,661.29
<b>Grand Totals:</b>	<b>203</b>	<b>.00</b>	<b>.00</b>	<b>219,240.42</b>

DATE:	Aug 7, 2018
CHECK #:	33277 + 33278
TRANSMITTAL #:	008101-0020200
COUNTY AUDITOR:	Thana Cawell
COUNCIL CHAIR:	Shary Mahamm
COUNCIL MEMBER:	[Signature]
COUNCIL MEMBER:	[Signature]

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: I

<b>TITLE:</b>	2017 Community and Economic Development Department Report
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Zacharia Levine, Community and Economic Development Director

**Prepared By:**

Bryony Hill  
Council Office  
Coordinator  
435-259-1346

**BACKGROUND:**

Annual Report for Community Development Department.

**ATTACHMENT(S):**

To be provided.

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

# COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

Grand County Council: 2017-'18 Annual Review

Zacharia Levine, AICP

Community & Economic Development Director

CED Director  
(Zacharia Levine)

CED Specialist  
(Kaitlin Myers)

Planning & Zoning  
Administrator  
(Kenny Gordon)

Technical  
Inspector &  
UMTRA Liaison  
(Russ Von Koch)

Code  
Enforcement  
Officer  
(Elimintated)

County Engineer –  
*Contracted*  
(Horrocks Engineers  
and Jones & DeMille  
Engineering)

AmeriCorps VISTA -  
(through July 2018)  
(JD McClanahan)

CED Director  
(Zacharia Levine)

CED Specialist  
(Kaitlin Myers)

Planning & Zoning  
Administrator  
(Kenny Gordon)

Technical  
Inspector &  
UMTRA Liaison  
(Russ Von Koch)

Code  
Enforcement  
Updates  
(Kaitlin Myers)

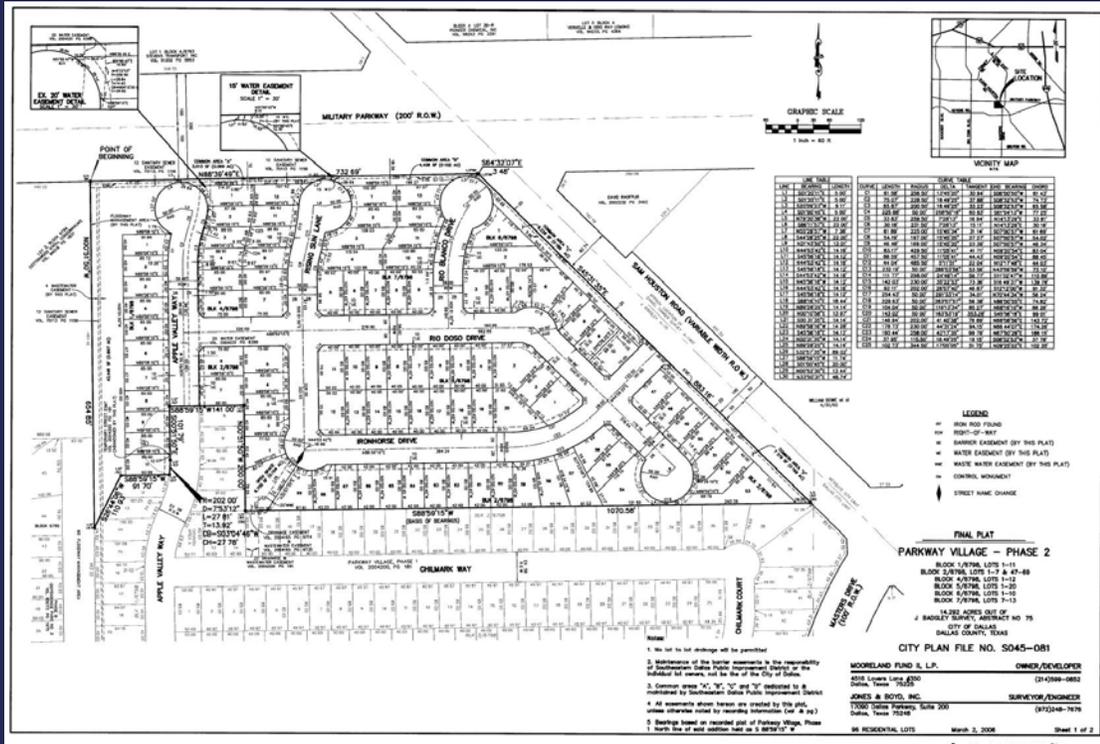
County Engineer –  
*Contracted*  
(Horrocks Engineers  
and Jones & DeMille  
Engineering)

AmeriCorps VISTA -  
(through July 2018)  
(JD McClanahan)

# LAND USE, PLANNING, & ZONING

"IT'S NOT ABOUT GROWTH OR NO GROWTH.  
IT'S HOW WE GROW THAT MATTERS."

# DEVELOPMENT APPLICATIONS



\* NOT ALL LAND USE APPLICATIONS MAKE IT TO PUBLIC MEETINGS/HEARINGS

## 10 SUBDIVISION RELATED REVIEWS

- 3 APPROVED FINAL PLATS
- 1 MINOR RECORD SURVEYS (MRS) AKA "SMALL SUBDIVISIONS"
- 6 INCOMPLETE OR ONGOING

## 5 RE-PLATS OR LOT LINE ADJUSTMENTS

## 4 CONDITIONAL USE PERMITS (CUP)

## 8 REZONES

- 6 APPROVALS
- 2 DENIAL
- 0 UNDER REVIEW

## 8 ACCESSORY DWELLING UNITS (ADU)

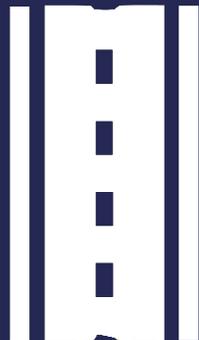
# INFRASTRUCTURE AND CAPITAL IMPROVEMENTS



(Missing Middle) Housing

Moab Area Partnership for  
Seniors (MAPS) Dev't.

Community Reinvestment  
Area (CRA)



UDOT Regional  
Mobility Planning

Spanish Valley Dr. /  
Mill Creek Dr.  
Intersection

Kane Creek Blvd.  
Improvements



Spanish Valley Dr.  
Multi-use Pathway

GC Trail Mix  
Maintenance  
Grant



SR 279 - River Load  
Out Facility

Publicly Owned  
Water Rights  
Oversight

# PLAN AND CODE ADDITIONS/REVISIONS

## APPROVED

- BED & BREAKFAST ZONING & REGULATIONS (ELIMINATED FROM RESIDENTIAL ZONE DISTRICTS)
- CODE ENFORCEMENT UPDATES – PROTOCOL, CODE LANGUAGE, AND FEES

## ONGOING/UNDER REVIEW

- ASSURED HOUSING/HIGH DENSITY DEVELOPMENT OVERLAY
- CONDITIONAL USES → PRINCIPAL USES WITH USE-SPECIFIC STANDARDS OR PROHIBITED?
- OUTDOOR LIGHTING

# 1<sup>ST</sup> ANNUAL PLANNING COMMISSION RETREAT



# ASSURED HOUSING ECONOMIC STUDIES

## PHASE I INCLUDED:

- DEMOGRAPHIC/ECONOMIC ANALYSIS
- MARKET ANALYSIS
- HOUSING NEEDS
- FINANCIAL FEASIBILITY ASSESSMENT
- POTENTIAL REVENUE ESTIMATE

## PHASE II INCLUDED:

- NEXUS ANALYSIS
- MAXIMUM JUSTIFIABLE FEES
- RECOMMENDED FEES

	Condo Strong	Townhome Moderate	Townhome Strong	Single-Family Moderate	Single-Family Strong
Maximum Justifiable Fee	\$10.19	\$7.58	\$9.29	\$7.43	\$5.31
Maximum Feasible Fee	\$5.18	\$4.64	\$8.77	\$1.13	\$1.62
Recommended Fee	</= \$5.18	</=\$4.64	</= \$8.77	</= \$1.13	</= \$1.62

# Spanish Valley Path

Safe Recreation and Active Transportation in Grand County

# CONTINUOUS IMPROVEMENT: TRANSPARENCY, INFORMATION, AND ENGAGEMENT

## MOAB BUSINESS SUMMIT

**Featured Speakers**

Zacharia Levine - Grand County Community Development Director

Ryan Murray - USU Small Business Development Center Regional Director

Lianna Etchberger - USU Moab Executive Director

Mike McKee - 7 County Infrastructure Coalition Executive Director

Judd Hill - Canyonlands Field Station/Moab Airport Manager

**Keynote Speaker**  
Kathleen Kelly - K Squared Consulting

**Business Elevated**

Wednesday, November 1st, 2017  
8AM - 2PM  
Moab Valley Inn & Conference Center

## Multi-Use Path along Spanish Valley Drive Open House

Where: GWSSA Building  
3025 Spanish Trail Rd.

When: Monday, February 25th  
Open House 5PM-8PM  
Brief presentations at 6:15PM & 7:15PM

Let us know how this project could best serve Moab-area residents! Learn about the opportunities for a multi-use pathway along this corridor, and how Spanish Valley Drive can be safer for drivers, bikers, walkers, and equestrians.

Refreshments provided.

## ENVIRONMENTAL JUSTICE IS OUR WAY OF DEFYING AGAINST THE ONSLAUGHT OF OPPRESSIVE TOXINS AND THAT THREATEN TO SUBMERGE

### Environmental Justice Panel

Public - Hosted by Canyon Country Rising Tide

APR 18

Wednesday, April 18 at 6:30 PM - 8:30 PM PDT  
about 3 months ago

Grand County Public Library  
217 E. Center St., Moab, Utah 84532

## INVEST IN YOURSELF

SPACE IS LIMITED! Call today to reserve your spot!

Accepting applications now! Program begins in August

**IF ACCEPTED YOU WILL RECEIVE:**

- 12 weeks of job skills training
- Job placement, quality control & on-the-job training
- Reimbursement on completion of 16 hours of course
- 16 weeks of job
- Support for career advancement
- 16 weeks of job

**ELIGIBILITY REQUIREMENTS:**

- Must be 18 or older
- Must be able to perform 40 hours of on-the-job work and training
- Must have a high school diploma or GED
- Must have a valid driver's license
- Must be able to work 40 hours per week
- Must be able to work 40 hours per week

**COMPLETION YOU WILL RECEIVE:**

- Industry Certificate
- Job placement assistance
- Job placement assistance

Call Jerry at 435-719-2659 today!

Start a career, not just a job!

## PUBLIC OPEN HOUSE

### General Plan Update: Density Increases

Grand County is considering updates to its general plan and land use/zoning regulations. The updates - if adopted - would allow for higher residential density than is currently allowed, in strategic areas, if occupied by primary residents of Spanish Valley. Come learn and give input about the proposed high density development overlay!

**Date:** July 10th (Fri) - July 31st (Fri)

**Location:** County Council Chambers, 125 E. Center Street

**To learn more:**

- Visit <https://arcgpa.org/Outreach>
- Visit the Community Development Department offices
- Call (435) 259-1368
- Email [jasonanderson@grandcountypa.gov](mailto:jasonanderson@grandcountypa.gov)

**JUL 31** Public Open House - High Density Housing Overlays

Public - Hosted by Grand County Community & Economic Development

Interested

2 Dates - Jul 10 - Jul 31  
Event ended about 7 days ago

Grand County Community & Economic Development  
125 E Center St, Moab, Utah 84532

Write Post | Add Photo/Video | Create Poll

Write something...

150 Interested

## Take Your Business to the Next Level

The State of Utah offers a range of grants and incentives to rural businesses as a way to support local economic development.

Nan Anderson, from the Governor's Office of Economic Development (GOED), will be in town for one day to introduce Moab businesses to all the programs offered. This is a must-attend event for growth-oriented business owners.

Date: Tuesday, April 10th Location: USU Moab - Room 0 (125 W 200 S, East Building)

Schedule: 7:45 a.m. - Complimentary breakfast and networking  
8:15 a.m. - Presentation on Utah's business development programs  
9:00 a.m. - Q&A with Nan and local government representatives

**APR 10** GOED Rural Development Info Session

Public - Hosted by Grand County Community & Economic Development

Going

Tuesday, April 10 at 7:45 AM - 10 AM  
about 3 months ago

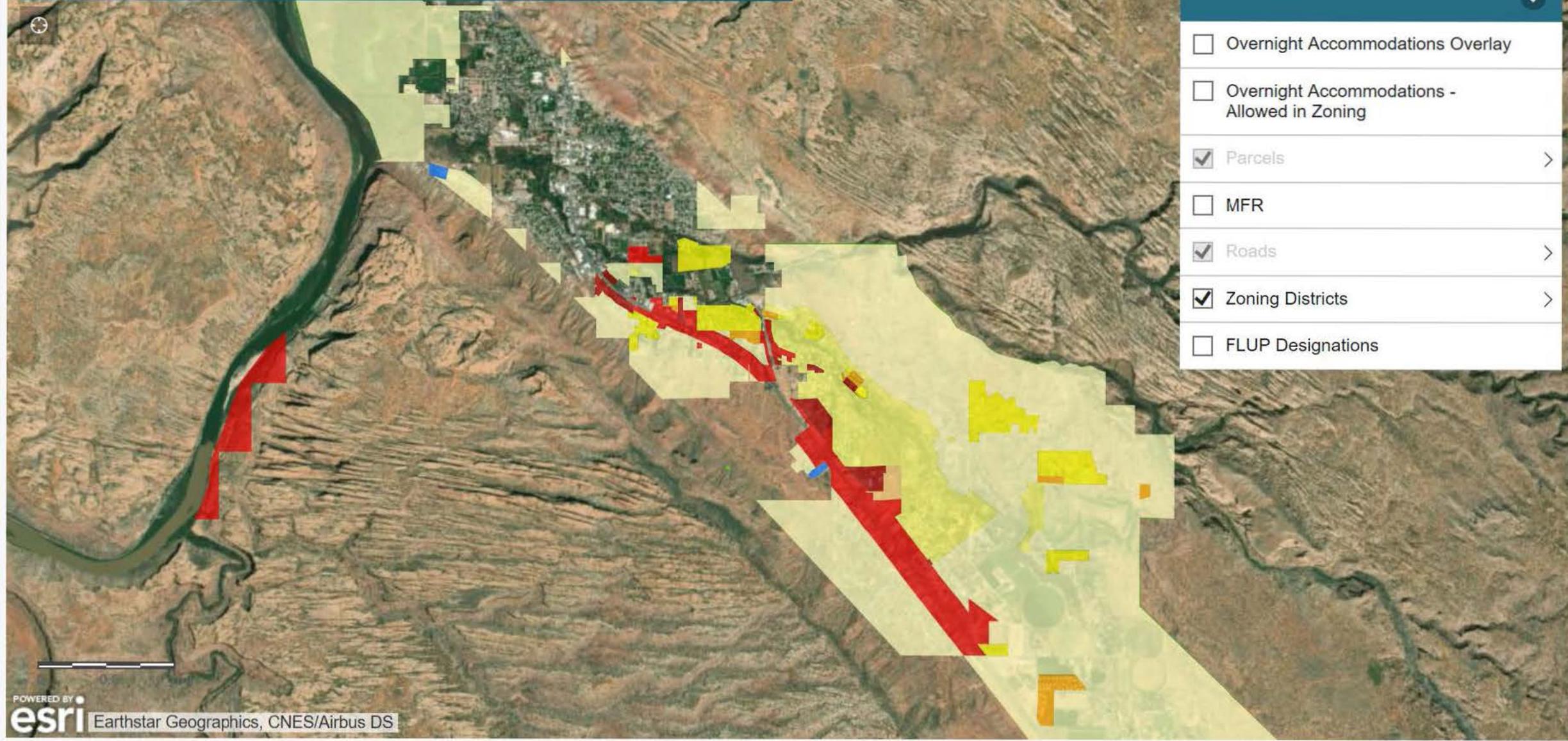
Utah State University Moab  
125 W 200 S, Moab, Utah 84532

About | Discussion

Write Post | Add Photo/Video | Create Poll

Write something...

5 Went - 36 Interested

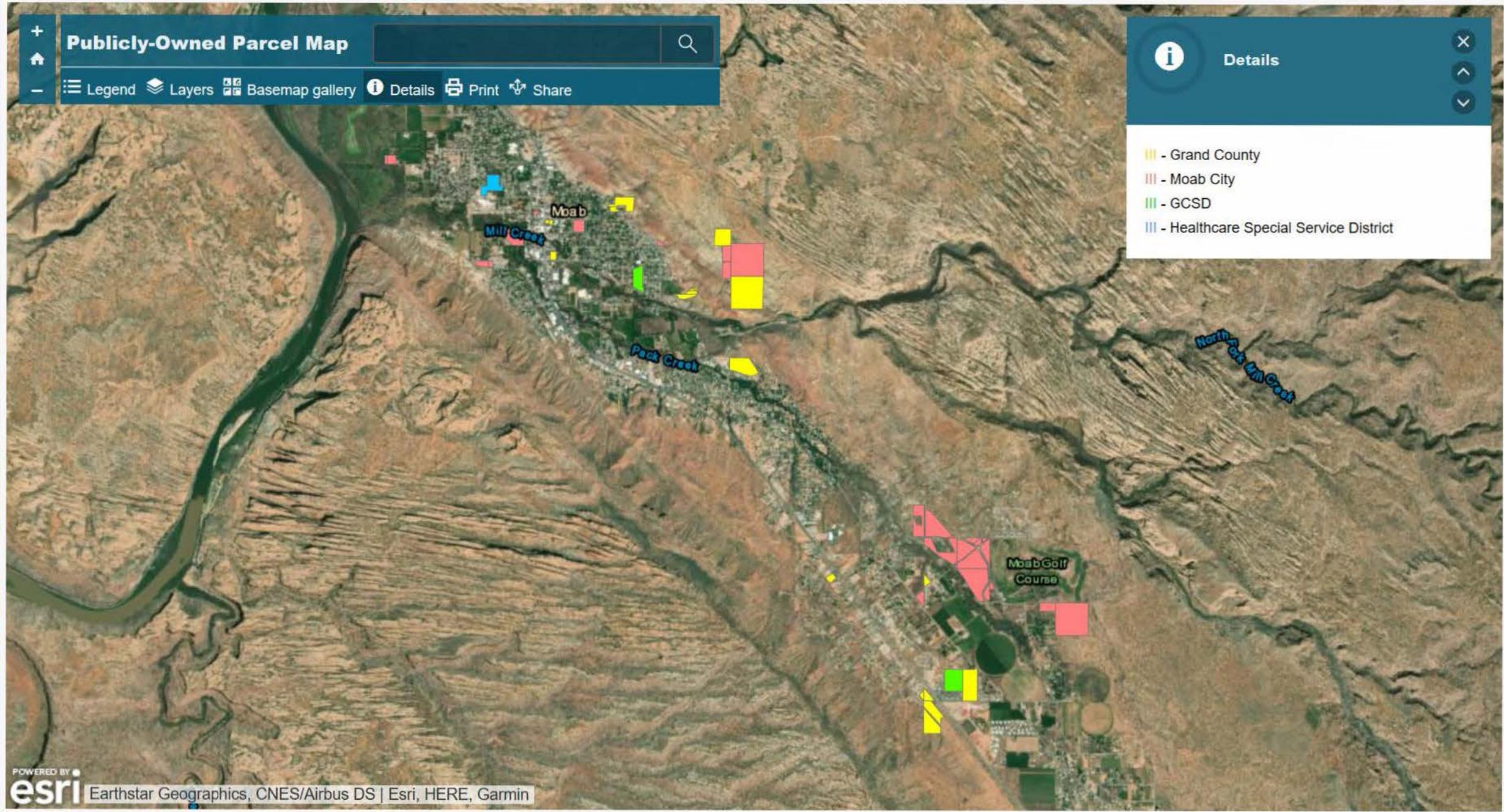


**Layers**

- Overnight Accommodations Overlay
- Overnight Accommodations - Allowed in Zoning
- Parcels
- MFR
- Roads
- Zoning Districts
- FLUP Designations

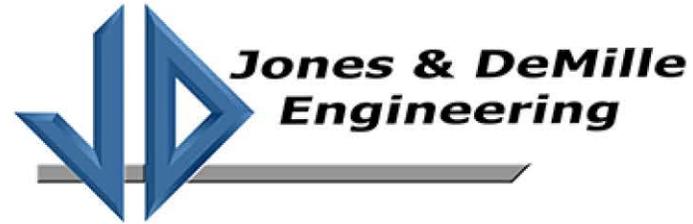
**Details**

- Grand County
- Moab City
- GCSD
- Healthcare Special Service District



# GOOD GOVERNANCE: ENGINEERING SERVICES RFQ

**HORROCKS**  
ENGINEERS



## **Request for Qualifications (RFQ) On-Call Community and Economic Development Engineering Services**

Grand County is soliciting statements of qualification from multi-disciplined planning and/or engineering consulting firms to provide on-call engineering services for the years 2018 – 2020 with an option to renew for an additional two years. The on-call consultant provides additional staffing resources for projects the County does not have time or expertise to complete. The services include, but are not limited to, review and comment on development applications including land divisions, conditional use permits, site plan reviews, infrastructure and capital improvements planning, and other development-related projects.

# ECONOMIC DEVELOPMENT

"IN OUR SMALL, ISOLATED COMMUNITY...

ECONOMIC DEVELOPMENT IS COMMUNITY DEVELOPMENT"

# PLANNING: STRATEGIES AND ACTIONS



**25k JOBS LAUNCH TOUR**

**AUGUST 10 | 11AM - 1 PM**

LIONS PARK  
UT128 JUST EAST OF INTERSECTION WITH US191,  
ON THE SOUTH BANK OF THE COLORADO RIVER  
MOAB, UT 84532

PRESENTED BY

OFFICE OF LIEUTENANT GOVERNOR SPENCER J. COX

WORLD TRADE CENTER UTAH

**ELEVATING LOCAL ECONOMIES TO CREATE PROSPERITY FOR ALL UTAHNS**

Join us at the 25,000 Jobs Launch Tour as we work to bring business leaders, community members, government officials and resource partners together in order to strengthen the local economy, create jobs and support local businesses in Grand County.

- LEARN HOW TO GROW YOUR BUSINESS
- FIND A JOB THROUGH DWS
- FREE LUNCH AND GIVEAWAYS

NETWORKING • FAMILY FRIENDLY • BUSINESS FUNDING  
• CONNECT WITH RESOURCE PROVIDERS • AND MORE!

**SPECIAL REMARKS**  
Lieutenant Governor  
Spencer J. Cox

**OUR SPONSORS**

DEPARTMENT OF WORKFORCE SERVICES  
ZIONS BANK  
edcUTAH  
GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT  
SALT LAKE CHAMBER OF COMMERCE  
USTAR

**LOCAL PARTNERS**

CITY OF MOAB  
MOAB CHAMBER OF COMMERCE  
UtahStateUniversity MOAB

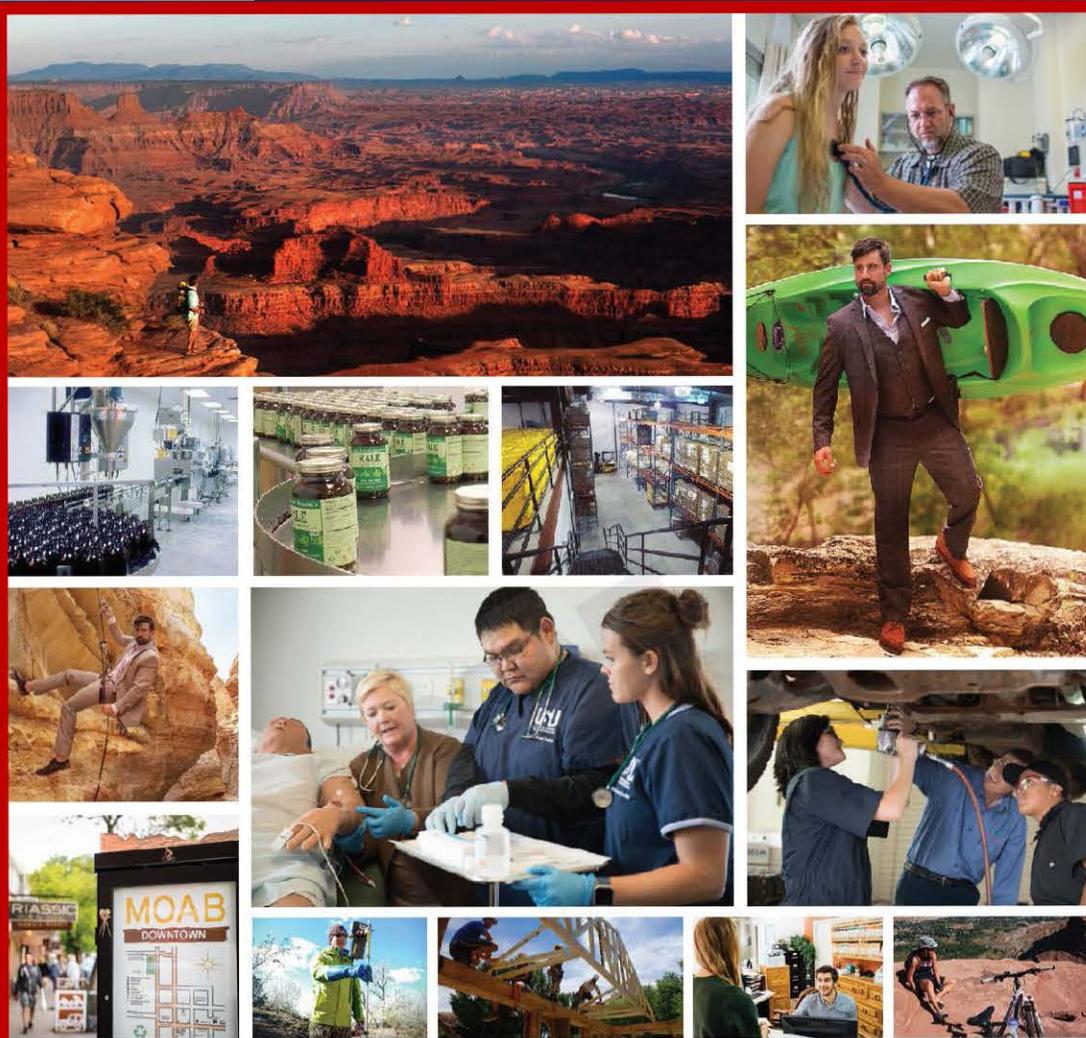
**25k JOBS LAUNCH TOUR** Learn more at [www.25kJobs.com](http://www.25kJobs.com)

RURAL ECONOMIC DEVELOPMENT (RED)  
WORKING GROUP

SOUTHEAST UTAH ASSOCIATION OF GOVERNMENTS

MEETING WITH GOVERNOR HERBERT & TEAM –  
JANUARY 18, 2018 (SALT LAKE CITY)

RURAL BUSINESS OF THE YEAR



# “MORE THAN A PLAYGROUND”

MOAB AREA ECONOMIC DEVELOPMENT  
STRATEGY & ACTION PLAN

\*\*DRAFT - NOT FOR REPUBLICATION\*\*

# Moab Area Quarterly Economic Report

First Quarter | January - March 2018

## EcoDev Headlines

### Economic Development Meeting with Governor Herbert

In January, representatives from the city and county governments and local business community met with Governor Herbert in Salt Lake City. Participants discussed concerns and opportunities for Grand County's economic future and how the state could assist in building these opportunities

### Community Development Block Grant

The county was awarded a \$350,000 Community Development Block Grant (CDBG) to fund infrastructure improvements for Wingate Village, a 33-unit subdivision that will be built using the Housing Authority of Southeastern Utah's mutual self-help program. This development will provide the opportunity of homeownership to Grand County residents for whom it would otherwise be unaffordable.

### Spanish Valley Area Plan

San Juan County commissioned an area plan for future development of the area of Spanish Valley south of the county line. Meetings were held for residents of both counties to provide feedback on the plan, which suggests that the area could develop into a community of up to 8000 residents in the next ten years. More information can be found at [www.ldi-ut.com/spanishvalley](http://www.ldi-ut.com/spanishvalley)



Grand County's economic representatives meeting with Governor Herbert

## Issue Contents

### EcoDev Headlines

- ED Meeting with Gov. Herbert
- CDBG
- Spanish Valley Area Plan

### Housing

- Prices and Sales
- Unit Inventory
- Building Permits
  - Residential
  - Commercial

### Economy

- Economy by Sector
- Taxable Sales
- NPS Visitation Rates
- Cost of Living

### Local Workforce

- Wages & Workers, by Industry
- Area Workforce
- Unemployment Rate

### Resources

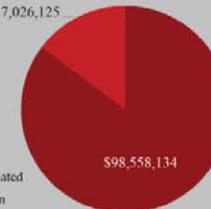
# Economy

## Moab Area Economy by Sector

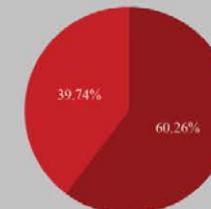
Industry Sector	# of New Businesses Q3, 2017	Total # of Businesses (Existing + New)	% Change	Gross Taxable Sales Q3, 2016	Gross Taxable Sales Q3, 2017	% Change
Mining	0	8	0%	\$200,000	\$400,000	100.0%
Utilities	-2	6	-33%	\$3,750,000	\$3,500,000	-6.7%
Construction	3	62	5%	\$796,730	\$1,102,816	38.4%
Manufacturing	0	14	0%	\$3,326,521	\$3,171,380	-4.7%
Wholesale Trade	1	13	8%	\$3,749,814	\$3,310,586	-11.7%
Retail Trade	0	81	0%	\$31,597,852	\$35,120,972	11.1%
Transportation & Warehousing	0	22	0%	\$1,853,517	\$1,323,328	-28.6%
Information	0	10	0%	\$2,185,489	\$2,290,545	4.8%
Finance & Insurance	0	14	0%	\$370,320	\$372,129	0.5%
Real Estate, Rental & Leasing	1	33	3%	\$3,641,766	\$3,932,413	8.0%
Professional Scientific & Technical Services	0	30	0%	\$263,138	\$249,873	-5.0%
Admin., Support, Waste Mgmt, Remediation	1	24	4%	\$160,563	\$178,270	11.0%
Education Services	2	16	13%	\$100,000	\$90,000	-10.0%
Health Care & Social Assistance	0	36	0%	\$150,000	\$120,013	-20.0%
Arts, Entertainment & Recreation	1	36	3%	\$4,344,489	\$3,900,827	-10.2%
Accommodation & Food Services	-5	98	-5%	\$50,175,453	\$55,603,922	10.8%
Other Services	0	25	0%	\$755,122	\$892,185	18.2%
Public Administration	0	34	0%	\$45,000	\$25,000	-44.4%

Source: Utah Dept. of Workforce Services

Gross Taxable Sales  
\$17,026,125

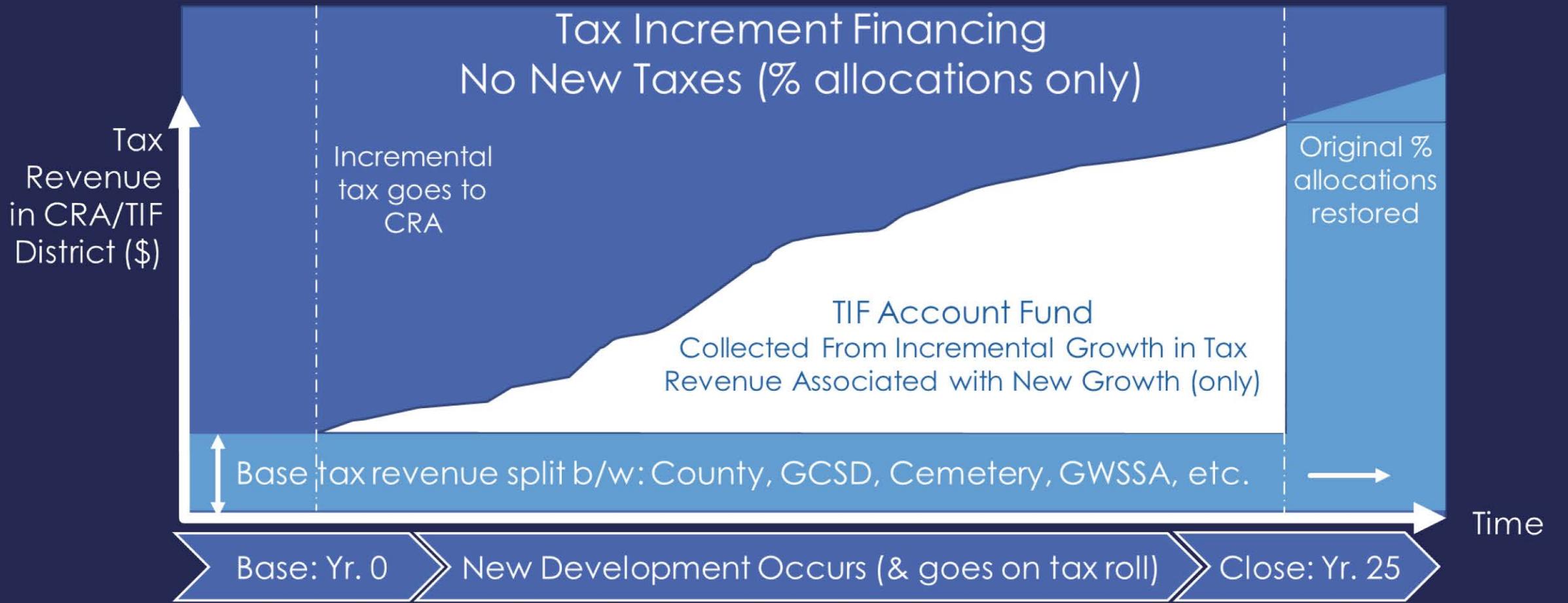


Percent of Employment



Tourism-related industries dominate the Moab area economy, raising **85.3%** of the gross taxable sales and employing **60.26%** of the area workforce.

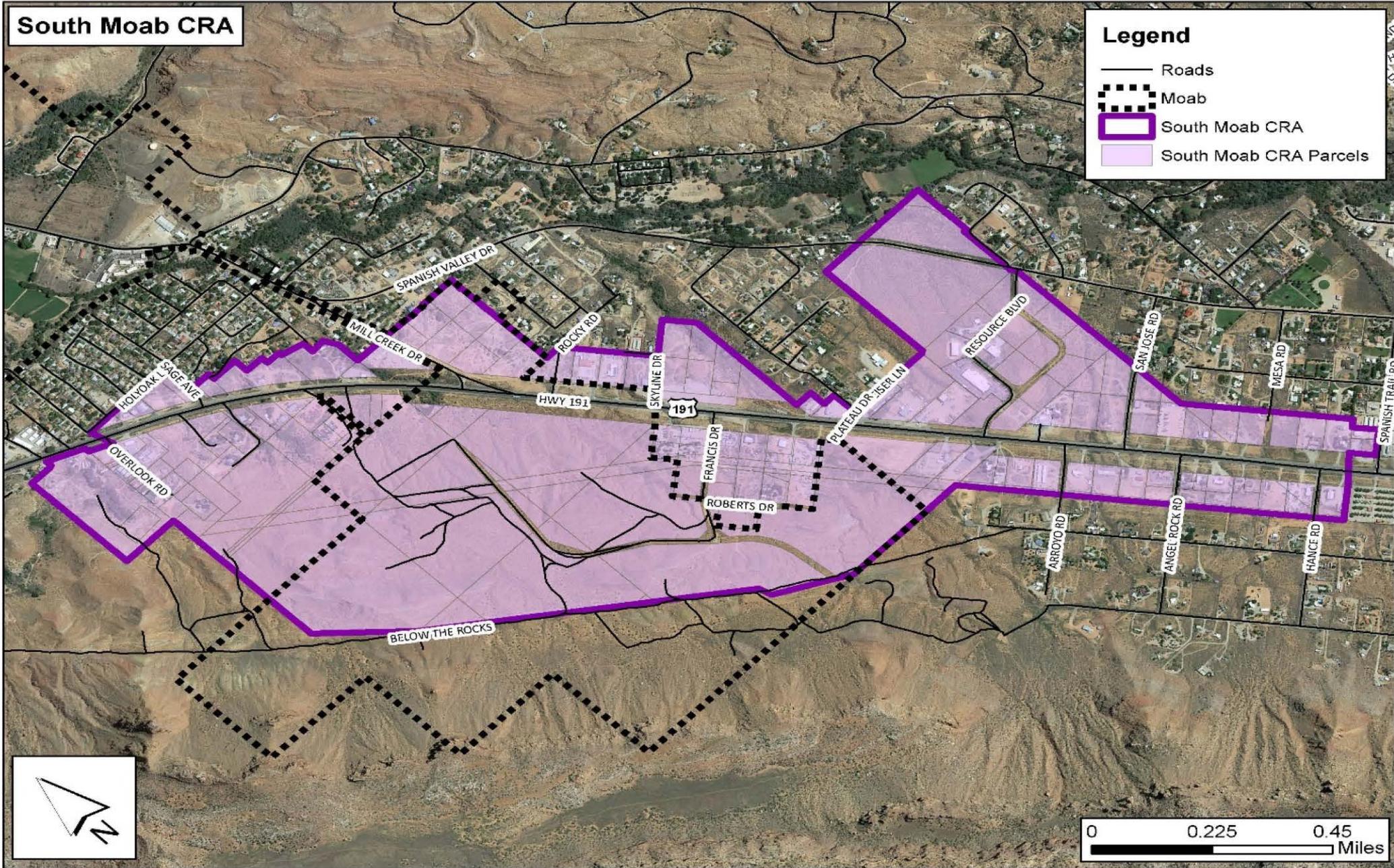
# COMMUNITY REINVESTMENT AREA (CRA)



# South Moab CRA

**Legend**

- Roads
- ▣ Moab
- ▭ South Moab CRA
- ▭ South Moab CRA Parcels





GRAND  
COUNTY

**BEAR**   
BUSINESS EXPANSION AND RETENTION  
Office of Rural Development  
Connecting rural businesses  
to statewide resources



Photo Credit:  
Moab Music Festival

[BUSINESS.UTAH.GOV/BEAR](http://BUSINESS.UTAH.GOV/BEAR)

# BUSINESS EXPANSION AND RETENTION (BEAR)

**\$30,000** GRANT FROM THE GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT (GOED) TO GRAND COUNTY

- BASIC TECH SKILLS COURSE (EMILY CAMPBELL)
- OUTREACH/ENGAGEMENT, TRAINING, RESOURCES, BUSINESS HEALTH, & LOCAL ED CAPACITY
- MOAB BUSINESS SUMMIT (FEB 2019)

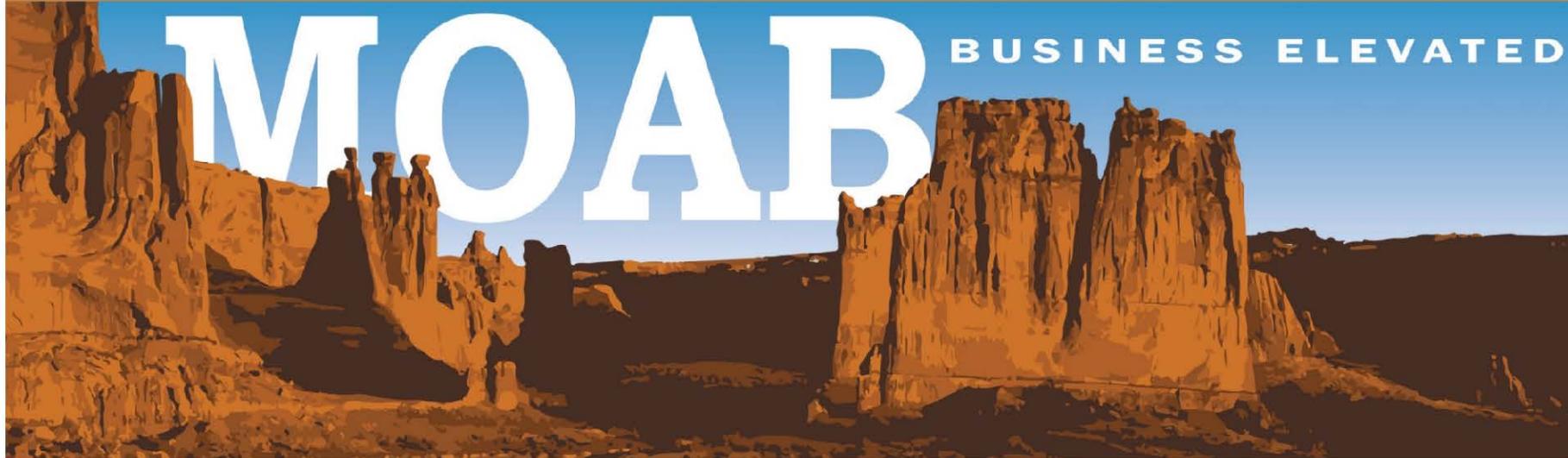
**\$24,000 (OR MORE)** GRANT FROM GOED TO CITY OF MOAB

- 3<sup>RD</sup> PARTY CONSULTATION ON CURRENT STATE OF COMMERCIAL REAL ESTATE IN MOAB AREA AND POTENTIAL DEVELOPMENT OF CAPITAL IMPROVEMENTS AND BUSINESS DEVELOPMENT INCENTIVE PROGRAM

6th Annual

Register Now!

# MOAB BUSINESS SUMMIT



Wednesday, November 1st, 2017

8AM - 2PM

Moab Valley Inn &  
Conference Center

\$25 Pre-Registration, \$30 at the Door

Continental breakfast and hot lunch included

To register, contact the Moab Chamber of Commerce  
at (435) 259-7814 or [info@moabchamber.com](mailto:info@moabchamber.com)

More info at [www.moabchamber.com](http://www.moabchamber.com)



Moab Times-  
Independent



Moab Sun  
News

UtahStateUniversity  
MOAB



Business  
Resolutions, LLC



MOAB ARTTRAILS

WWW.MOABARTTRAILS.ORG



NEXT CALL FOR ARTISTS ENDS AUG. 18<sup>TH</sup>; EXHIBIT OCT. 13<sup>TH</sup>

# COMMITTEES & PARTNERSHIPS

"COMMUNITY AND ECONOMIC DEVELOPMENT  
DOESN'T OCCUR IN A VACUUM"

# IN ADDITION TO THE PLANNING COMMISSION...

## MARY/KENNY

- MOAB AREA WATERSHED PARTNERSHIP
- SPECIAL EVENT COORDINATING COMMITTEE
- HISTORICAL PRESERVATION COMMITTEE
- BOUNDARY COMMISSION

## ZACHARIA

- HOUSING TASK FORCE
- TRAIL MIX
- USU MOAB ADVISORY COUNCIL
- DARK SKIES WORKING GROUP
- GIS POLICY COMMITTEE
- WORKFORCE DEVELOPMENT

## KAITLIN

- HOUSING TASK FORCE
- MOAB AREA COMMUNITY LAND TRUST (MACLT)
- INTERGENERATIONAL POVERTY GROUP
- WORKFORCE DEVELOPMENT
- HOLISTIC HOUSING COMMITTEE

## JD

- HOUSING TASK FORCE
- WORKFORCE DEVELOPMENT
- GIS POLICY COMMITTEE
- AMERICORPS VISTA LEADER – CANYONLANDS VISTA PROJECT

# PROFESSIONAL DEVELOPMENT

“CONTINUOUS IMPROVEMENT”

# ZACHARIA, AICP

- SUCCESSFULLY PASSED AICP PROFESSIONAL EXAM
- COMPLETING IEDC ECONOMIC DEVELOPER CERTIFICATION
- 2-DAY CONFERENCE ON DARK SKIES IN THE COLORADO PLATEAU
- GOED RURAL DAY ON THE HILL
- PRESENTATION GIVEN (SUU RURAL SUMMIT): INTEGRAL PLANNING FOR TOURISM DEVELOPMENT
- PRESENTATION GIVEN (APA FALL CONFERENCE): TINY HOMES: WHAT'S THE BIG DEAL?
- PRESENTATION GIVEN (APA SPRING CONFERENCE): PLANNING FOR GATEWAY, NATURAL AMENITY, AND RESORT (GNAR) COMMUNITY DEVELOPMENT
- U OF U LAW SCHOOL: EFFECTIVE COLLABORATION AND DISPUTE RESOLUTION
- U OF U COURSE: SMALL TOWN AND RESORT TOWN PLANNING
- U OF U PHD PROGRAM (CITY AND REGIONAL PLANNING): COMMUNITY AND ECONOMIC DEVELOPMENT IN GATEWAY AND NATURAL AMENITY REGION (GNAR) COMMUNITIES

## KAITLIN

- GEODESIGN HUB COMMUNITY WORKSHOP
- UVU LEHI: ECONOMIC DEVELOPMENT 101 AND 102 COURSES (CERTIFICATE PROGRAM)
- 4-DAY CONFERENCE: GROUNDED SOLUTIONS
- ENVIRONMENTAL JUSTICE PANELIST – HOUSING REPRESENTATIVE
- PRESENTATION GIVEN (COMMUNITY REBUILDS): HOUSING & DEMOGRAPHIC OVERVIEW
- VARIOUS LAND USE, HOUSING, & PLANNING WEBINARS (APA, STATE OMBUDSMAN, OTHER)

## JD

- GIS WEBINARS AND TRAINING
- LAND USE 101 TRAINING – UTAH LEAGUE OF CITIES & TOWNS
- APA UTAH FALL CONFERENCE
- UTAH AMERICORPS CONFERENCE

# GRANT WRITING

"YOU'RE GETTING A POSITIVE RETURN ON INVESTMENT"

## GRANTS AWARDED

- \$355,000 CDBG FUNDS – WINGATE VILLAGE
- \$5,000,000 LOW-INCOME HOUSING TAX CREDITS (HASU) – SENIOR APTS.
- \$30,000 BUSINESS RETENTION AND EXPANSION (COUNTY)
- \$24,000 BUSINESS RETENTION AND EXPANSION (CITY)
- \$50,000 RTCA PLANNING SUPPORT – SPANISH VALLEY DRIVE PATHWAY
- \$6,000 COURTHOUSE ROCK CAMPGROUND HORSE CORRALS
- \$150,000 MOAB BOAT RAMP IMPROVEMENTS – UTAH OFFICE OF OR
- \$50,000++ FOR VISTA FTEs
- \$100,000 IN SAVINGS FOR ED STRATEGY AND ACTION PLAN
- \$100,000 IN SAVINGS FOR LAND USE PLANNING – HDH
- \$5,000 IN UNIVERSITY OF UTAH SCHOLARSHIPS

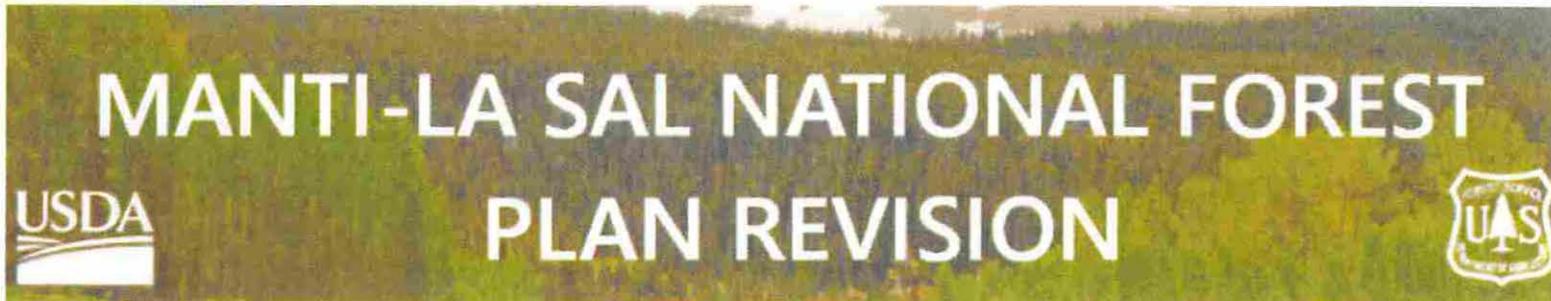
Onward!



**Diem, Michael -FS**

---

**From:** USDA Forest Service <forests@public.govdelivery.com>  
**Sent:** Tuesday, August 07, 2018 10:36 AM  
**To:** Diem, Michael -FS  
**Subject:** Manti-La Sal National Forest Cooperating Agency - Fall 2018 Workshop & Review Dates



### **Cooperating Agency**

#### **Fall Workshop & Review Dates**

#### **Dear Cooperating Agency Partners,**

In preparation for the Fall 2018 Cooperating Agency Workshops, Public Open Houses, and On-line Review Period, the Forest has uploaded several documents to the [Cooperating Agency Folder](#) on Box.

Below you will find a list of key upcoming dates, links to current draft products, and a request to RSVP for the Fall 2018 Cooperating Agency Workshops. Agendas, meeting materials, and announcements will be sent out in advance of each workshop and review period. Draft documents will continue to be uploaded as they are revised.

#### **Cooperating Agency Meeting Calendar**

28 August, 2018	Wilderness Evaluation Workshop	Green River, UT
18 September, 2018	Draft Plan Components Workshop	Price, UT
29 November, 2018	Virtual Meeting	On-line

**RSVP:** Planning to attend a Cooperating Agency Workshop in-person? Please email [meno02@fs.fed.us](mailto:meno02@fs.fed.us) with the number of staff your agency plans to send. Thank you.

### Public Open House Dates

25 October, 2018	Price, UT	2-6 pm
26 October, 2018	Ephraim, UT	2-6 pm
2 November, 2018	Monticello, UT	2-6 pm
3 November, 2018	Moab, UT	10-3 pm

### On-line Review Period Dates

*Review Period Topics:* Draft Plan Components (Desired Conditions and Objectives), Wilderness Evaluation, Timber Suitability, Range Capability and Suitability, Priority Watersheds.

17 September - 5 October, 2018	Cooperating Agency
3 October - 9 November, 2018	Public & Cooperating Agency

### Draft Documents

In response to Cooperating Agency request, the following draft documents have been posted to the [Cooperating Agency Folder](#) on Box.

25-27 July, 2018 [IDT Wilderness Workshop Materials](#)

The purpose of the IDT Wilderness Workshop was to review the draft Wilderness Evaluation Report, the outcome of Step 2 of 4), and to begin to discuss the Analysis Step (3 of 4) with the Interdisciplinary Team. The 28 August Cooperating Agency workshop will review the same draft materials to complete the Evaluation Step, and begin to discuss Analysis (next Step).

5 August, 2018 [Regional Office Package - Draft Plan Components](#)

The initial set of draft plan components, including desired conditions and objectives, has been shared with the Intermountain Regional Office staff for review. The RO package and comment forms can be found in the Cooperating Agency folder. This initial set of draft plan components will be the primary topic of the 18 September, 2018 Cooperating Agency Workshop, Fall Review Period and Public Open Houses.

Thank you and we look forward to hearing from you.

## RIM VILLAGE

### 3686 Spanish Valley Drive

1. Current storm water drainage system at Rim Village
  - a. The storm drainage system at Rim Village was designed to accommodate storm water for Rim Village only.
  - b. Rim Village has a drainage easement across our neighbor's property to the North. The drainage is blocked by a fence that is silted in.
  - c. Storm water drainage has changed above us. Water no longer flows to the west side of Rim Village. It is now all directed into Rim Village.
  - d. With addition of new roads and parking areas upstream of Rim Village, our detention pond is overwhelmed within minutes, as witnessed by a small rain on July 11<sup>th</sup>, 2018.
2. Excerpts from the Spanish Valley Storm Drain Master Plan Update dated December 2011
3. Culverts around Rim Village
  - a. Culverts up stream of Rim Village
    - i. 60" culvert at Prickly Pear Circle
    - ii. 2 – 48" culverts at Village Drive
    - iii. 48" culvert at HW 91
      1. A new 84" culvert has been proposed to replace the 48" culvert
    - iv. These culverts can accommodate an average of 300-400 CFS of water
  - b. Culvert at Rim Village
    - i. 3- 12" culverts
    - ii. These culverts can accommodate 17 CFS of water
  - c. A new 72" culvert capable of accommodating 445 CFS of water has been proposed down stream of Rim Village
4. Excerpts from the Grand County Construction Standards, July 2010, Exhibit "A"
  - a. Storm Water Management General II.A.2: *"It is especially critical that storm water management systems be designed for an entire drainage basin rather than just for specific sites. If improvements are identified and necessary in the Grand County Storm Drainage Master Plan downstream of the proposed development to Pack or Mill Creek and no approved capital improvement plan exists to address the necessary improvement the developer shall be required to demonstrate that such existing drainage features are adequate to serve the anticipated development and to protect the public health, safety and general welfare at full buildout under existing zoning. Where such demonstration is not made, the developer shall be required to install the necessary improvements as identified in the Grand County Storm Drainage Master Plan."*
  - b. Storm Water Management Design Study Required II.B.1.c: *"All expected impacts to downstream property owners shall be mapped and described in a narrative within hydraulic and hydrologic reports or studies."*

- c. Storm Water Management Design II.C.1 *“Permit the unimpeded flow of natural watercourses in accordance with the requirements of the Spanish Valley Storm Water Master Plan.”*
  - d. Storm Water Management Design II.C.6 *“No development shall be allowed that creates a violation of this requirement for any existing structure. This requirement may be met by storm drainage systems that convey the 100 year storm.”*
  - e. Storm Water Management Drainage System Plans II.D.1 *“The drainage system shall be designed to consider the drainage basin as a whole and shall accommodate not only runoff from the subdivision area but also, where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and "upstream" from the subdivision itself, as well as its effects on lands downstream.”*
5. Slideshow of pictures from May 23<sup>rd</sup>, 2009
  6. Slideshow of pictures from July 1<sup>st</sup>, 2016
  7. Slideshow of pictures from July 11<sup>th</sup>, 2018
  8. Problems with current storm water system
    - a. The previous flooding experienced at Rim Village poses a life safety hazard to anyone caught in the flood waters
    - b. We have experienced flood damage to homes within Rim Village from previous flooding
    - c. We have spent over \$100,000 cleaning up from previous flooding
    - d. With the additional storm water drainage now being directed into Rim Village’s storm water system we have seen how quickly it is overwhelmed. It is only a matter of time before we experience another major flood.



# Rim Village

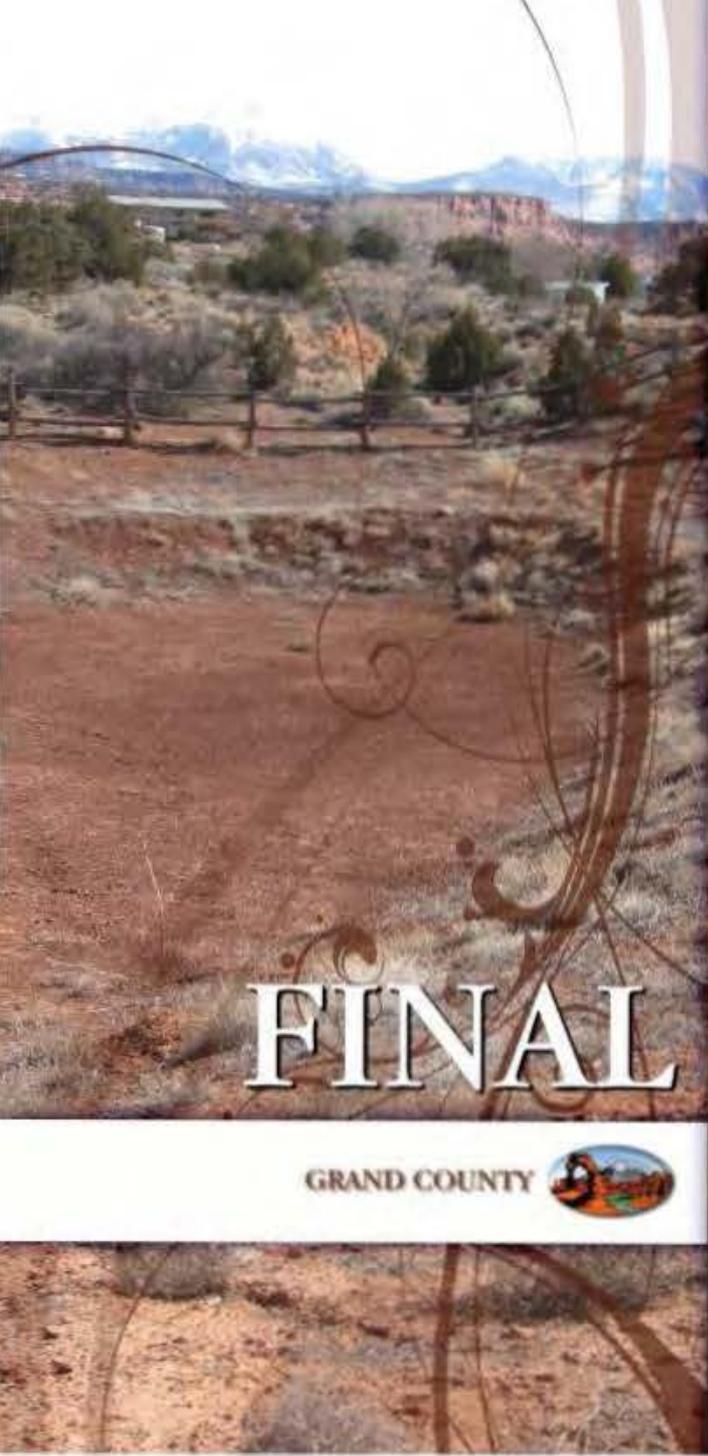
---

3686 Spanish Valley Drive

Rim  
Village

## **CURRENT STORM WATER DRAINAGE SYSTEM AT RIM VILLAGE**

- The storm drainage system at Rim Village was designed to accommodate storm water for Rim Village only.
- Rim Village has a drainage easement across our neighbor's property to the North. The drainage is blocked by a fence that is silted in.
- Storm water drainage has changed above us. Water no longer flows to the west side of Rim Village. It is now all directed into Rim Village.
- With addition of new roads and parking areas upstream of Rim Village, our detention pond is overwhelmed within minutes, as witnessed by a small rain on July 11<sup>th</sup>, 2018.



**FINAL**

GRAND COUNTY



DECEMBER 2011  
SPANISH VALLEY  
STORM DRAIN  
MASTER PLAN  
UPDATE

**HORROCKS**  
ENGINEERS

---

# SPANISH VALLEY STORM DRAIN MASTER PLAN UPDATE

---

DECEMBER 2011

---

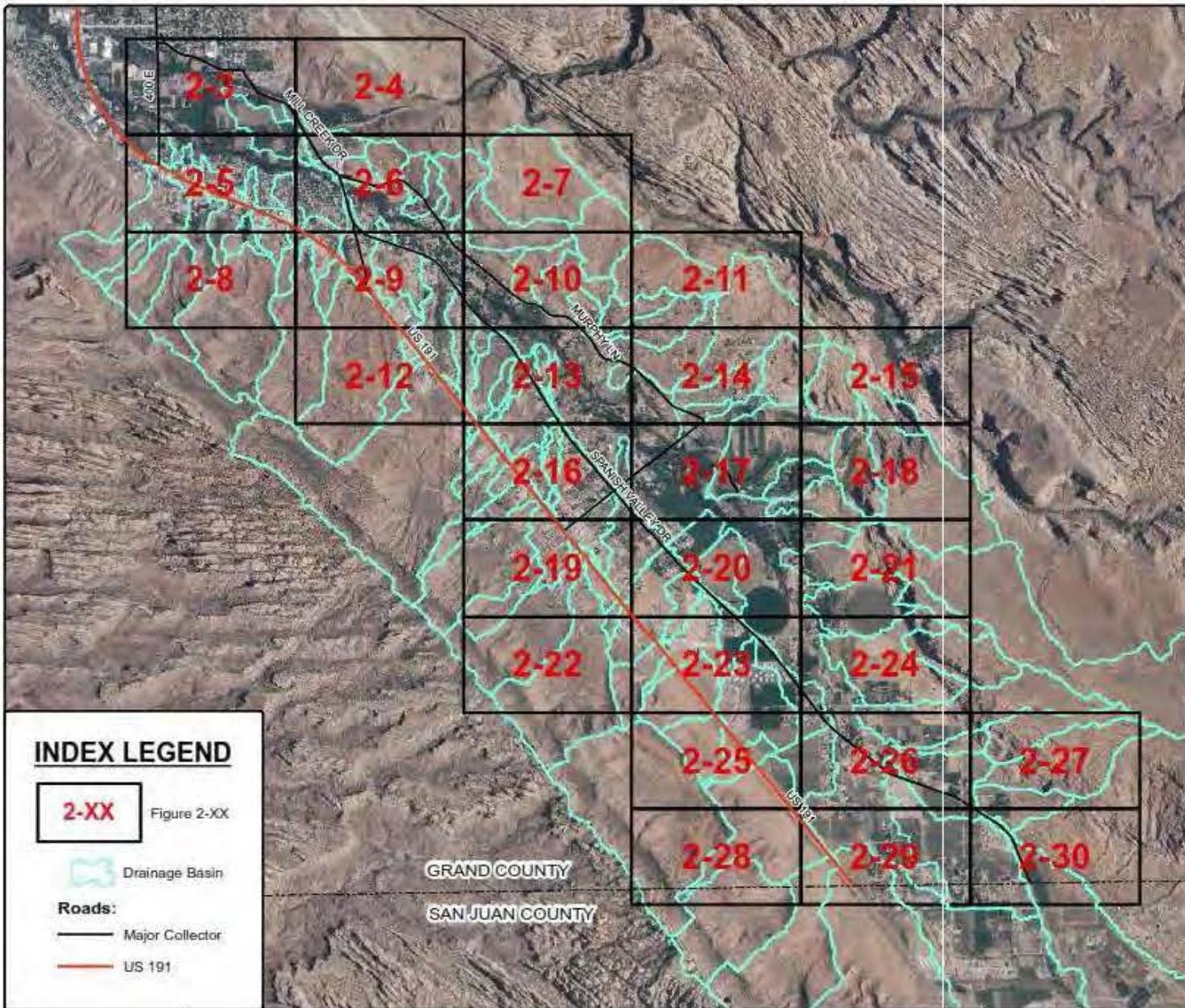
Prepared for  
Grand County



By  
Horrocks Engineers

---





### SHEET LEGEND

- Existing Stream/Ditch
- Proposed Stream/Ditch
- Exist. Detention Basin
- Prop. Detention Basin
- Existing Culvert
- Proposed Culvert
- Existing Pipe
- Proposed Pipe
- Drainage Basin
- 10-ft Index Contour
- 2-ft Intermediate Contour



### Pipe Labels:

- XX" = Proposed Pipe Size
- (XX") = Existing Pipe Size
- = Pipe/Drainage Network ID Labels

### Detention Basin Labels:

- Proposed Storage = XX ac-ft/XX ac-ft
- = Needed storage/Proposed storage including 20% for sedimentation

### Flow Labels:

- |  |   |
|--|---|
|  | Drainage Basin Label<br>10-yr Historic Flow<br>100-yr Existing Flow               |
|  | 10-yr Historic Flow<br>100-yr Existing Flow (P.O.)<br>100-yr Existing Flow (E.S.) |

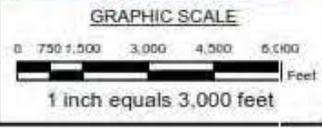
### Notes:

- 10-yr Historic Flow = What the 10-yr storm flow would be before any development or detention basins were installed.
- 100-yr Existing Flow (P.O.) = The 100-yr existing flow routed through the Principal Outlet of upstream detention basins.
- 100-yr Existing Flow (E.S.) = The 100-yr existing flow routed through the Emergency Spillway of upstream detention basins (assuming the Principal Outlet is not functioning).

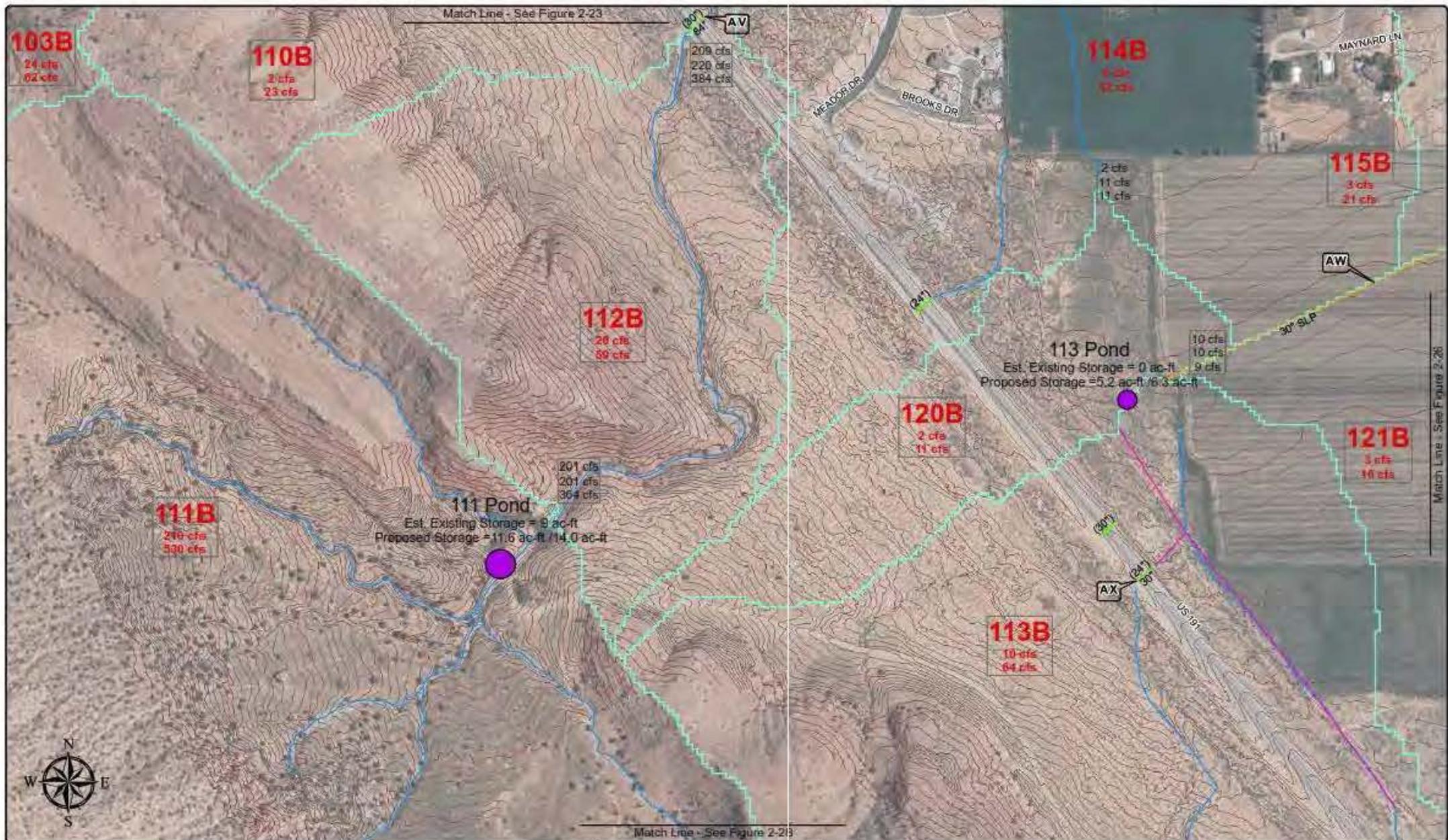
### INDEX LEGEND

- Figure 2-XX
- Drainage Basin
- Roads:**
- Major Collector
- US 191

GRAND COUNTY  
SAN JUAN COUNTY







Match Line - See Figure 2-26

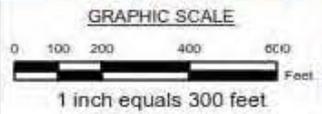


**HORROCKS**  
IN  
ENGINEERS

3162 West Grove Parkway, Suite #400  
Pleasant Grove, UT 84063 793-9108

## SPANISH VALLEY

### STORM DRAIN MASTER PLAN UPDATE



LEGEND	
	Existing Stream/Ditch
	Proposed Stream/Ditch
	Exist. Detention Basin
	Prop. Detention Basin
	Existing Culvert
	Proposed Culvert
	Existing Pipe
	Proposed Pipe
	Drainage Basin

FIGURE 2-25

December 2011

Table 3-1: Maximum Flow per Culvert Diameter (@ Slope = 1.0%)

Culvert Diameter (Inches)	Maximum Flow (cfs) - Corrugated	Maximum Flow (cfs) - Smooth-lined (SLP)
18	7.3	10.0
24	16.1	20.4
30	29.6	35.7
36	48.5	56.3
42	73.7	82.7
48	105.4	115.5
54	144.5	155.1
60	191.4	201.8
66	246.3	256.1
72	309.8	318.3
84	464.6	468.0

Table 3-2: Full Flow Capacity per Pipe Diameter (@ Slope = 1.0%)

Culvert Diameter (Inches)	Maximum Flow (cfs) - Corrugated	Maximum Flow (cfs) - Smooth-lined (SLP)
18	5.7	10.5
24	12.3	22.6
30	22.2	41.0
36	36.1	66.7
42	54.5	100.6
48	77.8	143.6
54	106.5	196.6
60	141.1	260.4
66	181.9	335.8
72	229.4	423.5
84	346.0	638.8

#### 3.1.2 Storm Drain Facilities

Figures 2-2 through 2-30 show the estimated existing storage capacity of existing regional storage basins throughout the Spanish Valley. The existing flows and the existing capacity of the storage facilities were compared with estimated required storage volumes in order to determine deficiencies. Many of the regional storage basins throughout the Spanish Valley have been constructed recently. Construction plans are available for many of these basins. However, it has been noted from field visits that many of these basins were not constructed as per plan. The actual capacity of storage basins cannot be analyzed without field survey and inspection. Since this was not part of the scope of this Storm Drain Master Plan Update, existing storage capacities were estimated based on available design plans, aerial images, available photos, and the 2 ft contour data used in the 1997 Storm Drain Master Plan model.

## SPANISH VALLEY STORM DRAIN MASTER PLAN UPDATE

December 2011

ID	Description	Existing Size (in)	Proposed Size (in)	Design Flow (cfs)
U	Boulder Ave to Pack Creek trunk line	-	72	210
V	Bowling Alley Ln to Pack Creek trunk line	24	42	50
W	Proposed 42" Culvert crossing HW 191 just west of Wagner Ave	30	42	63
Y	Proposed 48" Culvert crossing Wagner Ave near Pack Creek	36	48	77
Z	Mill Creek Dr trunk line	-	36" SLP	70
AA	Trunk line between Spanish Valley Dr and Pack Creek near Hunt Creek Dr	24	30	20
AB	Culvert crossing HW 191 west of Plateau Dr	36	42	52
AC	Culvert crossing Plateau Dr near Spanish Valley Dr	24	30	19
AD	Culvert crossing Spanish Valley Dr near Plateau Dr	24	30	19
AE	Culvert crossing Spanish Valley Dr near Plateau Circle	-	36	35
AF	Culvert crossing HW 191 near Resource Blvd	18	24	15
AG	Proposed 30" Culvert crossing Spanish Valley Dr west of Vista Grande Dr	18	30	18
AH	Culvert crossing HW 191 south of Arroyo Rd	24	30	18
AI	3 Culverts along HW 191 near Hance Rd	-	36	
AJ	Culvert crossing Roberts Dr southeast of Hance Rd	24	36	44
AK	Culvert crossing San Jose Rd at Spanish Valley Dr	24	42	50
AL	Culvert crossing Spanish Valley Dr near San Jose Rd	24	42	50
AM	42" Storm Drain east of Buena Vista Dr	-	42	50
AN	Proposed 48" Culvert crossing Spanish Valley Dr at Spanish Trail Rd	30	48	81
AO	Proposed 48" Culvert crossing HW 191 north of Hance Rd	36	48	75
AP	Culvert crossing Red Cliff Rd	30	36	37
AQ	Trunk line from Spanish Valley Dr to Pack Creek (Basin 102B outlet)	-	42	42
AR	Culvert crossing HW 191 near Rodeo Grounds Rd (103B outlet)	18	36	37
AS	Culvert at north end of Rodeo Grounds	-	36	33
AT	Rim Village to Pack Creek trunk line along Spanish Valley Dr	-	72" SLP	445
AU	Culvert crossing HW 191 south of Rodeo Grounds Rd	24	30	23
AV	Proposed 84" Culvert crossing HW 191 upstream of Rim Village	30	84	384
AW	Trunk line between 113 Pond & Pack Creek, crossing Spanish Valley Dr & Beeman Dr	-	30" SLP	10
AX	Culvert crossing HW 191 north of Stocks Dr (within Basin 113B)	24	30	23
AY	Culvert crossing HW 191 south of Stocks Dr	24	60	166

SPANISH VALLEY STORM DRAIN MASTER PLAN UPDATE

December 2011

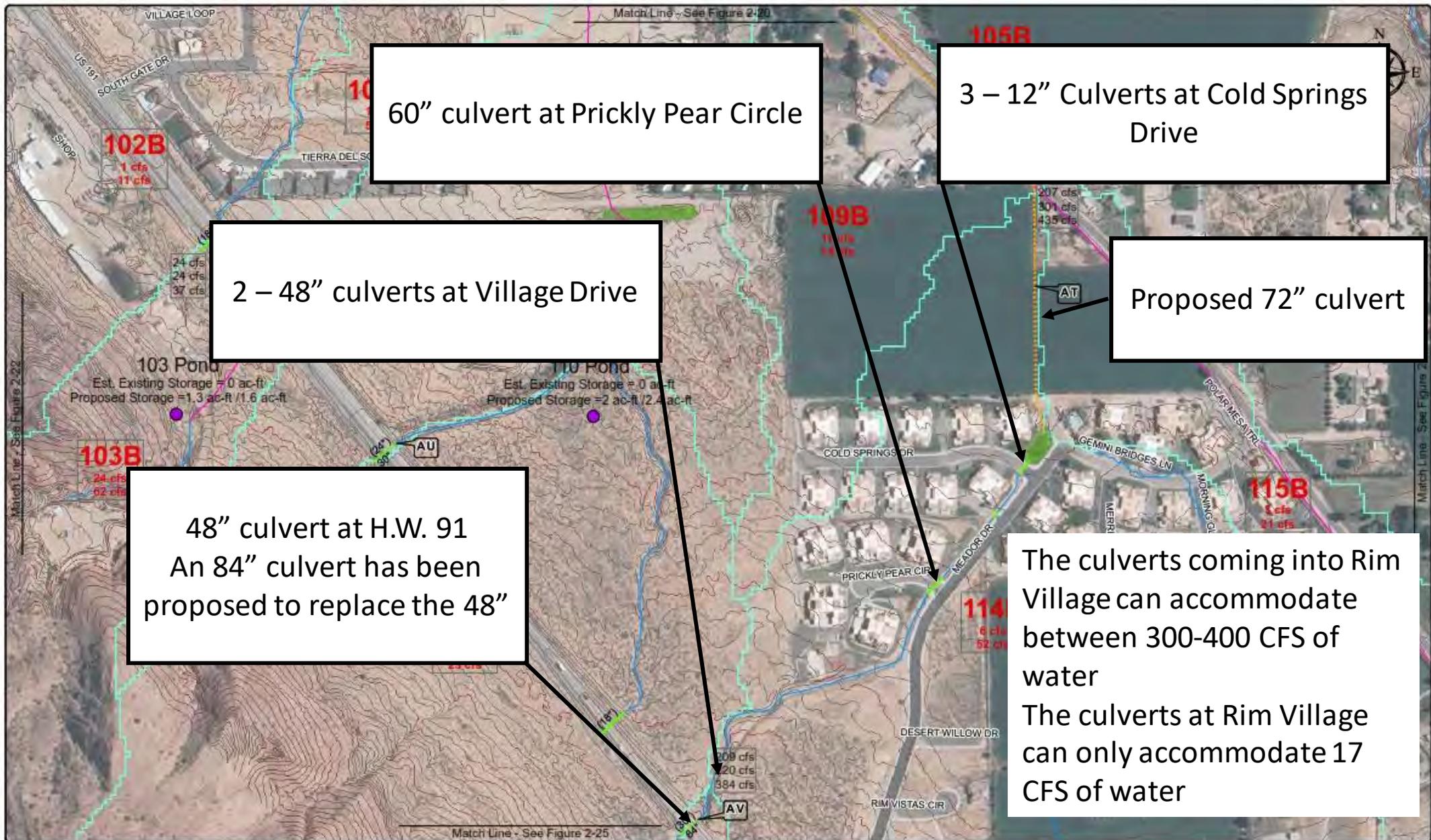
Table 4-1: Conveyance System Improvements Prioritization

ID	Description	Prioritization: Total = (D+C+R+S+I) x (10yr + 100yr)							Total	Priority
		Damage, D (0-4)	Commercial Inundation, C (0-4)	Residential Inundation, R (0-4)	Street Inundation, S (0-2)	County Input, I (0-4)	10-yr Storm (1,3)	100-yr Storm (0,2)		
AT	Rim Village to Pack Creek trunk line along Spanish Valley Dr	4	0	4	2	4	3	2	70	A
U	Boulder Ave to Pack Creek trunk line	4	4	4	2	0	3	2	70	A
Z	Mill Creek Dr trunk line, including upstream channel improvements	4	4	4	2	0	3	2	70	A
V	Bowling Alley Ln to Pack Creek trunk line, including upstream channel improvements	3	3	4	1	0	3	2	55	A
W	Proposed 42" Culvert crossing HW 191 just west of Wagner Ave	3	2	4	2	0	3	2	55	A
AV	Proposed 84" Culvert crossing HW 191 upstream of Rim Village	3	0	1	2	4	3	2	50	A
AN	Proposed 48" Culvert crossing Spanish Valley Dr at Spanish Trail Rd	2	0	2	2	3	3	2	45	B
Y	Proposed 48" Culvert crossing Wagner Ave near Pack Creek	4	0	4	1	0	3	2	45	B
T	Jackson St/400 E trunk line, including channel improvements	4	4	4	2	0	1	2	42	B
A	Lulu Ln to Arbor Dr storm drain	4	0	3	1	0	3	2	40	B
C	Proposed Culverts crossing Murphy Ln southeast of Arbor Dr (7B outlet)	2	0	2	2	0	3	2	30	C
F	Proposed 42" Storm Drain crossing Murphy Ln to Pack Creek (11B outlet)	2	0	2	2	0	3	2	30	C
O	Westwater Dr trunk line	2	0	3	1	0	3	2	30	C
P	Proposed 48" Culvert crossing East Bench Rd south of the Golf Course (26B outlet)	3	0	2	1	0	3	2	30	C

SPANISH VALLEY STORM DRAIN MASTER PLAN UPDATE

December 2011

ID / Pond ID	Item Description	Unit	Quantity	Unit Cost (\$)	Total Cost (\$)	Priority
	Manhole	EA	5	\$6,000	\$30,000	
	42" End Section	EA	2	\$2,000	\$4,000	
	Channel Improvements (Medium)	LF	945	\$60	\$56,700	
	Culvert/Pipe Easement (30"-48")	LF	1860	\$76	\$141,360	
	Total Cost				\$529,660	
AR	Remove Existing 18"	LF	110	\$20	\$2,200	E
	36" CMP	LF	110	\$120	\$13,200	
	36" End Section	EA	2	\$1,600	\$3,200	
	Channel Improvements (Medium)	LF	771	\$60	\$46,260	
	Total Cost				\$64,860	
AS	36" CMP	LF	450	\$120	\$54,000	C
	36" End Section	EA	1	\$1,600	\$1,600	
	Manhole	EA	1	\$6,000	\$6,000	
	Channel Improvements (Small)	LF	1370	\$45	\$61,650	
	Total Cost				\$123,250	
AT	72" Smooth Lined Pipe	LF	5270	\$360	\$1,897,200	A
	Manhole	EA	16	\$6,000	\$96,000	
	72" Headwall	EA	2	\$12,000	\$24,000	
	Culvert/Pipe Easement (72")	LF	1745	\$90	\$157,050	
	Total Cost				\$2,174,250	
AU	Remove Existing 24"	LF	110	\$20	\$2,200	C
	30" CMP	LF	110	\$110	\$12,100	
	30" End Section	EA	2	\$1,200	\$2,400	
	Total Cost				\$16,700	
AV	Remove Existing 30"	LF	90	\$20	\$1,800	A
	84" CMP	LF	110	\$400	\$44,000	
	84" Headwall	EA	2	\$16,000	\$32,000	
	Total Cost				\$77,800	
AW	30" Smooth Lined Pipe	LF	2170	\$120	\$260,400	C
	Manhole	EA	6	\$6,000	\$36,000	
	30" End Section	EA	2	\$1,200	\$2,400	
	Culvert/Pipe Easement (30"-48")	LF	2170	\$76	\$164,920	
	Total Cost				\$463,720	
AX	Remove Existing 24"	LF	80	\$20	\$1,600	E
	30" CMP	LF	80	\$110	\$8,800	
	30" End Section	EA	2	\$1,200	\$2,400	
	Total Cost				\$12,800	
AY	Remove Existing 24"	LF	100	\$20	\$2,000	D
	60" CMP	LF	100	\$240	\$24,000	



60" culvert at Prickly Pear Circle

3 – 12" Culverts at Cold Springs Drive

2 – 48" culverts at Village Drive

Proposed 72" culvert

48" culvert at H.W. 91  
An 84" culvert has been proposed to replace the 48"

The culverts coming into Rim Village can accommodate between 300-400 CFS of water  
The culverts at Rim Village can only accommodate 17 CFS of water

# GRAND COUNTY CONSTRUCTION STANDARDS



GRAND WATER & SEWER SERVICE AGENCY  
MOAB VALLEY FIRE PROTECTION DISTRICT  
GRAND COUNTY, UTAH



JULY 2010

Exhibit "A"

## SECTION I: STREETS AND ROADS

When improvements to existing surfaced county roads are proposed and where recommended by the County Engineer and Road Supervisor the Compacted Sub Base and Compacted Road Base may be omitted if the pavement thickness is increased by two inches.

### B. Street Names

No street or road name shall duplicate an existing street or road name. Cul-de-sacs shall have different names as the street or road from which they originate. Street or County Road numbers within the Spanish Valley shall be based on the Moab Grid System. This system designates which streets shall carry the directional prefix (North, South, East, and West) and the numbering sequence. In subdivisions, street names shall be designated on the Preliminary Plat or PUD plan. The Zoning Administrator shall confirm that the names are in accordance with this policy and if not advise the applicant as to the revisions that should be made. Street or road names shall maintain the existing name if the new street or road is or could be an extension of an existing street or road. Street or road names shall be approved by County Road Supervisor, Zoning Administrator and County Recorder.

### C. County Roadway Crossings

All County road crossings shall be accomplished through a road boring process unless boring is deemed impractical by the County Road Supervisor and County Engineer. All cuts made in county street pavements shall be permitted and completed according to county policy in effect at the time of construction and shall be made in accordance with APWA Standard Plans and Specifications. Testing performed by the Encroachment Permit Applicant is required and shall be approved by the County Road Supervisor and County Engineer. Public utilities may enter into a Memorandum of Understanding in regards to County Roadway Crossings.

### D. Sidewalks (or Trails), Curbs and Gutters

All roadway improvements required by this standard to include: sidewalks, curb and gutter, and drainage structures, associated with county roads (public roads with ROW dedicated to Grand County) shall be dedicated to Grand County at the time of the road dedication. Where topography or other conditions dictate, the Planning Commission may require a trail on one (1) side of such new or existing streets in lieu of required sidewalks.

### E. Easements

Where alleys are not provided, easements of not less than 10 feet on each side of all front, rear, and side lot lines shall be required where necessary for poles, wire, conduits, storm or sanitary sewers, gas and water mains and other public utilities, except that where the required building setback from the property line in the zone where the property is located is less than 10 feet the required easement width is equal to the required setback distance.

1. Easements of greater width may be required along property lines where necessary for surface overflow or for the extension of main sewers or similar utilities.

### F. Underground Utilities

Unless the Planning Commission and County Council determine, upon application by the subdivider supported by recommendation of the County Engineer, that it is not feasible to do so, all power lines, telephone lines, and other normally overhead utility lines shall be placed underground by the subdivider.

## II. STORM WATER MANAGEMENT

### A. General

1. Complete storm water management systems for the entire subdivision area shall be designed by a professional engineer, licensed in the State of Utah and qualified to perform such work, and shall be shown graphically. All existing drainage features that are to be incorporated in the design shall be so identified. If the Final Plat is to be presented in sections, and appropriate development stages for the drainage system for each section indicated. The determination of necessary drainage facilities is to work in accordance with an approved final hydrology report.

## SECTION II: STORM WATER DRAINAGE

2. Design of the storm water management system shall be consistent with general and specific concerns, values, and standards, of the "Spanish Valley Master Storm Water Management Plan" and the Grand County Design Criteria for Drainage Studies Within Spanish Valley, as well as those of regional and state storm drainage control programs. Design shall be based on environmentally sound site planning and engineering techniques. It is especially critical that storm water management systems be designed for an entire drainage basin rather than just for specific sites. If improvements are identified and necessary in the Grand County Storm Drainage Master Plan downstream of the proposed development to Pack or Mill Creek and no approved capital improvement plan exists to address the necessary improvement the developer shall be required to demonstrate that such existing drainage features are adequate to serve the anticipated development and to protect the public health, safety and general welfare at full buildout under existing zoning. Where such demonstration is not made, the developer shall be required to install the necessary improvements as identified in the Grand County Storm Drainage Master Plan.
3. Reimbursement for Storm Water Improvements  
When any person constructs a storm water improvements through undeveloped areas to serve his property or constructs storm water improvements on the perimeter of his property, such person shall pay the entire cost of such storm water improvements. If he has furnished the County a summary of the construction costs proposal and has entered into an agreement with the County prior to the construction of such storm water improvements, then, at the time the property served by such storm water improvements is developed and connections are made to the storm water improvements, the County may collect a fee proportional to the basin upstream of the storm water improvements, and if so collected, shall reimburse the original installer to the extent of the collection so made. The amount to be repaid to the person may be the original cost to the person of the excess extension (less the proportional cost due to their impact upon the basin), plus any amount added pursuant to the agreement with the person to recognize the effects of inflation. However, in no event shall the amount to be collected be less than the original construction cost. The right to reimbursement under the provision of this section shall not exceed a period of 10 years from the execution of the agreement.
4. The best available technology shall be used to minimize off-site storm water runoff, increase on-site infiltration, encourage natural filtration functions, stimulate natural drainage systems, and minimize off-site discharge of pollutants to ground and surface water. Best available technology may include measures such as retention basins, recharge trenches, porous paving and piping, contour terraces, and swales.

### B. Drainage Study Required

A drainage study is required for all subdivisions except as defined in Section II. E. The amount of detail and the approval authority varies according to lot size.

1. Drainage studies shall include the following:
  - (a) Site plan with topography at 2 foot contour intervals and showing all historic drainage patterns and improvements.
  - (b) All channels are to be designed to convey the 100 year storm. All detention basins are to be designed to store a volume of water equal to the difference between the historic 100 year storm flow and the post development 100 year storm flow. All detention basins shall be designed for a maximum discharge equal to the predevelopment 10 year storm flow. All detention basins shall be designed with a 100 year storm flow spillway. Refer to the Grand County Design Criteria for Drainage Study within Spanish Valley for acceptable calculation methodology all calculations and methodologies shall be approved by the County Engineer.
  - (c) All expected impacts to downstream property owners shall be mapped and described in a narrative within hydraulic and hydrologic reports or studies.

## SECTION II: STORM WATER DRAINAGE

2. The County Road Department and the County Engineer shall review all hydraulic and hydrologic Drainage Analysis.
  - (a) All development requires a drainage study. This requirement may be waived by the County Engineer when the impervious area of the proposed development is less than 7,000 square feet and less than 15% of the lot area.
  - (b) The methodology for drainage studies shall be in accordance with the Grand County Storm Drainage Master Plan and Grand County Design Criteria for drainage studies within Spanish Valley and shall be approved by the County Engineer.

### C. Design

The storm water management systems shall be designed to meet all the following criteria:

1. Permit the unimpeded flow of natural watercourses in accordance with the requirements of the Spanish Valley Storm Water Master Plan.
2. Ensure adequate drainage of all low points.
3. Surface water must drain away from cul-de-sacs.
4. Where surface water cannot be drained along the street due to grade restrictions catch basins, drain lines and drainage easements shall be provided.
5. Provide detention such that after development the peak rate of flow from the site for a 100-year 24-hour storm will not exceed the historic corresponding flow that would have been created by a similar storm prior to development. Runoff greater than that occurring from the 100-year 24-hour storm will be passed over an emergency spillway.
6. All finish floor elevations shall maintain a one foot freeboard during a 100 year 24 hour event. All finish floor elevations shall be one foot above FEMA 100 year floodway. Studies shall be required demonstrating the required freeboard when adjacent streets, detentions basins, or drainage channel banks are within one foot or above the proposed finish floor elevation. Certification of this requirement by a Surveyor licensed in the State of Utah shall be required prior to the issuance of any building permit. No development shall be allowed that creates a violation of this requirement for any existing structure. This requirement may be met by storm drainage systems that convey the 100 year storm.

### D. Drainage System Plans

1. The drainage system shall be designed to consider the drainage basin as a whole and shall accommodate not only runoff from the subdivision area but also, where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and 'upstream' from the subdivision itself, as well as its effects on lands downstream.
2. All proposed surface-drainage structures shall be indicated on the plans. All existing ditches and channels shall be indicated and on all cross sections of proposed ditches and channels provided.
3. All appropriate designs, details, and dimensions needed to clearly explain proposed construction materials and elevations shall be included in the drainage plans.
4. All building envelope elevations shall be shown on drainage plans.

### E. Waiver of Drainage Study Requirements

1. A waiver of the Drainage Study requirement will be considered when the following conditions exist:

May 23<sup>rd</sup>, 2009

















**ANASAZI**



**REALTY, INC.**

**259-7488**

**CALL Cherry 435-288-2888**















**ANASAZI**  
REALTY, INC.  
259-7488  
CALL Cherry 435-860-8888



July 1<sup>st</sup>, 2016













July 11<sup>th</sup>, 2018















Stewart  
*Custom Builders Inc.*

## **PROBLEMS WITH CURRENT STORM WATER SYSTEM**

- The previous flooding experienced at Rim Village poses a life safety hazard to anyone caught in the flood waters
- We have experienced flood damage to homes within Rim Village from previous flooding
- We have spent over \$100,000 cleaning up from previous flooding
- With the additional storm water drainage now being directed into Rim Village's storm water system we have seen how quickly it is overwhelmed. It is only a matter of time before we experience another major flood.

**AGENDA SUMMARY  
GRAND COUNTY COUNCIL MEETING  
Aug. 7, 2018**

Agenda Item: K

<b>TITLE:</b>	Adopting proposed resolution authorizing bond releases of Phases 5 & 6 of Rim Village Vistas
<b>FISCAL IMPACT:</b>	N/A
<b>PRESENTER(S):</b>	Zacharia Levine, Community and Economic Development Director

**Prepared By:**  
**ZACHARIA LEVINE**  
**GRAND COUNTY**  
**COMMUNITY &**  
**ECONOMIC**  
**DEVELOPMENT**  
**DIRECTOR**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**STATED MOTION :**

Move to adopt proposed resolution authorizing bond releases of Phases 5 & 6 of Rim Village Vistas and authorize the Chair to sign all associated documents.

**PLANNING COMMISSION RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

Approve

**BACKGROUND:**

On Aug. 16, 2016 Council granted final plat approval of Rim Village Vistas PUD Phase 5, and on July 18, 2017 Council granted final plat approval of Rim Village PUD Vistas Phase 6, zoned Small Lot Residential (MFR - PUD);

Partial release of infrastructure improvement bonds is authorized by the Grand County Land Use Code once associated infrastructure is inspected and approved by the county engineer. Partial bond releases are requested for the following completed and accepted infrastructure:

Phase 5.

Site work	\$42,282.00
Streets	\$234,552.30
Sidewalks	\$24,258.00
Curb & Gutter	\$40,785.00
Storm Drainage	\$33,154.00
Water	\$68,608.00
Sewer	\$59,382.00
Other	\$12,600.00

\*15% \$77,343.20

Partial Release Total \$592,964.50

Phase 6.

Site work	\$51,198.50
Streets	\$21,861.90
Sidewalks	\$1,374.75
Curb & Gutter	\$1,605.00

\*15% \$11,406.02

Partial Release Total \$87,446.17

\* Original bond amount includes the value of the work plus a 25% contingency. After infrastructure is completed and approved, a 10% warranty bond is held for 1 year. Thus, 15% of the original engineer's cost estimate is returned to the developer.

**ATTACHMENT(S):**

1. Letter from Horrocks Engineers, Subject: Rim Village Vistas Phase 5, dated July 19, 2018
  2. letter from Horrocks Engineers, Subject: Rim Village Vistas Phase 6, dated July 19, 2018
  3. Proposed Resolution
-

**July 19, 2018**

**Subject: Rim Village Vistas Phase V**

Kenny Gordon, Grand County Planning and Zoning Administrator  
Grand County  
125 E. Center  
Moab, Utah 84532

Dear Kenny:

I have reviewed the submitted Opinion of Probable Construction Cost dated July 11, 2018 for work completed for Rim Village Vistas Phase 5. The project is nearly complete. Corrective work on the guardrail needs to be completed prior to final bond release. The owner has requested a reduction of the bond amount for additional work completed. The completed work has been inspected and accepted. We concur with the completed work per the attached OPCC and holding the remaining bonding amount of \$73,062.13 per the attached OPCC.

If you have any questions or concerns, please feel free to contact me.

Sincerely,  
HORROCKS ENGINEERS



David Dillman, PE  
Principal

Attachment:  
cc: file

**July 19, 2018**

**Subject: Rim Village Vistas Phase VI**

Kenny Gordon, Grand County Planning and Zoning Administrator  
Grand County  
125 E. Center  
Moab, Utah 84532

Dear Kenny:

I have reviewed the submitted Opinion of Probable Construction Cost dated July 11, 2018 for work completed for Rim Village Vistas Phase 6. Work is ongoing and the project is partially complete. The owner has requested a reduction of the bond amount for additional work completed. I have inspected the work completed and the attached OPCC and agree with the remaining bonding amount of \$312,439.19 per the attached OPCC.

If you have any questions or concerns, please feel free to contact me.

Sincerely,  
HORROCKS ENGINEERS



David Dillman, PE  
Principal

Attachment:

cc: file

**GRAND COUNTY, UTAH  
RESOLUTION NO. \_\_\_\_\_, SERIES 2018**

**RESOLUTION OF THE GRAND COUNTY COUNCIL APPROVING  
RIM VILLAGE VISTAS PUD SUBDIVISION**

**WHEREAS**, final acceptance of required subdivision improvements and the subsequent release of a portion of the bond shall be made by resolution of the County Council (Council);

**WHEREAS**, On Aug. 16, 2016 Council granted final plat approval of Rim Village Vistas PUD Phase 5, and on July 18, 2017 Council granted final plat approval of Rim Village Vistas PUD Phase 6, zoned Small Lot Residential (MFR - PUD);

**WHEREAS**, the Council has approved a warranty cash bond for required improvements per the Subdivision Improvements Agreement (SIA);

**WHEREAS**, partial bond releases have been requested for the following infrastructure;

Phase 5.

Site work	\$42,282.00
Streets	\$234,552.30
Sidewalks	\$24,258.00
Curb & Gutter	\$40,785.00
Storm Drainage	\$33,154.00
Water	\$68,608.00
Sewer	\$59,382.00
Other	\$12,600.00
*15%	<u>\$77,343.20</u>
Partial Release Total	\$592,964.50

Phase 6.

Site work	\$51,198.50
Streets	\$21,861.90
Sidewalks	\$1,374.75
Curb & Gutter	\$1,605.00
*15%	<u>\$11,406.02</u>
Partial Release Total	\$87,446.17

**WHEREAS**, the County Engineer has accepted required improvements and found them to be complete according to the approved standards and specifications;

**WHEREAS**, the following bond releases shall be authorized;

Phase 5 - \$592,964.50  
Phase 6 - \$87,446.17

**WHEREAS**, Rim Village Development, L.L.C., Pam Watson, Manager (Applicant) has requested a portion of the bond release for the Rim Village P.U.D. required improvements (\$73,062.13 for Phase 5 and \$312,439.19 for Phase 6 retained for remaining required improvements);

**NOW, THEREFORE, BE IT RESOLVED** by the Grand County Council that it does hereby approve the acceptance of the Rim Village PUD Phases 5 & 6 improvements, excepting all private roads and private easements;

**APPROVED** by the Grand County Council in open session this 7th, day of August 2018, by the following vote:

*Those voting aye:* \_\_\_\_\_

*Those voting nay:* \_\_\_\_\_

*Those absent:* \_\_\_\_\_

**ATTEST:**

**Grand County Council**

\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Marry McGann, Chair

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: L

<b>TITLE:</b>	Adopting proposed resolution updating the Fleet Policies and Procedures
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER:</b>	Cody McKinney, Fleet Manager and Ruth Dillon, Council Administrator

**Prepared By:**

Ruth Dillon  
Council Administrator  
(435) 259-1347  
rdillon@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

Complete

**RECOMMENDATION:**

I move to adopt the proposed resolution updating the Fleet Policies and Procedures and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The Fleet Policy was originally approved in 2008 under Resolution No. 2838. The policy defines and outlines eligibility and guidelines for operating a County vehicle, responsibilities associated with the County vehicles, and safety policies for accident procedures and vehicle operation.

Over the last couple of years, the Safety and Accident Review Committee members have combed through the policy to tighten it up. The Committee's recommended policy changes were then discussed at a Leadership meeting prior to the May 1<sup>st</sup> discussion with Council. Since then, we have obtained legal review which was found to be acceptable with minor revisions, which have been made.

The Fleet Policy is referred to in the Employee Handbook.

**ATTACHMENTS:**

1. Overview of changes
2. Proposed resolution with updated policy (appendices to be provided)
3. 2008 resolution with policy

## **GRAND COUNTY FLEET POLICIES AND PROCEDURES**

### ***Overview of Changes Recommended by The Safety and Accident Review Committee***

The Fleet Policy Manual hasn't been updated in 10 years and some areas are out of date with current County practices. Below is a summary of the major updates that the Safety and Accident Review Committee plans to recommend to the County Council after input from leadership and legal review. If you would like to see a full redlined copy with every change, please email Ruth.

- ❖ Reassessed Definitions to make document more comprehensive and complete (pg 3-4).
  1. Original definitions didn't include lease and rental vehicles.
  2. Original definitions also didn't include all offices and departments; such as Council members, Judges, Board members.
  3. Adding "County Assigned Vehicle, Incident, Near Miss, Radar Detector, Rental Unit, Valid Driver's License" definitions to ensure better understanding of materials.
- ❖ Modified entire document to include the definition changes and updates.
- ❖ Tightened up wording under the Authorized Operator Eligibility for CDL drivers (pg 5).
  1. Especially in regards to proper permits and license type/endorsement qualifications.
- ❖ Pulled from the "Employee Handbook" all Fleet usage, travel, mileage, per diem, and other related "Fleet" information as to prevent duplication in future document rewrites and reviews (pg 13-15).
- ❖ Broadened information regarding passengers in County Vehicles (pg 10).
  1. Now provides clear and concise rules to follow
- ❖ Incorporated Smoking and Tobacco Use policy based on policy used by State level organizations and Grand County Sheriff's Office (pg 10).
  1. Ensures employees know and understand the rules and regulations about smoking, vaping, and tobacco use.
- ❖ Clarified the Fuel depot and county fueling procedures and services (pg 12-13).
  1. No private or personal vehicles/equipment may be fueled with card, code, or at the fuel depot...even when using your personal vehicle/equipment on county business!
- ❖ Implemented changes that have taken place since the last version (2008) of Fleet Policy.
  1. Defensive Driving from 5 years to 2 year increments.
  2. Notice of involvement of Safety and Accident Review Committee SARC for accidents, incidents, and near misses.
- ❖ The following areas were intentionally left unfinished for input from leadership.
  1. Changes to Responsibilities because job descriptions may change again (pg 17).
  2. State inspection law--- left wording alone as to hold a criteria for keeping fleet safety practices in place (pg 17).
  3. Maintain "Best Practices" for following fleet procedures through communication with Fleet Manager (pg 20).

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING RESOLUTION NO. 2838 TO UPDATE  
THE GRAND COUNTY FLEET POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, on July 15, 2008, the County Council adopted Resolution No. 2838 establishing the Grand County Fleet Policies and Procedures Manual (Fleet Policy); and

**WHEREAS**, it is necessary from time to time to update and improve policies and procedures previously enacted by the Grand County Council; and

**WHEREAS**, the Safety and Accident Review Committee have discussed the Fleet Policy at length, reviewed it in detail with the Leadership Team, and do hereby make recommended updates and improvements to such Policy.

**NOW THEREFORE**, be it resolved by the Grand County Council to amend and enact policies pertaining to County assigned vehicles, County general fleet vehicles, county vehicles, fleet units, and rental units for each individual operating same. The adopted policies and procedures are contained in Exhibit A, which is made an integral part of this resolution. This policy and procedure is referenced in the Grand County Employee Handbook.

This resolution was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 7<sup>th</sup> day of August, 2018.

**ATTEST:**

**GRAND COUNTY COUNCIL**

\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Mary McGann, Chairman

**EXHIBIT A**

DRAFT



# FLEET POLICIES & PROCEDURES

DRAFT

# TABLE OF CONTENTS

PURPOSE .....	3
DEFINITIONS .....	3
GENERAL POLICIES AND PROCEDURES .....	5
Applicability .....	5
Utilization and Reimbursement .....	5
Authorized Operator Eligibility .....	5
Driver Qualification.....	6
Licensing.....	7
Usage .....	7
Smoking and Tobacco Use.....	10
Backing Policy.....	11
Identification.....	11
Misuse and Abuse.....	12
Accidents, Incidents, and Near Misses.....	12
Accident and Incident Resolution .....	12
Custodial Responsibility .....	12
Cleaning and Preventative Maintenance .....	12
Fuel.....	13
Modification.....	13
Acquisition.....	13
Travel for County Business.....	13
Incidental Overnight Usage at Personal Residence.....	16
Commuting with County Owned Vehicles.....	16
Discipline.....	17
RESPONSIBILITIES .....	17
County Fleet Manager.....	17
Elected Official, Council Administrator, and Department Heads .....	18
County Clerk/Auditor .....	19
Human Resources Director .....	19
Insurance Coordinator.....	19
Authorized Operators .....	20
MAINTENANCE AND REPAIR PROCEDURES .....	20
General .....	20
Vehicles Requiring Preventative Maintenance or in Disrepair But Operational .....	20
Disclaimer.....	20
APPENDIX.....	21
Appendix 1- Certificate of License and Insurance Coverage Form	
Appendix 2- Accident Reporting Procedures Packet	
Appendix 3- Pre-trip Inspection Form	

## PURPOSE

To establish policies and procedures to ensure that Grand County's fleet units are selected, acquired, utilized and maintained in a manner that provides the best possible support to County operations through economical fleet management.

## DEFINITIONS

**Accident:** An undesirable or unfortunate happening that occurs unintentionally and results in harm, injury, damage, and/or loss involving a County fleet unit being used for official county business, regardless of total cost of treatments or repairs.

**Authorized Operator:** Any employee, appointee, volunteer, or other person of the County who has been identified by the County as having the authority, within his or her scope of employment or position, to operate a County fleet unit on the County's behalf, who holds a valid driver's license, and has completed the specific training and other criteria required by the County for the fleet unit which will be operated.

**County Assigned Vehicle:** A vehicle that is assigned to a specific Department, Elected Office or individual for specialized functions or job duties.

**County General Fleet Vehicles:** Vehicles that are checked out through the Clerk's Office.

**County Vehicle:** Any vehicle purchased, leased, and/or rented by the County for official County business.

**Elected Official:** Includes the Elected Official of the Assessor's, Attorney's, Clerk/Auditor's, Recorder's, Treasurer's, and Sheriff's Office; Justice Court Judge, and County Council Members.

**Elected Official Offices:** Includes the offices of the Grand County Assessor, Attorney, Clerk/Auditor, Recorder, Treasurer and Sheriff.

**Equipment Modification:** Adding, changing, deleting parts, accessories or specific capacities to fleet units other than as delivered to Grand County.

**Equipment Misuse and Abuse:** Damage to equipment where reasonable care to prevent damage was not taken which includes but is not limited to: use of equipment for other than its intended purpose or use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Not having fleet unit preventative maintenance service performed in a timely manner.

**Fleet Unit:** Any vehicle or equipment purchased, leased, and/or rented by the County for official County business. This includes vehicles, heavy equipment, and trailers as well as private vehicles while in use for official county business.

**Incident:** An occurrence of seemingly minor importance involving a fleet unit being used for official county business.

**Near Miss:** An instance of narrowly avoiding an incident or accident involving a fleet unit being used for official county business.

**Non-Preventable Accident:** Any occurrence involving an accident/incident in which everything that could have been reasonably done to prevent it was done and the accident still occurred.

Non-preventable accidents shall include vandalism of fleet units being used, parked, or staged in an area to conduct County business.

**Personal Use:** The use of a County vehicle to conduct an Authorized Operator's personal affairs, not related to County business.

**Preventable Accident:** Any occurrence involving a fleet unit, which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the Authorized Operator in question failed to do everything that could have reasonably been done to prevent it.

\*\*\*SPECIAL NOTE\*\*\*

Preventable accidents should generally include accidents that result from backing up a fleet unit or driving faster than conditions permit, as determined by the Safety and Accident Review committee, S.A.R.C.

**Preventive Maintenance:** Vehicle or equipment services and inspections that are conducted at regular time intervals to deter mechanical breakdowns, including, but not limited to, lube, tire rotation, oil and filter changes.

**Radar Detector:** Any electronic device designed to detect or block radar.

**Rental Unit:** Any vehicle or equipment rented by the County for official County business.

**Valid Driver's License:** A Driver's License which is current for licensee's permanent residence and includes all job-required endorsements appropriate for the vehicle or equipment to be operated.

## GENERAL POLICIES AND PROCEDURES

### Applicability

The Grand County Fleet Policies and Procedures shall be applicable to every individual operating a County fleet unit. In some cases Offices or Departments such as the Emergency Medical Services (EMS), Road Department, and Sheriff's Office have fleet policies specific to their operations. In cases of conflict with the aforementioned policies and procedures, the most restrictive policy and procedure shall apply. All state and federal laws must be adhered to while operating a fleet unit.

### Utilization and Reimbursement

Authorized Operators are encouraged to use County vehicles whenever possible to conduct County business. When a County vehicle is not available an Authorized Operator may use a personal vehicle to conduct authorized County business. When a personal vehicle is used the individual will, upon submitting a reimbursement request form, be reimbursed for mileage at the rate established by the County. Authorized Operators who use their personal vehicle for County business purposes shall carry the minimum insurance required by Utah law for passenger hazard and public liability.

### Authorized Operator Eligibility

Authorized Operators shall submit a copy of their valid driver's license and the Certificate of License and Insurance Coverage Form contained in Appendix 1.

Any Authorized Operator is not allowed to operate a County fleet unit when he/she does not have a valid driver's license. In the event that an Authorized Operator is found not to have a valid driver's license, his or her authority to operate a County fleet unit shall be withdrawn until the license is once again valid. It is the responsibility of Authorized Operators to notify their Elected Official, Council Administrator, or Department Head who then relays the information to the Insurance Coordinator and Human Resources Director, of driver's license status changes. Operating a County fleet unit when a license has been suspended or revoked may be grounds for termination.

The Commercial Motor Vehicle Safety Act of 1986 established minimum requirements that must be met when a state issues a Commercial Driver's License (CDL). It specifies the following types of license:

1. Vehicles that have a gross weight less than 26,000 pounds and trailers that have a gross weight less than 10,000 pounds may be operated by Authorized Operators 18 years of age and older.

An Elected Official or the Council Administrator or Department Head may grant an exception that allows Authorized Operators 17 years of age to drive these vehicles when Elected Officials, the Council Administrator or Department Head make such a recommendation based upon unusual circumstances.

2. **Class B** -- Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds

GVWR may be operated by Authorized Operators that have obtained a class "B" CDL and are at least 21 years of age.

3. **Class A** -- Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds may be operated by Authorized Operators that have obtained a class "A" CDL and are at least 21 years of age.

### **Driver Qualification**

Safety is critical to our operations; therefore all Authorized Operators operating fleet units while conducting business for or on behalf of the County must be qualified as an "Authorized Operator" per this Driver Qualification policy prior to operating said vehicles on any public roadway.

Driver's or a potential driver's Motor Vehicle Record (MVR) will be screened pre-hire and monitored thereafter. Depending on the driver's MVR, the driver will be qualified as "Acceptable," "Borderline," or "Unacceptable." Drivers whose qualification is "Borderline" will require approval from the Safety and Accident Review Committee and review of the Grand County Fleet Policy before operating a fleet unit on public roadways while conducting, or traveling for County business. Drivers with a "Borderline" qualification who are authorized by the committee to drive may do so on a determination of the committee. Drivers with an "Unacceptable" qualification will not be allowed to operate fleet units while conducting, or traveling for County Business.

All drivers must possess a valid driver's license with endorsements appropriate for the fleet unit to be operated. The driver qualification evaluation will be based on the driver's MVR and other work-related motor vehicle incidents, whether or not the incident is reported to the State Driver License Division (DLD) and recorded on the driver's MVR. All violations or incidents recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Any single major violation may result in an "Unacceptable" qualification as determined by the Safety and Accident Review Committee. Major violations include, but are not limited to, the following or an equivalent:

1. Driving under the influence of alcohol/drugs.
2. Failure to stop/report an accident.
3. Reckless driving/speeding contest.
4. Driving while impaired.
5. Making a false accident report.
6. Vehicular homicide, manslaughter or assault.
7. Driving while license is suspended/revoked.
8. Careless driving.
9. Attempting to elude a police officer.
10. Other violations as determined by the Safety and Accident Review Committee.

## Licensing

All fleet unit licenses, titles, and registrations shall be maintained according to all required federal, state, and local laws. Each County fleet unit will carry a copy of the vehicle registration and insurance card at all times.

## Usage

Authorized Operators may be assigned fleet units in the course of their normal duties or to fulfill standby or other assignments. These units shall only be used for the purpose of County business and shall not be used for personal business unless stated differently in this policy. With the exception of law enforcement, fleet units shall not be used to transport persons who are not County Authorized Operators unless such transportation is in the course of the duties of the Authorized Operator.

Authorized Operators who drive a private vehicle in the normal course of their duties shall receive payment for mileage driven on authorized County business but shall not be paid to cover commuting mileage between an Authorized Operator's residence and their customary work site during regularly scheduled work hours.

**County Vehicle Assignment:** County vehicles may be assigned to Authorized Operators requiring vehicles of specialized function; for example, emergency vehicles, building inspectors, maintenance, etc. Approval shall be obtained from the Authorized Operator's Elected Official, Council Administrator or Department Head for assignments of vehicles and the designation of which Authorized Operators are assigned County vehicles.

All Authorized Operators including volunteers who drive County vehicles must have a current driver's license, and have taken the offered Defensive Driving course within their first year of employment (or first year of volunteerism using a County vehicle) and then every two (2) years thereafter.

1. To assure proper vehicle maintenance, each Authorized Operator assigned a vehicle will be accountable for communicating to the County Fleet Manager its service and/or repair needs.
2. Authorized Operators must follow all driving laws, regulations and ordinances and practice safe driving techniques at all times while operating a fleet unit for County business. Any fines, penalties or tickets issued to an Authorized Operator shall be the responsibility of the Authorized Operator. Unsafe, careless, negligent, or destructive driving, and/or excessive or avoidable traffic and parking violations may result in the loss of County driving privileges as well as disciplinary action, up to and including termination of employment.

Radar detectors are strictly prohibited in County vehicles.

3. Except for incidental, emergency, or for authorized commuting, personal use of any County vehicle is prohibited. This does not apply to any County department; i.e. law enforcement, Emergency Management, Emergency Medical Services (EMS), or Quick Response Vehicle (QRV), which has a separate policy related to the personal use of vehicles owned or managed by that department. The policy must be in writing and approved by the Authorized Operator's Elected Official, Council Administrator or Department Head.

4. Unless authorized by the County Council, and with the exception of a designated law enforcement vehicle or as noted differently in this policy, no County vehicle may be taken home or used for normal commuting between an Authorized Operator's residence and their customary work site during regularly scheduled work hours.
5. Authorized Operators may use a County vehicle outside the County or State only to the extent they have received prior authorization from their Elected Official, Council Administrator or Department Head.
6. Authorization to use a County vehicle outside the State must be approved by the Authorized Operator's Elected Official, Council Administrator, or Department Head; exceptions may be made for departments who need to travel to other bordering states to reach outlying regions in rural Utah.
7. Incidental personal use of a County vehicle is permitted when such use is of a minimum distance from the route of official use of the vehicle, and when such use does not adversely affect the vehicle or the public perception of the County.
8. No person may provide authorization to himself/herself to take home a County vehicle.
9. Authorization to take home a **County Assigned Vehicle** may be considered under certain circumstances. The original request must be in writing, approved by the Authorized Operator's Elected Official, Council Administrator or Department Head, and placed in the Authorized Operator's personnel file in Human Resources.

Said circumstances may include:

- a. The Authorized Operator has demonstrated, and continues to demonstrate, a need to respond to an average of five (5) emergency situations or call-outs to work per month. This must be documented for eligibility purposes on an "On-Call Form." This form must be submitted to the Authorized Operator's Elected Official, Council Administrator or Department Head for approval.
- b. The Authorized Operator's nature of work requires immediate response to situations that require a vehicle with specific capabilities or specific safety or emergency equipment that cannot reasonably be carried in the Authorized Operator's personal vehicle.
- c. The Authorized Operator may be called or sent to locations other than where his/her County vehicle is normally parked.

Authorized Operators under this Section who use the County vehicle to commute to and from work will show an additional amount of \$720.00 (or as updated per IRS regulations) on their annual W-2 statements showing as taxable income (which is figured at an average of \$1.50 (or as updated per IRS regulations) each way 48 weeks out of the year and takes into consideration two weeks of vacation and two weeks of holiday time away from work.

See exceptions below.

Exceptions:

- a. County vehicles may be used for personal use in emergency situations related to serious medical problems or property damage where the Authorized Operator of the County vehicle must respond quickly. Any emergency personal use of a County vehicle must be reported to the Authorized Operator's supervisor within eight (8) hours, or as soon as practical, following the emergency use.
- b. Situations may arise when it is impractical or uneconomical for an Authorized Operator to acquire or return a vehicle the same day of the authorized use due to the time or distance required to do so. Permission may be given in such circumstances for the Authorized Operator to take the vehicle home prior to or immediately following the authorized use.

To account for this disparity between business and personal use of these vehicles, all Authorized Operators with an assigned vehicle must maintain a log stating:

- a. Total miles driven by date,
- b. Reason for the trip and,
- c. Number of miles driven:
  1. Distinguish between miles driven from home to work and work to home.
  2. If several business stops are made in one trip, log the round-trip mileage on one line and include each destination visited.
- i. This log must then be submitted to the Clerk/Auditor at the end of each calendar year to be assigned to the Authorized Operator as wages. If a log is not provided by the Authorized Operator, the value of all use of the vehicle will be considered wages to the Authorized Operator and added to their W-2.

Those vehicles excluded from Section 19 of the Fleet Policy are:

- a. Clearly marked law enforcement, Aircraft Rescue and Firefighting (ARFF), or public safety office vehicles.
- b. Unmarked vehicles used by law enforcement officers if the use is officially authorized.
- c. Qualified specialized utility repair trucks (truck is designed to carry tools, equipment, etc; permanent interior construction, including shelves and racks; County must require Authorized Operator to commute for emergency call-outs to restore or maintain utility services (gas, water, sewer.)
- d. An ambulance or Quick Response Vehicle used for its specific purpose.
- e. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.

Authorized Operators shall be aware of the following County fleet unit usage rules:

1. All Authorized Operators shall have a current and valid driver's license for the vehicle to be operated, i.e., OHVs, trucks, CDL.

2. County fleet units shall only be used for official County business.
3. County fleet units shall be respected, protected, and not misused or abused by Authorized Operators.
4. Opportunities to minimize fleet unit idling time shall be sought by Authorized Operators.
5. Conservative driving habits, such as gradual acceleration and strict adherence to local, state, and federal driving and traffic laws, shall be adhered to by Authorized Operators of vehicles. Sheriff's Office and Emergency Medical Service vehicles responding to emergencies will be governed by department policy.
6. Authorized Operators of County fleet units are responsible for all fines and penalties imposed for parking or traffic violations while the fleet unit is in their possession.
7. Safety belts shall be worn by all occupants of fleet units at all times.
8. Children shall wear or be restrained in approved seatbelt or child seat.
9. County fleet units shall not be operated by Authorized Operators who have consumed alcoholic beverages or who are under the influence of drugs that may diminish one's ability to drive as required by the County's Drug Free Workplace Policy. Some prescription drugs and over-the-counter drugs also may affect driving and decision-making abilities. All Authorized Operators shall notify the supervisor when they are taking such drugs and follow all requirements of the County's Drug Free Workplace drug policy.
10. No County fleet unit will be operated with a known safety deficiency.
11. Fleet units shall not be taken home outside an Authorized Operator's normal duty hours unless otherwise described in this policy.
12. Fleet units shall be operated safely and within unit design standards.
13. Fleet units shall not exceed the gross weight restrictions. Exceptions are only provided when working in a construction zone, and/or with proper permits and licenses in place.
14. All mirrors shall be adjusted for the proper vision of the operator.
15. Authorized Operators shall not operate fleet units in which they have no training and have not demonstrated the ability to operate the equipment in a controlled environment.
16. Authorized Operators shall not get involved in "road rage" incidents with aggressive drivers. Authorized Operators shall simply pull over to the right lane or the side of the road and allow them to pass.
17. Passengers in County vehicles shall not be allowed unless the passengers are:
  - a. Other County employees or volunteers.
  - b. Other persons engaged in or advising on matters relating to County services or improvements.
  - c. Other persons, who are being transported as part of an approved activity, car pooling/ride sharing as approved by the Elected Official, Council Administrator or Department Head, or County employee's family members as approved by the employee's Elected Official, Council Administrator, or Department Head.
  - d. Road side assistance/stranded motorist assistance is permitted with proper documentation or permissions and/or supervisor's approval.
18. Passengers shall follow all County rules while in County vehicles. The responsibility of passengers following all County rules lies with the Authorized Operator of the County vehicle.

## **Smoking and Tobacco Use**

### **Purpose and Scope**

This policy establishes limitations on smoking and the use of tobacco products by employees and others while on-duty or while in Grand County facilities, vehicles, and/or equipment.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### **Policy**

Grand County recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also present an unprofessional image for the County and its employees. Therefore smoking and tobacco use is prohibited by employees and visitors in all County facilities, buildings, vehicles, and equipment. Details are outlined in this policy (Utah Code 26-38-3).

### **Backing Policy**

Authorized Operators shall use caution when backing up large vehicles that hinder the driver's ability to see behind the vehicle. Operators shall walk around the vehicle to check for objects immediately prior to backing a vehicle. Whenever possible, the operator should park the vehicle so that they will not be required to back the vehicle when leaving. If necessary, the driver should call for assistance.

As needed, Authorized Operators backing large trucks shall request another employee's help. The employee guiding the driver should be positioned so that the driver is always able to see them in their rear view mirror at all times. If the driver is unable to see the employee guiding the driver in the rear view mirror, the driver shall only proceed when the employee guiding the driver is again visible in the rearview mirror.

Authorized Operators shall never back a vehicle when small children are present unless another Authorized Operator is guiding the driver. Small children move quickly and are difficult to see in the rear view mirror. A walk around the vehicle is not enough to prevent an accident when children are present. If necessary, the driver should call for assistance. This is particularly applicable when there are a large number of pedestrians of all ages.

The County Fleet Manager shall install back up alarms on those vehicles in which it is determined by the Elected Official, Council Administrator or Department Head to increase safety and awareness of employees and citizens or as required by the Occupational Safety and Health Administration (OSHA).

### **\*\*\*SPECIAL NOTE\*\*\***

Preventable accidents should generally include accidents that result from backing up a fleet unit or driving faster than conditions permit, as determined by the Safety and Accident Review committee, S.A.R.C.

### **Identification**

County fleet units shall be plainly marked with the Grand County logo except when the following conditions apply:

1. Fleet equipment that is too small for the County logo.
2. Undercover law enforcement.
3. Sheriff's Office units authorized to be unmarked.
4. The vehicle or equipment is a rental or lease unit, or is a private vehicle.

## **Misuse and Abuse**

Damage to a County fleet unit caused by willful conduct or negligence on the part of the Authorized Operator shall be cause for disciplinary action. Such disciplinary action may include: restitution for the cost of repairs, suspension or revocation of operating privileges, or termination.

## **Accidents, Incidents, and Near Misses**

All Authorized Operators shall immediately report all accidents, incidents, and near misses to their supervisors and to the Insurance Coordinator for discussion by S.A.R.C. Post-accident drug testing shall be submitted in accordance with the County's Drug Free Workplace Policy. In all accidents involving police reports, the police reports are required to be submitted with all pertaining documents to the Insurance Coordinator. Authorized Operators shall complete within four (4) hours, or as soon as time permits, and submit to the Insurance Coordinator all the applicable information contained in the Accident Reporting Procedures Packet which is attached as Appendix 2 and available on the County website.

All CDL holders will comply with federal and state laws regarding the reporting of accidents.

## **Accident and Incident Resolution**

Accidents and incidents occurring in a fleet unit being used for official county business, shall be determined by the County Safety and Accident Review Committee as preventable or non-preventable through careful review of the accident police report and any other means. Should the accident or incident be determined to be preventable, the following shall be imposed and enforced by the appropriate supervisor and the Insurance Coordinator:

1. After the first preventable accident, the Authorized Operator shall be required to attend a risk management-approved driver safety program;
2. After the second preventable accident, the Authorized Operator shall be required to attend, at their own expense, a state certified or nationally recognized defensive driving course.
3. Three preventable accidents within five (5) years of being involved in the first preventable accident shall be cause for disciplinary action, which may include loss of driving privileges and leading up to and including termination. If operating a vehicle is an essential function of the position, the Authorized Operator may be terminated.

## **Custodial Responsibility**

Custodial responsibility of each County assigned vehicle will be fulfilled by the Elected Office's or Department's assigned staff. The Elected Official or Department Head or his/her designee will be responsible for reporting to the Fleet Manager the maintenance needs of the vehicles assigned to their office or department. Use of County assigned vehicles will be delegated as needed by the Elected Official, Council Administrator, or Department Head or his/her designee.

## **Cleaning and Preventative Maintenance**

All Authorized Operators are responsible for maintaining the "reasonable" cleanliness of their assigned fleet unit. County general fleet vehicles will be cleaned and vacuumed as needed at scheduled intervals by the Maintenance Department.

Each Authorized Operator is also responsible for notifying the County Fleet Manager when preventative maintenance is due according to the oil change service sticker and when problems

are occurring with a fleet unit. For further details about repairs and preventative maintenance, see Maintenance and Repair Procedures.

## **Fuel**

The County fueling station is located at the Grand County Road Department. Offices and departments are required whenever possible to use the county provided fuel station for refueling of all fleet units. When a county general fleet vehicle or rental vehicle has been checked out, the Authorized Operator shall fuel the vehicle prior to returning the keys to the Clerk's Office or rental agency.

Occasional use of a non-county fueling facility may be necessary when traveling or extenuating circumstances come about.

Fuel cards are available through the Grand County Clerk's Office.

Personal vehicles and/or property shall **never** be fueled using a County card or other County resources, even if on official County business. See "Mileage" section for reimbursement options. Using a County fuel card or County fueling station to fuel personal vehicles may be grounds for termination.

Unless specifically prohibited by manufacturer warranty or recommendations, all fleet units operating on gasoline shall use regular unleaded gasoline. Diesel vehicles are required to use type 2 diesel fuel.

## **Modification**

Any request for fleet unit modifications shall be coordinated between the Elected Official, Council Administrator or Department Head and the Fleet Manager and agreed upon by all parties.

## **Acquisition**

Prior to fleet unit acquisition, the using office or department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.

The County will identify and give preference in its vehicle procurement to the acquisition of fuel efficient vehicles, the lowest emission vehicles available, and practical and reasonably cost competitive vehicles for a given application. Additionally, acquired fleet units shall provide the best possible support of County operations. All purchasing decisions shall strongly consider maintenance costs, repair costs, operating costs, and resale value as acquisition criteria.

## **Travel for County Business**

The County authorizes travel in the performance of County business when the travel has been approved by the Authorized Operator's Elected Official, Council Administrator or Department Head and pays for travel, lodging and meals. These amounts paid are determined from time to time by the Grand County Council. Any expense for a spouse or traveling companion that is not another Authorized Operator traveling for the same business will be the Authorized Operator's responsibility.

Grand County maintains general fleet vehicles for Authorized Operator use on County business within city limits; and contracts with specific rental car agencies for travel out of town for more

than 125 miles. The fleet listing and rental car contact information is held in the Clerk/Auditor's Office, where an Authorized Operator will be able to check out or rent a vehicle and obtain temporary use of a County Fuel card. If a County vehicle is not available, an Authorized Operator may use their personal vehicle with the approval of their Elected Official, Council Administrator or Department Head; however, this is discouraged. An Authorized Operator's Elected Official, Council Administrator or Department Head must review and approve all travel allowance requests.

### **Mileage**

The County will fully reimburse an Authorized Operator for mileage when an Authorized Operator's personal vehicle is used for official County Business, outside normal travel to and from work, due to the lack of availability of a County or rental vehicle. If County vehicles are available but the Authorized Operator's Elected Official, Council Administrator or Department Head has given their permission to use a private vehicle, the Authorized Operator will be reimbursed at half the established rate of reimbursement. The rate an Authorized Operator will be reimbursed will be equivalent to the current U.S. General Services Administration, Privately Owned Vehicle (POV) Mileage Reimbursement Rates. To receive reimbursement, the Authorized Operator must provide start and end odometer readings from the personal vehicle or a printout from MapQuest, Google Maps or other mapping software showing miles to and from destination.

### **Meal Per Diem**

The County will pay per diem for Authorized Operators who travel fifty (50) miles or more from their origin of work on approved County business. The rate will be equivalent to the current U.S. General Services Administration, Meals and Incidental Expenses (M&IE) Breakdown by city and state location; and will cover the meal plus any taxes and tip. Per diem allowances are based on the departure and arrival time from and to the Authorized Operator's primary work site as:

1. Breakfast is allowed if the Authorized Operator departs from their point of origin or is fifty (50) miles away from their worksite prior to 6:00am.
2. Lunch is allowed if the Authorized Operator departs their point of origin prior to 11:00am or returns to their point of origin after 2:00pm, or is fifty (50) miles away from their worksite during the stated hours.
3. Dinner is allowed if the Authorized Operator arrives at their destination or is fifty (50) miles away from their worksite after 7:00pm.

If a meal is included in the registration cost or breakfast is provided by the hotel, no per diem will be given for that particular meal, unless documentation is provided to the Clerk/Auditor's Office explaining why these services were not used.

### **Advancements**

Authorized Operators may receive advances of up to 100% of the expected expenses for travel, provided they submit an advance request form to the County Clerk's Office within a five (5) business day notice. These advances and the actual expenses will be finalized after the Authorized Operator submits a final travel reimbursement form. When travel is funded by a grant or other program, the Authorized Operator shall be given the amount provided and funded by the grant or program.

All requests for travel reimbursement shall be submitted to the County Clerk/Auditor's Office within ten (10) days after the completion of the travel.

## Travel Related Expense that May Be Prepaid

In advance of the travel, the County will issue prepayments for airfare, rail transportation, rental vehicles, and conference registration fees with approval from the Authorized Operator's Elected Official, Council Administrator or Department Head. Applicable policies and methods of the prepayments are as follows.

1. **Airfare:** Authorized Operators are expected to obtain the lowest available airfare that reasonably meets business travel needs. Authorized Operators are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing and should purchase coach or economy seating for domestic or international flights. A business class ticket may be purchased per the discretion of the Authorized Operator's Elected Official, Council Administrator or Department Head for domestic or international flights if the flight exceeds five (5) consecutive hours, excluding layovers.
2. **Rail transport:** As long as the cost does not exceed the cost of the least expensive airfare.
3. **Rental vehicles:** The County will pay for approved use of a rental vehicle upon reaching destination, if the vehicle is necessary. If shuttles, buses or taxis are available, an Authorized Operator should access these as the first mode of travel.
4. **Lodging:** When reserving lodging, the Authorized Operator should find a location reasonably priced, yet close to their destination. The payment will be set up as direct billing for the County or paid by check prior to the Authorized Operator's departure to insure taxes are handled by the Clerk/Auditor's Office accordingly. If an Authorized Operator uses a personal credit card, the Authorized Operator will be responsible for the in-state tax charged as Utah Law will not permit this to be reimbursed.
5. **Convention/conference/training seminar registration fees:** Will be paid with a County check, once an invoice and check request form are approved and submitted. If a County credit card is used, the receipt must be submitted to the Clerk/Auditor's Office showing the appropriate general ledger account to pay from. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the Authorized Operator's per diem allowance.

## Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation.

Reimbursements that may be paid by the County are:

1. **Business expenses:** Faxes, photocopies, and internet charges. Original itemized receipts are required.
2. **Parking:** Original receipts are required for parking fare. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
3. **Tolls:** Original receipts are required for tolls.
4. **Miscellaneous transportation:** Original receipts for each occurrence are required for taxi, bus, subway, metro, ferry, and other modes of transportation. The County will not reimburse for any other type of gratuity except for what is covered under the per diem.

## **Spouse or Other Dependent Expenses**

Incremental costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide County purpose for engaging in the travel or attending the event.

## **Incidental Overnight Usage at Personal Residence**

Occasional overnight usage of County vehicles at personal residence is permitted if the Authorized Operator has been approved the use of a County vehicle for authorized County business away from the work station and the number of miles traveled, or the time needed to conduct the business will be minimized if the Authorized Operator uses a County vehicle to travel to the Authorized Operator's residence before or after traveling to the place of County business. These situations must be approved by the respective Elected Official, Council Administrator, or Department Head prior to the vehicle being taken home.

If occasional overnight usage by any Authorized Operator exceeds 15 times per year, IRS regulations require that the log form for each overnight commute trip must be completed for auto fringe benefit calculations and the information reported to the Clerk Auditor's Office and central payroll.

Exceptions—Camp Crews as authorized by the Road Department Head are exempt from overnight usage restrictions while in the course of their work-related duties.

## **Commuting with County Vehicles**

The use of a County fleet vehicle for commuting to and from an Authorized Operator's residence is prohibited except under very limited circumstances. A County vehicle may be used by a County Authorized Operator to travel to and from the Authorized Operator's residence under the following circumstances:

1. When an Authorized Operator's job description requires an Authorized Operator to respond to a work-related emergency during hours when the Authorized Operator is not normally working and as approved by their respective Elected Official, Council Administrator, or Department Head.

All County assigned vehicles assigned to Elected Official Offices are allowed for commuting purposes when approved by their respective Elected Official. All vehicles assigned to departments are allowed for commuting purposes when approved by their respective Department Head and, in the case of Department Heads, the Council Administrator. These vehicles are considered a qualified non personal-use vehicle which by IRS terms is considered to be any vehicle the Authorized Operator is not likely to use more than minimally for personal purposes because of its design. Qualified non personal-use vehicles generally include:

1. Clearly marked police and fire vehicles.
2. Unmarked vehicles used by law enforcement officers if the use is officially authorized.
3. Pickup trucks or vans clearly marked with permanently affixed decals.
4. Special Equipment Vehicles manufactured for special application or equipped with tools or devices for specific job applications.

## **Discipline**

An Authorized Operator's authority to operate a County fleet unit may be suspended or revoked by the appropriate supervisor or Elected Official for any of the following grounds:

When using a County vehicle and/or equipment-

1. Does not have an up-to-date valid driver's license.
2. Has not obeyed County fleet unit usage rules.
3. Has been involved in three or more preventable accidents during a five (5) year period.
4. Has misused or illegally operated (on the basis of citizen complaints) a County fleet unit three times during a five (5) year period.

When using personal and/or County vehicles/equipment-

1. Has two or more moving violations during the last twelve (12) months.
2. Has a DUI (drugs or alcohol), or drug or alcohol related reckless driving during the last twelve (12) months.

### **\*\*\*SPECIAL NOTE\*\*\***

Accidents, incidents, near miss reports, and Division of Motor Vehicle (DMV) records are reviewed by Grand County Insurance Coordinator then forwarded to Safety and Accident Review Committee.

## **RESPONSIBILITIES**

### **County Fleet Manager**

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, and replacement of all Fleet Units except for personal vehicles used for official County business.

In implementing and complying with this authority, the County Fleet Manager shall principally:

1. Review with the appropriate Elected Official, Council Administrator and/or Department Head all fleet purchasing and specification issues that require additional clarification or conflict resolution.
2. Ensure that Grand County's fleet acquisitions minimize acquisition, operating, and repair costs, and maximize resale value.
3. Ensure proper assignment of custodial responsibility for each fleet unit.
4. Enforce Authorized Operator eligibility in conjunction with the appropriate Elected Official, Council Administrator or Department Head.
5. Ensure that all fleet units comply with the current state safety inspection law.
6. Coordinate with the Clerk/Auditor's Office to ensure that all County fleet units, other than private and rental units, are properly titled, licensed and insured to Grand County.
7. Arrange for Authorized Operator training, testing, and certification. Coordinate with the Insurance Coordinator on the requirements for defensive driving courses.
8. Train Authorized Operators on conducting a pre-trip inspection on licensed heavy vehicles and written logs of the inspection in the vehicle.
9. Find ways to facilitate Authorized Operator compliance with fleet policies and procedures (e.g. provide training, etc.).
10. Monitor vehicle usage and determine the suitability of replacing vehicles and equipment. Recommend the disposal of a fleet unit when it becomes uneconomical to maintain. As vehicles and equipment reach target miles or time for replacement,

- prepare a technical and cost evaluation, including repair/replace analysis to determine if units are to be retained, disposed of, or in some situations, reassigned.
11. Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All County fleet units acquired and maintained shall be targeted for replacement according to industry standard. The guidelines shall be used as a basis for developing the useful life of equipment for chargeback purposes and programming future departmental vehicle and motorized equipment requirements. The guidelines shall be based on time and/or mileage, and measured against actual fleet usage.
  12. Advise departments in developing specifications for new or replacement fleet units.
  13. Produce reports as needed or requested.
  14. Annually monitor and evaluate the condition of Grand County fleet units.
  15. Establish a preventative maintenance program. The program should incorporate:
    - a. Scheduling preventative maintenance that ensures minimum vehicle downtime.
    - b. Manufacturers' maintenance standards.
    - c. Preventative maintenance tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, and a tune up program that insures the engine is operating at peak efficiency designed for each vehicle or class of vehicles depending on its operating environment.
  16. Track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the County from paying for repairs or parts that are still covered under manufacturer warranties.
  17. Administer service contracts to ensure that vendors are performing at the set service levels. Each year the County Fleet Manager should obtain three phone bids (based on an hourly rate) on all ongoing maintenance services and mechanic work that Grand County contracts out.
  18. Make recommendations on fleet policies and procedures.
  19. Maintain written records for the maintenance performed on each vehicle/equipment. Records of any maintenance not performed by the County Road Shop shall be provided to the Road Department to be placed in the vehicle/equipment file.
  20. Purchase emergency kits for County general fleet vehicles and ensure that they are in the vehicle and in usable condition when doing routine inspections.

### **Elected Official, Council Administrator and Department Heads**

1. Carefully assess Elected Office's or Department's needs to minimize fleet size and plan vehicle and equipment usage to maximize efficiency and minimize mileage driven.
2. Ensure that vehicles and motorized equipment requested for acquisition and use within their department are of the appropriate size and have only those items/accessories that are operationally required.
3. Reinforce the County usage rules and discipline Authorized Operators for violation of policies.
4. Ensure that Authorized Operators inspect their assigned vehicles as required and that they make time available for preventative maintenance scheduling.
5. In cases of an accident, the Elected Official, Council Administrator or Department Head shall coordinate with the Insurance Coordinator and Human Resources Director to ensure that Authorized Operators are tested in accordance with the County's Drug Free Workplace Policy.

## **County Clerk/Auditor**

1. Maintain Fixed Asset Inventory files which include titles to all vehicles along with the originals of other important documents pertaining to vehicles.
2. Schedule the use of all County general fleet vehicles and keep a set of keys.

## **Human Resources Director**

1. Prior to hiring, the potential Authorized Operator shall provide to the County Human Resources Director a completed Certificate of License and Insurance Coverage form in which information is provided about their operator's license. Attached as Appendix 1.
2. Maintain in Authorized Operator's personnel file the following information: a copy of a completed Certificate of License and Insurance Coverage form (attached as Appendix 1), fuel card number assigned, and keys that may be assigned to an Authorized Operator.
3. Maintain in Authorized Operator's personnel file information pertaining to accidents involving County vehicles and provide this information to the County Fleet Manager, Insurance Coordinator and Safety and Accident Review Committee as needed.
4. In cases of an accident, oversee the assistance of the Authorized Operator, Elected Officials, Council Administrator, Department Heads and Insurance Coordinator in complying with the standards contained in the County's Policies and Procedures.
5. Maintain written records of all training and ability tests, accidents, citations, etc.
6. Ensure that all new Authorized Operators attend a Defensive Driving course within the first year of employment and once every two (2) years thereafter.

## **Insurance Coordinator**

1. Ensure that all vehicles have adequate insurance coverage.
2. Provide a written statement on or before July 1 of each year stating that the driving record has been checked of each Authorized Operator or volunteer who is expected to drive on County business.
3. Provide a copy of the driving record to the County insurance provider, Human Resources Director for any individual who has one or more of the following:
  - a. DUI (drugs or alcohol), or drug- or alcohol-related reckless driving during the last twelve (12) months.
  - b. Two or more moving violations during the last twelve (12) months.
  - c. Driver's license revoked or suspended in the last twelve (12) months.
4. Maintain records obtained for each insured on file until June 30<sup>th</sup> of the following year and make them available for inspection upon request of the County's insurance provider, Human Resources Director and/or the Safety and Accident Review Committee.
5. In cases of an accident, the Insurance Coordinator shall coordinate all claim information as required in the Accident Reporting Procedures packet, attached as Appendix 2, with the Authorized Operator; Elected Official, Council Administrator, or Department Head; County Fleet Manager; County Safety and Accident Review Committee; and the County's insurance provider to ensure all required information and forms are complete.
6. In cases of an accident, the Insurance Coordinator shall collaborate with the Human Resources Director in assisting the Authorized Operator and Elected Official, Council Administrator, or Department Head in complying with the standards contained in the County's Policies and Procedures.

## **Authorized Operators**

1. Abide by all of the County usage rules and other requirements of this policy.
2. It is the responsibility of each Authorized Operator to assume complete responsibility for vehicle care while assigned.
3. Report to the County Fleet Manager deficiencies discovered through Authorized Operator's inspection, which are beyond their capability to resolve. Authorized Operators will operate all County fleet units in accordance with the restrictions or limitations imposed upon their respective driver's license.
4. In cases of an accident, the Authorized Operator shall comply with the testing requirements of the County's Drug Free Workplace Policy or be subject to discipline for non-compliance.

## **MAINTENANCE AND REPAIR PROCEDURES**

### **General**

Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways via the County Fleet Manager:

1. On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
2. On an unscheduled basis, which is referred to as breakdown, or unscheduled maintenance.

As an overall reference, Authorized Operators should strive to follow the fleet management "best practices" in regards to tire rotation, brake pad replacement and other needed maintenance items through communication with the County Fleet Manager. These include but are not limited to the following:

1. Rotate tires at manufacturer-recommended intervals and require Authorized Operators to inspect tire air pressure **weekly**. Properly inflated tires last longer and contribute to fuel efficiency.
2. Replace brake pads and shoes before they wear disks or drums. Pads and shoes are cheaper than disks and drums. Replace as needed and save money in the long run.
3. Create a specific vehicle maintenance policy or schedule for each class of vehicles operated. Enforce the policies and schedules to ensure routine service is completed as scheduled.

### **Vehicles Requiring Preventative Maintenance or in Disrepair but Operational**

Fleet units requiring preventative maintenance or that are in disrepair but safely operational will be delivered to the County Fleet Manager. The Authorized Operator will provide the County Fleet Manager with the vehicle number and repairs required. The County Fleet Manager will prepare a vehicle work order and coordinate the vehicle's repair.

### **Disclaimer**

Grand County reserves the right to modify, amend, suspend, cancel or terminate any of its plans, programs, policies or providers at any time.

## **APPENDIX**

The following attached exhibits contain official Grand County forms that may be updated periodically as deemed necessary by the County Insurance Coordinator and/or Safety and Accident Review Committee.

**Appendix 1- Certificate of License and Insurance Coverage Form**

**Appendix 2- Accident Reporting Procedures Packet**

**Appendix 3- Pre-trip Inspection Form**

**Appendix 1- Certificate of License and Insurance Coverage Form**

DRAFT

# CERTIFICATE OF LICENSE AND INSURANCE COVERAGE FORM

## Section A – Drivers License Verification

I certify that I have a valid and appropriate Drivers license and that the information contained below is complete and accurate. I agree to notify the Human Resources Office immediately if my license expires, or is revoked. I agree that each time I endorse a mileage reimbursement check; I am certifying I possess a valid driver license. I understand if I drive a vehicle while in the course of performing my job without a valid and appropriate license I will be subject to disciplinary action, which may include termination.

Drivers License Number	Type of License	Expiration Date

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section B – Auto Insurance Coverage

I certify that I have at least the minimum insurance required by Utah State laws on each personal vehicle I operate while performing my job. I agree to have such coverage in effect while using my vehicle(s) when employed. I agree to notify the Human Resources Office immediately if my insurance coverage ceases to be in effect for any reason. I agree that each time I endorse a mileage reimbursement check; I am certifying my insurance coverage is in effect. I understand that if I drive a vehicle while in the course of performing my job without the minimum coverage amounts I will be subject to disciplinary action, which may include termination.

**I understand that the minimum insurance required by Utah State law includes the following:**

1. No Fault Coverage
2. A “25-50-15” liability policy which covers at least \$25,000 per individual for bodily injuries and a \$50,000 minimum per accident or \$50,000 total per accident which can be used for bodily injuries or property damage.
3. Property damage coverage of at least \$15,000.
4. Uninsured motorist coverage of \$25,000 per person and \$50,000 per accident.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 2- Accident Reporting Procedures Packet**

DRAFT

**Appendix 3- Pre-trip Inspection Form**

DRAFT

**A RESOLUTION ADOPTING THE GRAND COUNTY FLEET POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, it is necessary from time to time to amend the County Employment Policies and Procedures Manual previously enacted by the Grand County Council to improve and establish new policies and procedures;

**NOW THEREFORE**, be it resolved by the Grand County Council to amend and enact policies pertaining to County fleet vehicles for all employees. The adopted policies and procedures are contained in Exhibit A, which is attached to this Resolution. This policy and procedure will be an element of the Grand County Employment Policies and Procedures Manual. A six (6) month time period from the date of the approval of this resolution is established for current employees to meet the requirements of an authorized operator of County fleet vehicles.

This Resolution was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 15<sup>th</sup> day of July, 2008.

**ATTEST:**

**GRAND COUNTY COUNCIL**

  
\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

  
\_\_\_\_\_  
Gene Ciarus, Chairman

# EXHIBIT A



# GRAND COUNTY UTAH



## **FLEET POLICIES & PROCEDURES**

# TABLE OF CONTENTS

PURPOSE .....	3
DEFINITIONS .....	3
GENERAL POLICIES AND PROCEDURES .....	5
Applicability .....	5
Authorized Operator Eligibility .....	5
Licensing .....	6
Usage .....	6
Backing Policy .....	7
Identification .....	7
Misuse and Abuse .....	7
Accidents .....	8
Accident Resolution .....	8
Custodial Responsibility .....	8
Cleaning and Preventative Maintenance .....	9
Fuel .....	9
Modification .....	9
Acquisition .....	9
Incidental Overnight Usage .....	9
Commuting with County Owned Vehicles .....	10
Discipline .....	10
RESPONSIBILITIES .....	10
County Fleet Manager .....	10
Elected Official and Department Heads .....	12
County Clerk/Auditor .....	12
Human Resource Director .....	12
Insurance Coordinator .....	12
Authorized Operators .....	13
MAINTENANCE AND REPAIR PROCEDURES .....	14
General .....	14
Vehicles Requiring Preventative Maintenance or in Disrepair But Operational .....	14
APPENDIX .....	15
Appendix 1- Certificate of License and Insurance Coverage Form .....	16
Appendix 2- Accident Reporting Procedures Packet .....	17
Appendix 3- Pre-trip Inspection Form .....	18

## PURPOSE

To establish policies and procedures to ensure that Grand County's fleet units are selected, acquired, utilized and maintained in a manner that provides the best possible support to County operations through economical fleet management.

## DEFINITIONS

**Accident:** Any occurrence, in which a County fleet unit is involved in a mishap resulting in harm or injury to persons, or damage to property, regardless of total cost of treatments or repairs.

**Authorized Operator:** Any employee of the County who has been identified by the County as having the authority, within his or her scope of employment or position, to operate a County fleet unit on the County's behalf, who holds a valid drivers license, and has completed the specific training and other criteria required by the County for the fleet unit which will be operated.

**County General Fleet Vehicles:** Vehicles that are checked out through the Clerk's Office.

**County Vehicle:** Any vehicle purchased and owned by the County for official County business.

**Elected Official:** Includes the elected official of the Assessor's, Attorney's, Clerk/Auditor's, Recorder's, Treasurer's and Sheriff's Office.

**Elected Official Office's:** Includes the offices of the Grand County Assessor, Attorney, Clerk/Auditor, Recorder, Treasurer and Sheriff.

**Equipment Modification:** Adding, changing, deleting parts, accessories or specific capacities to fleet vehicles and equipment other than as delivered to Grand County.

**Equipment Misuse and Abuse:** Damage to equipment where reasonable care to prevent damage was not taken which includes but is not limited to: use of equipment for other than its intended purpose or use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Not having vehicle/equipment preventative maintenance service performed in a timely manner.

**Fleet Unit:** Any vehicle or equipment purchased and owned by the County for official County business. This includes vehicles, heavy equipment, and trailers.

**Non-Preventable Accident:** Any occurrence involving an accident/incident in which everything that could have been reasonably done to prevent it was done and the accident still occurred. Non-preventable accidents shall include vandalism of County vehicles being used to conduct County business.

**Personal Use:** The use of a County vehicle to conduct an employee's personal affairs, not related to County business.

**Preventable Accident:** Any occurrence involving a County vehicle, which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the authorized operator in question failed to do everything that could have reasonably been done to prevent it. Preventable accidents shall include accidents that result from backing up a vehicle and driving faster than conditions permit.

**Preventive Maintenance:** Vehicle services and inspections that are conducted at regular time intervals to deter mechanical breakdowns, including, but not limited to, lube, tire rotation, oil and filter changes.

↙

# GENERAL POLICIES AND PROCEDURES

## Applicability

The Grand County Fleet Policies and Procedures shall be applicable to every individual operating a County fleet unit. In some cases Offices or Departments such as the Sheriff's Office and the EMS Department have fleet policies specific to their operations. In cases of conflict with the aforementioned policies and procedures the most restrictive policy and procedure shall apply.

## Utilization and Reimbursement

Employees are encouraged to use County vehicles whenever possible to conduct County business. When a fleet vehicle is not available an employee may use a personal vehicle to conduct authorized County business. When a personal vehicle is used the individual will be reimbursed at the rate established by the County. Employees who use their personal vehicle for County business purposes shall carry the minimum insurance required by Utah law for passenger hazard and public liability.

## Authorized Operator Eligibility

To operate a County fleet unit, authorized operators shall have a valid Utah driver's license for the type and class of unit being operated.

Authorized operators shall submit a copy of their Utah driver's license and the Certificate of License and Insurance Coverage Form contained in Appendix 1.

Any authorized operator is not allowed to operate a County fleet unit when he/she does not have a valid Utah driver's license. In the event that an authorized operator is found not to have a valid Utah driver's license, his or her authority to operate a County fleet unit shall be withdrawn until the license is once again valid. It is the responsibility of authorized operators to notify their Supervisor, Human Resource Director, County Fleet Manager and Insurance Coordinator if driver's license status changes. Operating a County fleet unit when a license has been suspended or revoked may be grounds for termination.

The County has also adopted the following age restrictions for authorized operator's eligibility for the following fleet units:

- Vehicles that have a gross weight less than 26,000 pounds and trailers that have a gross weight less than 10,000 pounds may be operated by employees 18 years of age and older. An Elected Official or Council Administrator may grant an exception that allows employees 17 years of age to drive these vehicles when elected officials or department heads make such a recommendation based upon unusual circumstances.
- Vehicles that have a gross weight greater than 26,000 pounds and trailers that have a gross weight greater than 10,000 pounds may be operated by employees that have obtained a CDL License and are at least 21 years of age.

## Licensing

All County fleet unit licenses, titles, and registrations shall be maintained according to all required Federal, State, and local laws. Each County vehicle will carry a copy of the vehicle registration and insurance card at all times.

## Usage

Authorized operators shall be aware of the following County fleet unit usage rules:

- All authorized operators shall have a current and valid Utah drivers' license for the vehicle to be operated, i.e., OHV's, trucks, commercial drivers' license (CDL).
- County fleet units shall only be used for official County business.
- County fleet units shall be respected, protected, and not misused or abused by authorized operators.
- Opportunities to minimize fleet unit idling time shall be sought by authorized operators.
- Conservative driving habits, such as gradual acceleration and strict adherence to local, state, and federal driving and traffic laws, shall be implemented by authorized operators of vehicles. Sheriff's Office and Emergency Medical Service vehicles responding to emergencies will be governed by department policy.
- Authorized operators of County fleet are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle while the County vehicle is in their possession.
- Safety belts shall be worn by all occupants of vehicles at all times.
- County fleet units shall not be operated by authorized operators who have consumed alcoholic beverages or who are under the influence of drugs that may diminish ones ability to drive as required by the County drug policy. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities. All employees shall notify the supervisor when they are taking such drugs and follow all requirements of the County's drug policy.
- Smoking is not allowed in County's general fleet vehicle (vehicles checked out through the Clerk's Office).
- No County fleet unit will be operated with a known safety deficiency.
- County vehicles shall not be taken home outside an authorized operator's normal duty hours unless he/she qualifies for on-call or take home status (see After-Hour On-Call / Take-Home Use within this policy).
- Fleet units shall be operated safely and within unit design standards.
- Fleet units shall not exceed the gross weight restrictions. Exceptions are only provided when working in a construction zone.
- All mirrors shall be adjusted for the proper vision of the operator.
- Employees shall not operate fleet units in which they have no training and have not demonstrated the ability to operate the equipment in a controlled environment.
- Fleet units shall be refueled properly.
- Operators shall not get involved in "road rage" incidents with aggressive drivers. Operators shall simply pull over to the right lane or the side of the road and allow them to pass.
- Passengers in County vehicles shall not be allowed unless the passengers are:
  - Other County employees
  - Other persons engaged in or advising on matters relating to County services or improvements
  - Other persons, who are being transported as part of an approved activity, car pooling/ride sharing as approved by the Council Administrator or Elected Official,

or County employee's family members as approved by the employee's supervisor.

- Passengers shall follow all County rules while in County vehicles. The responsibility of passengers following all County rules lies on the authorized operator of the County vehicle.

## **Backing Policy**

Operators shall use caution when backing up large vehicles that hinders the driver's ability to see behind the vehicle. Operators shall walk around the vehicle to check for objects immediately prior to backing a vehicle. Whenever possible, the operator should park the vehicle so that they will not be required to back the vehicle when leaving. If necessary, the driver should call for assistance.

As needed operators backing large trucks shall request another employee's help. The employee guiding the driver should be positioned so that the driver is always able to see them in his rear view mirror at all times. If the driver is unable to see the employee guiding the driver in the rear view mirror, the driver shall only proceed when the employee guiding the driver is again visible in the rearview mirror.

Operators shall never back a vehicle when small children are present unless another employee is guiding the driver. Small children move quickly and are difficult to see in the rear view mirror. A walk around the vehicle is not enough to prevent an accident when children are present. If necessary, the driver should call for assistance. This is particularly applicable when there are a large number of pedestrians of all ages.

The County Fleet Manager shall install back up alarms on those vehicles in which it is determined by the elected official or department head to increase safety and awareness of employees and citizens or as required by OSHA.

Accidents involving backing up a vehicle shall be considered a Preventable Accident.

## **Identification**

County fleet units shall be plainly marked with the Grand County logo except when the following conditions apply:

- Fleet equipment that is too small for the County logo.
- Those vehicles approved by the Council Administrator or Elected Official.

## **Misuse and Abuse**

Damage to a County fleet unit caused by willful conduct or negligence on the part of the authorized operator shall be cause for disciplinary action. Such disciplinary action may include: restitution for the cost of repairs, suspension or revocation of operating privileges, or termination.

## **Accidents**

All operators shall immediately report accidents to their supervisors. In accordance with the County's drug policy all operators shall submit to post accident drug testing. Police reports are Passed by Resolution #2838 7/15/08

required for all accidents. Operators shall complete and submit to the Insurance Coordinator all the applicable information contained in Accident Reporting Procedures packet which is attached as Appendix 2 and contained in the glove box of the County's general fleet vehicles.

All CDL holders will comply with federal and state laws regarding the reporting of accidents.

### **Accident Resolution**

Accidents occurring in a County vehicle shall be determined by the County Safety and Accident Review Committee as preventable or non-preventable through careful review of the accident police report and any other means. Should the accident be determined to be preventable, the following shall be imposed and enforced by the appropriate supervisor and Human Resource Director:

- After the first preventable accident, the authorized operator shall be required to attend a risk management-approved driver safety program;
- After the second preventable accident, the authorized operator shall be required to attend, at their own expense, a state certified or nationally recognized defensive driving course.
- After three preventable accidents within five years of being involved in the first preventable accident shall be cause for disciplinary action, which may include loss of driving privileges and leading up to and including termination. If operating a vehicle is an essential function of the position the authorized operator may be terminated.

### **Custodial Responsibility**

Custodial responsibility of each vehicle will be assigned to the office or department for the intended use of the office or department. The elected official or department head or his/her designee will be responsible for the maintenance and upkeep of the vehicles assigned to their office or department. Use of vehicles will be delegated by the elected official or department head or his/her designee.

4

## **Cleaning and Preventative Maintenance**

Each department is responsible for maintaining the cleanliness of their assigned fleet unit. Vehicles shall be cleaned at regularly scheduled intervals. When a vehicle from the General County Fleet has been checked out overnight the authorized operator shall fuel, vacuum, and wash the vehicle prior to returning the keys to the Clerk's Office. The Clerk's Office will have petty cash funds available to vacuum and wash the cars.

Each department is also responsible for keeping up with the preventative maintenance schedule outlined by the County Fleet Manager. For further details about repairs and preventative maintenance, see Maintenance and Repair Procedures.

## **Fuel**

The County has established contracts for retail fuel dispensing services. Offices and departments are required whenever possible to use the contracted vendor cards. Occasionally use of a non vendor fueling facility may be necessary when a vendor facility is not available in certain areas. Using a County fuel card to fuel personal vehicles may be grounds for termination depending upon the circumstances.

Unless specifically prohibited by manufacturer warranty or recommendations, all fleet units operating on gasoline shall use regular unleaded gasoline. Diesel vehicles are required to use type 2 diesel fuel.

## **Modification**

All requests for fleet unit modifications shall be approved by an Elected Official or Council Administrator and transmitted to the County Fleet Manager in writing. Elected officials or department heads will not install, nor allow to be installed, any additional electrical or electronic equipment such as stereo, CB's, light, light chargers and radio chargers in any County fleet unit. Equipment of this type will be installed by the County's Shop or a vendor approved by the Fleet Manager. Radar detectors are strictly prohibited in County vehicles.

## **Acquisition**

Prior to fleet unit acquisition, the using office or department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.

The County will identify and give preference in its vehicle procurement to the acquisition of fuel efficient, the lowest emission vehicles available and practical and reasonably cost competitive for a given application. Additionally, acquired fleet units shall provide the best possible support of County operations. All purchasing decisions shall strongly consider maintenance costs, repair costs, operating costs, and resale value as acquisition criteria.

## **Incidental Overnight Usage**

Occasional overnight usage of County owned vehicles is permitted if the employee has been assigned the use of a County vehicle for authorized County business away from the work station to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct the business will be minimized if the employee uses a County vehicle to travel to the employee's residence before or after traveling to the place of County business. These situations must be approved by the elected official or department head and Council Administrator prior to the vehicle being taken home.

If occasional overnight usage by any employee exceeds 15 times per year, IRS regulations require that the log form for each overnight commute trip must be completed for auto fringe benefit calculations and the information report to the Clerk Auditor's Office and central payroll.

## **Commuting with County Owned Vehicles**

The use of a County fleet vehicle for commuting to and from an employee's residence is prohibited except under very limited circumstances. A County vehicle may be used by a County employee to travel to and from the employee's residence under the following circumstances:

- When an employee's job description requires an employee to respond to a work-related emergency during hours when the employee is not normally working and as approved by their respective elected official or by department heads and the Council Administrator.

All vehicles assigned to Elected Official Office's are allowed for commuting purposes when approved by their respective elected official. All vehicles assigned to departments are allowed for commuting purposes when approved by their respective department heads and the Council Administrator. These vehicles are considered a qualified non personal-use vehicle which by IRS terms is considered to be any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified non personal-use vehicles generally include:

- Clearly marked police and fire vehicles
- Unmarked vehicles used by law enforcement officers if the use is officially authorized
- Pickup trucks or vans clearly marked with permanently affixed decals
- Special Equipment Vehicles manufactured for special application or equipped with tools or devices for specific job applications.

## **Discipline**

The authority to operate a County fleet unit may be suspended or revoked by the appropriate supervisor or elected official for any of the following grounds when an authorized operator:

- Does not have an up-to-date Utah driver's license
- Has been involved in three or more preventable accidents during a five year period
- Has two or more moving violations during the last 12 months
- Has misused or illegally operated (on the basis of citizen complaints) a County fleet unit three times during a five year period
- Has not obeyed County fleet unit usage rules.
- Has a DUI (drugs or alcohol), or drug or alcohol related reckless driving during the last 12 months.

## **RESPONSIBILITIES**

### **County Fleet Manager**

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, and replacement.

In implementing and complying with this authority, the County Fleet Manager shall principally:

- Review with the Council Administrator and elected officials all fleet purchasing and specification issues that require additional clarification or conflict resolution.
- Ensure that Grand County's fleet acquisitions minimize acquisition, operating, and repair costs; and maximize resale value.
- Ensure proper assignment of custodial responsibility for each vehicle.
- Enforce authorized operator eligibility in conjunction with the appropriate elected official or department head.
- Ensure that all vehicles comply with the state safety inspection law.
- Coordinate with the Clerk/Auditor's Office to ensure that all County fleet units are properly titled and licensed to Grand County.
- Arrange for authorized operator training, testing, and certification to keep authorized operators. Coordinate with the Human Resource Director the requirements for defensive driving courses.
- Train authorized operators on conducting a pre-trip inspection on licensed heavy vehicles and written logs of the inspection in the vehicle.
- Find ways to facilitate authorized operator abidance of fleet policies and procedures (e.g. provide training, etc.).
- Monitor vehicle usage and determine the suitability of replacing vehicles and equipment. Recommend the disposal of a fleet vehicle or equipment when it becomes uneconomical to maintain. As vehicles and equipment reach target miles or time for replacement, prepare a technical and cost evaluation, including repair/replace analysis to determine if units are to be retained, disposed of or in some situations, be reassigned.
- Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All County vehicles and fleet equipment acquired and maintained shall be targeted for replacement according to industry standard. The guidelines shall be used as a basis for developing the useful life of equipment for chargeback purposes and programming future departmental vehicle and motorized equipment requirements. The guidelines shall be based on time and/or mileage, and measured against actual fleet usage.
- Advise departments in developing specifications for new or replacement vehicles and fleet equipment.
- Produce reports as needed or requested.
- Annually monitor and evaluate the condition of Grand County fleet units.
- Establish a preventative maintenance program. The program should incorporate:
  - Scheduling preventative maintenance that ensures minimum vehicle downtime.
  - Manufacturers' maintenance standards.
  - Preventative maintenance tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, and a tune up program that insures the engine is operating at peak efficiency designed for each vehicle or class of vehicles depending on its operating environment.
- Monthly, notify each office or department of vehicles past due for scheduled preventative maintenance.
- Track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the County from paying for repairs or parts that are still covered under manufacturer warranties.
- Administer service contracts to ensure that vendors are performing at the set service levels. Each year the County Fleet Manager should obtain three phone bids (based on an hourly rate) on all ongoing maintenance services and mechanic work that Grand County contracts out.
- Make recommendations on fleet policies and procedures.

- Maintain written records for the maintenance performed on each vehicle/equipment. Any maintenance not performed by the County Road Shop, shall provide copies of said maintenance to the Road Department to be placed in the vehicle/equipment file.
- Purchase emergency kits for fleet vehicles and ensure that they are in the vehicle and in usable condition when doing routine inspections.

### **Elected Official and Department Heads**

- Carefully assess offices or department needs to minimize fleet size and plan vehicle and equipment usage to maximize efficiency and minimize mileage driven.
- Ensure that vehicles and motorized equipment requested for acquisition and use within their department are of the appropriate size and have only those items/accessories that are operationally required.
- Reinforce the County usage rules and discipline authorized operators for violation of policies.
- Ensure that employees inspect their assigned vehicles as required and that they make time available for preventative maintenance scheduling.
- In cases of accident the elected official or department head shall coordinate with the Insurance Coordinator and Human Resource Director to ensure that employees are tested in accordance with the County's Drug Policy.

### **County Clerk/Auditor**

- Maintain Fixed Asset Inventory files which include titles to all vehicles along with the originals of other important documents pertaining to vehicles.
- Schedules the use of all County fleet vehicles and has a set of keys.

### **Human Resource Director**

- Prior to hiring, the potential employee shall provide to the County Human Resource Director, a completed Certificate of License and Insurance Coverage form in which information is provided about their operator's license. Attached as Appendix 1.
- Maintain in employee's personnel file the following information: a copy of a completed Certificate of License and Insurance Coverage form (Attached as Appendix 1), fuel card number assigned, keys that may be assigned to an employee.
- Maintain in employee's personnel file information pertaining to accidents involving County fleet units and provide this information to the County Fleet Manager, Insurance Coordinator and Safety and Accident Review Committee as needed.
- In cases of accident oversee the assistance of the employee, elected officials and department heads and Insurance Coordinator in complying with the standards contained in the County's Policy and Procedure.
- Maintain written records of all training and ability tests, accidents, citations, etc.
- Ensure that all new employees attend a defensive driving course within the first year of employment and once every five (5) years thereafter.

### **Insurance Coordinator**

- Ensure that all fleet units have adequate insurance coverage.
- Provide a written statement on or before July 1 of each year stating that the driving record has been checked of each employee or volunteer who is expected to drive on County business.

- Provide a copy of the driving record to the County insurance provider, Human Resource Director for any individual who has one or more of the following:
  - DUI (drugs or alcohol), or drug or alcohol related reckless driving during last 12 months.
  - Two or more moving violations during the last 12 month, or
  - Driver's license revoked or suspended in the last 12 month.
- Maintain records obtained for each insured on file until June 30<sup>th</sup> of the following year and make them available for inspection upon request of the County's insurance provider, Human Resource Director and/or the Safety and Accident Review Committee.
- In cases of accident the Insurance Coordinator shall coordinate all claim information as required in the Accident Reporting Procedures packet, Attached as Appendix 2 with the employee, elected official or department head, County Fleet Manager, County Safety and Accident Review Committee, and the County's insurance provider to ensure all required information and forms are complete.
- In cases of accident the Insurance Coordinator shall collaborate with the Human Resource Director in assisting the employee and elected official or department head in complying with the standards contained in the County's Policy and Procedure.
- Develop an incentive program for county drivers while in the course of their employment that recognizes and rewards those who have not caused an accident nor had any moving violations during the previous year.

### **Authorized Operators**

- Abide by all of the County usage rules and other requirements of this policy.
- It is the responsibility of each authorized operator to assume complete responsibility for its care while the vehicle is so assigned.
- Pre-trip inspections will include, but not be limited to, the following safety items depending upon fleet unit type:
  - Foot and emergency brake
  - Head, tail and brake lights
  - Turn signals
  - Visual inspection of tire pressure and condition and emergency equipment.
  - Windshield wipers
  - Mirrors
  - Visual inspection for damage (dents, large scratches, cracked windows, etc.)
  - Water and oil levels (required to be checked daily for vehicles that have a gross weight over 26,000 pounds, vehicles that have a gross weight under 26,000 pounds shall check these fluids at a minimum when refueling the vehicle).
- Report deficiencies discovered through authorized operator's inspection, which are beyond the authorized operators capability to resolve to the County Fleet Manager for repairs.
- Authorized operators will operate all County fleet units in accordance with the restrictions or limitations imposed upon their respective driver's license.
- In cases of accident the authorized operator shall comply with the testing requirements of the County's Drug Policy or be subject to discipline.
- Each year employees shall submit a copy of their driver's license and the Certificate of License and Insurance Coverage Form contained in Appendix 1.

# **MAINTENANCE AND REPAIR PROCEDURES**

## **General**

Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

- On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
- On an unscheduled basis, which is referred to as breakdown or unscheduled maintenance.

As an overall reference, Grand County should strive to follow the fleet management "best practices":

- Rotate tires at manufacturer-recommended intervals and require operators to inspect tire air pressure weekly. Properly inflated tires last longer and contribute to fuel efficiency.
- Replace brake pads and shoes before they wear disks or drums. Pads and shoes are cheaper than disks and drums. Replace as needed and save money in the long run.
- Create a specific vehicle maintenance policy or schedule for each class of vehicles operated. Enforce the policies and schedules to ensure routine service is completed as scheduled.

## **Vehicles Requiring Preventative Maintenance or in Disrepair But Operational**

Fleet units requiring preventative maintenance or in disrepair but safely operational will be delivered to the County Fleet Manager. The authorized operator will provide the County Fleet Manager with the vehicle number and repairs required. The County Fleet Manager will prepare a vehicle work order and coordinate the vehicles repair.

## **APPENDIX**

The following attached exhibits contain official Grand County forms that may be updated periodically as deemed necessary by the County Insurance Coordinator and or Safety and Accident Review Committee.

Appendix 1- Certificate of License and Insurance Coverage Form

Appendix 2- Accident Reporting Procedures Packet

Appendix 3- Pre-trip Inspection Form

# Appendix 1- Certificate of License and Insurance Coverage Form

# CERTIFICATE OF LICENSE AND INSURANCE COVERAGE FORM

## Section A – Drivers License Verification

I certify that I have a valid and appropriate Utah Drivers license and that the information contained below is complete and accurate. I agree to notify the Human Resources Office immediately if my license expires, or is revoked. I agree that each time I endorse a mileage reimbursement check; I am certifying I possess a valid driver license. I understand if I drive a vehicle while in the course of performing my job without a valid and appropriate license I will be subject to disciplinary action, which may include termination.

Drivers License Number	Type of License	Expiration Date

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section B – Auto Insurance Coverage

I certify that I have at least the minimum insurance required by Utah State Laws on each personal vehicle I operate while performing my job. I agree to have such coverage in effect while using my vehicle(s) when employed. I agree to notify the Human Resource Office immediately if my insurance coverage ceases to be in effect for any reason. I agree that each time I endorse a mileage reimbursement check; I am certifying my insurance coverage is in effect. I understand that if I drive a vehicle while in the course of performing my job without the minimum coverage amounts I will be subject to disciplinary action, which may include termination.

**I understand that the minimum insurance required by state law includes the following:**

1. No Fault Coverage
2. A "25-50-15" liability policy which covers at least \$25,000 per individual for bodily injuries and a \$50,000 minimum per accident or \$50,000 total per accident which can be used for bodily injuries or property damage.
3. Property damage coverage of at least \$15,000.
4. Uninsured motorist coverage of \$25,000 per person and \$50,000 per accident.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2- Accident Reporting Procedures Packet



**Grand County**  
125 East Center Street  
Moab, Utah 84532  
435-259-1323

## ACCIDENT REPORTING PROCEDURES

The following is provided to elected officials, department heads and supervisors as a guide for reporting employee workplace injuries, accidents and property damage incidents. All forms needed for reporting are attached. Please make copies as needed. If you have any questions or need additional forms please contact the Insurance Coordinator.

1. Immediately if possible or within 24 hours following any accident notify the County Insurance Coordinator of workplace injury, accident or property damage and complete the Supervisor/Department Head Report of Injury or Property Damage form and submit to the **Grand County Insurance Coordinator: Pat Byrd 259-1323**. All employees involved in an accident and/or workplace injury resulting in a fatality, damage to property or an employee seeking medical attention are required to complete a post accident drug test at the designated testing facility, Moab Medical Center, 380 North 500 West as soon as possible and within 8 hours of the accident/injury. Please have the employee involved in the accident/injury take the attached Grand County Chain of Custody & Laboratory Drug Test Requisition form when reporting for a post accident drug test.
2. **Employee Workplace Injuries:** All workplace injuries shall be reported to the Insurance Coordinator. Supervisors will ensure that employees complete the Workers Compensation First Report of Injury or Illness (Form 122) and the Employee Written Statement and return to the Insurance Coordinator as soon as possible. The supervisor shall ensure that each witness to the incident complete a Witness Written Statement form. If an injury requires medical treatment Grand County's designated health care provider for workplace injuries is Dr. Rouzer located at the Moab Medical Center, 380 North 500 West; Moab, Utah. If the injury is of a serious nature and requires emergency medical attention the employee should be taken directly to the emergency room for treatment. The supervisor may accompany the injured employee to the medical center or emergency room. The Authorization for Treatment form shall be completed by supervisors and submitted to the medical facility providing treatment to the injured employee. If an injury should occur after hours and requires medical attention the employee should be taken to the emergency room for treatment.
3. **Auto Accidents:** All motor vehicle accidents shall be reported to the Insurance Coordinator. Supervisors will ensure that employees involved in the accident complete the Driver's Accident Report and return as soon as possible to the Insurance Coordinator. Supervisors have each witness to the accident complete a Witness Written Statement form. Submit pictures of the damage to vehicles (both County and other) along with 2 repair estimates and any law enforcement reports to the Insurance Coordinator.
4. **Property Damage:** Supervisor or department head will notify the Insurance Coordinator of damage by written explanation of date, time and description of property damage on the Grand County Report of Property Damage form. Attach pictures of damage and law enforcement reports. Two estimates of repair are required. If witnesses were present, have them complete a Witness Written Statement form.

Forms attached:

- Supervisor/Department Head Report of Injury or Property Damage
- Drivers Accident Report
- Employee Written Statement
- Witness Written Statement
- Form 122 Workers Comp First Report of Injury or Illness
- Authorization for Medical or Hospital Treatment
- Grand County Chain of Custody & Laboratory Drug Test Requisition



## Driver's Accident Report

Complete this report at scene of accident and submit it to your County Insurance Coordinator immediately upon return to the office. In case of serious accident, telephone your office at once.

### County Driver Information

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Were You Injured  Yes  No

If Yes, What Hospital  
Did You Go To \_\_\_\_\_

### Accident Information

Date \_\_\_\_\_ Time \_\_\_\_\_ Vehicle # \_\_\_\_\_

Place of Accident \_\_\_\_\_

Condition  
of Road \_\_\_\_\_ Weather \_\_\_\_\_

What Direction  
Were You Going \_\_\_\_\_ Speed \_\_\_\_\_

What Direction Was  
Other Car Going \_\_\_\_\_ Speed \_\_\_\_\_

Damage to  
County Vehicle \_\_\_\_\_

Did a Police Officer Take Report  Yes  No

Name of Officer \_\_\_\_\_

Badge Number \_\_\_\_\_ Precinct \_\_\_\_\_

Was Citation \_\_\_\_\_ To \_\_\_\_\_

Issued \_\_\_\_\_ Whom \_\_\_\_\_

### Other Vehicle Information

Name of Driver \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_

License \_\_\_\_\_ Make/ \_\_\_\_\_

Number \_\_\_\_\_ Model \_\_\_\_\_

Owner of  
Other Car \_\_\_\_\_

Address \_\_\_\_\_

Vehicle ID Number \_\_\_\_\_

Insured By \_\_\_\_\_

### Injured Person(s)

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Extent of Injury \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Extent of Injury \_\_\_\_\_

Name of Doctor  
or Hospital \_\_\_\_\_

### Damage to Property

Owner \_\_\_\_\_

Address \_\_\_\_\_

Damage to  Auto  Premises  Fixtures

Extent of Damage \_\_\_\_\_

Where is  
Damaged Property \_\_\_\_\_

### Remarks

Describe, in detail, how accident occurred (use other side if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Driver's Signature

### Witnesses

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Additional Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**FORM 122**

For your protection Utah Law requires notice that worker's compensation fraud is a crime. Please see back of this form for the full fraud statement.

**WORKER'S COMPENSATION EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS  
STATE OF UTAH - THE LABOR COMMISSION - DIVISION OF INDUSTRIAL ACCIDENTS**

**160 E 300 S, P.O. BOX 146610  
SALT LAKE CITY, UTAH 84114-6610**

<b>GENERAL</b>	EMPLOYER (Name & Address incl. Zip)		CARRIER/ADMINISTRATOR CLAIM NUMBER		OSHA LOG NUMBER		REPORT PURPOSE CODE					
			JURISDICTION		JURISDICTION CLAIM NUMBER							
			INSURED REPORT NUMBER									
	INDUSTRY CODE		EMPLOYER FEIN		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)			LOCATION #				
							PHONE #					
<b>CARRIER/CLAIMS ADMINISTRATOR</b>	CARRIER (NAME, ADDRESS, & PHONE#)		POLICY PERIOD		CLAIMS ADMINISTRATOR (NAME, ADDRESS, & PHONE NO)							
			TO									
			CHECK IF APPROPRIATE <input type="checkbox"/> SELF-INSURANCE									
	CARRIER FEIN		POLICY/SELF-INSURED NUMBER			ADMINISTRATOR FEIN						
		AGENT NAME AND CODE NUMBER										
<b>EMPLOYEE</b>	<b>EMPLOYEE/WAGE</b>											
	NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH		SOCIAL SECURITY NUMBER		DATE HIRED	STATE OF HIRE			
	ADDRESS (INCL ZIP)			SEX M MALE F FEMALE U UNKNOWN		MARITAL STATUS U UNMARRIED SINGLE/DIVORCE M MARRIED S SEPARATED K UNKNOWN		OCCUPATION / JOB TITLE		EMPLOYMENT STATUS		
	PHONE			# OF DEPENDENTS				NCCI CLASS CODE				
RATE		PER:	DAY	MONTH	# OF DAYS WORKED/WEEK		FULL PAY FOR DAY OF INJURY?		YES	NO		
			WEEK	OTHER			DID SALARY CONTINUE?		YES	NO		
<b>OCCURRENCE</b>	<b>OCCURRENCE/TREATMENT</b>											
	TIME EMPLOYEE BEGAN WORK		AM	DATE OF INJURY/ILLNESS		TIME OF OCCURRENCE		AM	LAST WORK DATE		DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN
			PM					PM				
	CONTACT NAME/PHONE NUMBER				TYPE OF INJURY/ILLNESS				PART OF BODY AFFECTED			
	DID INJURY / ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO				TYPE OF INJURY / ILLNESS CODE				PART OF BODY AFFECTED CODE			
	DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED						ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED					
	SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED						WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED					
HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED, DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL												
DATE RETURN(ED) TO WORK			IF FATAL, GIVE DATE OF DEATH			WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?			YES	NO		
						WERE THEY USED?			YES	NO		
<b>TREATMENT</b>	PHYSICIAN/HEALTH CARE PROVIDER (NAMES & ADDRESS)					HOSPITAL (NAME & ADDRESS)					INITIAL TREATMENT	
											0 NO MEDICAL TREATMENT	
											1 MINOR: BY EMPLOYER	
										2 MINOR CLINIC/HOSP		
										3 EMERGENCY CARE		
										4 HOSPITALIZED > 24 HRS		
										5 FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED		
<b>OTHER</b>	<b>OTHER</b>											
	WITNESSES (NAME & PHONE #)											
	DATE ADMINISTRATOR NOTIFIED		DATE PREPARED		PREPARER'S NAME & TITLE					PHONE NUMBER		



Please report to Moab Medical Center between 8:30 am & 9:30 am for pre employment testing. For post accident testing, report to testing center immediately following the accident.  
Take prescription medication you are currently using with you to the testing center.

**GRAND COUNTY**  
**CHAIN OF CUSTODY & LABORATORY DRUG TEST REQUISITION FORM**

**Step 1: To Be Completed by Employer or Collector**

**A. Employer Information**

Name  
Address  
City, State, Zip  
Phone  
Fax  
Email

Grand County  
125 E Center Street  
Moab, Utah 84532  
435-259-1323

**B. Collector Information (if different from Employer)**

Name  
Address  
City, State, Zip Phone  
Fax  
Email

Moab Medical Center  
380 North 500 West  
Moab, Utah 84532  
435-259-0408

**C. MRO Information (If Applicable)**

Name  
Address  
City, State, Zip  
Phone  
Fax  
Email

Moab Medical Center  
380 North 500 West  
Moab, Utah 84532  
435-259-0408

**D. Donor Information**

Name  
Address  
City, State, Zip  
Phone  
SSN/I.D.#

**E. Reason for Test:**

Pre Employment      Random      Return to Duty      Reasonable Suspicion      Post Accident      Other/Explanation:

**F. Confirmatory GC/MS Test(s) Requested:**

Marijuana      Cocaine      Methamphetamine      Opiates

**G. Specimen Type:**

**Step 2: To Be Completed by Donor**

I hereby consent to the collection of my specimen and its analysis for drugs of abuse. I certify that I have not adulterated my specimen in any way, that the information I provided on this form is correct, and that the specimen(s) collected were sealed in my presence. I authorize the release of the results of this testing to my employer, prospective employer, or my employer's authorized personnel.

Signature

Date

Donor

**Step 3: Completed by Collector**

I certify that the donor's identification has been positively verified by the means indicated below and that the specimen identified on this form is the specimen collected, labeled, and sealed in the donor's presence. I hereby release this specimen for transport to the laboratory.

ID verified by:      Photo      Employer Rep      Other \_\_\_\_\_

Collector Name (Print)

Collector Signature

Date (mm/dd/yy)

**Step 4: Completed By Laboratory**

I certify that the specimen received with this form was sealed in the appropriate container with the seal intact, and the identification number and/or name on this form matches that on the specimen, and the specimen was transferred to temporary laboratory storage.

Yes      No

remarks \_\_\_\_\_

Accessioner (Print)

Signature

Date (mm/dd/yy) Accession No.

# Appendix 3- Pre-trip Inspection Form

**OPERATORS DAILY MEMO**

Equipment Type \_\_\_\_\_ No. \_\_\_\_\_

Operator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Use \_\_\_\_\_

Hours Available unused \_\_\_\_\_

Hours Down \_\_\_\_\_ Why \_\_\_\_\_

Adjustments or Repairs Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trucks/Trailer No. \_\_\_\_\_ Load \_\_\_\_\_

Road No. \_\_\_\_\_

Vehicle Inspected by \_\_\_\_\_

• Fuel _____ Gal.
Engine _____ Qt.

**OPERATORS DAILY MEMO**

Equipment Type \_\_\_\_\_ No. \_\_\_\_\_

Operator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Use \_\_\_\_\_

Hours Available unused \_\_\_\_\_

Hours Down \_\_\_\_\_ Why \_\_\_\_\_

Adjustments or Repairs Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trucks/Trailer No. \_\_\_\_\_ Load \_\_\_\_\_

Road No. \_\_\_\_\_

Vehicle Inspected by \_\_\_\_\_

• Fuel _____ Gal.
Engine _____ Qt.

**OPERATORS DAILY MEMO**

Equipment Type \_\_\_\_\_ No. \_\_\_\_\_

Operator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Use \_\_\_\_\_

Hours Available unused \_\_\_\_\_

Hours Down \_\_\_\_\_ Why \_\_\_\_\_

Adjustments or Repairs Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trucks/Trailer No. \_\_\_\_\_ Load \_\_\_\_\_

Road No. \_\_\_\_\_

Vehicle Inspected by \_\_\_\_\_

• Fuel _____ Gal.
Engine _____ Qt.

**OPERATORS DAILY MEMO**

Equipment Type \_\_\_\_\_ No. \_\_\_\_\_

Operator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Use \_\_\_\_\_

Hours Available unused \_\_\_\_\_

Hours Down \_\_\_\_\_ Why \_\_\_\_\_

Adjustments or Repairs Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trucks/Trailer No. \_\_\_\_\_ Load \_\_\_\_\_

Road No. \_\_\_\_\_

Vehicle Inspected by \_\_\_\_\_

• Fuel _____ Gal.
Engine _____ Qt.

## INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
Windshield Wiper			
Horn			
Back-up Alarm			
Seat Belts			
Fire Extinguisher			
Roadside Reflectors/Flairs			
Mirrors			
Grease & Lube			
Body Damage Minor			

## INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
Windshield Wiper			
Horn			
Back-up Alarm			
Seat Belts			
Fire Extinguisher			
Roadside Reflectors/Flairs			
Mirrors			
Grease & Lube			
Body Damage Minor			

## INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
Windshield Wiper			
Horn			
Back-up Alarm			
Seat Belts			
Fire Extinguisher			
Roadside Reflectors/Flairs			
Mirrors			
Grease & Lube			
Body Damage Minor			

## INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
Windshield Wiper			
Horn			
Back-up Alarm			
Seat Belts			
Fire Extinguisher			
Roadside Reflectors/Flairs			
Mirrors			
Grease & Lube			
Body Damage Minor			



**Grand County**  
125 East Center Street  
Moab, Utah 84532  
435-259-1321

## **ACCIDENT REPORTING PROCEDURES**

*The following forms are provided to elected officials, department heads and supervisors as a guide for reporting workplace injuries, accidents and property damage incidents. Please make copies as needed. If you have any questions or need additional forms please contact the Risk Manager.*

**Immediately** following ANY accident you must notify the County Risk Manager of any workplace injury, accident or property damage and submit the following completed forms to the Risk Manager:

**Post-Accident Drug Testing:** All employees involved in an accident and/or workplace injury resulting in injury, fatality, or damage to property shall submit a sample for drug testing **within four (4) hours** at the designated testing facility (specified on the Chain of Custody form). The employee must stay in the company of a supervisor or other authorized personnel, and should take the attached Chain of Custody form located in the packet when reporting for any post-accident drug test.

**Employee Workplace Injuries:** All workplace employee injuries shall be reported **immediately** to the Risk Manager. Supervisors will ensure that the Employee Written Statement and the Witness Written Statements are completed and returned to the Risk Manager within eight (8) hours, or by the next business day if incident occurs during the weekend. The Injury Incident Investigation Form (and Property Damage Investigation Form, if applicable) must be completed by the supervisor and returned to the Risk Manager within 72 hours.

If the injury requires medical attention, the supervisor or designated personnel must accompany the injured worker to a physician. If the injury is of a serious nature or is after hours and requires emergency medical attention the employee should be taken directly to the Moab Regional Hospital emergency room. The Insurance information sheet should be submitted to the medical facility providing treatment. Please see attached list of Travelers Workers Compensation Providers.

**Auto Accidents:** All motor vehicle accidents shall be reported to the Risk Manager immediately, including accidents without personal injury. **Notify dispatch and have a law officer other than Grand County investigate the accident and take pictures.** Supervisors will ensure that employees involved in the accident complete the Auto Accident Report Form (contained in the Trust Packet in each County fleet vehicle), the Employee Written Statement, and Witness Written Statements, and submit these to the Risk Manager within eight (8) hours. All other supervisor investigation forms contained in this packet, must be completed and returned to the Risk Manager within 72 hours, along with any photos and/or law enforcement reports.

**Property Damage:** For any incident resulting in damage to County property, or damage to non-County property caused by a County employee, supervisors will ensure that Employee Written Statement and the Witness Written Statements are completed and returned to the Risk Manager within eight (8) hours, or by the next business day if incident occurs during the weekend. Within 72 hours, the supervisor will submit the Property Damage Investigation Form, pictures of damage, law enforcement reports if available, and two (2) estimates of repair.

### **Forms attached:**

- Chain of Custody & Lab Drug Test Requisition Form
- Employee Written Statement
- Witness Written Statement
- Injury Incident Investigation Form
- Property Damage Investigation Form
- Insurance Contact Information

### **Risk Manager:**

Jana Smith, Grand County Clerk's Office  
125 E. Center Street  
435-259-1378 (Office)  
435-260-2294 (Cell)  
[janasmith@grandcountyutah.net](mailto:janasmith@grandcountyutah.net)

For post accident testing, report to testing center immediately following the accident.  
Take prescription medication you are currently using with you to the testing center.

**GRAND COUNTY**  
CHAIN OF CUSTODY & LABORATORY DRUG TEST REQUISITION FORM

**Step 1: (To Be Completed by Employer or Collector)**

**A. Employer Information**

Grand County  
125 E Center Street  
Moab, Utah 84532  
435-259-1378

**B. Collector Information**

Elwood Staffing 550 N. Main St. Moab, Utah 84532 435-259-7837 Hours 8:30 am to 3:30 pm	AFTER HOURS: Elwood Staffing 550 N. Main St. Moab, Utah 84532 435-260-9123	AFTER HOURS (if injured): Moab Regional Hospital 450 W. Williams Way Moab, Utah 84532 435-719-3500
--	--	--

**C. MRO Information**

Intermountain Drug Testing P.O. Box 9800 Salt Lake City, Utah 84109 801-486-5400	AFTER HOURS: Moab Regional Hospital 450 W. Williams Way Moab, Utah 84532 435-719-3500
---	---

**D. Donor Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ SSN: \_\_\_\_\_  
\_\_\_\_\_  
**PLEASE PRINT LEGIBLY**

**E. Reason for Test:** Reasonable Suspicion Post Accident Other/Explanation: \_\_\_\_\_

**F. Specimen Type:** Urinalysis Blood Urinalysis & Blood

**Step 2: To Be Completed by Donor**

I hereby consent to the collection of my specimen and its analysis for drugs of abuse. I certify that I have not adulterated my specimen in any way, that the information I provided on this form is correct, and that the specimen(s) collected were sealed in my presence. I authorize the release of the results of this testing to my employer, prospective employer, or my employer's authorized personnel.

Donor Name (Print) Donor Signature Date

**Step 3: Completed by Collector**

I certify that the donor's identification has been positively verified by the means indicated below and that the specimen identified on this form is the specimen collected, labeled, and sealed in the donor's presence. I hereby release this specimen for transport to the laboratory.

ID verified by: Photo Employer Rep Other \_\_\_\_\_

Collector Name (Print) Collector Signature Date

**Step 4: Completed By Laboratory**

I certify that the specimen received with this form was sealed in the appropriate container with the seal intact, and the identification number and/or name on this form matches that on the specimen, and the specimen was transferred to temporary laboratory storage.

Yes No Remarks \_\_\_\_\_

Accessioner (Print) Accessioner Signature Date

Accession No. \_\_\_\_\_







**CONFIDENTIAL**  
**INJURY INCIDENT INVESTIGATION FORM**

OSHA Case# \_\_\_\_\_

*This form to be completed by the supervisor. All reports must be signed by the supervisor and the employee and returned to the Risk Manager **within 72 hours** of the incident.*

**INCIDENT OVERVIEW**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_ Incident Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Incident Location/Address: \_\_\_\_\_ Time of Incident: \_\_\_\_:\_\_\_\_ am / pm

Was a post-accident drug-test administered?  Yes  No

DESCRIBE HOW THE INCIDENT OCCURRED (BE SPECIFIC. If necessary, include photos/sketches of the scene):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chemicals, materials, or substances involved: \_\_\_\_\_

IN REVERSE ORDER, DESCRIBE THE INJURY EVENT AND THE EVENTS LEADING UP TO THE INCIDENT.  
(Starting with the injury and moving backward in time, reconstructing the sequence of events leading up to the injury.)

Injury Event: \_\_\_\_\_

Preceding Event #1: \_\_\_\_\_

Preceding Event #2: \_\_\_\_\_

Preceding Event #3, 4, etc.: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE WORK SCHEDULE**

Normal days per week: \_\_\_\_\_ Normal hours/shift worked per day: \_\_\_\_\_

Hours worked in week up to time of incident: \_\_\_\_\_ Time shift began on date of incident: \_\_\_\_:\_\_\_\_ am / pm

Did Employee return to work?  YES (return date) \_\_\_\_/\_\_\_\_/\_\_\_\_ (time) \_\_\_\_:\_\_\_\_ am / pm  NO Employee has NOT returned to work

Total work time missed due to injury: \_\_\_\_ (hours) \_\_\_\_ (days)

**INJURY INFORMATION**

DESCRIBE THE INJURY (BE SPECIFIC. Describe parts of body, nature of injury, extent of pain. If needed, draw a picture):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did Employee have a prior injury or pre-existing condition?  Yes  No Please describe: \_\_\_\_\_

**TREATMENT INFORMATION**

Was First Aid administered on-site?  Yes  No Please describe: \_\_\_\_\_

\_\_\_\_\_

Was Employee Treated in the Emergency Room?  Yes  No ER Physician: \_\_\_\_\_ Was an ambulance used?  Yes  No

Was Employee hospitalized overnight?  Yes  No Length of stay in hospital: \_\_\_\_\_



**CONFIDENTIAL**  
**INJURY INCIDENT INVESTIGATION FORM**

OSHA Case# \_\_\_\_\_

**TREATMENT INFORMATION (CONTINUED)**

Did the Employee see a physician, chiropractor, or other medical professional?  Yes  No

Physician Name: \_\_\_\_\_ Hospital/Clinic Name: \_\_\_\_\_

Date of first visit: \_\_\_/\_\_\_/\_\_\_ Date of follow-up visit: \_\_\_/\_\_\_/\_\_\_

Medication Prescribed: \_\_\_\_\_

Work Restrictions:  FULL Anticipated time lost from work: \_\_\_\_\_

PARTIAL Please describe all restrictions: \_\_\_\_\_

**FACTORS CONTRIBUTING TO CAUSE THE INCIDENT (Check all that apply):**

<b>Actions:</b>	<b>Conditions:</b>	<b>Management</b>
<input type="checkbox"/> Failure to follow policy / training	<input type="checkbox"/> Poor workstation design or layout	<input type="checkbox"/> Lack of written procedures
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Congested work environment	<input type="checkbox"/> Rules not enforced
<input type="checkbox"/> Operating equipment without authority	<input type="checkbox"/> Hazardous substance present	<input type="checkbox"/> Hazards not identified
<input type="checkbox"/> By-passing safety device	<input type="checkbox"/> Fire or explosion hazard	<input type="checkbox"/> Insufficient worker training
<input type="checkbox"/> Using equipment improperly	<input type="checkbox"/> Improper tool or equipment used	<input type="checkbox"/> Inadequate supervisor training
<input type="checkbox"/> Using defective equipment	<input type="checkbox"/> Insufficient guards / safety interlocks	<input type="checkbox"/> Inexperience of employee
<input type="checkbox"/> Servicing equipment while in use	<input type="checkbox"/> Slippery conditions	<input type="checkbox"/> Insufficient maintenance
<input type="checkbox"/> Failure to properly use PPE	<input type="checkbox"/> Defective tools, equipment, materials	<input type="checkbox"/> Insufficient supervision
<input type="checkbox"/> Inattentiveness	<input type="checkbox"/> Restricted motion	<input type="checkbox"/> Unsafe design (engineering)
<input type="checkbox"/> Under the influence	<input type="checkbox"/> Inadequate lighting / Ventilation	<input type="checkbox"/> Inadequate supervision
<input type="checkbox"/> Safety Rule violation	<input type="checkbox"/> Excessive noise	<input type="checkbox"/> Inadequate work standards
<input type="checkbox"/> Improper lifting	<input type="checkbox"/> Poor house keeping	<input type="checkbox"/> Unrealistic scheduling
<input type="checkbox"/> Unsafe acts of others	<input type="checkbox"/> High or low temperature	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ROOT CAUSES:** (Identify all root causes of this incident)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possibility of incident happening again:  High  Moderately High  Average  Low  Unlikely

CORRECTIVE ACTIONS	Issued To	Due Date	Completed

\*\*\*Attach additional pages as necessary. Page \_\_\_ of \_\_\_\*\*\*

Investigating Supervisor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Safety Manager: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



# PROPERTY DAMAGE INVESTIGATION FORM

OSHA Case# \_\_\_\_\_

*This form to be completed by the supervisor. All reports must be signed by the supervisor and the employee and returned to the Risk Manager **within 72 hours** of the incident.*

## INCIDENT OVERVIEW

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_ Incident Date: \_\_\_/\_\_\_/\_\_\_

Incident Location/Address: \_\_\_\_\_ Time of Incident: \_\_\_\_:\_\_\_\_ am / pm

Was a post-accident drug-test administered?  Yes  No

DAMAGED PROPERTY INCLUDES (Check all that apply): FLEET# (If damage occurred to County fleet vehicle): \_\_\_\_\_

Grand County property

Other property NOT owned by Grand County

DESCRIPTION OF PROPERTY DAMAGE: \_\_\_\_\_

DESCRIBE HOW THE INCIDENT OCCURRED (BE SPECIFIC. If necessary, include photos/sketches of the scene):

IN REVERSE ORDER, DESCRIBE THE DAMAGE EVENT AND THE EVENTS LEADING UP TO THE INCIDENT.

(Starting with the injury and moving backward in time, reconstructing the sequence of events leading up to the injury.)

Damage Incident: \_\_\_\_\_

Preceding Event #1: \_\_\_\_\_

Preceding Event #2: \_\_\_\_\_

Preceding Event #3, 4, etc.: \_\_\_\_\_



# PROPERTY DAMAGE INVESTIGATION FORM

OSHA Case# \_\_\_\_\_

<b>FACTORS CONTRIBUTING TO CAUSE THE INCIDENT (Check all that apply):</b>			
<b>Actions:</b> <input type="checkbox"/> Failure to follow policy / training <input type="checkbox"/> Horseplay <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> By-passing safety device <input type="checkbox"/> Using equipment improperly <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Servicing equipment while in use <input type="checkbox"/> Failure to properly use PPE <input type="checkbox"/> Inattentiveness <input type="checkbox"/> Under the influence <input type="checkbox"/> Safety Rule violation <input type="checkbox"/> Improper lifting <input type="checkbox"/> Unsafe acts of others <input type="checkbox"/> Other:	<b>Conditions:</b> <input type="checkbox"/> Poor workstation design or layout <input type="checkbox"/> Congested work environment <input type="checkbox"/> Hazardous substance present <input type="checkbox"/> Fire or explosion hazard <input type="checkbox"/> Improper tool or equipment used <input type="checkbox"/> Insufficient guards / safety interlocks <input type="checkbox"/> Slippery conditions <input type="checkbox"/> Defective tools, equipment, materials <input type="checkbox"/> Restricted motion <input type="checkbox"/> Inadequate lighting / Ventilation <input type="checkbox"/> Excessive noise <input type="checkbox"/> Poor house keeping <input type="checkbox"/> High or low temperature <input type="checkbox"/> Other:	<b>Management</b> <input type="checkbox"/> Lack of written procedures <input type="checkbox"/> Rules not enforced <input type="checkbox"/> Hazards not identified <input type="checkbox"/> Insufficient worker training <input type="checkbox"/> Inadequate supervisor training <input type="checkbox"/> Inexperience of employee <input type="checkbox"/> Insufficient maintenance <input type="checkbox"/> Insufficient supervision <input type="checkbox"/> Unsafe design (engineering) <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Inadequate work standards <input type="checkbox"/> Unrealistic scheduling <input type="checkbox"/> Other:	
Explain:			
ROOT CAUSES: (Identify all root causes of this incident)			
Possibility of incident happening again: <input type="checkbox"/> High <input type="checkbox"/> Moderately High <input type="checkbox"/> Average <input type="checkbox"/> Low <input type="checkbox"/> Unlikely			
<b>CORRECTIVE ACTIONS</b>	<b>Issued To</b>	<b>Due Date</b>	<b>Completed</b>

**\*\*\*Attach additional pages as necessary. Page \_\_\_\_ of \_\_\_\_\*\*\***

Investigating Supervisor: _____	Date: ___/___/___
Employee: _____	Date: ___/___/___
Safety Manager: _____	Date: ___/___/___

# INSURANCE INFORMATION

Utah Local Governments Trust  
C/O Constitution State Services  
P.O. Box 173762  
Denver, Colorado 80217-3762

Grand County  
Jana Smith, Insurance Coordinator  
125 E. Center Street  
Moab, Utah 84532  
Office Phone: 435-259-1378  
Cell Phone (Weekend/After Hours): 435-260-2294  
[janasmith@grandcountyutah.net](mailto:janasmith@grandcountyutah.net)

**AGENDA SUMMARY  
GRAND COUNTY COUNCIL MEETING  
AUGUST 7, 2018**

Agenda Item: M

<b>TITLE:</b>	Resolution and Participation Agreement relating to a C-PACE Local Entity Participation Agreement between Grand County and the Governor’s Office of Energy Development, Postponed from July 18, 2018
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Council Member Mary McGann

**Prepared By:**

Mary McGann

**RECOMMENDATION:**

I move to approve the Resolution and Participation Agreement relating to a C-PACE Local Entity Participation Agreement between Grand County and the Governor’s Office of Energy Development, and authorizes the chair to sign all associated documents.

**BACKGROUND:**

The Administration recommends that the Grand County Council adopt the provided Resolution relating to a C-PACE Local Entity Participation Agreement (the “Participation Agreement”) between Grand County and the Governor’s Office of Energy Development (OED) and a resolution acknowledging Support of a National Revenue - Neutral Carbon Fee Resolution. The C-PACE resolution requests and authorizes OED to conduct a C-PACE program and district (the “Utah C-PACE District”) and the Participation Agreement allows OED to offer and administer Utah C-PACE District within city limits and perform all of the duties described in the Participation Agreement.

Over 50 % of emissions tracked in the community’s annual carbon footprint are related to electricity and natural gas used at non-residential sites, including commercial and industrial properties. Reducing energy waste through efficiency and conservation plus the adoption of cleaner technologies like renewable energy and electric vehicles are all keys to mitigating carbon pollution. Commercial Property Assessed Clean Energy (C-PACE) financing was created to better connect property owners, managers and tenants nationally with funding opportunities for onsite energy projects and can help advance energy goals locally in Grand County and throughout Utah.

In addition to traditional commercial and industrial property types that are eligible for C-PACE in Utah, multifamily rental properties with five or more units can also utilize the program. Financing can be leveraged for improvements to existing properties and also certain investments in new construction. For new construction, eligible improvements can be financed as long as the building is designed to exceed the current international energy conservation code required in Utah (2015 IECC,

**FOR OFFICE USE ONLY:**

**Attorney Review:**

CC'D TO ANDREW  
FITZGERALD

ASHRAE 90.1-2013) by at least 5%. A complete list of eligible improvement types along with C-PACE rules and requirements are available in the User Guide<sup>1</sup> published at *UtahCPACE.com*.

**ATTACHMENT(S):**

C-PACE Resolution, C-PACE Participation Agreement & Utah C-PACE materials

---

<sup>1</sup> Utah C-PACE User Guide Version 1.0. Published May 4, 2018. <https://utahcpace.com/municipalities/municipalities-how-it-works/>

**RESOLUTION XXX 2018**

**A Resolution Concerning the Authorization of the Office of Economic Development (OED) to Conduct the Commercial Property Assessed Clean Energy District (C-PACE District), within Grand County as the Governing Body (“Governing Body”)**

RECITALS

- A. Utah Code Ann. § 11-42a (2017) (the “**Statute**”) establishes the **GOVERNOR’S OFFICE OF ENERGY DEVELOPMENT (OED)**, an independent body corporate and politic of the State of Utah and establishes the C-PACE District and provides for the creation of new energy improvement financing, which the District has named “C-PACE” or Commercial Property Assessed Clean Energy.
- B. Pursuant to Section 11-42a-106 of the Utah Code, OED may only “establish and administer” the C-PACE District in the Governing Body if the Governing Body authorizes it do so by resolution.
- C. The Governing Body wishes to authorize OED to administer projects through the C-PACE District in the Governing Body.
- D. OED and Governing Body have agreed on the terms of the C-PACE Governing Body Participation Agreement in the form attached hereto (the “Participation Agreement”).

THEREFORE, THE GOVERNING BODY RESOLVES:

The Governor’s Office of Energy Development shall be authorized to conduct the C-PACE District in the Governing Body in accordance with the Participation Agreement.

The Governing Body hereby: (a) adopts the above recitations as findings of the Governing Body ; (b) authorizes the Governing Body Attorney, in consultation with the Chair, to make such changes as may be needed to the Participation Agreement in order to correct any nonmaterial errors or language that do not materially increase the obligations of the Governing Body; (c) authorizes the Chair to execute the Participation Agreement following review and approval by the Governing Body Attorney; and (d) authorizes the Chair, Vice Chair, or designee to execute any and all other necessary letters, orders, or documents as may be required to facilitate the successful implementation of the C-PACE District in the Governing Body.

ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2018.

SIGNATURE: \_\_\_\_\_ Grand County Council Chair

ATTEST: \_\_\_\_\_ Grand County Clerk/Auditor

## Governing Body Participation Agreement

**THIS C-PACE GOVERNING BODY PARTICIPATION AGREEMENT** (the “Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2018, by and between \_\_\_\_\_, a body corporate and politic of the State of Utah (the “Governing Body”), and the **GOVERNOR’S OFFICE OF ENERGY DEVELOPMENT (OED)**, an independent body corporate and politic of the State of Utah responsible for the C-PACE District established under Utah Code Ann. § 11-42a (2017) (the “Statute”) (each a “Party” and collectively the “Parties”).

### RECITALS

**WHEREAS**, Section 11-42a-103 of the Utah Code established commercial property assessed clean energy financing in the State of Utah; and

**WHEREAS**, Section 11-42a-106 of the Utah Code established the C-PACE District, and OED, through the C-PACE District facilitates financing for eligible building improvements to commercial, mining, manufacturing, public/private club, lodging, industrial, agricultural, and multifamily properties (with five or more rentable units) by using a voluntary energy assessment to provide security for repayment of the financing. OED may delegate its powers under this chapter to a third party to assist in administering and directing the operation of the C-PACE District; and

**WHEREAS**, Section 11-42a-106 of the Utah Code directs OED to “establish and administer” the C-PACE District but stipulates that the C-PACE District may only operate if the Governing Body has adopted a resolution authorizing OED to conduct projects in their jurisdiction, and

**WHEREAS**, Section 11-42a-106 of the Utah Code requires the Governing Body to adopt a resolution in the form attached hereto as Exhibit A, authorizing OED to conduct the C-PACE District within the Governing Body and authorizing the Governing Body to enter into this Agreement with OED;

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements set forth herein and in order to effectuate the purposes of the Statute, it is hereby agreed as follows:

#### **Section 1. Definitions**

(a) **“Energy Assessment Lien”** means a lien on property within an energy assessment area authorized by the Statute, as further defined in Section 11-42a-102 of the Utah Code.

(b) **“Commercial Building”** means any commercial or industrial real property, including

residential buildings containing five or more dwelling units for rent.

(c) **“Eligible Improvements”** means one or more energy efficiency, renewable energy, battery storage, electric vehicle charging infrastructure, hybrid transport device, seismic upgrade, and/or hybrid transport device improvements, made to Participating Property, as specified in the Statute.

(d) **“Participating Property”** means a Commercial Building that is eligible to participate in the C-PACE District.

(e) **“Program Guide”** means the rules and regulations promulgated by OED to implement the C-PACE District pursuant to the Statute, as the same may be amended or supplemented from time to time.

## **Section 2. Obligations of OED.**

### **(a) Program Requirements.**

Pursuant to the Statute, OED:

(1) shall develop a Program Guide that governs OED’s administration of the C-PACE District and a User Guide that provides recommended best practices to C-PACE stakeholders. OED may serve as a facilitator for the purpose of securing state or private third-party financing for Eligible Improvements pursuant to the Statute; and

(2) shall receive and review applications submitted by property owners within the Governing Body for financing of Eligible Improvements, and approve or disapprove such applications in accordance with the Statute.

### **(b) Project Requirements.**

If a property owner requests financing through the C-PACE District for improvements under the Statute, OED shall review the project application against the requirements in Statute, and

### **(c) Assessment and Financing Agreement for Project.**

The party providing the financing (the **“Capital Provider”**) may enter into an Assessment and Financing Agreement with the owner of Participating Property (the **“Assessment & Financing Agreement”**). The Assessment & Financing Agreement shall clearly state the amount of the Voluntary Energy Assessment to be levied against the Participating Property. OED and the

Capital Provider shall disclose to the property owner the costs and risks associated with participating in the C-PACE District, including risks related to the failure of the property owner to pay the Voluntary Energy Assessment provided for in the Assessment & Financing Agreement. The Capital Provider shall disclose to the property owner the effective interest rate on the Voluntary Energy Assessment, including other fees and charges imposed by OED to administer the C-PACE District as well as any fees charged by the Capital Provider. The property owner must be informed that each Eligible Improvement, regardless of its useful life, may be bundled with other such improvements on the Participating Property for purposes of assessment and paid for over the assessment term.

**(d) Establish Voluntary Energy Assessments and Assessment Units.**

With respect to each Voluntary Energy Assessment placed on a Participating Property, OED shall determine from the Capital Provider and property owner the amount of the Voluntary Energy Assessment. OED shall approve the specifics of the applicable Voluntary Energy Assessment including, without limitation, the amount of the Voluntary Energy Assessment, term, interest rate and repayment dates in accordance with the Statute. In no event shall the amount of any Voluntary Energy Assessment exceed the value of: (a) the Voluntary Energy Assessment benefit provided to the Participating Property, or (b) the Participating Property, as provided in the Statute. Costs incurred for any property not approved to participate may not be included in a certified assessment roll.

**(e) Filing Assessment with Governing Body Clerk & Recorder.**

Upon the execution of an Assessment & Financing Agreement, the Capital Provider will be responsible, in collaboration with the Governing Body, to (i) file and record such energy assessment lien in the public land records of the Governing Body, (ii) assign such lien, and (iii) amend such liens from time to time.

**Section 3. Obligations of the Governing Body.**

**(a) Promotion of Program; Assistance for C-PACE Financing.**

The Governing Body shall use good faith efforts to assist OED in marketing efforts and outreach to the local business community to encourage participation in the C-PACE District, such as including C-PACE District information on the Governing Body's website, distributing an informational letter from appropriate Governing Body officials to local businesses regarding the program, and conducting one or more business roundtable events.

**Section 4. Obligations of the Capital Provider.**

**(a) Billing and Collection of Energy Assessments.**

Upon assignment of the energy assessment lien to the Capital Provider, the Participating Property will make all such assessment payments directly to the Capital Provider pursuant to the Assessment & Financing Agreement, and the Capital Provider will be responsible, subject to and in accordance with the terms of the Assessment & Financing Agreement, for all billing, collection, enforcement and administrative duties in respect of each of the assessment payments and the lien.

**Section 5. Term and Termination.**

The term of this Agreement shall commence upon the date first written above. This Agreement shall be in full force and effect until all of the Voluntary Energy Assessments have been paid in full or deemed no longer outstanding. As authorized by the Statute, the Governing Body may adopt a resolution deauthorizing OED from administering the C-PACE District in their jurisdiction. If the Governing Body adopts a deauthorizing resolution, it shall continue to meet all of its obligations under this Agreement and the Statute, as to all C-PACE financing obligations existing on the effective date of the deauthorizing resolution until any and all C-PACE voluntary energy assessments have been paid in full and remitted to Capital Provider.

**Section 6. Default.**

Each Party shall give the other Party written notice of any breach of any covenant or term of this Agreement and shall allow the defaulting Party thirty (30) calendar days from the date of its receipt of such notice within which to cure any such default or, if it cannot be cured within the thirty (30) days, to commence and thereafter diligently pursue to completion, using good faith efforts to effect such cure and to thereafter notify the other Party of the actual cure of any such default. The Parties shall have all other rights and remedies provided by law, including, but not limited to, specific performance.

**Section 7. Miscellaneous Provisions.**

**(a) Amendment and Termination.**

After a Capital Provider provides funds to finance the costs of any C-PACE project, this Agreement may not be amended or terminated by the Parties without the prior approval of the holders of the assignable lien, which approval shall be obtained in accordance with the indenture or other documents entered into by OED in connection with such financing.

**(b) Severability.**

If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of the clause, provision or section will not affect the remaining clauses, provisions or sections, and this Agreement will be construed and enforced as if the illegal or invalid clause, provision or section has not been contained in it.

**(c) Counterparts.**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall constitute but one and the same instrument.

**(d) Notices.**

All notices, requests, consents and other communications shall be in writing and shall be delivered, mailed by first class mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

If to the Governing Body:

\_\_\_\_\_ Governing Body  
c/o Board of Governing Body Commissioners  
\_\_\_\_\_  
\_\_\_\_\_

With a Copy to:

Governing Body Attorney  
\_\_\_\_\_ Governing Body  
\_\_\_\_\_  
\_\_\_\_\_

If to OED:

C-PACE District  
c/o Utah Governor's Office of Energy Development  
P.O. Box 144845  
Salt Lake City, UT 84114  
Attention: Shawna Cuan

With a Copy to:

---

---

**(e) Amendment.**

Except as otherwise set forth in this Agreement, any amendment to any provision of this Agreement must be in writing and mutually agreed to by OED and the Governing Body.

**(f) Applicable Law and Venue.**

This Agreement and its provisions shall be governed by and construed in accordance with the laws of the State of Utah. In any action, in equity or law, with respect to the enforcement or interpretation of this Agreement, venue shall be in the district courts of the Governing Body, the State of Utah.

**(g) Entire Agreement.**

This instrument constitutes the entire agreement between the Parties and supersedes all previous discussions, understandings and agreements between the Parties relating to the subject matter of this Agreement. In the event of any conflict between the Program Guide and this Agreement, the terms of this Agreement shall control.

**(h) Headings.**

The headings in this Agreement are solely for convenience, do not constitute a part of this Agreement and do not affect its meaning or construction.

**(i) Changes in Law or Regulation.**

This Agreement is subject to such modifications as may be required by change in federal or Utah state law, or their implementing regulations. Any such required modification shall automatically be incorporated into and made a part of this Agreement on the effective date of such change, as if fully set forth herein. Headings in this Agreement are solely for convenience, do not constitute a part of this Agreement and do not affect its meaning or construction.

**(j) Third-Party Beneficiaries.**

It is specifically agreed among the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create a third-party beneficiary

hereunder, or to authorize anyone not a party to this Agreement to maintain any claim under this Agreement. The duties, obligations and responsibilities of the Parties to this Agreement with respect to third parties shall remain as imposed by law.

**(k) No Waiver of Rights.**

A waiver by any Party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Party.

**(l) No Waiver of Governmental Immunity.**

Nothing in this Agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to the Governing Body or to OED, their officials, employees, contractors, or agents, or any other person acting on behalf of the Governing Body or OED.

**(m) Independent Entities.**

The Parties shall perform all services under this Agreement as independent entities and not as an agent or employee of the other Party. It is mutually agreed and understood that nothing contained in this Agreement is intended, or shall be construed as, in any way establishing the relationship of co-partners or joint ventures between the Parties hereto, or as construing either Party, including its agents and employees, as an agent of the other Party. Each Party shall remain an independent and separate entity. Neither Party shall be supervised by any employee or official of the other Party. Neither Party shall represent that it is an employee or agent of the other Party in any capacity.

**IN WITNESS WHEREOF**, the Governing Body and OED have each caused this Agreement to be executed and delivered as of the date indicated above:

**GOVERNING BODY OF \_\_\_\_\_**

By: \_\_\_\_\_

\_\_\_\_\_, Chair

Board of Governing Body Commissioners

Attest:

\_\_\_\_\_

Clerk to the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_

Governing Body Attorney

**UTAH GOVERNOR'S OFFICE OF ENERGY DEVELOPMENT**

By: \_\_\_\_\_

Laura Nelson, Executive Director

Attest:

\_\_\_\_\_

NAME, Recording Secretary

## Inefficient Building Costing You Money, Tenants? Utah C-PACE Can Help.

You already know that buildings with outdated energy equipment can cause your utility bills to soar. You also know that inefficient buildings are less competitive than their energy-efficient peers. But did you know that *upgrading your building can actually put money in your pocket?* It's possible with Utah's newly expanded C-PACE program!

### HOW DOES C-PACE WORK?

C-PACE provides affordable, long-term financing for energy efficiency, water efficiency, and renewable energy projects—as well as seismic retrofits, and much more—for commercial and industrial buildings. The financing is provided by private capital providers in an open market, so you can select the best terms. Repayment is facilitated through a voluntary energy assessment lien on your property (similar to a sewer assessment). There is no money down and typically no personal guarantee required. Best of all, in well-designed projects, the energy cost savings may outweigh the PACE payments, improving your net operating income!

### HOW DO I GET STARTED?

Getting started with C-PACE is easy, and we'll be on hand to walk you through the process. As a first step, simply visit the Resources section at [utahcpace.com](http://utahcpace.com) to download an application. Once you submit the application, we'll confirm the project's eligibility and work with you and your contractor to develop a project that meets your energy savings and financial goals.

### C-PACE: A SMARTER WAY TO IMPROVE YOUR BUILDING

- Up to 100% financing (soft and hard costs)
- Projects are typically cash-flow positive
- Personal guarantees are typically not required
- Long-term (up to 30 years)
- Lower utility bills
- Open-market financing
- Owner retains all tax incentives
- Can be combined with utility incentives
- Can be transferred upon sale and does not accelerate



## ELIGIBLE PROPERTY TYPES

- Agricultural
- Industrial
- Manufacturing
- Office
- Retail
- Multifamily residential (with five or more units)
- Nonprofit (e.g., houses of worship, private schools)
- More!

## ELIGIBLE IMPROVEMENT EXAMPLES (Ask your contractor for specifics related to your property)

- Automated building controls
- Boilers, chillers, and furnaces
- Building envelope (insulation, windows)
- Combined heat and power systems (CHP)
- High-efficiency lighting
- Hot water systems
- HVAC upgrades and controls
- Solar PV and energy storage systems
- Roof upgrades
- Water efficiency
- EV charging stations
- More!

## WHAT BUILDING OWNERS ACROSS THE COUNTRY ARE SAYING ABOUT C-PACE

"We knew the operating expenses of our building were high, but we were taking the typical approach by making our list and saying 'Here's everything we need to do at this property. What do we want to do and what can we push to the side and live with?' C-PACE financing allowed us to address it all in one fell swoop. Anything that reduced our utility bill was eligible. We're very excited, and tell people they should look into this."

— *Brandon Hall and Brett Wilderman, principals, Forstone Capital*

### USED C-PACE to upgrade:

- HVAC
- Controls
- Windows

**C-PACE financing:** \$2 million

**Projected savings:** Nearly \$250,000 annually

"We are thrilled to have a solar canopy project producing energy for us every day! It gives our employees protected parking areas and we were cash-flow positive on day one."

— *Brok Thayne, Renewable Energy Division manager, Hunt Electric*

### USED C-PACE to install:

- 25,125-watt solar canopy, which provides covered parking
- 4,320-watt rooftop system
- Battery backup system, Microgrid SCADA system
- Four electric vehicle charging stations

**C-PACE financing:** \$100,500

**Projected savings:** \$313,100 over the project's lifetime

## CONTACT US TODAY TO LEARN MORE

Shawna Cuan, managing director: 385.235.4580 | [scuan@utah.gov](mailto:scuan@utah.gov)  
Heather Lee, program manager: 203.220-6952 | [hlee@paceworx.com](mailto:hlee@paceworx.com)



Administered by:



Administration support by:



Funding support by:





# Project Application

Welcome to C-PACE! We're delighted you're considering the C-PACE District, administered by the Governor's Office of Energy Development (OED). To get started, simply [Contact us](#) to submit this completed application. (Multifamily projects and projects that will use tax credits require additional information—see Appendices for supplemental forms).<sup>1</sup>

Before you fill out this application, remember that to be eligible for the C-PACE financing, a property must:

- Be located in a jurisdiction that opted-in to the C-PACE District ([Participating Areas](#))
- Require financing for eligible improvements ([Eligible Improvements](#))
- Be current on property taxes and municipal assessments
- Not be in bankruptcy, foreclosure, or mortgage default
- Not have any delinquency on any trust deed or other lien on the property
- Not have an involuntary lien
- Be used for commercial purposes

Questions? [Contact us](#).

## I. CONTACT INFORMATION

Name \_\_\_\_\_  
Company name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State Utah ZIP Code \_\_\_\_\_

<sup>1</sup> This application only applies to participants in the C-PACE District administered by OED.

I am a:

- Building owner
- Building manager
- Contractor/auditor/project developer

- Capital provider
- Real estate developer
- Other: \_\_\_\_\_

Project type:

- Existing building retrofit
- New construction

II. PROPERTY INFORMATION

Name of property owner (building owner's corporate identity) \_\_\_\_\_

Property address \_\_\_\_\_

Gross square footage \_\_\_\_\_

When was the property acquired by the current owner? \_\_\_\_\_

Property type:

- Agricultural
- Commercial
- Industrial
- Manufacturing
- Mining
- Multifamily with five or more rentable units (submit Appendix I with this form)
- Nonprofit
- Private/public club
- Other \_\_\_\_\_

Is there a mortgage on the property?

- Yes
- No

If yes, are mortgage payments current?

- Yes
- No

Mortgage company name \_\_\_\_\_

Mortgage company contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Mortgage closing date \_\_\_\_\_

Principal outstanding \_\_\_\_\_

Term \_\_\_\_\_

Monthly payment \_\_\_\_\_

Interest rate \_\_\_\_\_

Fixed or variable? \_\_\_\_\_

Amortization schedule \_\_\_\_\_

Balloon date \_\_\_\_\_

What is the property's:

Appraised value \_\_\_\_\_  
Appraisal year \_\_\_\_\_

Assessed value \_\_\_\_\_  
Assessment year \_\_\_\_\_

Does the owner have clear title to the property with no encumbrances?

- Yes
- No

Are there any outstanding tax liens or notices of default?

- Yes
- No

Other than the proposed project, are there other major (\$100,000 or more) capex expenditures planned over the next five years?

- Yes. They include \_\_\_\_\_
- No

Over the last five years, what has been the property's highest and lowest vacancy rate?

Low: \_\_\_\_\_ %  
High: \_\_\_\_\_ %

### III. PROJECT INFORMATION

What type of improvements will be financed?

- Energy efficiency upgrade(s)
- Renewable energy system, e.g., solar PV,<sup>2</sup> solar thermal, cogeneration, fuel cell, biomass, geothermal, wind (Complete Appendix II to qualify for the federal investment tax credit and MACRS depreciation benefits)
- Battery storage
- Electric vehicle charging infrastructure
- Seismic resiliency
- Parking automation
- Hybrid transport device
- Other \_\_\_\_\_

---

<sup>2</sup> Note that solar PV systems in the Rocky Mountain Power service territory are limited to 2 MW for existing buildings and there is no cap for new construction. Solar PV projects are prohibited in rural electric co-ops.

Describe the energy efficiency measures and/or renewable energy system in the proposed project:

---

---

---

What is the estimated cost of the project?     \$\_\_\_\_\_

Have you selected a contractor to design and install the project?

- Yes
- No

If yes:

Company name \_\_\_\_\_ Contact name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Have you conducted a recent energy audit on the building?

- Yes, an ASHRAE Level I Date \_\_\_\_\_
- Yes, an ASHRAE Level II Date \_\_\_\_\_
- Yes, an ASHRAE Level III Date \_\_\_\_\_
- No

For renewable energy systems, has a feasibility study been prepared?

- Yes Date \_\_\_\_\_
- No

Have you contacted your utility for incentives, if applicable?

- Yes
- No

Have you selected a qualified capital provider to finance the project?

- Yes
- No

If yes:

Company name \_\_\_\_\_ Contact name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Terms and Conditions

The State of Utah, Governor’s Office of Energy Development (“OED”), administers a statewide Commercial Property Assessed Clean Energy (C-PACE) District (the “C-PACE District”). OED, in collaboration with Sustainable Real Estate Solutions, coordinates certain services to allow commercial property owners (“Owner”) to use C-PACE financing for eligible building improvement projects. The following standard terms and conditions apply to OED’s C-PACE District.

1. **Confidentiality.** OED is a governmental entity subject to the Government Records Access and Management Act, Utah Code §§ 63G-2-101 to 901 (“GRAMA”) Accordingly, certain records within possession or control, including without limitation, these standard terms and conditions, may be subject to public disclosure. Pursuant to section 63G-2-309 of GRAMA, any confidential information provided by Owner to OED that Owner believes should be protected from public disclosure, must be accompanied by a written claim of confidentiality and a concise statement of reasons supporting such a claim.
2. **No Endorsement:** Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the State of Utah. The views and opinions expressed herein do not necessarily state or reflect those of the State of Utah, and shall not be used for advertising or product endorsement purposes.
3. **Disclaimer of Liability:** OED is a governmental entity defined by the Utah Governmental Immunity Act, Utah Code §63G-7-101, et seq. and does not waive any defenses contained therein. With respect to documents and information available under OED’s C-PACE District, neither the State of Utah nor any of its employees makes any warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. OED will not be responsible for any damages suffered by Owner, to include loss of data collected under Paragraph 6.
4. **No Warranties and Representations:** OED makes no representations, covenants, or warranties under this agreement, other than the duties of Program Administrator, as outlined in the C-PACE District Program Guide and User Guide. OED does not guarantee funding for the project or increased property value. Owner must abide by the terms of the finance agreement and the conditions set forth by the entity issuing the C-PACE financing. OED is not responsible for any obligations under the finance agreement. OED is not responsible for any construction defects or negligence by a contractor or worker on the contractor registry.
5. **Assumption of the Risk:** Owner knowing the risks described above, and in consideration of being permitted to participate in the C-PACE District, Owner agrees to, and on behalf of its successors or assigns, to assume all the risks and responsibilities surrounding its participation in the C-PACE District. To the maximum extent permitted by law, Owner releases, indemnifies, and covenants not to sue OED from and against any present or future claim, loss or liability for injury/damages to person or property which owner may suffer, or for which owner may be liable to any other person, during Owner’s participation in the C-PACE District. This agreement shall be governed by the laws of the State of Utah, which shall be the forum for any lawsuits filed under, or incident to, this agreement or to the C-PACE District.
6. **Consent to Collect and Use Data:** Property owner hereby consents to OED collection of, the use of, and reuse of data or information gathered from the C-PACE District for any purpose including but not limited to use in print, on the internet, and all other forms of media. Owner also hereby releases OED and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.
7. **No Agency:** Nothing contained in these standard terms and conditions shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship. Owner has no authority to act as agent for, or on behalf of, OED, or to represent OED, or bind OED in any manner.
8. **Amendments:** These standard terms and conditions may only be amended by the written agreement of OED, which amendment will be attached to these standard terms and conditions. Automatic renewals will not apply to these standard terms and conditions.
9. **Conflict of Interest:** Owner represents that none of its officers or employees are officers or employees of OED or of the State of Utah, unless disclosure has been made to OED.
10. **Termination:** These standard terms and conditions may be terminated by OED at any time upon OED providing Owner with 10 days’ written notice of termination. Such notice may be provided to Owner by OED at any time and for any reason, with or without cause.
11. I declare under penalty of perjury that the foregoing statement is true and correct, and I am aware that if I present any material matter as true which I know to be false, I may be subjected to penalties prescribed for perjury under the laws of the State of Utah.

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company address

# APPENDIX I

## Supplementary Application

### Multifamily/Apartment Properties

Number of buildings in complex \_\_\_\_\_  
Number of rental units in complex \_\_\_\_\_  
Number of owner-occupied units in complex \_\_\_\_\_  
Year built \_\_\_\_\_

Property type:

- Rental
- Condo
- Co-op
- Congregate housing (apartments or group accommodations that provide support services for residents, including the elderly and disabled)

Affordability:

- Market rate
- Mixed-income
- Privately financed affordable (serves low-income, but has no public subsidies)
- Subsidized affordable
- Public housing authority (HFA/state-financed)
- Public housing authority (HUD-financed)

Financial structure (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Privately financed        | <input type="checkbox"/> CMBS                                      |
| <input type="checkbox"/> Fannie Mae                | <input type="checkbox"/> Low-income housing (tax credit financing) |
| <input type="checkbox"/> Freddie Mac               | <input type="checkbox"/> Section 8                                 |
| <input type="checkbox"/> FHA-insured loan          | <input type="checkbox"/> No debt on property                       |
| <input type="checkbox"/> Other HUD financing _____ | <input type="checkbox"/> Other _____                               |

Source of heating fuel:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| <input type="radio"/> Oil         | <input type="radio"/> Propane  |
| <input type="radio"/> Natural gas | <input type="radio"/> Electric |
| <input type="radio"/> Other _____ |                                |

Who pays the fuel bill?

- Owner
- Tenant

Estimate of annual fuel bill \_\_\_\_\_

Hot water source:

- Oil
- Natural gas
- Propane
- Electric
- Other \_\_\_\_\_

Who pays the water bill?

- Owner
- Tenant

Estimate of annual water bill \_\_\_\_\_

Electricity is metered at the:

- Building level
- Individual apartment level

Who pays the electric bill?

- Owner
- Tenant

Estimate of annual electric bill \_\_\_\_\_

## **APPENDIX II**

# **Federal Tax Credits Associated with Renewable Energy Installations**

C-PACE applicants can apply the value of all relevant federal tax credits, including the investment tax credit and the modified accelerated cost recovery system (MACRS) depreciation benefits, toward their project's estimated savings.

All applicants who seek to have the value of such benefits credited toward their project's estimated savings must demonstrate the ability to monetize those benefits within the timeframe allowed by federal law. Consult your tax advisor, if necessary, for further details regarding federal tax credit and MACRS depreciation benefits.

To qualify, check one or both of the boxes below:

- As of this date and to the best of my knowledge, my company will be able to fully monetize the value of the federal investment tax credit.
  
- As of this date and to the best of my knowledge, my company will be able to fully monetize the value of the federal MACRS depreciation benefits.

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

AUGUST 7, 2018

Agenda Item: N

<b>TITLE:</b>	Approving distribution plan for donations deposited into the "Cinema Court Fire" fund
<b>FISCAL IMPACT:</b>	\$0.00
<b>PRESENTER(S):</b>	Kris Hurlburt,, GC Office of Emergency Management OIC Cinema Court Fire

**Prepared By:**

Kris Hurlburt, OIC  
GC OEM  
435 260-8824  
125 E. Center  
Moab UT 84532

**FOR OFFICE USE ONLY:**

**Attorney Review:**

**RECOMMENDATION:**

I move to approve the distribution plan as was unanimously recommended by those households who lost everything in the Cinema Court Fire and want funds, and, accept that the other fire victims have declined any funds (see attachment A). The plan recommended is to divide the "Cinema Court Fire" funds equally amongst those ten households who lost everything. I understand that waivers will be used to document those receiving and those declining funds; and I authorize the Chair to sign all associated documents.

**BACKGROUND:** Two months ago, almost to the hour, The Cinema Court Fire ravaged a Pack Creek neighborhood on June 12, 2018. A number of buildings were destroyed by the fast moving and very hot fire: In addition to outbuildings, shops, and carports, **eight homes (plus 1 accessory building), were destroyed.**

Community members started calling and coming by the Sheriff's Office with cash donations almost immediately. An account was quickly established at the Grand County Credit Union (that changed its name that day to Desert Rivers Credit Union) to meet this urgent need (named Cinema Court Fire Donation Fund CCFDF).

Grand County and its Office of Emergency Management immediately began working with the fire victims to help them stabilize their lives. They are now in the recovery phase and would like to have these funds released as soon as possible so they can begin rebuilding or finding other living solutions.

Everyone significantly affected by the Cinema Court Fire has been contacted about these funds on several occasions. The increasing account totals have been communicated publically on the CCF Facebook page. On July 24, 2018, a meeting with all of the families wanting a share of the funds was held. The other families, including one owner of a dilapidated vacant house, all verbally declined any share of this account several times. At the meeting the families discussed options then presented a plan to distribute the funds to the ten households who lost everything. This is what they feel is fair. One statement was "we all experienced the same thing". It was also their wish to close the donation fund on July 31, 2018. As of August 1, 2018 the fund holds \$106,425. Upon legal review of the waivers/release, and signatures will be collected prior to distribution.

***Today, almost to the hour, concludes two months of post fire activity.***

**ATTACHMENT(S):**

Attachment A: Those affected who wish to receive funds from the Cinema Court Fire Fund and those declining by address

Accepting Funds
1299 San Juan
1295 San Juan
1111 Wasatch
1120 Lasal
1120 Lasal
1111 Wasatch
1090 S Wasatch
1111 Wasatch
1101 Wasatch
1157 Lasal

Declining Funds
1106 Lasal
1070 Millcreek Dr
Lasal Avenue
Lasal Avenue
Wasatch Avenue
1095 San Miguel
1275 San Juan

APPENDIX A: List of addresses of those accepting or declining Cinema Court Fire Funds. Lists correspond to master list held by GCOEM

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

AUGUST 7, 2018

Agenda Item: O

<b>TITLE:</b>	Approving Moab Uranium Mill Tailings Remedial Action Project's <i>2018 Annual Statement of Continued Compliance</i>
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Russ von Koch, UMTRA Liaison

**Prepared By:**

Russ von Koch,  
UMTRA Liaison

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the Moab UMTRA Project's *2018 Annual Statement of Continued Compliance* and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Per Grand County Resolution 2741, the Conditional Use Permit for Moab UMTRA (the "Project") requires the Project team to submit an *Annual Statement of Continued Compliance* (ASCC) including responses to a standard set of questions in Section I. The Moab Tailings Project Steering Committee (MTPSC) submitted additional questions to the Project team and these have been addressed in Section II of the ASCC.

Resolution 2741 delegates responsibility for review of the ASCC to MTPSC but Council retains authority for final acceptance.

At their July 31<sup>st</sup> meeting the MTPSC reviewed the responses to all questions with Federal Cleanup Director Russell McCallister and two members of his Project team. MTPSC then voted unanimously to recommend Council formally accept the 2018 ASCC as presented.

**ATTACHMENT(S):**

1. Letter from Federal Cleanup Director with Moab UMTRA Project *2018 Annual Statement of Continued Compliance*.
2. Proposed *Letter of Acceptance of 2018 Annual Statement*



**U.S. Department of Energy**  
200 Grand Avenue, Suite 500  
Grand Junction, CO 81501

July 26, 2018

MOAB-00024-18

Ms. Mary McGann, Chair  
Grand County Council  
125 East Center Street  
Moab, Utah 84532

**SUBJECT: GRAND COUNTY CONDITIONAL USE PERMIT (CUP) RESOLUTION,  
ANNUAL STATEMENT OF CONTINUED COMPLIANCE REGARDING THE  
U.S. DEPARTMENT OF ENERGY (DOE) MOAB URANIUM MILL TAILINGS  
REMEDIAL ACTION (UMTRA) PROJECT**

Dear Ms. McGann,

DOE has prepared the enclosed 2018 Annual Statement of Continued Compliance per CUP resolution #2006-2741. The enclosed report provides details of the operational activities over the past year, projected activities for the coming year, and results of ongoing environmental monitoring programs outlined in Section 17 of the CUP resolution. The last page of the report addresses additional questions from the Moab Tailings Project Steering Committee.

DOE looks forward to a continued cooperative relationship with Grand County. If you have any questions regarding the Annual Statement, please contact me at 970-257-2115 or Honora Thompson of my contractor staff at 970-257-2145.

If you have any questions, please contact me at 970-257-2115.

Sincerely,

A handwritten signature in cursive script that reads "Russell McCallister".

Russell McCallister  
Federal Cleanup Director  
Moab UMTRA Project

Enclosure

cc w/enclosure:  
Lee Shenton, Grand County  
Joe Ritchey, TAC  
Honora Thompson, TAC  
Matt Udovitsch, TAC  
Project File MOA 5.4 (Cindy Smith)



**GRAND COUNTY COUNCIL MEMBERS**  
**Mary McGann (Chair) · Curtis Wells (Vice Chair)**  
**Evan Clapper · Greg Halliday · Jaylyn Hawks**  
**Rory Paxman · Patrick Trim**

August 7, 2018

Mr. Russell McCallister, Federal Cleanup Director  
Moab UMTRA Project, DOE-OEM  
200 Grand Avenue, Suite 500  
Grand Junction, Colorado 81501

Dear Director McCallister:

On August 7, 2018, Grand County Council formally accepted the 2018 Annual Statement of Continued Compliance from the Moab UMTRA Project per the recommendation from the Moab Tailings Project Steering Committee.

Grand County appreciates the willingness of you and your project team to continue to comply with the Conditional Use Permit.

Sincerely,

Mary McGann, Chair  
Grand County Council

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: P

<b>TITLE:</b>	Adopting proposed resolution "Supporting the 2018 Community Vision Update for Future uses of the Moab UMTRA Project Site"
<b>FISCAL IMPACT:</b>	None (this is a flexible vision for the future, not a plan)
<b>PRESENTER(S):</b>	Russ von Koch, Chair, Site Futures Committee ("SFC") of the Moab Tailings Project Steering Committee ("MTPSC")

**Prepared By:**

Russ von Koch,  
 UMTRA Liaison,  
 Community  
 Development  
 Department,  
 259-1795

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None requested

**PURPOSE:**

Adopting proposed resolution Supporting the 2018 Community Vision Update for Future uses of the Moab UMTRA Project Site, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The US Dept. of Energy ("DOE") **Moab UMTRA Project** is expected to complete remediation of the old Atlas Mill site by about 2034. DOE may then transfer the site to Grand County, City of Moab, BLM, NPS, State of Utah, or any combination of these entities for "beneficial public uses." SFC has completed the 2018 update process to determine the uses preferred by the public and agencies.

The 2018 Community Vision Update builds upon the 2013 Initial Community Vision. As was the case in 2013, the 2018 update is a collaborative effort of the Moab Tailings Project Steering Committee (MTPSC) and stakeholder representatives through appointment of its Site Futures (sub) Committee. The Site Futures Committee (SFC) includes members representing Grand County, the City of Moab, the National Park Service, the Bureau of Land Management, the Utah Division of Forestry, Fire and State Lands, and three appointed citizens "at large". To date, the process has obtained community input through three public comment periods and an open house or workshop during each comment period. In 2018, the SFC again utilized public input and member perspective to refine the community vision for beneficial future uses of the Moab Mill Site. At their July 31<sup>st</sup> meeting, the MTPSC recommended that County Council endorse the 2018 Community Vision Update.

**DISCUSSION:**

A demonstrated interest in future uses of the mill site provides support for continued funding of the Project, enables DOE to accommodate our preferences if within their project scope, helps guide collaborative planning between the potential site recipients and provides DOE a justification to transfer the site. The Vision is expected to be reviewed and updated every five years until the remediation is complete. In 2014 the Grand County Council Resolution 3015 endorsing the Initial Community Vision directed that the Vision be updated at least every five years.

**ATTACHMENT(S):**

1. Proposed Resolution Supporting the 2018 Community Vision Update for Future Uses of the Moab UMTRA Project Mill Site
2. After the Pile, 2018 Community Vision Update, dated July 31, 2018.

|

**RESOLUTION NO.**

**A RESOLUTION SUPPORTING THE 2018 UPDATE TO THE COMMUNITY VISION  
FOR FUTURE USES OF THE MOAB UMTRA PROJECT SITE  
GRAND COUNTY COUNCIL, STATE OF UTAH**

**WHEREAS**, on November 21, 2013, the Initial Community Vision for future uses of the Moab UMTRA Project Site was presented and recommended by the Moab Tailings Project Steering Committee (Steering Committee) to both the Grand County Council and the Moab City Council at a joint session; and

**WHEREAS**, on January 21, 2014 the Initial Community Vision was approved by the Grand County Council through Resolution No. 3015 and by the Moab City Council on January 28<sup>th</sup>, 2014 through Resolution #11-2014; and

**WHEREAS**, the county and city resolutions both included the following provisions:

**Future Uses to Provide Social and Economic Benefits.** It is the express intent of this initial vision, that any future uses of the Moab Site shall provide substantial social and economic benefits to residents of and visitors to Moab and Grand County.

**Periodic Updates.** At least once every five years until the DOE determines final site disposition, the Steering Committee may direct the Site Futures Committee to review and update the Community Vision as needed using a public and agency input process, and to coordinate these reviews and updates with other planning processes.

**Notification of Substantive Updates.** The Steering Committee shall notify the Grand County Council and the Moab City Council whenever a substantive update is made by the Site Futures Committee to the Initial Community Vision or any subsequent Community Visions for future uses of the Moab Site.

**Review and Approval of Substantive Updates.** The Moab City Council and the Grand County Council reserve the right to endorse or reject any substantive future revisions to the Community Vision.

**Whereas**, the Grand County Council requested that the DOE transfer ownership of the Moab Site to Grand County upon completion of the Moab Project and that the Moab City Council acknowledged that Grand County requested transfer of the Moab Site to Grand County; and

**Whereas:**

- 1) The future uses proposed for the Moab UMTRA Project Site would bring about substantial social and economic benefits to residents of and visitors to Moab and Grand County,
- 2) The Site Futures Committee has completed the 2018 Community Vision Update as the first required five-year update following a coordinated public and agency input process and that the Moab Tailings Project Steering Committee has recommended adoption of the 2018 Community Vision Update,
- 3) Both Grand County and Moab City had representation during the process,
- 4) The Steering Committee has properly informed both the Grand County and Moab City councils about the proposed update, and
- 5) The future uses proposed by the Site Futures Committee represent another step towards completion of future planning for the Mill Site area as required in Grand County's Land Use Code through adoption of the 2001 Joint City of Moab / Grand County North Corridor Gateway Plan General Plan Amendment that designated the mill site as a Specially Planned Area.

This Resolution was duly and regularly introduced and passed by vote at a regular meeting of the Grand County Council, State of Utah, on the 7 day of August, 2018.

**Now therefore**, the Grand County Council hereby supports and endorses the 2018 Community Vision Update, as recommended by the Steering Committee, as guidance for more detailed planning required for the Specially Planned Area.

APPROVED this 7<sup>th</sup> day of August, 2018, by the following vote:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Diana Carroll  
Grand County Clerk / Auditor

\_\_\_\_\_  
Mary McGann  
Grand County Council Chair

**North Moab Gateway Area**

# After the Pile

**2018 Community Vision Update For**

**Future Use of the Moab Uranium Mill Tailings Remedial Action Project Site**

Results of a Process Conducted by the Site Futures Committee

A Sub-committee of Grand County's Moab Tailings Project Steering Committee

July 31, 2018

Norm Boyd, At-Large

David Everitt, City of Moab

Jennifer Jones, BLM

Zacharia Levine, Grand County

Tony Mancuso, Utah FFSL

Saxon Sharpe, At-Large (Vice-chair)

Amy Tendick, NPS

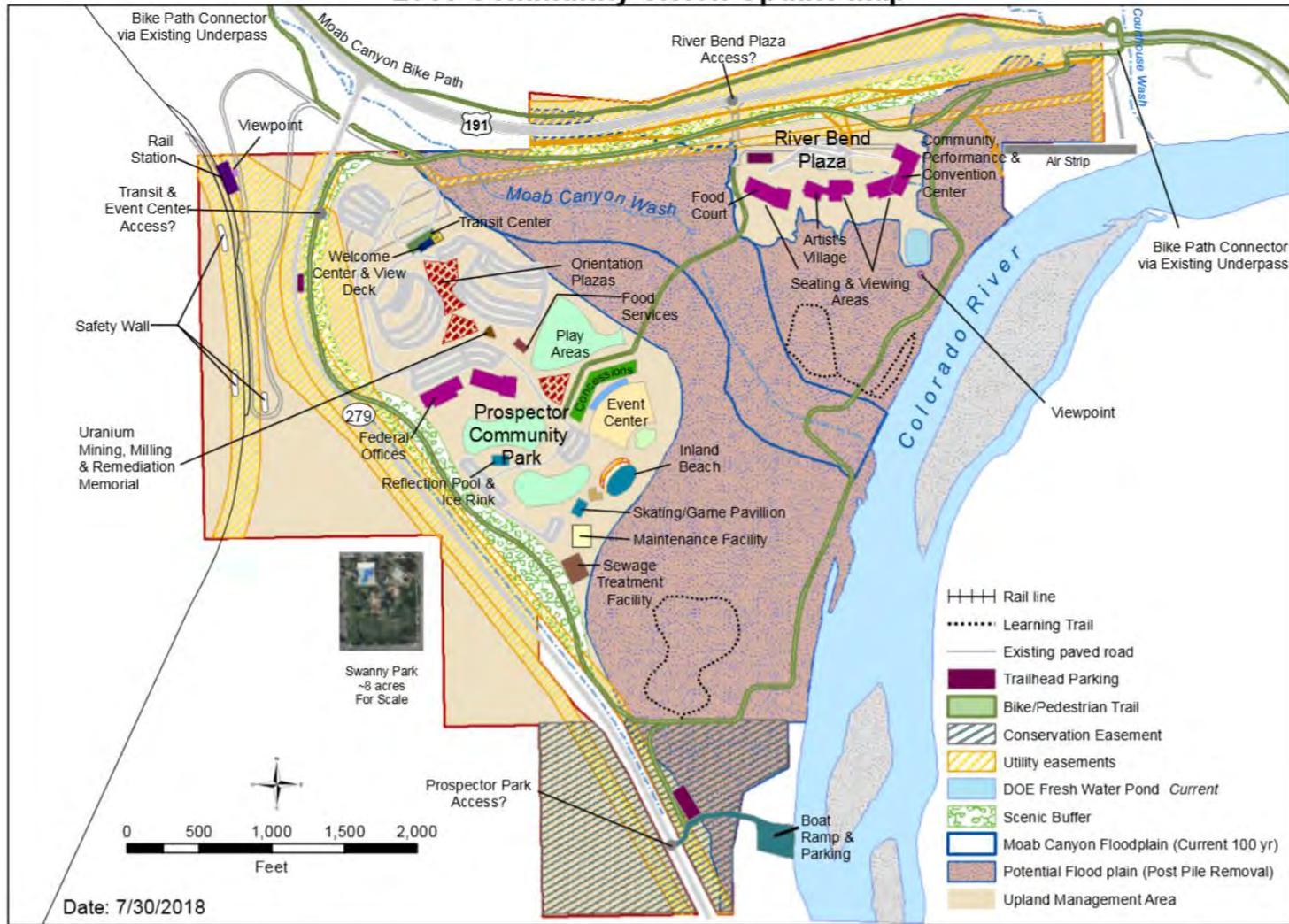
Russell von Koch, At-large (Chair)

Lisa Church and Rani Derasary, from the City of Moab, and Jason Johnson, from the Utah Division of Forestry, Fire and State Lands, served as alternate committee members.

Gery Wakefield, from the NPS, used his GIS skills to bring our ideas to life on the 2018 map.

Lee Shenton, Grand County UMTRA Liaison, prepared our meeting minutes and made many other helpful contributions to the 2018 Update.

## 2018 Community Vision Update Map



The 2018 Community Vision Update provides a concept of how the various uses derived through the Site Futures planning process might be located on the property. Considerable further planning and feasibility studies will be necessary prior to development.

# **2018 Community Vision Update For Future Use of the Moab Uranium Mill Tailings Remedial Action Site**

## **Introduction**

The 2018 Community Vision Update for the North Moab Gateway Area builds upon the 2013 initial community vision. Changes from 2013 generally result from more information about the site, recent public comment, and the efforts of the Site Futures Committee to further develop the vision.

Proposed uses are shown on the 2018 Community Vision Update Map and further described in the text. The 2018 update adds additional details to the management policy and site design guidance. Examples include new guidance for coordinating with the Utah Department of Transportation on future access to the site and additional guidance for working with the Department of Energy (DOE).

New sections address site constraints, commercial use, revenue, future consistency, property retention, and assumptions about the UMTRA project. The review of the community vision effort in the supplemental information section was expanded to include the 2018 update process as part of the chronology. The 2018 Community Vision Base Map is included to document site baseline changes presented to the public during the comment period and depicts most of the site constraints summarized below.

The Vision is not a detailed site plan. It is a guide for the future planning required in Grand County's Land Use Code by adoption of the 2001 Joint City of Moab / Grand County North Corridor Gateway Plan General Plan Amendment. The amendment designated the mill site as a Specially Planned Area.

*Notes: For readability, the terms North Moab Gateway Area, Moab UMTRA (Uranium Mill Tailings Remedial Action) Site, "mill site", "site", and "project area" all refer to the same area of approximately 480 acres currently owned by the Federal government and managed by the DOE.*

*For ease of description in the text, but not displayed on the site maps, the project area has been broken into two "Portal" areas that are located west and east of the Moab Canyon Wash (aka "Bloody Mary Wash"). The West Portal area encompasses the site of the tailings pile and adjacent land and the East Portal includes the site of the existing DOE administrative facility. For planning purposes, it is assumed that large portions of both portal areas will remain above the elevation of the 100-year floodplain after completion of site remediation excavation work.*

*The 100-year floodplain and hillside management areas form the remainder of the property.*

*Prospector Park is suggested as the name for the community park to link that facility to the mill site's history. The terms East Portal, West Portal, River Bend Plaza, Moab Transit Center, Moab Event Center, Moab Community, Event, Performance and Convention Center are working titles for the sake of convenience and do not infer any actual recommendation for place names*

## Public Comment and Response

Fewer public comments were received for the 2018 community vision update than for the 2013 initial community vision. Comments were generally similar as in 2013, except in 2018 there was more support for uses that also serve residents. The Site Futures Committee was again impressed by the quality of the comments and the ideas expressed for future use of the site.

With these comments in mind, adjustments were made to the uses proposed for the community park in the West Portal area and to the formerly titled commercial use area in the East Portal area to make the vision more community focused. Support in 2018 continued for trails, the community park, the outdoor event center, the orientation plaza, the welcome center, and the transit center. In 2018, advocacy for environmentally friendly development continued and requests were made for lots of shade.

Use of the North Gateway area for federal offices and a dedicated commercial use area, had the lowest level of support. Other comments were against more congestion, additional hotels, chain-type businesses, lots of black asphalt, and, despite support in 2013, a stand-alone ice rink.

The 2018 update retains the federal offices with a reduced footprint and now also proposes to use the location (and if built, also the offices) as a buffer between parking areas and the community park. Monitoring for future government interest in the offices is specified. If the offices are not built, the location could be utilized by expanding the neighboring use areas. The ice rink was moved to the community park for 2018, and when not frozen, would be function as a “reflection” pond.

The concept of a “River Bend Plaza” is offered as an example of a potentially more resident-friendly use of the East Portal location identified in 2013 as the commercial use area. The golf course was removed from the list of potential commercial uses in the East Portal area in favor of the multiple alternative facilities suggested for the River Bend Plaza.

In 2018, multiple comments suggested that affordable housing be included in the site design. While affordable housing is a concern, the 2018 update, like the 2013 initial community vision, does not provide for residential use at the site. This is due to potential health issues with long-term occupancy at the site of a former uranium mill and potential for flooding above the 100-year floodplain. Consideration of any overnight use (lodging) is deferred until final approval of the Department of Energy’s project completion report when more information will be available about potential health risks and liability from such use.

There were individual comments suggesting a large grocery store and a vehicle service complex to reduce congestion in town. In-town congestion while shopping for food and using vehicle service facilities needs to be addressed, but there may be alternatives and other locations more suitable. Both in-town congestion and housing must be addressed sooner than the North Moab Gateway site will be available for post remediation uses.

## Site Constraints

For the 2018 update, the review of potential uses for the North Moab Gateway area attempted to accommodate a compatible mix of beneficial uses in a relatively small area. The total Moab UMTRA project area is about 480 acres and appears to be relatively vast in size. However, much of the area is within the 100-year floodplains of the Colorado River and Moab Canyon Wash, on steep hillsides, on a parcel of land donated to the Department of Energy with a conservation easement, or encumbered by highway, railroad, and utility rights-of-way (ROW).

Some lands adjacent to the Colorado River may be Sovereign Lands of the State of Utah. The Utah Division of Forestry, Fire and State Lands is a participant in community vision process. Their concepts for future use of lands along the river are incorporated into the community vision recommendations for uses such as nature study, learning trails, a boat ramp, and riparian habitat and floodplain management.

For the 2018 vision update, the Site Futures Committee considered about 114 total acres as potentially suitable for permanent structure development in the combined West and East Portal areas (95 and 19 acres respectively). This is a reduction of about 32 acres from the 2013 Vision. The more conservative 2018 estimate anticipates a possible loss of developable land in the West Portal area from potential remediation excavation work. This excavation work could extend to the depth of groundwater resulting in an increase in land area below the 100-year floodplain. The more conservative estimate also makes a smaller adjustment in the East Portal area where development between existing ROW routes is considered unlikely.

The estimate of the developable area may change in future years depending upon the depth to which mill tailings remediation extends and alters site topography, how such excavation may change the floodplain area, future ROW use, and other factors not yet fully understood. For planning purposes, the locations of major facilities proposed in 2018 remain above the 100-year floodplain and / or changes in the size and locations of such facilities in future updates could compensate for possible unanticipated future changes at the project area.

A significant constraint is that there is no possible use of groundwater from the site due to natural high salinity and lingering contamination. All water for use at the site will have to come from other sources.

These factors are discussed in more detail in the main portion of the vision update. Also, please see the 2018 Community Vision Base Map for additional information.

## Recommended Site Uses

### **The Prospector Community Park – (West Portal Area)**

**Event Center.** Reserve space for a multi-purpose outdoor Event Center southeast of the Transit Center to provide facilities for a variety of existing and new events such as car shows, non-motorized races, and outdoor concerts. Besides an enclosable performance stage and lawn seating, such facilities typically include parking, controlled entry, and an event service area with a ticket / administrative office, restrooms, and concession area for equipment rental and memorabilia.

A food service area with a snack shack, food truck park, or an eventual food court could serve both community park users and event attendees and outdoor tables and grills would support both picnic and vendor use. Where venue location shifts are desirable, future use of the facility could potentially reduce congestion and noise in downtown Moab. Designing the event center ticket office to also function as a general Moab event registration facility, regardless of location, could further reduce downtown congestion.

**Play Area(s).** Reserve space for multi-purpose “play” areas for children and adults. The play areas would form the core of the community park and be located between the transit center and the event center, but also wrap around the event center and border the riparian management area. The play areas connect other use areas while providing planning space for a variety of uses.

Examples of potential facilities include: fitness and play structures for children and adults, a shallow reflection pond / winter time ice skating rink (no mechanical freezing planned), game board stations, climbing walls and rocks, slacklines, a bicycle pump track, and frisbee use. As community park space, the play areas could also be used for community celebrations and events and provide space for relaxation, picnicking, and enjoying art. Play area use would be supported by standard park type facilities such as restrooms, tables, grills, benches, and water stations.

Reserve space in the southern end of the community park for a combination covered roller skating and game / sports pavilion. Markings for sports and games, such as pickleball, could be added to the facility for periods when it is not reserved for skating. Plan for support facilities such as restrooms, a water station, skate and game equipment rental, a wind shelter, and spectator seating. The facility could also be used for weddings and similar social events.

Reserve space in the southern end of the community park for a small lake or swimming pool with an “inland” beach. The lake would be fully lined to prevent any contact with groundwater. Swimming and beach use would be supported by on-site staff, a water treatment and filtration system, permanent shade structures, changing areas, and possibly showers. Investigate the feasibility for a lake type facility, similar to that built at the Spanish Oaks Reservoir in Spanish Fork, Utah, but with a much smaller swimming area. It would be managed under controlled public health and safety conditions. Spanish Oaks is operated by the City of Spanish Fork. Another interesting example of a swimming pond is at the Buffalo River State Park in Minnesota.

Retention of the DOE’s existing freshwater water lines to the injection wells and sand filtration facility on the west side of Moab Canyon Wash would likely facilitate future water use in the West Portal areas, especially for uses in the community park including, but not limited to, the play areas, inland beach, and event center and possibly also for general irrigation and sewage services.

Locate picnic areas between the play area and the event center and between the play area and the transit center to facilitate use of all three areas and also serve as waiting and gathering areas.

Construct linear style shade structures between the play area and the transit center, and between the play area and the event center, to provide flexible space for all three areas.

Reserve space for a boat ramp and parking area sited along the southern section of the property. This project would be in cooperation with the Utah Division of Forestry, Fire and State Lands. *Note: additional study is necessary to determine the feasibility and location for the ramp and actual ownership of the lands along the river. The boat ramp area may be State Sovereign or relicted land.*

## **Transportation Facilities – (West Portal Area)**

Reserve space for a Moab Transit Center in the northeast portion of the project area. The transit center would feature a covered bus and shuttle loading area located below a combined indoor passenger services / waiting area and welcome center facility. A south-facing outdoor covered terrace with direct access from the passenger services area would provide a view over the adjacent shaded outdoor Moab area orientation plaza. The transit center would be served by a dedicated access road, include space reserved for expansion of the terminal, and be connected by covered or shaded walkways to the other major facilities of the North Moab Gateway Area. Parking management for the transit center would be integrated with that for the event center.

The transit center could eventually serve destinations such as the East Portal area, Arches National Park, the Bar M Trailhead, the Lions Park Transit Hub, campgrounds and trailheads along the Colorado Riverway, Canyonlands Field airport, the City of Moab and Spanish Valley south to the Old Spanish Trail Arena. Parking would be shared by the transit and event centers. Space would also be reserved for long distance bus and van tours and services. Consideration should be given to fee rates that encourage visitors and residents to utilize the transit rather than park at the site. Both transit and parking will need revenue from fees to be sustainable. When appropriate, consider a discount pass program for residents.

Reserve space for a future Moab passenger and freight rail station along the existing Union Pacific / UMTRA rail spur, south of the gantry crane parking area facility. When rail service to Moab is under active discussion, recommend that a rail stop at the airport also be considered and that a Moab-bound passenger and freight station be established at Crescent Junction, Thompson, or Green River. Evaluate the retention of existing rail sidings, such as at the Moab UMTRA site loading area and Crescent Junction unloading area, for future use. Coordinate post remediation rail use with the Union Pacific Railroad.

As a safety measure for future rail use along the rail bench, recommend that the DOE retain the three concrete safety walls.

## **Federal Offices – (West Portal Area)**

Reserve office space for the Moab-based federal land management and scientific agencies between the transit center and the community park. Include space for a small DOE Legacy Management office. Selection of this location provides for buffer type use between the transit center traffic and the community park. The area allocated for the offices is smaller than in 2013. The buildings would be elevated over an employee parking area for additional flood protection and could be of two-story design, which would reduce their visual impact, as the proposed site is well below the grade of SR 279. Access to the offices would potentially share a highway entry from SR 279 with community park visitors. Federal office visitors and park users would also likely share a common parking area.

Monitor the need for reserving a space for the federal offices in future years. To date, co-location of offices for cost saving purposes has not occurred due to the timing of existing leases and the availability of office space in Moab. As of 2018, the National Park Service committed to a new 20-year lease at its present location, the BLM has a much shorter-term lease for its present space, and the Forest Service is using its property in Moab. Long term use by employees at a former uranium mill site and constructing such buildings within the probable 500-year floodplain are potential concerns that may favor other locations for the offices.

### **River Bend Plaza – (East Portal Area)**

In 2018, public comments suggested that the parcel identified in 2013 as a commercial use area be more focused on providing amenities for residents. The following is an example of how the area presently used by the DOE for its administrative offices could be developed for more resident-friendly uses, while still providing revenue for support of the North Moab Gateway Area.

Develop the “River Bend Plaza” to include an extensive shaded outdoor terrace with tables and small gathering areas that face south over the Colorado River and Moab Valley towards the La Sal Mountains. Some tables would also overlook a child’s play area while others would offer views of several small outdoor performance venues. A food court would provide dining options at the plaza and a physically separated patio food and beverage area could provide an additional relaxation space. Other business opportunities could include an artist’s village where artists create and display their work, and a community event, performance, and convention facility with an indoor amphitheater. The main use areas would be connected by covered walkways and an additional covered and / or shaded walkway on an adjacent electric shuttle “cart way” could connect the East Portal area with the Community Park in the West Portal area across Moab Canyon Wash (a feasibility investigation of this connecting route would be necessary). Major components of the East Portal area would be elevated to provide additional flood protection by building them over parking structures. See the Commercial Use and Other Revenues Sources sections below for guidance about revenue obtained from potential use of the area.

### **Trails – (West and East Portal Areas)**

Provide for enhancement of public non-motorized access by extending the Mill Site Riverside Trail to form a loop around the property, constructing two trail connector routes from the Mill Site Riverside Trail to the Moab Canyon Trail, and developing parking for three Mill Site Riverside Trail trailheads.

Enhance visitor enjoyment of the Mill Site Riverside Trail by paving one side for cycling and skating and providing a non-paved surface on the other side for walking and running. Increase the utility of the riverside trail for general public use, fitness, and event purposes by installing mileage markers and “you are here” maps similar to those provided by Trail Mix at trail junctions.

Develop other non-motorized trails to connect the various use areas and to provide for public recreation and movement including, but not limited to:

- 1) Interior connecting trails from the Mill Site Riverside Trail to the main facilities at the west and east portal areas and between the community park in the West Portal and the East Portal. Consult with DOE regarding location of any existing or future DOE hardened routes (i.e., low water crossings) built for remediation work that may also have future potential for road or non-motorized route access,
- 2) “Learning” trails e.g., about floodplains, geomorphology, plants, and animals to portray the site’s history, resources, and values (in cooperation with the Utah Division of Forestry, Fire and State Lands); and
- 3) “Exercise or fitness trail type facilities” at appropriate locations along the non-motorized trails and /or within or near the Play Area.

### **Information Facilities – (West and East Portal Areas)**

Develop a staffed indoor welcome center adjacent to the transit center's passenger services area to provide information to area visitors and transit users. The welcome center could be operated as a "sister" facility of the Moab Information Center, but would not replace the Moab Information Center as that facility serves visitors to downtown Moab.

Construct a series of shaded orientation plazas leading south from the welcome center towards the event center. The plazas would feature informational and educational exhibits that introduce visitors to the Moab area including the site's history as a uranium mill. The displays closest to the transit center would cover nearby recreation opportunities and available services including transit options. As visitors move south through the orientation plazas, the focus of the exhibits would change to provide information about the facilities at the community park and performances at the event center.

Install "you are here" information kiosks to guide visitors throughout the project. Transit schedules would be posted at these kiosks to help visitors plan their time at the site.

Construct a "uranium memorial" in the orientation plaza area. The memorial would be dedicated to those individuals and families affected by the exploration for uranium and its mining, milling, and remediation on the Colorado Plateau and inform visitors about this aspect of the region's history.

Reserve space for an interpretive area viewpoint on the dike of the freshwater pond with a trail connection from the Mill Site Riverside Trail. Design the interpretive area to cover the area's natural features and restoration during the remediation project and legacy management. Consider protective fencing or signage, as appropriate, for facility protection and public safety (e.g., "No Swimming").

Construct a view area outside the railroad ROW near the site proposed for the rail station. Pending development of the rail station, manage the existing DOE haul road to the rail line as part of the access to the interpretive view area. Design the view area as an introduction to the Moab Valley by highlighting the major sights visible including the La Sal Mountains. Construct a non-motorized trail to the view area as a spur route from the Mill Site Riverside Trail as a project independent of the rail station.

### **Picnic Areas – (West and East Portal Areas)**

Plan picnic areas between the transit center and play area, between the play area and the event center and near the food service areas. Individual picnic tables and benches would be located within the community park, along the Mill Site Riverside Trail, and other locations as appropriate.

### **Parking – (West and East Portal Areas)**

Provide parking and related access to serve the major facilities in the North Moab Gateway Area, the three Mill Site Riverside trailheads, and the boat ramp.

Provide a designated motor coach parking area and, if necessary, a shaded waiting / meeting area for passengers and drivers.

Charge parking fees as a source of site management revenue. Premium parking under covered structures (e.g., with rooftop solar electric cells) should be charged a higher rate. Where appropriate, build elevated low-profile parking structures at multiple locations as a means of raising the elevations of buildings and other costly features to reduce the risk of flood damage at locations above the probable 100-year floodplain. Consider a discount parking pass program for residents using the community park.

Recognize that parking space will be finite. As use of the site grows, the available parking may not be able to accommodate all users. Future management should actively encourage visitors, site employees, and residents alike to leave their vehicles at their lodging, campsite, or home and take local transit or the North Moab Bike Path to North Moab Gateway Area. Parking for unhitched private trailers for more than a day may not be available. Parking for long haul trucks passing through Moab has not been planned.

### **Landscaping – West and East Portal Areas**

Begin landscaping efforts by utilizing and protecting the vegetative cover established through the decades of site remediation work by the DOE. Construction efforts and site planning should emphasize minimal disturbance of vegetation for scenic, erosion prevention, weed management, and dust control purposes. Where disturbance is necessary, implement effective vegetation restoration measures as quickly as possible. Following site development, actively guide site users to walkways and other managed surfaces such as play fields, trails, and specialized use areas to protect vegetation.

Develop botanical management areas at key spaces bordering major public use sites. Botanical management areas would utilize concentrations of native plants for beautification and education purposes. Manage them collectively as a quasi botanical garden where site visitors could learn about the types of regional native plants, their environmental values, and techniques for gardening in areas with limited water availability. Considered continued use of DOE’s existing compost site for soil amendment and reduction of organic waste.

When appropriate, develop a shade tree plan for the site with the objective of planting trees at locations where they will provide shade at key public spaces as early as possible during future development of the site.

### **Utilities and Site Maintenance – West and East Portal Areas**

Provide water and sewer service as needed to support site uses in partnership with the Arches Special Service District. Coordinate with the Arches Special Service District regarding any future use or removal of the existing leach field that services the DOE administrative site.

Reserve a site on the southern end of the West Portal area for a future enclosed-type sewage treatment facility. Consistent with sewer line gradients, elevate the operational components of the facility to reduce potential damage from higher than 100-year floods. Emphasize conservation of culinary water (e.g., by encouraging off-site food preparation) and sewer use (e.g., by specifying low flow washroom fixtures and low flush toilets) throughout development of the project to reduce the expense of providing these utilities and conserve associated resources. Reduce the need for irrigation water for landscape maintenance by specifying drought tolerant native plants where practicable.

Transfer the mill site’s existing water right for use of Colorado River, subsequent to a property title transfer, if any, to the successor governmental entity for beneficial use at the property.

Water for use at the site for both culinary and non-culinary purposes is expected to come from the Colorado River using the existing water right allocated to the mill site. To reduce costs, treat and distribute water for culinary purposes separately from water for non-culinary uses, such as irrigation use, as allowed by state law. Strive for efficient water use at the site while maintaining the water right. If feasible after future site uses are met, consider if a portion of the water right might potentially be available for other beneficial future community uses.

Reserve approximately one-half acre for a site maintenance facility in the southern portion of the west portal area. It would include a small building with office space and indoor storage for tools, equipment, and weather sensitive building materials. An outdoor fenced area would provide space for secure vehicle parking and temporary storage of project building materials.

## **Management Policies and Site Development Guidelines**

### **Rights-of-way and Deed Restrictions**

Recognize that existing rights-of-way (ROW) uses for roads, the railroad, and utilities will continue. Given the combination of a lack of alternatives due to topography and the limited availability of land for other routes in the north Moab region, work with ROW holders and proponents to assure that new or expanded ROW uses give full consideration to the resource and public use values of the North Moab Gateway area. Seek cost-effective solutions through location, design, and reclamation to reduce the short and long term visibility and disruption of site use from new or altered ROW uses, especially where they are visible from the highways and major observation points at the mill site. Work with ROW holders to 1) accommodate the Mill Site Riverside Trail, 2) build two parking areas for trailheads to provide non-motorized trail connections from the Mill Site Riverside Trail to the Moab Canyon bike path along the U.S. 191 corridor, 3) build a third trailhead from SR 279, and 4) to possibly accommodate a section of the Mill Site Riverside Trail within the SR 279 ROW.

Adhere to the following warranty deed restrictions applicable to the former “Policaro” property located at the southern section of the planning area as part of the acquisition of the parcel by the DOE in 2011:

Said property, including all accreted lands accruing to the benefit of the property, shall be managed in a manner that is consistent with the intended public transportation and recreational uses of the adjacent property now or formerly known as the United States Department of Energy Moab Mill Site UMTRA Project, provided however, that no greater than twenty-five percent of the total property’s area east of State Highway 279 may be used for roadways, parking areas, trailhead and interpretive kiosks, and restroom facilities with the remainder of the property restricted only to passive non-motorized recreational purposes such as open space, hiking and bicycling trails, wildlife and birding viewing areas, boat launch, and picnic areas. Notwithstanding the foregoing, roadways existing at the time of this grant and the United States Department of Energy’s existing monitoring wells are permitted improvements and uses of the property and are inclusive of the twenty-five percent area referenced above.

*Note: It will be necessary to coordinate with the Utah Division of Forestry, Fire and State Lands to help delineate the ownership of all lands near the river, where ownership was established at the time of statehood, as well as relicited lands accruing to the State of Utah since the original parcel survey. In the interim, work with the Division to plan uses and management consistent with its general goals for the conservation management of Sovereign Lands and contribute to the development of the Division of Forestry, Fire and State Land’s comprehensive management plan for the area.*

## **Floodplain Management**

Prohibit residential use both within the 100-year flood plain and the probable maximum flood area. This is a continuation of policy approved for the 2013 community vision.

Create the Moab Canyon Wash / Colorado River Floodplain Management Area (100-year flood plain level). Generally manage this area to encourage riparian vegetation, reduce the presence of invasive plants, reduce the impact of routine flood events, and support compatible trail, wildlife, educational, scientific and river uses. Allow non-disruptive research and monitoring.

Limit use of lands within the 100-year flood plain to flood resistant, low cost, or easily replaceable facilities, such as trails, view and observation areas, picnic sites, and a boat ramp. Such restrictions would not apply to the continued use of the DOE wells used for on-going groundwater management or their possible future conversion to other beneficial uses.

Plan major facilities and structures only in areas above the 100-year flood plain. Revise the boundary of the 100-year floodplain area as necessary to conform to the future topography of the site through its alteration by remediation related work.

Consider special construction methods, such as elevating major buildings over parking structures or fill, for the purpose of further reducing the potential for damage to buildings from flood damage. Factor in elevation above the 100-year flood plain level, trends in river flow, and the type, value, and expected life span of the structures.

Prepare a flood evacuation plan to secure facilities, protect the Colorado River from contamination, and provide for public safety. Monitor flood risk as the site is developed.

## **Visual Management**

Create the Upland Management Area. Manage the hillside area along SR 279 and U.S. 191 within the planning area for scenic retention and, where necessary, restoration of vegetation and ground cover for erosion control. Allow view area, road, trail, and rail uses specified elsewhere in the vision while also seeking to reduce their impact where practicable. Where ROW uses are necessary, or must be modified, work with the ROW holders to reasonably minimize their visual impact, restore vegetative cover, and reduce erosion as soon as practicable. Allow non-disruptive research and monitoring.

Manage transitional areas between site facilities and highways U.S. 191 and SR 279 to buffer the developed areas of the site from transportation and utility uses and provide shade along some sections of the Millsite Riverside Trail adjacent to the highways. See above for working with ROW holders.

Plan development of facilities so that the viewshed opened up by the removal of the tailings pile is not compromised by the building of structures. When considering placement, size, and height of structures avoid skylining and impeding the view across the north end of the valley as seen from U.S. 191 and SR 279 with particular emphasis upon protecting the view as seen when entering Moab Valley from the North. For structures built at the site of the former tailings pile, none should be higher than SR 279. Consider actual height limitations in future years as more is learned about the eventual topography of the site following remediation work.

## **Energy Generation and Resource Conservation and Use**

Integrate low profile, on-site solar electric generation into buildings and parking structures to provide for on-site energy needs. Consider new technologies as they become available, e.g., solar building and window surfaces, solar asphalt etc.

Actively work to reduce energy use during the development and operation of the site by seeking out and utilizing technologies to reduce power demand for lighting, heating, cooling, irrigation, and other site uses.

Utilize proven technologies for outdoor lighting and site illumination to help protect the night sky views from adjacent lands in nearby Arches National Park.

Utilize a dual water system to reduce the volume of culinary water needed on the site, i.e., fully-treated water for culinary purposes, and as allowable, partially-treated river water for sewage and irrigation purposes.

Use porous “paving” systems where practical for walkways, parking areas, and low traffic roads, to increase water infiltration and reduce heat absorption.

Install recycling collection facilities on-site to reduce overall energy use and encourage site users to reduce, reuse, and recycle to minimize landfill use.

Include shade from structures and trees as part of the design of outdoor walkways, small performance venues, and waiting, seating, exhibit, and gathering areas to reduce heat loads.

Use the fugitive dust map for DOE’s Moab UMTRA project as an indicator of the potential state of site re-vegetation at the end of the surface remediation work.

Use the DOE’s storm water management plan for the Moab UMTRA site as an aide for siting buildings and other structures and for planning future re-vegetation work.

Evaluate the feasibility of locating a future community renewable energy facility (e.g. wind and/or solar) at the Crescent Junction DOE disposal facility. If necessary, work with the Bureau of Land Management to secure long term use of all or a portion of the public land currently withdrawn by DOE for public purpose use.

## **Working with the Department of Energy**

Support the DOE’s groundwater remediation efforts to meet public health and safety objectives. Such work would include continued maintenance and use of the freshwater pond and related pumping and water distribution equipment. This project work would help to maintain the site’s existing water rights and the viability of the pumping and distribution system for potential post UMTRA public use.

Support continued use and maintenance of the existing “Yellowcake Road” as a starting point for post surface remediation access to the West Portal area. Recognize that DOE may need to use the existing route, or a convenient substitute, for DOE Legacy Management groundwater operations and monitoring on a low frequency basis for many years.

Subsequent to a future property title transfer follow all deed restrictions mandated by the DOE.

## **Radiation-related Considerations**

Initially plan use of the entire site for day use occupancy only (no overnight lodging) until there is compelling evidence that overnight use is safe and the potential danger of injury from such occupancy does not represent an unacceptable liability risk to a future non-DOE owner of the property. If necessary, re-evaluate the potential for possible overnight use at the site following release of DOE's Interim Completion Report, the normal subsequent evaluation of the report by an independent third party, and any consequent additional work by DOE.

The Interim Completion Report is expected to include a map of residual radiation levels. In the meantime, continue working with DOE to learn more about clean-up progress and potential residual risks. Also consult with local participants at other UMTRA sites where DOE has released former mill sites for community use to learn from their experience.

Require that appropriate radiation safety deed restrictions are included as part of any future transfers of title to the Moab UMTRA site. See Grand Junction's Las Colonias Park as an example.

Require soil testing to confirm residual radiation levels, if any, prior to construction of high use facilities, high occupancy area, and structures with enclosed spaces such as the event center, the convention center, and the play area. Where residual radiation above local background levels is found, consider the addition of clean fill to a depth generally sufficient to protect long term day use occupants, such as employees and staff. Additionally monitor for radiation in enclosed structures and require radon monitoring equipment and positive ventilation systems for enclosed spaces to further reduce the potential for injury and liability. Assure periodic inspection by DOE Legacy Management of the property for radiation after transfer.

Work with the DOE to establish clean fill storage stock piling areas accessible from highways U.S. 191 and SR 279. It is understood that access to the areas would be subject to all procedures required by DOE including, but not limited to, construction of interior fencing, installation of gates, security of locks and keys, vetting of providers and personnel, access periods, and inspections of vehicles and materials. Establishment of designated clean fill areas would facilitate accumulation of clean fill from various non-site project work and reduce the subsequent cost of providing clean fill in future years with road construction and major building projects the most likely sources of clean fill.

Prohibit the use of groundwater from the site due to the long term prospect for continuing groundwater contamination from radioactive material, heavy metals, as well as ammonia and the natural highly saline properties of the groundwater at the site. The prohibition includes, but is not limited to, groundwater uses for irrigation, dust control, cleaning, and similar uses. A possible exception could be considered if DOE Legacy Management finds it necessary to continue groundwater management using a facility that treats groundwater sufficiently to return it to the Colorado River. In such a case, it may be feasible to utilize treated groundwater for irrigation purposes.

Prohibit future uses that would adversely impact the groundwater remediation process.

## **Coordination With the Utah Department of Transportation**

Work with the Utah Department of Transportation to:

1) Consider the location of future site highway entrance and exit needs along US 191 and State Route (SR) 279 and related traffic control measures to safely and efficiently serve the North Moab Gateway Areas. There are perhaps three leading potential main highway access points.

The first one is from US 191 via the existing DOE administrative site entry road for service to the East Portal Area including the River Bend Plaza and the northern trailhead for the Mill Site Riverside Trail.

The second entrance would likely be from State Route 279 using a new entrance south of the Moab Canyon Wash Bridge. It would serve the transit center, the event center, and perhaps the western Riverside Mill Site Trailhead if that parking area is not directly accessible from SR 279. This entrance is expected to have the highest volume of traffic with relatively high peaks prior to and after event center use and during popular visitation times for transit uses.

The third entrance would be farther south on SR 279 and serve the community park, the southern Riverside Mill Site Trailhead, the boat ramp, and, if built, the federal land management agency offices.

2) Review the potential for including a section of the Mill Site Riverside Trail within the SR 279 ROW.

3) Coordinate future non-motorized access to the mill site from the existing Moab Canyon Bike Path to the proposed Mill Site Riverside Trail, and

4) Consider strategies to reduce potential noise and visual impacts to the site from the potential construction and operation of a Moab Bypass route utilizing S R 279.

## **Commercial Use**

Consider commercial use management partnerships and leases for the use of property and facilities at the North Moab Gateway Area to provide public services where such services are necessary and appropriate. Publicly advertise for services through requests for proposals and evaluate offers considering both benefits and costs. Examples could include provision of transit, parking management, bike rental, food and beverage service, development of rental facilities, sales of tickets, visitor information materials and convenience items and the use of performance areas, meeting rooms, convention venues, and other spaces. Use revenue from arrangements with commercial entities to help offset the costs of operations, maintenance, management, and improvements in the North Moab Gateway Area.

## **Other Revenue Sources**

Non-commercial use revenues raised directly by a successor governmental entity for the management, operation, use, or improvement of the North Moab Gateway Area, including, but not limited to, grants, donations, rentals, leases, fees, and sales as well as any tax revenue raised to support the area by a successor governmental entity shall be expended for the benefit of the area.

## **Consistency of Proposed Future Uses with the Community Vision**

Regardless of the purpose of future proposed non-commercial or commercial uses, any new governmental entity, and successor governmental entity, receiving title to the property, should such an acquisition occur, must evaluate future uses for consistency with other uses of the site and the general purposes of the community vision for use of the Moab UMTRA site.

## **Retention of the Property**

Given that any future transfer of title to the property is expected to be for public use and free of charge or only of a nominal charge, any governmental entity receiving future title shall retain ownership of the property indefinitely for the purposes of carrying out the community vision, except if a future additional title transfer is to another governmental entity for the same purpose.

The approval of ROW's for utility and transportation uses determined necessary for the well-being of the citizens of Moab and Grand County may be granted where consistent with the overall community vision.

## **The Community Vision Process**

The 2018 Community Vision Update builds upon the 2013 Initial Community Vision. As was the case in 2013, the 2018 update is a collaborative effort of the Moab Tailings Project Steering Committee (MTPSC) and stakeholder representatives through appointment of its Site Futures (sub) Committee. The Site Futures Committee (SFC) includes members representing Grand County, the City of Moab, the National Park Service, the Bureau of Land Management, the Utah Division of Forestry, Fire and State Lands, and three appointed citizens "at large". To date, the process has obtained community input through three public comment periods and an open house or workshop during each comment period. In 2018, the SFC again utilized public input and member perspective to refine the community vision for beneficial future uses of the Moab Mill Site. Approval of the initial community vision by the Grand County and Moab City councils requires that the vision be updated every five years.

The MTPSC is delegated responsibility in Grand County Resolution 2992 to "discuss and develop strategies for the future use of the Moab Site." In early 2013, the MTPSC established the Site Futures Committee ("SFC") to develop a shared community vision of future uses of the Moab Mill Site.

The SFC hosted a public workshop on May 15, 2013 to educate the public and held a public comment period to generate suggestions for future site uses. The SFC integrated the public and agency suggestions into four alternative concepts for the site. It then held a second public workshop on September 18, 2013 to introduce the four alternatives and a second public comment period on the alternatives. The Initial Community Vision incorporated citizen and agency input to provide a conceptual guide for future development of the site. The Initial Vision included transportation and public information facilities, community park-type uses with an event center, a location for commercial visitor-related facilities, and space for future natural resource agency offices with attached research and educational facilities.

The Initial Community Vision was recommended to the MTPSC and unanimously approved at their public meeting on November 13, 2013. MTPSC presented the recommended concept as an Initial Community Vision on November 21, 2013 at a joint meeting of County and City Councils and the resolutions were approved at separate meetings of each body in January of 2014. The resolutions required updating the vision every five years.

In accordance with the requirement to update the community vision, the Site Futures Committee began work on the 2018 update following discussion at the April 24, 2018 meeting of the MTPSC. The SFC reviewed site and community changes since the Initial Vision, met with DOE, and toured the UMTRA site. It prepared a current base map for public review, updated SFC information on the county's website, hosted a comment period from May 14 through June 15 with an open house on May 31, and provided for on-line comment and written comment. Comment opportunities were advertised by news release, newspaper advertisement, radio interview, and radio public service announcement. The SFC summarized and reviewed comments and utilized many of them, along with SFC member input, to prepare the 2018 update. As mentioned under the public comment section above, the 2018 update focuses more on uses that would benefit residents than the 2013 initial vision and further refines management policy and site design guidance. In late July, the SFC forwarded its recommendations for the update to both the MTPSC and the DOE for review. On July 31, 2018, the SFC submitted its recommendation for the 2018 update to the MTPSC.

**What Happens Next?** Following approval by the MTPSC, the Grand County and Moab City councils may consider endorsing the 2018 community vision update at subsequent meetings.

**Why Now?** There is no firm date when site remediation work will be completed at the Moab UMTRA site or a guarantee that the DOE will transfer title to the site for community use. However, a conceptual vision for future uses of the site provides several interim benefits:

- 1) A demonstrated interest in future uses of the site provides justification for continued funding of the Moab UMTRA Project at a level adequate to support year-round operations. Winter operations at the Project were curtailed in 2012 and 2013 due to funding constraints.
- 2) The vision may allow DOE Environmental Management to accommodate future uses if they can do so within their approved scope of work, and particularly if Environmental Management can reduce costs. For example, the UMTRA project scope would likely include de-commissioning the paved haul road to the railroad loading area as part of site restoration. However, the Initial Community Vision includes use of the road to access a view area and the passenger and freight rail terminal. The road underpass under SR 279 is also proposed as part of the route for a trail connection with the Moab Canyon non-motorized trail.
- 3) The community vision process provides input to guide the future planning for the Mill Site area required in Grand County's Land Use Code through adoption of the 2001 Joint City of Moab / Grand County North Corridor Gateway Plan General Plan Amendment that designated the mill site as a Specially Planned Area.
- 4) Continued updates and local support provide justification for transfer of the site from the DOE for community purposes.
- 5) The 2018 Community Vision Update will be available for the Utah Division of Forestry, Fire and State Land to consider as input for the future management of lands along the Colorado River that may potentially fall under its jurisdiction as it develops its comprehensive management plan for the Colorado River.

For further information see Grand County's website at [moabtailings.org](http://moabtailings.org)

## Supplemental Information

### The Moab UMTRA Project

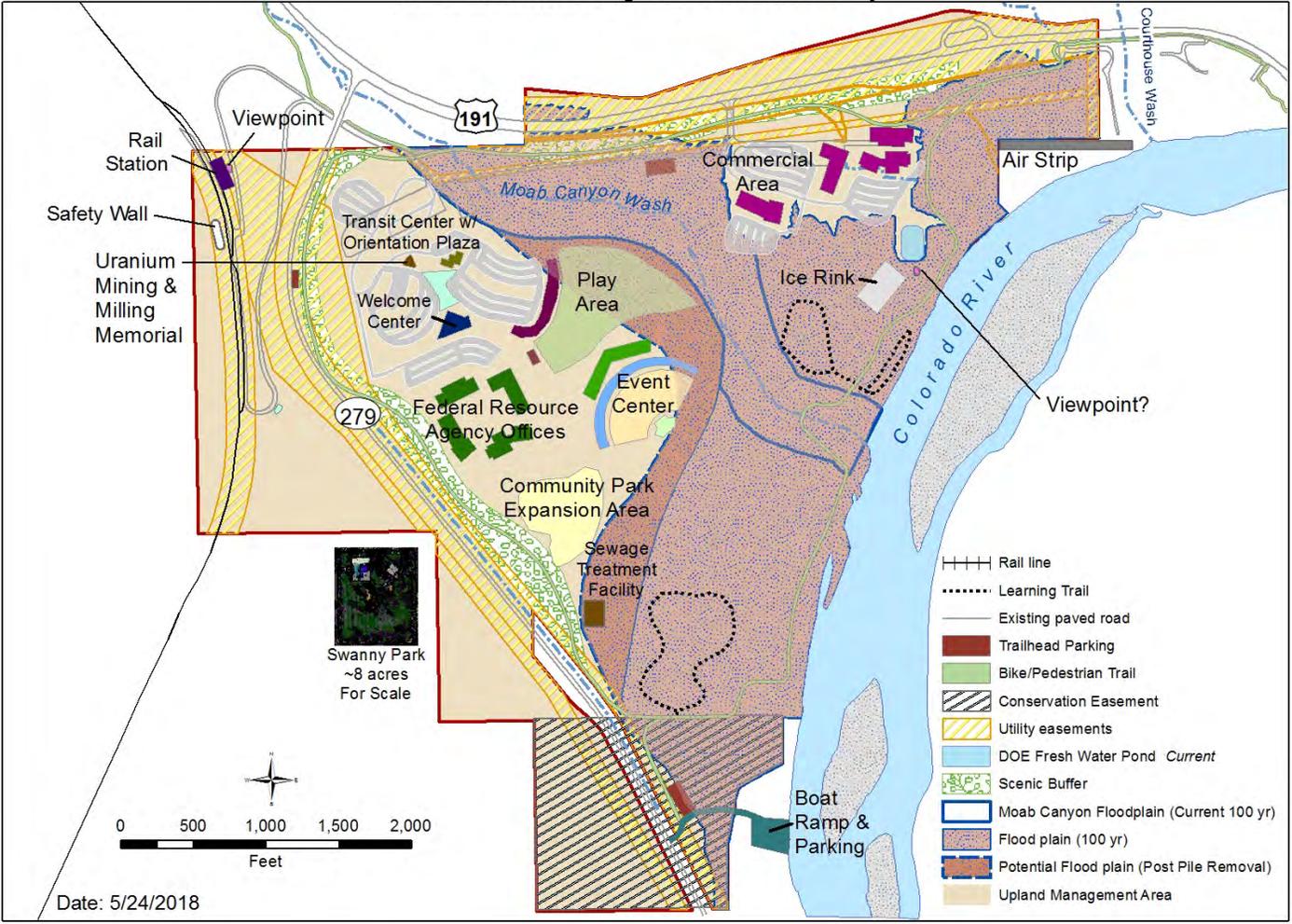
The U.S. Department of Energy's Office of Environmental Management ("EM") is conducting remediation and reclamation of the site of the former Atlas Minerals uranium mill and tailings. The 480-acre site is 3 miles north of downtown Moab on the bank of the Colorado River and adjacent to Arches National Park. This project is a Uranium Mill Tailings Remedial Action ("UMTRA") site authorized by Congress and funded by annual appropriations.

### UMTRA Project Considerations

Planning for future community use of the Moab UMTRA site is carried out with the understanding that:

- 1) The topography of the site following completion of surface reclamation is uncertain,
- 2) The projected 100-year floodplains of Moab Canyon Wash and the Colorado River may be expanded or altered by excavation work associated with remediation work,
- 3) It may be necessary to excavate portions of the tailings site down to groundwater levels and groundwater remediation will likely extend many years beyond the completion of surface remediation,
- 4) Groundwater will never be available for use due to its high salinity and lingering contamination,
- 5) It is recognized that the approval of supplemental standards for the DOE means that certain areas will not be remediated or may only be partially remediated. Such areas include utility, highway, and road rights-of-way, areas with steep slopes, areas within Arches National Park, and some areas managed by the Bureau of Land Management. The decisions to complete less than full remediation in these areas considered agency input, the level of contamination, the frequency of public use, worker safety, and also in the case of utilities and highway infrastructure, the practicality of remediation,
- 6) The DOE's normal budget for the project is strictly for remediation and related purposes. Preparation of the site in support of locally planned potential future site uses would only be allowed at best if such action is cost neutral or cost saving to the project (e.g., leaving a road or pumping station in place for future use if it would otherwise be reclaimed). DOE may consider site enhancement projects and studies, funded by non-departmental monies, consistent with completion of remediation work,
- 7) Projecting the DOE's FY 2018 base budget for the site forward, it is estimated that transportation of tailings to the Crescent Junction disposal site might be completed around 2034. Final site clean-up work, de-mobilization, completion of reports by DOE Environmental Management, and transfer of operational control to DOE Legacy Management could take several additional years. If it occurs, the actual legal transfer of the property title to a local entity for the proposed beneficial public uses might take several additional years, and
- 8) Future funding changes could reduce or extend the date for which a potential transfer of the site for future use might occur. If the DOE decides to relinquish title to the site following completion of UMTRA work, the site might be transferred to another federal agency, the State of Utah, or, if still available, to local government. The assumption of such an ownership transfer is being conducted for planning purposes to enable Grand County, Moab City and other stakeholders to prepare for such an eventuality should it occur.

### 2018 Community Vision Base Map



The 2018 Community Vision Base Map documents site baseline changes presented to the public during the 2018 comment period.

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

**AUGUST 7, 2018**

Agenda Item: Q

<b>TITLE:</b>	Approving proposed contract award for installing two concrete hardstands, and corresponding alterations to apron/ramp, signage, and lighting systems, at Canyonlands Field Airport
<b>FISCAL IMPACT:</b>	\$? - \$? from Fund 56 Airport Capital Projects
<b>PRESENTER(S):</b>	Judd Hill, Airport Director

**Prepared By:**

Judd Hill  
 Airport Director  
 435-259-4849  
 jhill@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

**RECOMMENDATION:**

I move to approve the proposed contract award with \_\_\_\_\_ for a cost of \_\_\_\_\_, for the installation of two concrete hardstands, and corresponding alterations to apron/ramp, signage, and lighting systems at Canyonlands Field Airport, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The weight of large aircraft parked on the ramp at Canyonlands Field Airport can permanently damage the asphalt by sinking. These aircraft can park on reinforced concrete pads without detrimental damage. This type of infrastructure can be funded from Federal and State sources, but usually requires a 5%-10% fund match from the county.

Grand County was awarded a \$1,000,000 grant from UDOT for the construction of two hardstands that will fully fund the project, without match funding. Therefore, we will pay the entire amount of the contract, but the funds have been made available for the project. The project costs will include construction and design/engineering services.

Three companies bid on the construction project:

Nelco Contractors, Price, UT: \$959,650.30

Kilgore d.b.a. LeGrande Johnson, Moab, UT: \$984,711.40

Staker Parson d.b.a. Neilson Construction, Price, UT: \$1,011,130.92

The Airport Board will hold a regular meeting to review the bids, and letter of recommendation from Armstrong Consultants on August 6<sup>th</sup>. A summary of their discussion and possible recommendation will be made to the Council at this meeting.

**ATTACHMENT(S):**

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: R

<b>TITLE:</b>	Approving proposed contract award for the construction and installation of new aircraft apron/ramp parking areas at Canyonlands Field Airport
<b>FISCAL IMPACT:</b>	\$? - \$? from Fund 56 Airport Capital Projects
<b>PRESENTER(S):</b>	Judd Hill, Airport Director

**Prepared By:**

Judd Hill  
 Airport Director  
 435-259-4849  
 jhill@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

**RECOMMENDATION:**

I move to approve the proposed contract award with \_\_\_\_\_ for a cost of \_\_\_\_\_, for the construction and installation of new aircraft apron/ramp parking areas at Canyonlands Field Airport, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The conversion of part of the existing aircraft apron to hardstands for jet aircraft can result in fewer parking spots for smaller aircraft when the space is occupied with jet aircraft. The long-term plan for the airport includes approximately doubling the size of the ramp. This project builds seven new tie-down locations, which is the number of spaces being displaced with the hardstand project.

This project will be funded using Canyonlands Field Airport's annual FAA entitlement funding (\$150k), an approximately \$800k FAA discretionary grant, and 5% of the project funded through a UDOT-Aeronautics grant and local funding (approximately \$25k each).

The project costs will include construction and design/engineering services. Bids included two schedules, the required ramp expansion and additional dirt work. Due to the bid amounts, only the first schedule will be funded.

Three companies bid on the construction of the project (schedule 1 & 2 values below):

Staker Parson d.b.a. Nielson Construction: \$900,803.02 + \$138,373.75

Nelco Contractors: \$908,910 + \$193,062.50

Kilgore d.b.a. LeGrand Johnson: \$978,621.00 + \$217,412.50

The Airport Board will hold a regular meeting to review the bids, and letter of recommendation from Armstrong Consultants on August 6<sup>th</sup>. A summary of their discussion and possible recommendation will be made to the Council at this meeting.

**ATTACHMENT(S):**

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: S

<b>TITLE:</b>	Approving extension of deadline and reissuance of Request for Proposals for "Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency"
<b>FISCAL IMPACT:</b>	N/A
<b>PRESENTER:</b>	Council Member Wells

**Prepared By:**

Ruth Dillon  
 Council Administrator  
 (435) 259-1347  
 rdillon@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to extend the deadline to \_\_\_\_\_, 2018 and re-issue Request for Proposals for "Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency".

**BACKGROUND:**

On June 19, 2018 the full Request for Proposals was discussed and approved by Council following the Budget Advisory Board's recommendation for scope of work. Notice was published soon after with a response deadline of 5pm July 31, 2018 to the Clerk's Office.

**ATTACHMENTS:**

1. Purchasing Policy (Paragraph E)
2. Council-approved Scope of Work (excerpt)

**A. General Provisions**

See Attachment A - Council-approved memo of 6/4/09 regarding buying locally.

Compliance – Exemptions from this policy

- a. This policy shall apply to all County Departments and offices.
- b. This policy shall not prevent the County from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
- c. When procurement involves the expenditure of federal assistance funds, the County shall comply with applicable federal laws and regulations.
- d. Emergency procurement: Notwithstanding any other provision of this Ordinance, when there exists a threat to public health, welfare or safety under emergency conditions, the County Council, or the Purchasing Agent, may make or authorize others to make emergency procurement. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall be included in the contract file.

**B. Office of the Purchasing Agent**

The County Administrator shall be the Purchasing Agent. The Purchasing Agent shall have the authority to undertake procurement, solicit bids and proposals, enter into and administer contracts, and make written determinations for the County with respect thereto, to coordinate and evaluate the performance of consultants and contractors, and to supervise County purchasing functions.

**C. Source Selection and Contact Information – General Provisions**

- 1. **Purchases not requiring sealed bids.**
  - a. Purchases costing less than \$2000 in total shall not require bids of any type. (Purchase shall not be artificially divided so as to constitute a small purchase under this section.)

- b. Purchases costing more than \$2000 but less than \$10,000 in total shall require three (3) telephone bids.
- c. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.
- d. Purchases made from a single-source provider.
- e. Purchases require during an emergency. However, as much competition as practical should be obtained; and, such purchases should be limited to amounts necessary to the resolution of the emergency.

**2. Purchasing requiring sealed bids**

- a. Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.
- b. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include a purchasing description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at least twenty-one (21) days prior to the date set forth therein for the opening of bids. The notice may include publication in a newspaper of general circulation.
- c. Any procurement (to include construction projects) in excess of \$10,000 shall require a sealed bid and legal notice in a local newspaper of general circulation.
- d. Bids shall be opened publicly by the Purchasing Agent in the presence of at least one witness at the time and place designated in bid invitation. The amount of each bid and any other relevant information, and the name of each bidder be recorded. The record and each bid shall be open in public inspection.
- e. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.
- g. Correction or withdrawal or inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provision of bids prejudicial to the interest of the County or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid

mistakes shall be supported by a written determination made by the purchasing agent. Upon approval by the County Council, the contract shall be awarded with reasonable promptness, by written notice, to the bidder whose bid most closely meets the requirements and criteria set forth in the invitation for bids.

***D. Cancellation and rejection of bids***

An invitation of bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation, when it is in the best interest of the County. The reason shall be made part of the contract file.

***E. Use of competitive sealed proposals in lieu of bids***

When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.

1. Proposals shall be solicited through a request for proposals. Publish notice of the request for proposals shall be given at least thirty (30) days prior to the advertised date of the opening of the proposals.
2. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.
3. The request for proposals shall state the relative importance of price and other evaluating factors.
4. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be requested of all or of a "short list" of offerors after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived for proposals submitted by competing offerors.
5. Award shall be made to the person whose proposal is determined, in writing, to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on

which the award is made.

**F Architect-Engineer Services**

Architect-Engineer services are qualification-based procurement. Requests for such services should be publicly announced. Contracts should be negotiated by the County based on demonstrated competence at fair and reasonable prices.

**G. Pre-qualification of Suppliers**

Prospective suppliers may be pre-qualified for particular types of supplies, services, or construction. Solicitation mailing lists of potential contractors shall include, but shall not be limited to pre-qualified suppliers.

**H. Bulk Purchasing**

Annual contracts may be entered into for the provision of bulk materials and supplies when it is determined that such contracts will be cost effective. Such contracts shall be awarded on the basis of competitive sealed bids.

**I. Determination of non-responsibility of bidder**

Determination of non-responsibility of a bidder or offeror shall be made in writing. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to the bidder or offeror. Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the purchasing division without prior written consent by the bidder or offer.

**J. Cost-plus-a-percentage-of-cost contracts prohibited**

Subject to the limitations of this section, any type of contract which will promote the best interest of the County, may be used, provided that the sum of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the County than any other type or that it is impractical to obtain the supplies, services, or construction required except under such a contract.

**K. Required contract clauses**

1. The unilateral right of the County to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work.
2. Variations occurring between estimated quantities of work in a contract and actual quantities.
3. Suspension of work ordered by the County.
4. Upon the award of all construction contracts, the following bonds or security shall be delivered to the County:
  - a. A performance bond in an amount equal to 100% of the contract price;
  - b. A payment bond in an amount equal to 100% of the contract price to serve as protection of all persons or companies supplying labor and/or material to the contractor or its subcontractors for the performance of the contract.

**L. Specifications**

All specifications shall seek to promote overall economy and best use for the purpose intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, Utah products and local vendors shall be given preference. Specifically, County Departments are encouraged to determine whether or not local merchants can meet prices quoted by out-of-County vendors. The purchasing agent is not required to purchase goods at the lowest price if there is an offsetting or added expense for travel, shipping, or other inconveniences associated with an out-of-County purchase.

**M. Appeals**

1. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known the facts.
2. The purchasing agent shall promptly issue a written decision regarding any appeal, if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to the governing board.

3. The County's governing board shall be the final appeal on the County level.
4. All further appeals shall be handled as provided in Section 63-56-58 through 64 of the Utah Code

***N. Ethics in Public Contracting***

1. No person involved in making procurement decisions may have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.
2. Any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use of benefit of any other person or organization interested in selling to the County.



## GRAND COUNTY REQUEST FOR PROPOSALS (RFP)

FOR

### **Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency**

Proposals are due by  
**Tuesday, July 31, 2018**  
**5:00 p.m.**

SEND ONE (1) COPY OF THE PROPOSAL TO:

Clerk/Auditor's Office  
Diana Carroll, Clerk/Auditor  
125 E. Center Street  
Moab, UT 84532  
Phone: 435-259-1322  
Fax: 435-259-2959  
Email: [dcarroll@grand.utah.gov](mailto:dcarroll@grand.utah.gov)

SEND TECHNICAL INQUIRIES

Council Office  
Ruth Dillon, Council Administrator  
125 E. Center Street  
Moab, UT 84532  
Phone: 435-259-1347  
Email: [rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)

***IMPORTANT NOTICE TO ALL RESPONDENTS: Grand County reserves the right to: disqualify incomplete proposals, waive minor defects as it deems applicable in the written proposals, request additional information from any respondent, change or modify the scope of the project at any time without penalty, negotiate terms with one or more of the respondents, reject any or all proposals without penalty, and take any steps necessary to act in the County's best interest. The County also reserves the unilateral right to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work. Proposals will not be considered for award if received by Grand County after the official closing date and time.***

## **PART I- SCOPE OF SERVICES.**

SCOPE. Grand County is accepting proposals for consultation services, which will include but are not limited to the following:

- **Forecasted Staffing Needs Assessment**
  - Development of accurate benchmarks for staffing levels in a predominately tourism driven economy. Grand County has approximately 10,000 permanent residents and approximately 2.5 million visitors annually. The organization employees approximately 250 employees (full time, part time, and seasonal). Benchmark equivalency should be established based on projected growth in permanent residents, growth in tourism related visitation, economic trends, government revenue trends, call and/or service volume, and other related statistics as deemed useful.
  - Assessment of current and five year forecasted staffing needs for all Grand County departments and elected offices.
  - Recommendations for current and five year forecasted staffing levels.
    - Recommendations to be position specific and organized by department and/or elected office for each individual year from the current and out to year five.
  
- **Forecasted Operational Space Needs Assessment**
  - Assessment of current and five year forecasted operational space needs for all Grand County departments and elected offices including:
    - Inventory of existing operational space and whether it is currently being under or over-utilized.
    - Inventory of undeveloped Grand County owned property that may be used to develop new operational space or sold to raise capital.
  - Recommendations for current and five year forecasted operational space needs for all Grand County departments and elected offices.
    - Recommendations to be organized by specific department or elected office and for each year from the current and out to year five.
  
- **Inter-Local Efficiency Assessment**
  - Assessment of any inefficiency or unnecessary duplication of services between Grand County, The City of Moab, and any other incorporated entity or political subdivision in Grand County.
  - Recommendations for combined services or efficiency enhancements between Grand County and other entities.

## **PART II- RESPONDING TO RFP.**

**TIMELINES:** To be considered, 1 (one) sealed copy of the proposal marked "Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency" shall be submitted to Diana Carroll, at 125 E. Center Street, Moab, UT 84532, no later than 5:00 p.m. on Tuesday, July 31, 2018.

**PROPOSAL OPENINGS:** Proposals shall be opened by a representative from the Clerk Auditor's Office and a witness in public on Tuesday, July 31, 2018, at 5:00 p.m. Proprietary material may be submitted in a separate envelope marked "GRAMA Exempt" as per "Form 1 Public Records Law". See below.

**INSTRUCTION FOR RESPONDING TO THIS RFP:** It is incumbent upon each respondent to carefully examine these specifications, terms and conditions contained in this RFP. Any clarification or additional information shall be made in writing to the appropriate person called out on the cover page. When appropriate the County will respond through written means.

**CONSENT AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Consent Agenda Items: T-CC

<b>TITLE:</b>	<p>T. Ratifying Council Member McGann as the County Council representative to Sutherland Institute’s “2018 Congressional Event Series with Congressman John Curtis” to serve as a participant in the roundtable discussion on the opioid epidemic and its impact on rural Utah</p> <p>U. Ratifying the Chair’s April 4, 2018 signature on agreement with Armstrong Consultants, Inc. for Aircraft Parking Apron Expansion at Canyonlands Field Airport in the amount of \$98,864.00, as part of grant 3-49-0020-031-2018</p> <p>V. Ratifying the Chair’s signature on application for the annual Emergency Management Performance Grant (EMPG) for FY2018 in the amount of \$38,900.00</p> <p>W. Ratifying the Chair’s signature on a letter sent to the U.S. Department of Interior, Bureau of Reclamation- Financial Assistance Support Section regarding financial commitment between the City of Moab, Grand Water &amp; Sewer Service Agency, and Grand County for installation of the well and pump station, permit applications, electrical work, and Environmental Impact Assessment in the local amount of \$41,600</p> <p>X. Ratifying the Chair’s signature on a BLM Title V Right of Way grant for Jackson Street Detention Basin</p> <p>Y. Ratifying the Chair’s Signature on an Interagency Coordination and Sub-Recipient Contract Agreement with Southeastern Utah Association of Local Governments (SEUALG)- Area Agency on Aging for socialization and nutrition grant in the amount of \$82,957.00 for FY2019</p> <p>Z. Ratifying the Chair’s Signature on a Contract Agreement with SEUALG Area Agency on Aging for Medicare counseling grant (SHIP) in the amount of \$2,000.00 for FY2019</p> <p>AA. Ratifying the Chair’s Signature on a Contract Agreement with SEUALG Area Agency on Aging for long-term care ombudsman grant in the amount of \$4,000.00 for FY2019</p> <p>BB. Approving proposed retail beer license for Mad Moose Events – The Other Half Marathon on October 14, 2018, located at Sorrel River Ranch, Mile 17, Highway 128</p> <p>CC. Approving proposed contract with the Utah Weed Supervisor’s Association for the EDDMaps project in the amount of \$3,590.00</p>
<b>FISCAL IMPACT:</b>	See Corresponding Agenda Summary, if any
<b>PRESENTER(S):</b>	None

**Prepared By:**

Bryony Hill  
Council Office Coordinator  
435-259-1346  
bchamberlain@grandcountytah.net

**RECOMMENDATION:**

I move to adopt the consent agenda as presented and authorize the Chair to sign all associated documents.

**FOR OFFICE USE ONLY:**

**Attorney Review:**  
N/A

**BACKGROUND:**

See corresponding agenda summary, if any, and related attachments.

**ATTACHMENT(S):**

See corresponding agenda summary, if any, and related attachments.

**Bryony Chamberlain**

---

**From:** Holly Wilson  
**Sent:** Friday, July 20, 2018 11:15 AM  
**To:** Curtis Wells; Evan Clapper; Greg Halliday; Jaylyn Hawks; Mary McGann; Patrick Trim; Rory Paxman  
**Cc:** Ruth Dillon; Bryony Chamberlain  
**Subject:** EVENT: Join Congressman John Curtis for a discussion on the opioid epidemic

Dear Councilwoman Hawks,

We are looking forward to having you join us for our roundtable discussion with Congressman Curtis.

Because of limited space, we are asking that Grand County select one council member to participate in the roundtable discussion, and any additional council members who wish to attend should come as audience members. Please let us know which council member is planning on participating in the roundtable.



Sutherland Institute invites you to our  
2018 Congressional Event Series with  
**Congressman John Curtis**

---

You are invited to attend a  
roundtable discussion on the opioid  
epidemic and its impact on rural Utah.

Monday, August 13  
10:30 a.m.

USU Eastern-Price Campus  
Alumni Room  
451 East 400 North  
Price, Utah 84501



Rural mayors, commissioners, state legislators, and other community leaders are  
invited to attend this roundtable conversation to discuss the challenges their  
communities are facing and the resources available.

Following the roundtable discussion, we invite you to join us for a luncheon.

This event is invitation-only.

Please RSVP by emailing Erica Crabb at [erica@sifreedom.org](mailto:erica@sifreedom.org).

---

John R. Curtis proudly represents Utah's 3rd Congressional District in the United States Congress. The district includes Salt Lake, Utah, Emery, Carbon, San Juan, Grand and Wasatch Counties.

Prior to being elected on November 13, 2017, John was the 45th mayor of Provo City, serving two terms. Known for his personal approach to city government, Mayor Curtis prioritized his outreach to residents of Provo by utilizing various channels including his popular blog. He was named the No. 1 Top Elected Official on Social Media 2015 by the Government

Social Media group and has been recognized by *Forbes* for his commitment to citizen engagement. Curtis was re-elected for a second four-year term as mayor in 2013 with 86.49% of the vote. As mayor, he averaged an approval rating of 93%.

During his terms in office, the city of Provo was ranked No. 1 in the nation for Business and Careers by Forbes as well as No. 1 for Well-Being by Gallup. Other recent awards include national recognition for the quality of life, family environment, a booming tech and entrepreneur culture, and a successful revitalization of downtown. With the help of the City Council, employees and residents, Mayor Curtis' administration brought Google Fiber to Provo, regularly scheduled air service at the airport, expanded parks, and trails, and completed Provo's state-of-the-art recreation center.

For his personal contribution and support, John was recognized by Silicon Slopes this year as their first Community Hero Award recipient. Other personal awards comprise of Civic Innovator of the Year by Utah Valley University, Thayne Robson Award for Leadership in Economic Development, and Outstanding Citizen Award from the Office of Civic Engagement Leadership by Brigham Young University.

Before becoming mayor, John and his partners built a world-renowned multimillion-dollar business, Action Target, where he led sales and operations strategy as COO and influenced all aspects of the business.

Congressman Curtis and his wife, Sue, have six children, five grandchildren and a closet full of stately socks.

---

*Copyright © 2018 Sutherland Institute, All rights reserved.*

Opt-in.

**Our mailing address is:**

Sutherland Institute  
15 W. South Temple Suite 200  
Salt Lake City, UT 84101-1545

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**RECORD OF NEGOTIATIONS**

April 4, 2018

Job Title: Element #1 – Aircraft Parking Apron Expansion

Location: Canyonlands Field – Grand County, Utah

Anticipated AIP Grant: 3-49-0020-031-2018

- 1. The consulting firm of Armstrong Consultants, Inc. was selected on January 6, 2015 from those consultants who submitted their qualifications.
- 2. The scope of work and fee proposal was developed by Armstrong Consultants, Inc. on April 10, 2018. The consultant’s estimated fee proposed for the work was as follows:

<b>I. Project Development</b>	<b>\$2,730.00</b>
<b>II. Design</b>	
A. Preliminary Design	\$16,650.00
B. Final Design	\$7,660.00
C. Topographic Survey	\$1,300.00
D. Geotechnical Investigation	\$4,750.00
<b>III. Bidding Services</b>	<b>\$4,320.00</b>
<b>IV. Construction Period Services</b>	
A. Construction Administration Services	\$7,260.00
B. Construction Inspection Services	\$50,584.00
<b>V. Project Closeout</b>	<b>\$3,610.00</b>
<b>Engineering Total</b>	<b>\$98,864.00</b>

- 3. Based upon our experience, the fees submitted appear to be reasonable and a contract has been prepared for the agreement between the Sponsor and the consultant. The scope of work is attached to this record of negotiations and hereby, submitted to the ADO for reasonableness of cost determination.
- 4. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14E have been followed.

Grand County



Mary McGann,  
Chair- County Council

**TASK ORDER G  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SPONSOR AND ENGINEER,  
DATED \_\_\_\_\_, 2018**

**FURTHER DESCRIPTION OF SERVICES OF ENGINEER**

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on January 6, 2015, between **GRAND COUNTY, UTAH (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Canyonlands Field, Grand County, Utah

3. **WORK PROGRAM** – Attached

*Element 1 - Aircraft Parking Apron Expansion*

4. **FEES** - The fees will be as noted below. (All lump sums unless noted otherwise)

<b>Element 1– Project Development</b>	<b>\$2,730.00</b>
<b>Element 1– Design</b>	
Preliminary Design	\$16,650.00
Final Design	\$7,660.00
Topographic Survey	\$1,300.00
Geotechnical Investigation	\$4,750.00
<b>Element 1 – Bidding Services</b>	<b>\$4,320.00</b>
<b>Element 1 – Construction Period Services</b>	
Construction Administration Services	\$7,260.00
Construction Inspection Services (Cost)	See Attached Rate Sheet
Construction Inspection Services (Fixed Fee)	\$5,000.00
<b>Element 1– Project Closeout</b>	<b>\$3,610.00</b>
<b>Engineering Total<sup>1</sup></b>	<b>\$98,864.00</b>

*1) Total includes estimated Construction Inspection fees listed on rate sheet*

5. **ATTACHMENTS** - Required Contact Provisions for A/E Contracts Under Airport Improvement Program

**SPONSOR:  
GRAND COUNTY, UTAH**

**ENGINEER:  
ARMSTRONG CONSULTANTS, INC.**

  
Mary McGann, Chair – County Council

\_\_\_\_\_  
Dennis Corsi, President

**CONSTRUCTION INSPECTION SERVICES RATE SHEET**

<b>DIRECT EXPENSES</b>					
<b>Position</b>	<b>Regular Hourly Rate</b>	<b>Overtime Hourly Rate</b>	<b>Estimated Regular Hours</b>	<b>Estimated Overtime Hours</b>	<b>Estimated Total</b>
Principal	\$205.00	N/A	0	-	\$0.00
Project Manager	\$147.00	N/A	6	-	\$882.00
Project Engineer	\$115.00	N/A	4	-	\$460.00
Field Eng Supervisor	\$140.00	N/A	8	-	\$1,120.00
Resident Inspector	\$107.00	\$160.50	257	33	\$32,795.50
Clerical	\$76.50	\$114.75	0	0	\$0.00
<b>ESTIMATED TOTAL DIRECT FEES</b>					<b>\$35,257.50</b>
<b>REIMBURSABLE EXPENSES</b>					
<b>Expense</b>	<b>Rate</b>	<b>Estimated Quantity</b>		<b>Estimated Total</b>	
Lodging Per Diem	\$168.00/day	39		\$6,552.00	
M&IE Per Diem	\$64.00/day	41		\$2,624.00	
Travel Expenses	\$0.545/mile	2,111		\$1,150.50	
<b>ESTIMATED TOTAL REIMBURSABLE FEES</b>					<b>\$10,326.50</b>
<b>TOTAL ESTIMATED CONSTRUCTION INSPECTION FEES (COST)</b>					<b>\$45,584.00</b>

**SCOPE OF WORK  
CANYONLANDS FIELD  
AIP NO. 3-49-0020-031-2018**

---

**ELEMENT #1 AIRCRAFT PARKING APRON EXPANSION**

1. The purpose of this project is to construct an aircraft parking apron for Group I sized aircraft. With the completion of the Airport Reference Code (ARC) Upgrade project in 2018, the ARC will be upgrade from a B-II to a C-II and it is anticipated that the amount of large commercial and corporate jet aircraft will significantly increase. This increase in large aircraft activity will require a need for GA parking space that will be displaced by the large aircraft. To accommodate the GA aircraft, an approximately 160' x 250' small aircraft apron will be constructed adjacent to the existing apron. The apron will include markings for taxilanes and parking. Aircraft tiedowns will be constructed into the apron pavement at each parking space. Taxilanes on the new apron will be designed to meet ADG I separation requirements, however the taxilane connecting the new apron to the existing apron will be design to meeting ADG II separation requirements. The included project sketch depicts the general layout for the project.

1.1. The apron will be adjacent to the existing apron and will be sized to accommodate ADG I aircraft. The aircraft parking will be marked along with the taxilane centerlines. The pavement geometry design will be in accordance with FAA AC 150/5300-13A. Specifically, Tables 3-5, 4-1 and 4-2 will be utilized to determine appropriate pavement geometry and required separations.

1.2. The pavement sections for the hardstands and the apron asphalt pavement will be designed to accommodate the anticipated aircraft fleet mix, which is assumed to include aircraft weighing up to 15,000 lb. SWG. FAA FAARFIELD software will be utilized during the design of the pavement section.

1.3. New pavement markings will be designed meet FAA AC 150/5340-1L. Type III reflective media will be specified for the painted surfaces.

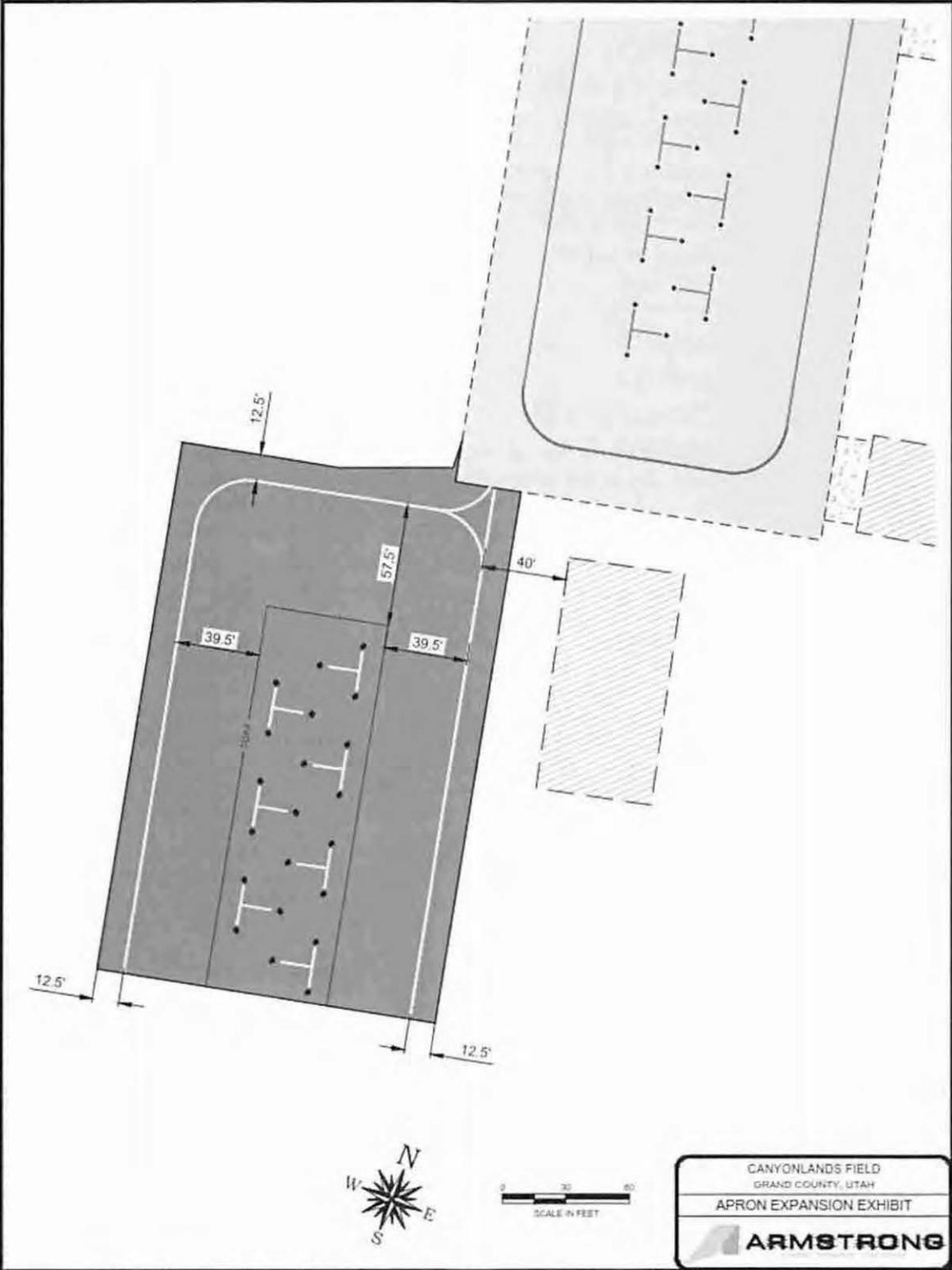
1.4. The apron will be consistent with the exiting drainage pattern of the existing apron. Perforated pipe underdrains will be installed along the edge of the expanded apron asphalt pavement.

1.5. General aviation aircraft tiedowns will be installed on the proposed apron.

Estimated Construction Cost (Element 1) is: \$600,000

Estimated Construction Period (Element 1) is: 45 days<sup>1</sup>

S:\Utah\Work\Project Files\Active Projects\186459 MOAB - EXPAND APRON\CAD\dwg\186459202.dwg 2/27/2018 4:38:13 PM LBACHMAN



## **I. PROJECT DEVELOPMENT**

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor and FAA to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates for the proposed work.
3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.
4. Prepare final Scope of Work and Contract.
5. A terminal area development Categorical Exclusion (CatEx) package was approved in 2017.
6. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Plan.
  - a. Update/Develop the Sponsor's DBE Plan
  - b. Calculate a new 3-year DBE goal. Research the current State DOT certified DBE listings and area contractors to determine the availability of potential DBE contractors. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items.
  - c. Coordinate with Sponsor to assign DBE Liaison and Reconsideration officials.
  - d. Advertise developed DBE goal.
  - e. Finalize the DBE plan and goals and assist the Sponsor in submitting these items to the FAA Civil Rights Office.
7. Prepare Preliminary FAA Grant Application. Preparation of the application will include the following:
  - a. Prepare the following forms: SF424 and FAA Form 5100-100.
  - b. Prepare Project Narrative and Sketch.
  - c. Prepare Preliminary Estimate.
  - d. Prepare the Sponsor's Certifications.
  - e. Attach the current Grant Assurances.

The Engineer will submit the application to the Sponsor for approval and signatures.

## II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare requirements for the design topographical survey. Work includes establishing the limits of the work area and developing survey criteria in accordance with FAA design guidance. A surveyor subconsultant will be employed to conduct the topographical survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with airport staff.
2. Prepare requirements for the design geotechnical investigation. Work includes developing a subsurface boring layout and soil testing regimen in accordance with FAA AC 150/5320-6F. A geotechnical engineering subconsultant will be employed to conduct the geotechnical investigation in accordance with the requirements developed. The Engineer will coordinate the subconsultant's work schedule with airport staff. Based on preliminary information available for this project, the following is an estimate of the effort required to complete the investigation and associated testing:
  - a. Subsurface Investigation: Obtain 2 subsurface borings drilled to a depth of 10 feet.
  - b. Laboratory Soil Testing: Perform the following tests on the samples collected from the subsurface borings:

Test	Test Standard	No. of Tests
Soil Gradation (Dry)	ASTM C117/C136	2 each
Soil Gradation (Hydrometer)	ASTM D 422	1 each
Atterburg Limits	ASTM D 4318	1 each
Moisture-Density Relationship	ASTM D 698/D 1557	1 each
In-Place Density/Moisture	AASHTO T204/ AASHTO T265	4 each
CBR Testing	ASTM D 1883	1 each
Consolidation Testing	ASTM D 2435	2 each
Soluble Sulfate Content	ASTM C 1580	1 each

3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.
4. Preparation of State Aeronautics grant application will not be required.
5. Analyze and process topographical survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.
6. Analyze and process geotechnical investigation data. Develop design conclusions based on the data presented and establish input values for pavement design software. Prepare subgrade and pavement section information for incorporation into construction plans.
7. Review and evaluate project layout.
  - a. Determine aircraft usage through coordination with Sponsor and FAA
  - b. Verify existing ALP dimensions and data.
8. Evaluate local conditions:
  - a. Inventory local material suppliers, sources and capabilities.
  - b. Evaluate drainage conditions/requirements.
  - c. Review existing Pavement Strength Survey data.
  - d. Review existing electrical system layouts and determine system requirements.
9. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Element 1. The following list of drawings will be used as a guideline, drawings may be added or deleted as necessary.

	DESCRIPTION	ELEMENT 1
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	1 Sheet
c	Removals Plan	1 Sheets
d	Plan, Profile and Grading Plan	2 Sheets
e	Typical Sections and Details	2 Sheets
f	Marking Layout and Details	2 Sheets
h	Cross Sections (100 ft Stations)	2 Sheets
i	Construction Safety and Phasing Plan	2 Sheets
	<b>TOTAL SHEET COUNT</b>	<b>13 Sheets</b>

10. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid

opening and description of the work schedule. Contract documents will be prepared as early as possible during the design phase and submitted to the FAA and Sponsor for review.

11. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Elements 1 may include the following items:

Item P-152	Excavation and Embankment
Item P-154	Subbase Course
Item P-208	Crushed Aggregate Base Course
Item P-401	Plant Mix Bituminous Pavement
Item P-610	Structural Portland Cement Concrete
Item P-620	Runway and Taxiway Marking

The added technical specifications for Elements 1 may include but not be limited to the following items:

Item S-2	Removals
Item S-6	Watering
Item S-10	Aircraft Tiedowns
Item S-601	Crack Sealing

12. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
  - a. Project Location Information
  - b. Insurance Requirements
  - c. Contract Period and Work Schedule and Phasing
  - d. Pre-Construction Conference
  - e. Utilities
  - f. Permits, Taxes and Compliance with Laws
  - g. Field Office Requirements
  - h. Haul Roads
  - i. Testing and Staking
  - j. Airport Security, Closure of Air Operations Areas
  - k. Accident Prevention
  - l. Warranty
  - m. Construction Management Plan
13. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA and Sponsor and solicit preliminary design review comments.

### **III. FINAL DESIGN**

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

#### **Final Design**

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.
5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the airport aircraft operations.
6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.
7. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
8. Submit 95% design review package to the FAA and Sponsor and solicit design review comments.
9. Incorporate 95% design review comments and respond as necessary to requests for additional information.
10. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA and Sponsor.

11. Prepare and/or assist with necessary forms:

- a. Sponsor Quarterly Report
- b. Strategic Event Coordination Form
- c. Standard Form 271
- d. Standard Form 425

**IV. BIDDING SERVICES**

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor and FAA will be given a hard copy set of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda.
4. Attend bid opening at the date and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

## **V. CONSTRUCTION PERIOD SERVICES**

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

### **A. Construction Administration Services**

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules.
2. Provide Sponsor and FAA with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
3. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
4. It is anticipated that paving work will account for less than \$500,000, therefore a Construction Management Plan will not be required nor completed.
5. Conduct pre-construction conference.
6. No AGIS survey requirements are to be conducted as a part of this contract or project.
7. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
8. Provide technical assistance and recommendations to the airport during construction.
9. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
10. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

**B. Construction Inspection Services**

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide a full time resident inspector to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.
4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

**C. Acceptance Testing Services**

1. Acceptance Testing will be conducted by a subconsultant hired by the Contractor in accordance with the requirements listed in the technical specifications developed for the project for the following items:

Item P-152	Excavation and Embankment
Item P-154	Subbase Course
Item P-208	Crushed Aggregate Base Course
Item P-401	Plant Mix Bituminous Pavement
Item P-610	Structural Portland Cement Concrete

## **VI. PROJECT CLOSEOUT**

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Assist the Sponsor with completing all necessary grant closeout certifications and forms.
3. Update Pavement Strength Survey form as necessary to reflect new pavement construction.
4. Update Airport Layout Plan to reflect as-built conditions.
5. Prepare record drawings, indicating changes made to the design during construction. The FAA and Sponsor will each receive one copy of the record drawings in half size (11"x17") format, as well as one in electronic format on a CD.
6. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance. The Final Engineer's Report must be submitted to and approved by the FAA prior to final payment authorization to the Contractor and Engineer.
7. Assist Sponsor in preparing final SF425 and SF271 forms and grant closeout letter.

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**AUGUST 7, 2018**

Agenda Item: V

<b>TITLE:</b>	Ratifying the Chair's signature on application for the annual Emergency Management Performance Grant (EMPG) for FY2018 in the amount of \$38,900.00
<b>FISCAL IMPACT:</b>	\$38,900.00 in federal funds, matching funds are salaries and benefits
<b>PRESENTER(S):</b>	Rick M. Bailey, Grand County Emergency Management Director

Prepared By:  
**RICK M. BAILEY**  
**GRAND COUNTY**  
**EMERGENCY**  
**MANAGEMENT**  
**DIRECTOR**

**FOR OFFICE USE ONLY:**  
 Attorney Review:  
  
 N/A

**RECOMMENDATION:**  
 I move to approve the FY2018 Emergency Management Performance Grant in the amount of \$38,900.00 and authorize the Chair to sign all associated documents.

**BACKGROUND:**  
 This is an annual grant from the U.S. Department of Homeland Security passed through the Utah Division of Emergency Management. It is a 50/50% match with the local match being provided through the salaries of the county's emergency manager and sheriff's administrative assistance.

- ATTACHMENT(S):**
1. 2018 Obligating Document for Award
  2. Articles of Agreement Fiscal Year 2018
  3. FY2018 EMPG Guidance





State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

Department of Public Safety

KEITH D. SQUIRES  
*Commissioner*

Wednesday, July 18, 2018

Grand County  
125 E Center Street, Moab, Utah 84532  
Dear Emergency Manager,

This letter is the official notification of your jurisdiction's FY 2018 Emergency Management Performance Grant (EMPG) allocation in the amount of **\$38,900.00**. This allocation covers the period of **January 1, 2018 through December 31, 2018**. The funding stream is provided by the U.S. Department of Homeland Security/Federal Emergency Management Agency under the award **EMD-2018-EP-00004-S01** and is distributed by the Utah Department of Public Safety's Division of Emergency Management (DEM) under the agreement number **EMPG-2018-DEM-038**. The funding will assist in covering some of the expenses necessary for your emergency management programs to be successful. Expenses including: salary, benefits, supplies and travel, as well as other items noted in your EMPG Guidance Book and FEMA's Authorized Equipment List are acceptable for reimbursement.

Funding amounts were determined using formulas created with the input provided by the Utah Regional Coordination Council (URCC). The EMPG requires an in-kind or hard cash match equal to or greater than the Federal Share identified. If your jurisdiction is not able to meet the match requirement or the information provided is not correct, please contact Tanner Patterson, EMPG Coordinator, at (801) 589-1610.

Sincerely,

A handwritten signature in black ink that reads "Kris J. Hamlet".

Kris J. Hamlet  
Director

**UTAH DEPARTMENT OF PUBLIC SAFETY (DPS)  
 DIVISION OF EMERGENCY MANAGEMENT (DEM)  
 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**  
 Funding Entity: Federal Emergency Management Agency (FEMA)  
 Federal Award Identification Number (FAIN): EMD-2018-EP-00004-S01  
 Federal Award Date: 07/17/2018  
**OBLIGATING DOCUMENT FOR AWARD**

**FORM  
76-10**

<b>1a. AGREEMENT NO.</b> EMPG-2018-DEM-038	<b>1b. DUNS NO.</b> 050157981	<b>2. RECIPIENT</b> Grand County	<b>3. TYPE OF ACTION</b> [X] AWARD [ ] AMENDMENT		<b>4. AMENDMENT NO.</b> X	
<b>5. RECIPIENT ADDRESS</b> Grand County 125 E Center Street Moab, Utah 84532			<b>6. ISSUING STATE OFFICE AND ADDRESS</b> Utah Department of Public Safety Division of Emergency Management Box 141710 – 1110 State Office Building Salt Lake City, Utah 84114-1710			
<b>7a. NAME OF RECIPIENT/PROJECT MANAGER</b> Rick M. Bailey		<b>7b. PHONE NO.</b> 435 259 1310	<b>8a. NAME OF STATE PROJECT COORDINATOR</b> Tanner Patterson		<b>8b. PHONE NO.</b> 801.598.1610	
<b>9. EFFECTIVE DATE OF THIS ACTION</b> July 17, 2018			<b>10. METHOD OF PAYMENT</b> State Reimbursement Check			
<b>11. DESCRIPTION OF ACTION</b> 2018 EMPG Award						
<b>PROGRAM NAME ABBREVIATION</b>	<b>ACCOUNTING DATA</b>		<b>PRIOR TOTAL AWARD</b>	<b>AMOUNT AWARDED THIS ACTION + OR (-)</b>	<b>CURRENT TOTAL AWARD</b>	<b>PERFORMANCE PERIOD</b>
2018 EMPG CFDA: 97.042	EMERGENCY MANAGEMENT PERFORMANCE GRANT FY 2018 GRANT ALLOCATION		0	+\$38,900.00	\$38,900.00	January 1, 2018 Thru December 31, 2018
<b>11b.</b> To describe changes other than funding date or financial changes, attach a schedule and check here [ ]						
<b>12. RECIPIENT IS REQUIRED TO SIGN AND RETURN THIS DOCUMENT TO THE STATE OFFICE IN BLOCK 6. VIA E-MAIL [X] Yes [ ] No</b>						
<b>13. RECIPIENT SIGNATORY OFFICIAL (Name and Title):</b>  Mary McGann, Chairperson, Grand County Council					<b>Date:</b>	
<b>14. STATE SIGNATORY OFFICIAL (Name and Title):</b> Kris J Hamlet, Director 					<b>Date:</b> 07/01/2018	

7/18/2018

f Rick M. Bailey, Grand County Emergency Manager  
 Grand County Office of Emergency Management (OEM)  
 Grand County Sheriff's Office

**FY 2018 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)  
ADDITIONAL GRANT INFORMATION AND AGREEMENTS**

By signing and returning this 76-10 Obligating Document, the recipient agrees to adhere to the following:

1. Complete all activities proposed in the agency's FY 2018 EMPG performance plan and project.
2. Submit progress reports and financial reimbursement requests that are complete and on time to the Division of Emergency Management (DEM).
3. Adhere to all agreements mentioned in the separate articles of agreement document.

According to 2.CFR.200.414: 10% of indirect costs may be allocated to this grant.

1<sup>st</sup> Quarter Report (Covers period of January 1, 2018 – March 31, 2018) – Due no later than April 20, 2018

2<sup>nd</sup> Quarter Report (Covers period of April 1, 2018 – June 30, 2018) – Due no later than July 20, 2018

3<sup>rd</sup> Quarter Report (Covers period of July 1, 2018 – September 30, 2018) – Due no later than October 20, 2018

4<sup>th</sup> Quarter Report (Covers period of October 1, 2018 –December 31, 2018) – Due no later than January 20, 2019

\*The 4<sup>th</sup> quarter report serves a dual purpose:

it is both the report for 4<sup>th</sup> quarter activity as well as the final report for closing the grant at the end of the performance period

\*Each quarterly report should include the submittal of

- A. One (1) EMPG Reimbursement Request Form,
- B. One (1) EMPG Expense Claim Form with supporting documentation
- C. One (1) Quarterly Progress Report

\*\*Please note that your agency is only allowed to receive 25% of its total award per quarter. Also, note that each agency may only be reimbursed for up to ½ of their total expenses (up to the maximum allowed per reporting period) due to the 50% matching requirement. Only expenses identified as eligible in the EMPG Guidance Book or the Authorized Equipment List can/will be reimbursed.

\*\*\*For every report that your agency fails to submit, funding for that reporting period may be forfeited. If your agency misses more than one report in a year, it may be suspended for the remainder of the year. **The performance of an agency, or lack thereof, will be taken into consideration when allocations for the following year's grant are made. Late reports shall not be accepted for reimbursement without an extension being filed prior to the deadline or special consideration from DEM's director.** Reports and reimbursement requests should be submitted in WebEOC no later than 20 days after the end of the reporting period.

**Articles of Agreement**  
**Fiscal Year 2018**  
**Emergency Management Performance Grant Program**  
**Performance Period 10/01/2017 - 9/30/2019**  
**CFDA # 97.042**

In order to receive funding, this document titled: 'Articles of Agreement,' must be signed by the County Commissioner, Mayor, or other Authorized Public Official representing the named jurisdiction. This authority can be delegated at the discretion of the existing Authorized Official.

By signing this document, the jurisdiction is providing certification of the following:

1. The named jurisdiction shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements found in the Code of Federal Regulations. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below. Any requirements in addition to those found in the code of federal regulations will be listed in the grant guidance provided by the State Administrative Agency.
  - a. Administrative Requirements.
    - i. 2 CFR Part 200 Appendix I: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
    - ii. 2 CFR Part 200 Appendix I: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
    - iii. 44 CFR Part 10: Environmental Considerations
  - b. Cost Principles
    - i. 2 CFR 200.400: Cost Principles for Non-Federal entities
    - ii. 2 CFR 200.200: Federal Acquisition Regulations (FAR), Contracts with Commercial Organizations.
2. The Named Jurisdiction is not currently identified on the Federal Government's list of those who have been suspended and/or debarred. Additionally, the named jurisdiction must insure that any vendor from whom it procures equipment or services is also not currently identified on the Federal Government's list of those who have been suspended and/or debarred.
3. The named jurisdiction will comply with federal audit requirements, as identified in Circular 2 CFR 200.501 (b) single audit requirements and will submit to monitoring as requested by the Division of Emergency Management. Please provide the named jurisdiction's fiscal year-end as well as its point-of-contact's E-mail address and phone number.
4. The named jurisdiction will comply with all deadlines, reporting requirements, and documentation requests identified by the Division of Emergency Management (DEM)/State Administrative Agency.
5. The named jurisdiction certifies that EMPG funds will not be used to support the hiring of sworn public safety officers for the purpose of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
6. The named jurisdiction certifies that they will not use funds for the purpose of supplanting existing funds.

7. The named jurisdiction authorizes Utah Department of Public Safety's Division of Emergency Management to use any eligible reported emergency management program expense incurred during the performance period of the grant as a soft match toward any federal funds that may become available during the year. The named jurisdiction understands that additional funds obtained by the Division of Emergency Management may or may not directly benefit the named jurisdiction's emergency management program. The named jurisdiction further understands that monies used as a soft match by the Division of Emergency Management may not be used as match towards any other federal program.
8. The named jurisdiction is subject to monitoring visits of all grant related activities. This shall include, but not be limited to, the right to make site inspections at any time, to bring experts and have consultants on site to examine or evaluate completed work or work in progress and to observe all subrecipient personnel in every phase of performance for grant related work.
9. The named Jurisdiction agrees to comply with the following federal requirements:
  - a. Freedom of Information Act Compliance with Federal Civil Rights Laws and Regulations
  - b. Services to Limited English Proficient (LEP) Persons integrating Individuals with Disabilities into Emergency Planning
  - c. Buy American Act Compliance
  - d. Drug Free Workplace
  - e. Funding cannot be used for the purpose of Lobbying
10. The named jurisdiction certifies they are NIMS compliant as outlined in the FY 2017 EMPG Guidance. The recipient shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

**Signatures and Information:** By signing the Articles of Agreement the named jurisdiction certifies that they have read and agree to comply and be bound by the terms of the grant and that they have the authority to sign the document. This document can be signed either electronically or physically and can be returned to DEM by either mail or E-mail. Please direct all E-mail to the EMPG Program Manager, Tanner Patterson, at [tpatterson@utah.gov](mailto:tpatterson@utah.gov).

**INFORMATION**

Jurisdiction/Organization: \_\_\_\_\_  
Point of Contact (PoC): \_\_\_\_\_  
PoC E-mail: \_\_\_\_\_  
PoC Phone: \_\_\_\_\_

**CERTIFICATION**

Authorized Official (AO): Chair Grand County Council  
AO Signature: Mary McGinnis  
Date: 7-23-2018



**FY 2018 EMPG GUIDANCE**  
**Emergency Management Performance Grant**  
**Guidance and Application Workbook**



Funding provided by  
The Department of Public Safety's (DPS)  
Division of Emergency Management (DEM)

Federal Award Distributed by  
The United States Department of Homeland Security's (DHS)  
Federal Emergency Management Agency (FEMA)

# DEM CONTACTS

---

## **EMPG Coordinator**

Tanner Patterson  
[tpatterson@utah.gov](mailto:tpatterson@utah.gov)  
801.598.1610

## **LIAISONS**

If you need assistance, please contact the LNO that coincides with the region that your emergency management program falls under.

### **Region 1**

Kimberly Giles  
801.209.7542  
[kgiles@utah.gov](mailto:kgiles@utah.gov)

Box Elder, Cache, Rich, Davis, Morgan, Weber Counties  
and Shoshone Tribe

### **Region 2**

Tara Behunin  
801.783.9284  
[tarabehunin@utah.gov](mailto:tarabehunin@utah.gov)

Salt Lake, Summit, Tooele, Utah, Wasatch Counties,  
Confederated Band of Goshutes and Skull Valley  
Goshutes

### **Region 3**

Jeff Gallacher  
801.209.5236  
[jgallacher@utah.gov](mailto:jgallacher@utah.gov)

Juab, Millard, Piute, Sanpete, Sevier, Wayne Counties,  
Paiute Tribe and Confederate Band of Goshutes

### **Region 4**

Scott Alvord  
801.703.1924  
[salvord@utah.gov](mailto:salvord@utah.gov)

Beaver, Iron, Garfield, Kane, Washington Counties, and  
Paiute Tribe

### **Region 5**

Mechelle Miller  
801.707.1631  
[mmiller@utah.gov](mailto:mmiller@utah.gov)

Daggett, Duchesne, Uintah Counties, and Ute Tribe

### **Region 6-7**

Angelia Crowther  
801.664.5861  
[acrowther@utah.gov](mailto:acrowther@utah.gov)

Carbon, Emery, Grand, San Juan Counties, Navajo Tribe,  
and Ute Mountain Tribe

## **Community Support Liaison Program Manager**

Kim Hammer  
801.209.6238  
[khammer@utah.gov](mailto:khammer@utah.gov)

## **WebEOC Support**

Rey Thompson  
801.330.4343

Kurt Tracy  
801.828.8158

## **Training & Exercise Support**

Kris Repp  
801.538.3776

Donald Cobb  
801.828.7681

Tracy Bodily  
801.870.0520

## BACKGROUND

---

The mission of the Utah Division of Emergency Management is to unite the emergency management community and coordinate the efforts necessary to mitigate, prepare for, respond to, and recover from emergencies and catastrophic events. Emergency managers provide critical leadership in their jurisdiction's ability to achieve this mission within their own communities.

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide qualifying jurisdictions (Counties, Cities, Tribes, and Public Institutions of Higher Education) with financial assistance and technical expertise in establishing, maintaining, and enhancing an effective emergency management program. This is accomplished by identifying eligible missions and core capabilities outlined in the National Preparedness Goal ([NPG](#)). A central objective of this program is to ensure that there are trained, experienced, and professional emergency management personnel in each eligible jurisdiction.

The Utah Department of Public Safety's Division of Emergency Management (DEM), funds the local EMPG Program through funding received from the U.S. Department of Homeland Security; Federal Emergency Management Agency (FEMA).

## GRANT INFORMATION

---

The full **Notice of Funding Opportunity** (NOFO) from **FEMA** for **EMPG** can be found [here](#).

The **Code of Federal Regulations** which applies to all federal awards can be found [here](#).

The **objective** of the EMPG Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the [core capabilities](#) contained within each [mission area](#) of the NPG.

**Examples** of EMPG funded activities include but are not limited to:

- Initiating or achieving a [whole community approach](#) to security and emergency management;
- Strengthening a state or community's emergency management program;
- Updating emergency plans;
- Completing a Threat and Hazard Identification and Risk Assessment ([THIRA](#)) process;
- Designing and conducting exercises that engage a whole community of stakeholders and validate core capabilities;
- Conduct and attend training.

The Department of Homeland Security expects EMPG recipients and subrecipients (county/city/tribe/IHE) to *prioritize* grant funding to address capability targets and gaps identified through the annual THIRA and SPR process. Recipients and subrecipients should *prioritize* the use of grant funds to maintain/sustain current capabilities, to validate capability levels, and to increase capability for high-priority core capabilities with low capability levels. ([Resource](#) for developing core capabilities)

A **cost match** is required under this program. The Federal share that is used towards the EMPG Program budget **shall not exceed 50%** of the total budget. FEMA administers cost matching requirements in accordance with [2 CFR 200.306](#). To meet matching requirements, the contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Note: subrecipients will be reimbursed at a maximum of 25% of the total award amount per quarter. Expenditures must be paid *during* the quarter they are claimed for reimbursement.

## ELIGIBILITY REQUIREMENTS

---

- Employ a full-time, three-quarter time, part-time, or one-quarter time Emergency Program Manager (40, 30, 20, or 10 hours per week respectively).
  - This position cannot be a contracted or held by an elected official.
  - If an emergency manager or emergency management supporting staff member hold multiple positions, they should note their hours spent on Emergency Management to differentiate from other responsibilities.
- Submit a timely and complete application.
- Meet all Federal requirements such as (but not limited to):
  - Equal Opportunity Employer
  - Drug-Free Workplace
  - Single Audits
  - Federal Funding Accountability and Transparency Reporting
  - Compliance with 2 CFR 200 policies
  - [etc.](#)
- Cities shall submit a letter/E-mail from their respective County EMs acknowledging their participation in the EMPG program with their applications.
- New applicants shall complete IS 100, 200, 700, and 800 prior to applying for the grant.
  - Exceptions will be considered on a case by case basis.
- All applicants shall submit a Multi-Year Training and Exercise Plan spanning the current year prior to submitting their applications.
- Complete and report on all performance standards listed within this guidance.
  - Performance Standard One: Exercise
  - Performance Standard Two: NIMS Compliance
  - Performance Standard Three: Planning
  - Performance Standard Four: Professional Development Coordination
  - Performance Standard Five: Community Outreach
- Full participation and compliance with DEM's Grant Monitoring Program.

## **REPORTING**

---

On a quarterly basis the Emergency Program Managers shall submit the following to Utah DEM via WebEOC:

1. A progress report reflecting work accomplished according to their work plan. The report should address activities for all Five Performance Standards. The report should also have a detailed narrative as to what has been completed.
2. Exercise documents, if applicable for the reporting period (see the table on page 8 for required documents). All exercise requirements shall be fulfilled by EMPG funded personnel.
3. A financial request for reimbursement form.
4. Thorough documentation in support of the reimbursement request. All expenses listed in this report must be paid and supporting documentation shall be attached and submitted via WebEOC. (more information found on page 6)

## **Penalties for missing/late reporting**

---

1. If the performance standards are incomplete at the end of the 4th quarter, the jurisdiction's following year reimbursement shall be reduced by 10% of its following year's allocation per incomplete standard.
2. A late report, not waived for good cause by the Director of DEM or his designee, will not receive reimbursement for that quarter.
3. If two reports, two reimbursement requests, or one or more performance standards are missed or late throughout the grant year, the jurisdiction may receive a probationary letter when applying for EMPG the following year along with a 10% decrease in new year funding. If improvement is not made, the jurisdiction will be disqualified from applying in the subsequent year.

## SUPPORTING DOCUMENTATION

---

For expenses claimed under EMPG, we require supporting documentation to meet the Federal Requirement put in place by [2 CFR 200.331 \(d\)](#) which requires pass-through entities to “monitor the activities of subrecipients as necessary to ensure that the subaward is used for authorized purposes.”

These supporting documents must be procedurally generated and cannot be self-certified documents. For example, in the case of **Salary and Benefits**, we would require documentation generated by the jurisdiction’s payroll software.

### What this is

- Compensation and Benefits Summary
- Payroll Summary
- Pay Stubs

### What this isn’t

- A written document (E-mail)
- An excel spreadsheet showing the amounts
- A copy of the trial balance

For other **purchases**, we will need proof of purchase as well as proof of payment. Again these must be a procedurally generated documents and not self-certified documents.

### What this is

- An invoice and a copy of the check used to pay the invoice
- An invoice and credit card statement showing the purchase
- An itemized receipt showing payment and listing what was purchased

### What this isn’t

- A copy of the general ledger or trial balance
- A spreadsheet stating expenses to be claimed for EMPG
- A purchasing card transaction log

As for **Travel Expenses**, these documents will depend on your policy. We will need proof that the travel was authorized and proof that the expenses were incurred and/or reimbursed.

These documents are to be submitted in webEOC with your quarterly reports. If you are ever uncertain about whether or not you have the documentation required to claim an expense under EMPG, call or E-mail the EMPG coordinator.

\*Remember to retain all documents for three at least years after closeout.

## PERFORMANCE STANDARD ONE: EXERCISE

---

Per FEMA requirements *all* EMPG funded personnel shall participate in no fewer than three exercises per year as well as conduct or participate in a Training and Exercise Planning Workshop (TEPW) on an annual basis. All exercises used for EMPG credit shall be entered into the WebEOC Exercise Schedule and History Log 30 days prior to the exercise. Instructions for how to use this feature of WebEOC are available [HERE](#). In your progress reports, in WebEOC, please indicate the exercise name and date (use the same name and date that you used in the scheduler). All exercise documentation shall be in the Exercise Schedule and History Log and not the progress report.

When claiming an exercise all EMPG sub-recipient jurisdictions involved, whether hosting or participating, shall submit the required documentation (page 8) within 90 days of the exercise to receive credit toward the requirement. If the hosting jurisdiction gathers information unique to each participating jurisdiction, one AAR/IP may be submitted. If you are not the lead agency for an exercise and you wish to count the exercise for participation credit you will need to submit your documentation through the Exercise Schedule and History Log as Miscellaneous Documentation. Instructions for how to use this feature of WebEOC are available [HERE](#). AAR/IP documentation needs to reflect what lessons were learned for *your* jurisdiction, what corrective actions are needed for *your* jurisdiction and what improvement planning *your* jurisdiction will be making, not just the items that the lead jurisdiction has written.

Please review exercise types [HERE](#) for a clear understanding of the types of exercise that may be conducted for EMPG credit. Regardless of participation level (observer, player, actor, evaluator, etc) **all required documents** shall be submitted for *your* jurisdiction. The following information and table shows how EMPG subrecipients shall meet these exercise requirements.

Exercises may include volunteer capabilities and their resources *if* the objectives address a specific portion of the jurisdiction's EOP (e.g. Mass Care Annex, Volunteer and Donations Management Annex, etc.) but cannot be the central purpose of the exercise. (An exercise only involving CERT would not qualify.)

## Exercise Reporting Requirements:

EMPG Exercise Reporting Requirements	<b>Exercise Plan*</b> which should include an Exercise Overview page	<b>After Action Report / Improvement Plan*</b> which should include an Exercise Overview page	<b>Participant Roster*</b>
<b>Seminar</b> <i>(This Exercise Type is an informational briefing)</i>	Not Required	Either AAR/IP or <b>Executive Summary*</b>	At a minimum, names of participants and agencies in AAR
<b>Workshop</b> <i>(A Product is Developed During this Exercise Type)</i>	Not Required	Either AAR/IP or <b>Executive Summary*</b>	At a minimum, names of participants and agencies in AAR
<b>Tabletop</b>	Not Required	Required	Required: See template
<b>Drill</b> <i>(usually single agency, single function)</i>	Not Required	Required	Required: See template
<b>Functional</b>	Required	Required	Required: See template
<b>Full-Scale</b>	Required	Required	Required: See template
<b>Planned Event**</b>	Not Required	Required	Required: See template
<b>Real World Event**</b>	Not Required	Required	At a minimum, names of participants and agencies in AAR

\*Templates of these documents are found in the links at the top of the table and on our website

[dem.utah.gov/exercises/](http://dem.utah.gov/exercises/) An **Exercise Overview** is always required.

\*\*Planned Events and Real World Events require an Incident Action Plan (minimum of 3 forms within the IAP)

### ***(Pre)Approval Requirements - Needed for Planned Events and Real World Incidents***

Planned events (parades, races, festivals, fairs, etc.) may be used towards EMPG requirements once per grant cycle after approval has been given, to apply for approval fill out the survey found [HERE](#), jurisdictions shall provide an Exercise Overview to the T&E Program Manager and enter the information into WebEOC following approval. Preparedness Fairs and “Shoot-Outs” will **NOT** be accepted as planned events without extensive planning documentation and whole community planning participation. Seek guidance from the DEM T&E Program Manager before the planning begins to get clarification.

Real world incidents *may* count as an exercise *if* the jurisdiction fills the approval survey (found [HERE](#)) within 10 business days after the last response/operational period ends. Specific documentation requirements will be provided at that time. As a guideline, to use a Real-World event as one of your three exercises, it should touch on three of the following factors. Exceptions will be made on a case by case basis.

- The jurisdiction's Principal Executive Officer or a designated representative identified in the jurisdiction's emergency management plan participated
- At a minimum, three emergency management core capabilities are tested and evaluated (one will include the jurisdiction's Operational Coordination)
- A declaration of local emergency or disaster was issued
- The emergency response involved resources from outside the jurisdiction
- Activate of local EOC or an incident command post/center

### ***Training and Exercise Planning Workshop (TEPW)***

All EMPG subrecipients shall conduct or participate in a Training and Exercise Planning Workshop (TEPW) annually. A TEPW is held at the state level in October. EMPG Sub-grantees may choose to attend this TEPW, or they may conduct one at a local level. If a local TEPW is conducted, the participating jurisdictions must inform their Regional LNO. Because the TEPW is a workshop, a product is required at the conclusion of the exercise. That product is a [\(Multi-Year\) Training and Exercise Plan \(TEP\)](#). This TEP will be submitted with the grant application each year and should include specific details for the current year.

Because your TEPW is held in order to create a TEP, the content of the TEPW should include:

- Identifying Gaps
- Developing Priorities
- Assigning Core Capabilities
- Aligning Training and Exercises to address Gaps
- Building a Multi-Year Calendar

For any additional questions or for support in planning, documenting, or evaluating your exercises, contact Kris Repp at [krepp@utah.gov](mailto:krepp@utah.gov), Don Cobb [dcobb@utah.gov](mailto:dcobb@utah.gov), or Tracy Bodily [tbodily@utah.gov](mailto:tbodily@utah.gov).

## **TRAINING AND EXERCISE PLAN (TEP)**

---

Recipients (including subrecipients) who receive awards under EMPG shall complete a Multi-year Training and Exercise Plan (TEP) on an annual basis. It is considered to be a living document that can be updated and refined annually. This plan will consist of the upcoming year and at least two years beyond this year. The purpose of the TEP is to document a jurisdiction's overall training and exercise program priorities for a specific, multi-year, time period. This document should address the key elements found in the Homeland Security Exercise and Evaluation Program (HSEEP) [TEP Template](#), but may be formatted to be more relevant for the jurisdiction.

### **Required elements for a Multi-Year Training and Exercise Plan (TEP)**

1. Dates for plan (start date, end date, and date prepared)
2. Defined Lead Agency
3. Point of Contact for plan
4. Program Priorities
5. Why/How specific program priorities were selected
6. Who was involved in creating these program priorities
7. Core capabilities assigned to each priority
8. Trainings and exercises included in plan to address each program priority
  - a. Must include Title, Location, and Date - these may be approximate
9. Indicate how the lead agency will track training progress
10. Indicate how the lead agency will evaluate exercises
11. Indicate how the lead agency will track improvement planning and corrective actions
12. Include a Multi-Year Calendar
  - a. Indicate who will be trained/exercised
  - b. Indicate what the training/exercise will be
  - c. Indicate which priorities are being addressed by the training/exercise (these should be the same priorities indicated in the plan)

Please make note that this requirement is separate from, and does not count towards, your jurisdictions three required exercises.

## PERFORMANCE STANDARD TWO: NIMS COMPLIANCE

---

IS Training and the [Professional Development Series \(PDS\)](#) or [EM Basic Academy](#)

- Per FEMA requirements and recorded proof of completion: NIMS Training, Independent Study (IS) 100, 200, 700, and 800. In addition, personnel shall complete either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy delivered by either the Emergency Management Institute (EMI) or at a sponsored State, Local, Tribal, Territorial, Regional, or other designated location.
  - This is no longer required to be submitted with your application. However, it has made it's way into our monitoring checklist. So when DEM performs monitoring for your jurisdiction, please ensure that you have quick access to this/these document(s).

### NIMS Implementation

- Update list of resources in Resource Inventory Tracker in WebEOC annually. ([Statute 53 2a 306](#))
  - Per FEMA requirements recipients and subrecipients receiving EMPG funding are required to implement NIMS, and EMPG funds may be used to meet the requirements. FY 2018 EMPG recipients and subrecipients shall use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.
  - With this list, we are primarily interested in capital assets and teams. However, use your best judgement as to what resources your neighboring jurisdictions would benefit from being able to see/request in/from this list. If you have any questions, contact Rey Thompson (801.330.4343).
- Additional NIMS resources
  - [What is NIMS?](#)
  - [Compliance Basics](#)
  - [NIMS Training Needs](#)
  - [Additional NIMS info](#)

Report on quarterly progress report through the NIMS Implementation Survey tab.

## PERFORMANCE STANDARD THREE: PLANNING

---

### Emergency Operations Plan

- Submit a copy of the most recent promulgation letter of a developed or updated Emergency Operations Plan (EOP) with your application.
- Per FEMA requirements recipients and subrecipients shall *update* their EOP at least once every two years to comply with the [CPG 101 v.2](#), Developing and Maintaining Emergency Operations Plans.
- While *updates* are only required biannually, progress towards updating your EOP and its annexes should be an annual endeavour.\*
- Submit an **annual** progress of the EOP update using the CPG 101 v.2 [Process and Analysis Tool](#).
  - This form has been included in the “progress report” excel template.

\*What this means is that the year you “update” your EOP is the year you “finalize” it. And the years in between are spent holding meetings and planning for the future update.

## **PERFORMANCE STANDARD FOUR: PROFESSIONAL DEVELOPMENT COORDINATION**

---

To meet this performance standard a jurisdiction's Emergency Manager or a member of their EM Support staff shall attend **the Utah State Emergency Managers Conference and one additional conference** annually. The following conferences that fulfill this requirement include:

- Public Safety Summit
- Utah Emergency Management Association (UEMA) or International Association of Emergency Managers (IAEM) Conference
- Utah Floodplain and Stormwater Management Association Conference
- Public Information Officers' Conference
- Other conferences require prior approval, please contact [tpatterson@utah.gov](mailto:tpatterson@utah.gov)
  - As a guideline, to be approved, 'other' conferences should identify missions and core capabilities from the National Preparedness Goal.

The emergency manager or designee shall also participate in your region's LEPC *at least* quarterly as well as a minimum of one Region/County Stakeholder meeting (contact your Regional Chair, County EM, or Liaison for information).

Also participants shall meet with their Regional Liaison Officer quarterly. In these meetings please alert your Liaison as to how you intend to meet, or how you met, each of these performance standards.

All participants shall also complete two Emergency Management related classes per year. These should be classes sponsored by DEM or FEMA, alternative classes must receive approval prior to their use toward this performance standard. While working on the required IS, PDS or EM Basic Academy requirements, the associated classes will count toward this requirement. Also, instructing classes for DEM will also meet this requirement. If you are unsure which classes to take to meet this requirement after you have met the NIMS compliance requirements, we would recommend progressing towards FEMA's [Advanced Professional Series](#) (APS).

Report on quarterly progress report.

## **PERFORMANCE STANDARD FIVE: COMMUNITY OUTREACH**

---

Subrecipients shall complete at least one of the activities listed below, pertaining to community outreach.

- Host or participate in a Community Preparedness Fair or Event
- Develop a local specific emergency preparedness handbook
- Develop and sustain local Citizen Corps activities
- Participate in or develop a Private Sector Preparedness Council
- Create an advertising campaign for educational outreach
- Other (with approval by DEM prior to the event)

Report on quarterly progress report.

## EHP

---

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties (EHP) to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal **EHP regulations**, laws and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#), and FP 108.24.4, [Environmental Planning and Historical Preservation Policy](#).

## SUPPLANTING FUNDS

---

According to Article XXIII - Non-supplanting Requirement; all recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.

### DEFINITION 1:

“Supplant means to replace or take the place of. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities may not be displaced by federal funds and reallocated for other organizational expenses. These funds are meant for the purpose of ‘supplementing’ or building on state, local, and agency funds. “

### DEFINITION 2:

“A state or unit of local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law.”

The NOFO gives the examples of: the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties, or to supplant traditional public safety positions and responsibilities.

Supplanting funds can cause confusion; so if there is ever uncertainty of whether or not a purchase falls into the category of ‘supplanting’ rather than ‘supplementing’ call the EMPG Program Coordinator.

## ADDITIONAL REFERENCE LIBRARY

---

- [Allowable costs as summarized in the EMPG NOFO](#)
- [Authorized Equipment List](#)
- [Cost Sharing or Cost Matching Funds](#)
- [Environmental Planning and Historic Preservation Review \(Slides\)](#)
- [What is Supplanting?](#)
- [Core Capability Building Worksheets](#)
- [CPG 101 version 2](#)
- [What is NIMS](#)
- [NIMS Compliance Basics](#)

# EMPG CHECKLISTS

---

✓	<b>Application Requirements (TBD)</b>
	Fill and Submit FFATA (Federal Funding Accountability and Transparency Act)
	Fill and Submit Match Certification
	Submit Multi-Year Training and Exercise Plan (TEP)
	Submit most recently signed EOP promulgation letter
	Signed Letter/E-mail showing County Acknowledgement of EMPG application (Cities only)
	Complete <a href="#">Pre-Award Risk Assessment</a> (work with your finance section)
	Wait for Emergency Management Performance Grant Program Acceptance

✓	<b>Award Obligation Requirements (These documents will be sent to subrecipients upon State's EMPG Award from FEMA)</b>
	E-mail signed 76-10 (Obligating Document) to tpatterson@utah.gov
	E-mail signed Articles of Agreement to tpatterson@utah.gov

✓	<b>Performance Standard One Exercise (Due by end of grant cycle)</b>
	Complete and report on first exercise through the WebEOC Exercise Schedule
	Complete and report on second exercise through the WebEOC Exercise Schedule
	Complete and report on third exercise through the WebEOC Exercise Schedule
	Participate in a Training and Exercise Plan Workshop to develop a Multi-Year TEP

✓	<b>Performance Standard Two NIMS Compliance (Due by end of grant cycle)</b>
	Complete, or make progress toward completing, IS 100, 200, 700, 800
	Complete, or make progress toward completing, either PDS or EM Basic Academy
	Update your resource inventory board on WebEOC

✓	<b>Performance Standard Three Planning (Due by end of grant cycle)</b>
	Update EOP (required once every two years)
	Submit CPG 101 v.2 Process and Analysis Tool (required annually)

✓	<b>Performance Standard Four Professional Development and Coordination (Due by end of grant cycle)</b>
	Attend two conferences (USEMC required)
	Complete (or instruct) two training courses sponsored by DEM or FEMA
	Participate in an LEPC Quarterly
	Attend at least one region county stakeholder meeting

✓	<b>Performance Standard Five Professional Development and Coordination (Due by end of grant cycle)</b>
	Complete a community outreach campaign (list of option provided in guidance)

✓	<b>Quarter 1 Requirements (Due April 20th)</b>
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	<b>Quarter 2 Requirements (Due July 20th)</b>
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	<b>Quarter 3 Requirements (Due October 20th)</b>
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison

✓	<b>Quarter 4 Requirements (Due January 20th)</b>
	Update Progress Report
	Track, generate, sign, and submit Expenditures Report and Reimbursement Request
	Meet with Region Liaison
	Ensure all performance standards are met by this deadline or funding may be reduced

July 30, 2018

U.S. Department of Interior  
Financial Assistance Support Section  
Att.: Ms Julie Hendricks  
PO Box 25007, MS 84-27814  
Bureau of Reclamation  
Denver, CO 80225

Re: Letter of Final Commitment between City of Moab, Grand Water & Sewer Service Agency (GWSSA) and Grand County

The Partners have secured funding for the following:

- Leasing BLM property
- Funds from the City for the grading, installation of the well and pump station, permit applications, electrical work, Environmental Impact Assessment - \$41,600/\$41,600 respectively
- Funds from the City of Moab and Grand County will be available July 1, 2018 – July 1, 2020 through the Capital Projects and Enterprise Funds with the time constraint of having the project completed by July 1, 2020.
- Funds from the BLM have been committed for the Environmental Assessment - \$45,000.
- Contingency Funds are available through the City and County General Funds.
- Funds from the GWSSA should be available August 2018 with the time constraint of having the project completed by December 31, 2019 - \$41,600. GWSSA will provide project surface water rights from their allocation (3,940 AF).

Direct questions to Mary McGann at [mmcgann@grandcountyutah.net](mailto:mmcgann@grandcountyutah.net)



Mary McGann

Grand County Council



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Canyon Country District Office  
Moab Field Office  
82 East Dogwood Avenue  
Moab, Utah 84532  
<http://blm.gov/ut>

In Reply Refer To:  
2800 (LLUTY010000)  
UTU-93153

JUL 26 2018

CERTIFIED MAIL 7017 2400 0000 5660 9478 RETURN RECEIPT REQUESTED

Bill Jackson  
Grand County Road Department  
125 East Center Street  
Moab, Utah 84532

Dear Mr. Jackson:

Enclosed are two copies of an unsigned right-of-way (ROW) grant offer for the proposed Jackson Street Detention Basin, serial number UTU-93153. Please review the document and if it meets with your approval, sign and date both copies and return to the address shown above. Upon receipt of the signed documents, we will issue the ROW grant, absent any other unresolved issues.

As a local government, Grand County is exempt from paying monitoring fees or rental under 43 CFR 2804.16(a) and 43 CFR 2806.14(a)(2).

Please be aware that you may not conduct any activities related to your ROW until you have received an authorized grant from this office. If you have any questions, please contact Lisa Wilkolak, Realty Specialist, at (435) 259-2122 or [lwilkolak@blm.gov](mailto:lwilkolak@blm.gov).

Sincerely,

Christina Price  
Field Manager

Enclosures

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
RIGHT-OF-WAY GRANT  
SERIAL NUMBER UTU-93153

- 
1. A right-of-way is hereby granted pursuant to Title V of the Federal Land Policy and Management Act of October 21, 1976 (90 Stat. 2776; 43 U.S.C. 1761).
  2. Nature of Interest:
    - a. By this instrument, the holder:

Grand County  
125 E. Center Street  
Moab, Utah 84532

receives a right to construct, operate, maintain and terminate a detention basin on the following described public lands:

Salt Lake Meridian,  
T. 26 S., R. 21 E., sec. 12, lot 12.
    - b. The right-of-way granted herein is approximately 400 feet long, 300 feet wide, and contains 3.0 acres, more or less. The access road is approximately 14 feet wide by 220 feet long.
    - c. This instrument shall terminate on December 31, 2048 unless, prior thereto, it is relinquished, abandoned, terminated, or modified pursuant to the terms and conditions of this instrument or of any applicable Federal law or regulation.
    - d. This instrument may be renewed. If renewed, the right-of-way shall be subject to the regulations existing at the time of renewal and any other terms and conditions that the authorized officer deems necessary to protect the public interest.
    - e. Notwithstanding the expiration of this instrument or any renewal thereof, early relinquishment, abandonment, or termination, the provisions of this instrument, to the extent applicable, shall continue in effect and shall be binding on the holder, its successors, or assigns, until they have fully satisfied the obligations and/or liabilities accruing herein before or on account of the expiration, or prior termination, of the grant.

3. Rental:

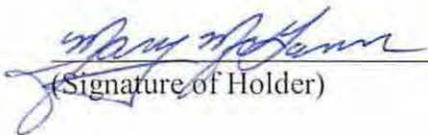
Under the provisions of 43 CFR 2806.14 (b), state or local governments are exempt from paying rent.

4. Terms and Conditions:

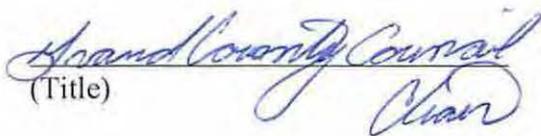
- a. This grant is issued subject to the holder's compliance with all applicable regulations contained in Title 43 Code of Federal Regulations part 2800.
- b. The right-of-way is issued subject to prior valid existing rights, including, but not limited to, UTU-10657, UTU-43521, UTU-0-15595, UTU-0-15664, and UTU-0-35443.
- c. The location map and engineering plans, set forth in Exhibit A, and attached hereto, are incorporated into and made a part of this grant instrument.
- d. Failure of the holder to comply with applicable law or any provision of this right-of-way grant shall constitute grounds for suspension or termination thereof.
- e. The holder shall perform all operations in a good and workmanlike manner so as to ensure protection of the environment and the health and safety of the public.
- f. Any cultural and/or paleontological resource (historic or prehistoric site or object) discovered by the holder, or any person working on his behalf, on public or Federal land shall be immediately reported to the authorized officer. Holder shall suspend all operations in the immediate area of such discovery until written authorization to proceed is issued by the authorized officer. An evaluation of the discovery will be made by the authorized officer to determine appropriate actions to prevent the loss of significant cultural or scientific values. The holder will be responsible for the cost of evaluation and any decision as to proper mitigation measures will be made by the authorized officer after consulting with the holder.
- g. The holder shall protect all survey monuments found within the right-of-way. Survey monuments include, but are not limited to, General Land Office and Bureau of Land Management Cadastral Survey Corners, reference corners, witness points, U.S. Coastal and Geodetic benchmarks and triangulation stations, military control monuments, and recognizable civil (both public and private) survey monuments. In the event of obliteration or disturbance of any of the above, the holder shall immediately report the incident, in writing, to the authorized officer and the respective installing authority if known. Where General Land Office or Bureau of Land Management right-of-way monuments or references are obliterated during operations, the holder shall secure the services of a registered land surveyor or a Bureau cadastral surveyor to restore the disturbed monuments and references using surveying procedures found in the Manual of Surveying Instructions for the Survey of the Public Lands in the United States, latest edition. The holder shall record such survey in the appropriate county and send a copy to the authorized officer. If the Bureau cadastral surveyors or other Federal surveyors are used to restore the disturbed survey monument, the holder shall be responsible for the survey cost.

- h. The holder shall conduct all activities associated with the construction, operation, and termination of the right-of-way within the authorized limits of the right-of-way.
- i. To prevent introduction and/or spread of noxious weeds, all vehicles and equipment will be washed before entering the project site.
- j. The holder of right-of-way UTU-93153 agrees to indemnify the United States against any liability arising from the release of any hazardous substance or hazardous waste (as these terms are defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. 9601 et seq. or the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq.) on the right-of-way (unless the release or threatened release is wholly unrelated to the right-of-way holder's activity on the right-of-way. This agreement applies without regard to whether a release is caused by the holder, its agent, or unrelated third parties.
- k. The holder shall contact the authorized officer at least 90 days prior to the termination of the right-of-way to arrange a joint inspection of the right-of-way. This inspection will be held to agree to an acceptable termination and rehabilitation plan.

IN WITNESS WHEREOF, The undersigned agrees to the terms and conditions of this right-of-way grant.

  
\_\_\_\_\_  
(Signature of Holder)

\_\_\_\_\_  
Christina Price, Field Manager

  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Effective Date of the Grant

# Exhibit A

# Jackson Street Detention Basin UTU-93153

R 21E

R 22E

T 26S

T 26S



R 21E

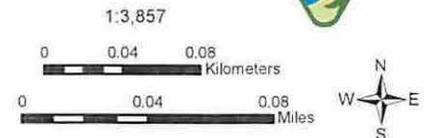
R 22E

Location Map  
Utah BLM Field Office Boundaries



Date: 7/24/2018

- Jackson\_Basin
  - Field Office Boundary
  - Township
  - County Boundary - Green Highlight
- Land Status**
- Bureau of Land Management (BLM)
  - Private



*No warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual use or aggregate use with other data.*





**THESE NOTES ARE GENERAL IN NATURE AND NOT COMPREHENSIVE, REFER TO SPECIFICATIONS**

**GENERAL NOTES**

- CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES (WATER, SEWER, DRAINAGE, AND ACCESS ROADS, ETC.) DURING CONSTRUCTION AND ENSURE THEY REMAIN IN PLACE AND OPERATIONAL (UNLESS OTHERWISE NOTED BY OWNER OR ENGINEER).
- RESTORE OR PRESERVE ALL EXISTING FENCES, ROADS AND DITCHES UNLESS OTHERWISE STATED ON THE PLANS.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS, PRIOR TO FINAL PAYMENT.
- ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THESE CONTRACT DOCUMENTS. ALL WORK SHALL BE COMPLETED TO CURRENT INDUSTRY STANDARDS, INCLUDING ASTM, AISC, AIA, AISC, AND OTHER APPLICABLE INDUSTRY STANDARDS. UNLESS OTHERWISE NOTED, CONTRACTOR SHALL NOTIFY ENGINEER OF ANY CONFLICTS OR AMBIGUITIES IN STANDARDS AND SPECIFICATIONS.
- OWNER APPROVAL IS REQUIRED BEFORE CHANGES ARE ACCEPTED. NO CHANGE MAY BE EXECUTED UNTIL THE ENGINEER MODIFIES THE PLANS AND ISSUES A CHANGE ORDER.
- THE CONTRACTOR SHALL LOCATE, RETAIN AND PROTECT ALL EXISTING UTILITIES (UNLESS OTHERWISE DIRECTED BY THE PLANS OR BY THE ENGINEER).
- ALL EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ONLY AND ARE BASED ON UTILITY MAPS AND FIELD SURVEY. CONTRACTOR SHALL FIELD VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL NOTIFY ENGINEER OF ALL UTILITY CONFLICTS UPON DISCOVERY.
- CONTRACTOR SHALL PROVIDE CONSTRUCTION SCHEDULE FOR APPROVAL BY ENGINEER AND OWNER.
- ALL EXCAVATION, BACK-FILLING, AND OTHER EARTHWORK OPERATIONS SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. STRUCTURAL FILL, EMBANKMENT FILL, RIP RAP, BEDDING, IMPORTED BACKFILL, FILTER SAND AND DRAIN MATERIAL, DRAINAGE SURFACE, AND SOIL COARSE MATERIALS SHALL MEET THE REQUIREMENTS OUTLINED IN THE PROJECT SPECIFICATIONS.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS BEFORE STARTING WORK, AND SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- COORDINATE WITH COUNTY, D.M. AND PROPERTY OWNERS FOR ACCESS TO SITE.

**GENERAL STRUCTURAL NOTES**

- ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE INTERNATIONAL BUILDING CODE, 2006 EDITION (IBC) AND ALL ACCESS (LATEST EDITION AS AMENDED BY THE STATE OF UTAH) AND LOCAL AGENCIES.
- DATUM: SEE SURVEY CONTROL.
- DESIGN DETAILS AS SHOWN ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL APPLY TO ALL SIMILAR SITUATIONS OCCURRING ON THE PROJECT, WHETHER OR NOT THEY ARE KEYPED IN EACH LOCATION. CONSULT THE ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.
- VISITS TO THE JOB SITE BY THE ENGINEER TO OBSERVE THE CONSTRUCTION DOES NOT IN ANY WAY MAKE THEM GUARANTORS OF THE CONSTRUCTION WORK, NOR RESPONSIBLE FOR CONFORMANCE OR SPECIAL INSPECTIONS, SUPERVISION, OR SAFETY AT THE JOB SITE.
- ALL SPECIFIED CONCRETE, GROUT, AND MASONRY TESTS DURING CONSTRUCTION WILL BE THE CONTRACTOR'S RESPONSIBILITY. ALL SPECIFIED LABORATORY TESTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

**FOUNDATIONS**

- PROVIDE AND INSTALL COMPLETED STRUCTURAL FILL AS SPECIFIED UNDER ALL WALLS AND FOOTINGS TO UNDISTURBED EARTH.
- EXCAVATIONS SHALL BE SHORED AS REQUIRED TO PREVENT SUBSIDENCE OR DAMAGE TO ADJACENT EXISTING STRUCTURES, STREETS, UTILITIES, ETC.
- ALL SOIL BEARING SURFACES SHALL BE INSPECTED BY THE ENGINEER PRIOR TO PLACEMENT OF REINFORCING STEEL.

**FORMWORK, SHORING AND BRACING**

- CONSTRUCTION METHODS AND SEQUENCES OF FORMWORK SHALL BE IN ACCORDANCE WITH CHAPTER 4 OF ACI 301 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS" AND ACI 347 "RECOMMENDED PRACTICE FOR CONCRETE FORMWORK".
- THE STRUCTURES SHOWN ON THE DRAWINGS HAVE BEEN DESIGNED FOR STABILITY UNDER FINAL CONDITIONS ONLY. THESE PLANS DO NOT INCLUDE THE NECESSARY COMPONENTS OR EQUIPMENT FOR THE STRUCTURES DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR ALL WORK RELATING TO CONSTRUCTION ERECTION METHODS, BRACING, SHORING, ROCKING, GRUITS, DOWELDING, FORMWORK, AND OTHER WORK AS REQUIRED TO SAFELY PERFORM THE WORK SHOWN.

**CONCRETE**

- ALL CAST-IN-PLACE CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 4000 PSI UNLESS NOTED OTHERWISE. 3000 PSI CONCRETE MAY BE USED FOR THE CONDUIT ENCASEMENTS.
- REINFORCING STEEL SHALL CONFORM TO ASTM A618, GRADE 60. REINFORCING TO BE WELDED SHALL CONFORM TO ASTM A706, GRADE 60. FABRICATION AND PLACEMENT OF REINFORCING STEEL SHALL BE IN ACCORDANCE WITH CISEM 11 "MANUAL OF STANDARD PRACTICE" AND ACI 301 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS".
- CONSTRUCTION JOINTS INDICATED ARE NOT OPTIONAL WHERE THEY ARE SPECIFICALLY SHOWN. CONTRACTOR MAY REVISE LOCATION OF JOINTS, SUBJECT TO SPECIFIED REQUIREMENTS, AND SHALL SUBMIT ALL JOINT LOCATIONS FOR REVIEW BY THE ENGINEER. ADDITIONAL CONSTRUCTION JOINT LOCATIONS, AS REQUIRED FOR CONSTRUCTION, SHALL BE SUBMITTED FOR REVIEW.
- CONTINUOUS WATERSTOP AS SPECIFIED SHALL BE INSTALLED IN ALL CONSTRUCTION JOINTS IN WALLS OF BELOW GRADE STRUCTURES, EXCEPT WHERE SPECIFICALLY NOTED OTHERWISE.
- ROCKING AND CLEAN ALL CONSTRUCTION JOINTS IN WALLS AND SLABS AS SPECIFIED PRIOR TO PLACING ADJACENT CONCRETE. SANDBLASTING OR OTHER PREPARATION OF HORIZONTAL AND VERTICAL JOINTS IS REQUIRED.
- THE CONTRACTOR SHALL COORDINATE PLACEMENT OF ALL OPENINGS, CURBS, DOWELS, SLEEVES, CONDUITS, BOLTS AND INSETS PRIOR TO PLACEMENT OF CONCRETE.
- NO ALUMINUM CONDUIT OR PRODUCTS CONTAINING ALUMINUM OR ANY OTHER MATERIAL INHERENT TO CONCRETE SHALL BE EMBEDDED IN THE CONCRETE.

**CONCRETE REINFORCING**

- CLEARANCE FOR REINFORCEMENT BARS, UNLESS SHOWN OTHERWISE, SHALL BE:
  - WHEN PLACED ON GROUND: 3"
  - WATER RETAINING SURFACES: 1"
  - ALL OTHER CONCRETE SURFACES: 1 1/2"
  - 1/2" BAR OR SMALLER: 1"
  - 1/2" BAR OR LARGER: 1 1/2"
- ALL EXPOS, UNLESS OTHERWISE SHOWN, SHALL BE A 10 DEGREE STANDARD HOOK AS DEFINED BY (LATEST EDITION OF) ACI 318.
- ALL WALL CORNER AND WALL INTERSECTION REINFORCEMENT BARS SHALL BE CONTINUOUS AROUND CORNERS. REINFORCEMENT SHALL BE EXTENDED INTO CONNECTING WALLS AND LAPPED ON THE OPPOSITE FACE OF THE CONNECTING WALLS, AS INDICATED ELSEWHERE ON THE SHEET.

**METAL FABRICATIONS**

- ALL STRUCTURAL STEEL SHALL CONFORM TO ASTM A500 UNLESS SHOWN OTHERWISE. SQUARE OR RECTANGULAR STEEL TUBING SHALL CONFORM TO ASTM A500, GRADE B. STEEL PIPE SHALL BE A501 OR ASTM A53, GRADE B.
- ALL STRUCTURAL STEEL SHALL BE FABRICATED AND ERECTED IN CONFORMANCE WITH THE AISC MANUAL OF STEEL CONSTRUCTION, CURRENT EDITION.
- ALL BOLTS INDICATED AS MACHINE BOLTS (MB) OR ANCHOR BOLTS (AB) SHALL CONFORM TO ASTM A307 FOR CARBON STEEL, A308 FOR STAINLESS STEEL, AND A308 FOR GALVANIZED STEEL, EXCEPT WHERE SPECIFICALLY INDICATED OTHERWISE. ALL JOINT CONTACT SURFACES SHALL BE CLEAN AND FREE FROM OIL, DIRT AND PAINT.
- ALL WELDS SHALL BE DONE BY AWS CERTIFIED WELDERS AND SHALL CONFORM TO AWS D 1.1, LATEST EDITION. ALL BUTT WELDS ARE FULL PENETRATIONS UNLESS INDICATED OTHERWISE. WELD FILLER METAL SHALL BE AWS A5.1 OR A5.5 EXCEPT ELECTRODES.
- ALL WELDS FOUND DEFECTIVE SHALL BE REPAIRED AND/OR REPEATED AND RETESTED FOR ADEQUACY AT THE CONTRACTOR'S EXPENSE.
- AT ALL FIELD WELDS, AT EMBED PLATES, AND ANGLES, LOW HEAT AND INTERMITTENT WELDS SHALL BE UTILIZED TO AVOID SPALLING OR CRACKING THE EXISTING CONCRETE.
- ALL STRUCTURAL STEEL TO BE EMBEDDED IN CONCRETE SHALL BE CLEAN AND FREE OF PAINT, OIL, OR DIRT.

**FOUNDATION PREPARATION**

- REFER TO SPECIFICATIONS FOR FURTHER DETAILS.
- FOUNDATIONS FOR EARTH FILL HAVING UNSUITABLE MATERIALS, SUCH AS WEEDS, COO, ROOTS LARGER THAN 1/4 INCH IN DIAMETER, VEGETATION, OR OTHER ORGANIC MATERIAL SHALL BE REMOVED BY CLEARING, STRIPPING, AND/OR GRUBBING. EXCEPT AS OTHERWISE SPECIFIED, EARTH FOUNDATION SURFACES SHALL BE GRADED TO REMOVE SURFACE IRREGULARITIES AND SHALL BE COMPACTED PARALLEL TO AXIS OF THE FILL OR OTHERWISE ACCEPTABLY SLOPED AND LOGGED TO A MINIMUM DEPTH OF 24 INCHES. THE MOISTURE CONTENT OF THE LOGGED MATERIAL SHALL BE CONTROLLED AS SPECIFIED FOR THE EARTH FILL, AND THE SURFACE MATERIALS OF THE FOUNDATIONS SHALL BE COMPACTED AND BONDING WITH THE FIRST LAYER OF EARTH FILL AS DIRECTED FOR SUBSEQUENT LAYERS OF EARTH FILL.
- EARTH ADJUTMENT SURFACES SHALL BE FREE OF LOOSE, UNCOMPACTED EARTH IN EXCESS OF 2 INCHES IN DEPTH NORMAL TO THE SLOPE AND SHALL BE AT SUCH A MOISTURE CONTENT THAT THE EARTH FILL CAN BE COMPACTED AGAINST THEM TO EFFECT A GOOD BOND BETWEEN THE FILL AND THE ADJUTMENT.
- ROCK FOUNDATION AND ADJUTMENT SURFACES SHALL BE CLEARED OF ALL LOOSE MATERIAL BY HAND OR OTHER EFFECTIVE MEANS AND SHALL BE FREE OF STANDING WATER WHEN FILL IS PLACED UPON THEM. ALL ROCK OUTCROPS WHICH WOULD INTERFERE WITH THE PROPER COMPACTION OF THE FILL PLACED OVER THEM MUST BE REMOVED, AND ALL CRACKS AND OTHER FEATURES WHICH COULD PROMOTE THE MOVEMENT OF WATER SHALL BE FILLED WITH GROUT.

- EQUIPMENT ADEQUATE TO KEEP ALL EXCAVATIONS AND TRENCHES FREE OF WATER DURING CLEANING, INSPECTION AND PLACEMENT OF EMBANKMENT BACKFILL SHALL BE PROVIDED AND OPERATED.
- SLUSH GROUT SHALL BE USED TO FILL NARROW SURFACE CRACKS, CREVICES, AND FRACTURES IN BEDROCK FOUNDATIONS AT LOCATIONS DIRECTED BY THE ENGINEER. ALL CRACKS, CREVICES AND FRACTURES TO BE TREATED SHALL BE CLEANED OF LOOSE MATERIALS AND WETTED IMMEDIATELY PRIOR TO PLACING GROUT. PLACEMENT OF SLUSH GROUT SHALL BE BY BROOMING INTO VOIDS WITH A STIFF-BRISTLED BRUSH OR OTHER APPROVED METHOD SUCH THAT VOIDS ARE FILLED TO A DEPTH EQUAL TO AT LEAST 4 TIMES THE WIDTH. THE SLUSH GROUT SHALL CONSIST OF CEMENT, WATER AND SAND IN RATIO AS DIRECTED BY THE ENGINEER. THIS VOLUME SHALL BE USED. THE FINISHED SLUSH GROUT SURFACE SHALL BE LEFT IN A POLISHED STATE TO PROVIDE GOOD BONDING. EMBANKMENT FILL SHALL BE PLACED WITHIN 10 HOURS TO COVER THE GROUTED AREAS.
- PLACE DENTAL CONCRETE ON SHEARED PORTIONS OF ROCK FOUNDATIONS AND IN VOIDS TOO LARGE FOR SLUSH GROUT AND TOO SMALL FOR EMBANKMENT FILL. USE DENTAL CONCRETE TO FLATTEN CONTACT SLOPES TO A HORIZONTAL TO A VERTICAL AS DIRECTED BY THE ENGINEER. OPEN JOINTS, SHOWN ZONES, AND FRACTURED AREAS SHOULD BE CLEANED TO A DEPTH EQUAL TO AT LEAST 4 TIMES THE WIDTH. DENTAL CONCRETE SHOULD BE PLACED AS NEEDED TO FORM A TIGHT, UNFRACTURED FOUNDATION SURFACE FOR DAM EMBANKMENT PLACEMENT. THE DENTAL CONCRETE SURFACE SHALL BE TOUCHED AND KEPT CONTINUOUSLY DAMP UNTIL FILL PLACEMENT.
- FOUNDATION MUST BE INSPECTED BY ENGINEER PRIOR TO PLACING ANY FILL.

**INLET & OUTLET CONCRETE ENCASEMENTS**

- THE CONCRETE ENCASEMENTS AROUND THE OUTLET CONDUIT SHALL BE PLACED IN TWO POURS. THE FIRST POUR WILL CONSIST OF A 4" SLAB THE FULL WIDTH OF THE CONCRETE ENCASEMENT. THE PIPE SHALL BE FASTENED TO THE SLAB USING CAST-IN-PLACE ANCHORS AND STEEL STRAPS EVERY 12" ALONG THE LENGTH OF THE PIPE. THE PIPE SHALL NOT REST DIRECTLY UPON THE SLAB. IT SHALL BE SUSPENDED ABOVE THE SLAB USING 4" TALL CONCRETE BLOCKS LOCATED AT EACH STRAP. THE SECOND POUR SHALL THEN BE PLACED. THE SECOND POUR SHALL BE VIBRATED UNDER THE PIPE UNTIL THE CONCRETE FLOWS UP ABOVE THE BOTTOM OF THE PIPE ON THE OTHER SIDE. THE CONCRETE SHALL THEN BE PLACED EQUALLY ON BOTH SIDES OF THE PIPE. WATER STOPS SHALL BE PLACED BETWEEN THE TWO POURS ACCORDING TO THE DETAILS ON SHEET G-04. THE PIPE SHALL BE FILLED WITH WATER DURING CONCRETE PLACEMENT.
- THE OUTLET CONDUIT SHALL BE PRESURE TESTED PRIOR TO PLACING CONCRETE. IF THE CONDUIT FAILS THE PRESURE TEST THE CONTRACTOR SHALL REPAIR AND REPAIR THE SOURCE OF THE FAILURE AND THE PRESURE TEST SHALL BE PERFORMED AGAIN UNTIL THE LINE IS FULLY SATISFACTORY.
- OUTSIDE WALLS SHALL BE BATTERED AT 1 HORIZ. TO 10 VERT. NO BATTER SLOPE IS NECESSARY IF CONCRETE ENCASEMENT IS POURED STRAIGHT INTO TRENCH EXCAVATION (USING TRENCH EXCAVATION AS FORM).

**DRAINAGE AND SAND FILTER MATERIALS**

- GREAT CARE SHALL BE TAKEN TO PROMPT THE INTERMIXING OF FILTER SAND, DRAIN MATERIAL, SUBGRADE AND BACKFILL LAYERS DURING PLACEMENT. SEPARATION BARRIERS OR OTHER MEANS ACCEPTABLE TO THE ENGINEER SHALL BE USED TO PREVENT CONTAMINATION OF ADJACENT MATERIALS DURING PLACEMENT.
- FILTER AND DRAIN MATERIAL SHALL BE KEPT ONE LIFT THICKER THAN OTHER ADJACENT BACKFILL.
- COMPACTION SHALL BE ACCOMPLISHED BY MEANS OF SMALL COMPACTORS SUCH AS JAMMING JACKS OR WALK BEHIND COMPACTION UNITS.
- FILTER AND DRAIN MATERIAL SHALL NOT BE DROPPED MORE THAN 3'. AND SHALL BE TESTED IN PLACE FOR FINAL APPROVAL OF MATERIAL. UNACCEPTABLE MATERIALS SHALL BE REPLACED AT NO ADDITIONAL COST.
- FILTER AND GRAVEL MATERIAL SHALL HAVE A RELATIVE DENSITY OF 70% AFTER PLACEMENT AND COMPACTION.
- ALL PORTIONS OF INTERNAL DRAINAGE PIPES, INCLUDING CLEANOUTS, MUST BE VIDEO INSPECTED.
- ALL DRAIN PIPES SHALL BE CONSTRUCTED TO ALLOW FOR CAMERA INSPECTION.
- REFER TO SPECIFICATIONS FOR FURTHER REQUIREMENTS.

**EMBANKMENT FILL**

- REFER TO SPECIFICATIONS FOR FURTHER REQUIREMENTS.
- EMBANKMENT FILL SHALL MEET THE GRADATION REQUIREMENTS SHOWN IN THE SPECIFICATIONS.
- EMBANKMENT FILL SHALL BE PLACED IN 2' LOOSE LIFTS, AND SHALL BE COMPACTED TO 95% OF ASTM D998. MOISTURE CONTENT SHALL BE ± 2% OF OPTIMUM.
- LIFTS SHALL BE HORIZONTAL AND UNIFORM. THE SURFACE OF EACH LIFT SHALL BE SCARIFIED A MINIMUM OF 2" DEEP AND KEPT MOST TO PROMOTE A GOOD BOND WITH THE SUCCEEDING LIFT.

<p><b>PRELIMINARY</b> NOT FOR CONSTRUCTION</p>	<p>SCALE</p>	<p><b>WARNING</b></p> <p>IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE</p>	<p><b>HORROCKS</b> ENGINEERS</p>	<p>2102 West Grove Parkway Suite 403 Pleasant Grove, UT 84062 (801) 702-5100</p>	<p><b>JACKSON STREET DEBRIS BASIN</b></p> <p>GENERAL NOTES</p>	<table border="1"> <tr> <td>REVISION</td> <td>DATE</td> <td>PREPARED BY</td> </tr> <tr> <td>ACS</td> <td>01/2018</td> <td>PG-008-1501</td> </tr> <tr> <td>REVISION</td> <td>DATE</td> <td>SUBMIT NO.</td> </tr> <tr> <td>LAJ</td> <td>01/2018</td> <td>3 of 24</td> </tr> <tr> <td>DATE</td> <td>DATE</td> <td>DRAWING NO.</td> </tr> <tr> <td>###</td> <td>###</td> <td>G-03</td> </tr> </table>	REVISION	DATE	PREPARED BY	ACS	01/2018	PG-008-1501	REVISION	DATE	SUBMIT NO.	LAJ	01/2018	3 of 24	DATE	DATE	DRAWING NO.	###	###	G-03
	REVISION	DATE	PREPARED BY																					
ACS	01/2018	PG-008-1501																						
REVISION	DATE	SUBMIT NO.																						
LAJ	01/2018	3 of 24																						
DATE	DATE	DRAWING NO.																						
###	###	G-03																						
<p>UT 2018-0001-0001</p>																								

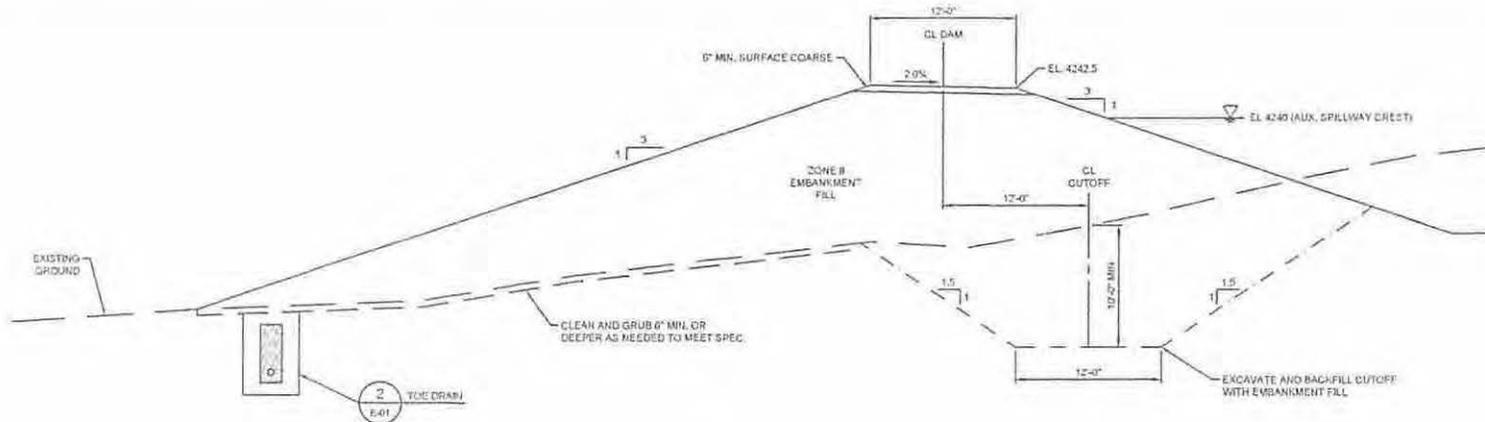




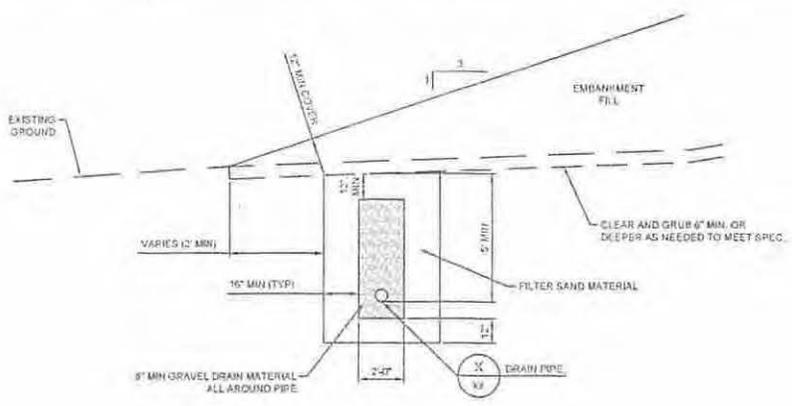








1 TYPICAL EMBANKMENT SECTION  
NTS



2 TOE DRAIN  
NTS

SIEVE	PERCENT PASSING	
	MIN	MAX
3/8-INCH	100	-
NO. 4	80	100
NO. 8	65	100
NO. 16	50	85
NO. 30	25	70
NO. 50	0	25
NO. 100	0	10
NO. 200	0	5*

SIEVE	PERCENT PASSING	
	MIN	MAX
1 1/4-INCH	100	-
1-INCH	82	100
3/4-INCH	67	100
1/2-INCH	50	85
3/8-INCH	35	70
NO. 4	15	50
NO. 6	0	30
NO. 16	0	12
NO. 30	0	5

\* INSTALLED MAXIMUM  
 NOTES:  
 MAXIMUM PASSING NO. 200 SIEVE AT BORROW SOURCE IS 1% UNLESS TESTS ON INSTALLED TESTS CONSISTENTLY SHOW 5% NOT EXCEEDED, AND IF APPROVED BY ENGINEER.

REV	DATE	BY	DESCRIPTION

SCALE

WARNING  
 IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

**HORROCKS ENGINEERS**

2162 West Grove Parkway  
 Suite 400  
 Pleasant Grove, UT 84062  
 (801) 783-6100

JACKSON STREET DEBRIS BASIN

TYPICAL EMBANKMENT DETAILS

DESIGNED	DATE	PROJECT NO.
ACS	01/2018	PG-008-1501
DRAWN	DATE	SHEET NO.
LAJ	01/2018	0 OF 24
CHECKED	DATE	DRAWING NO.
		E-01

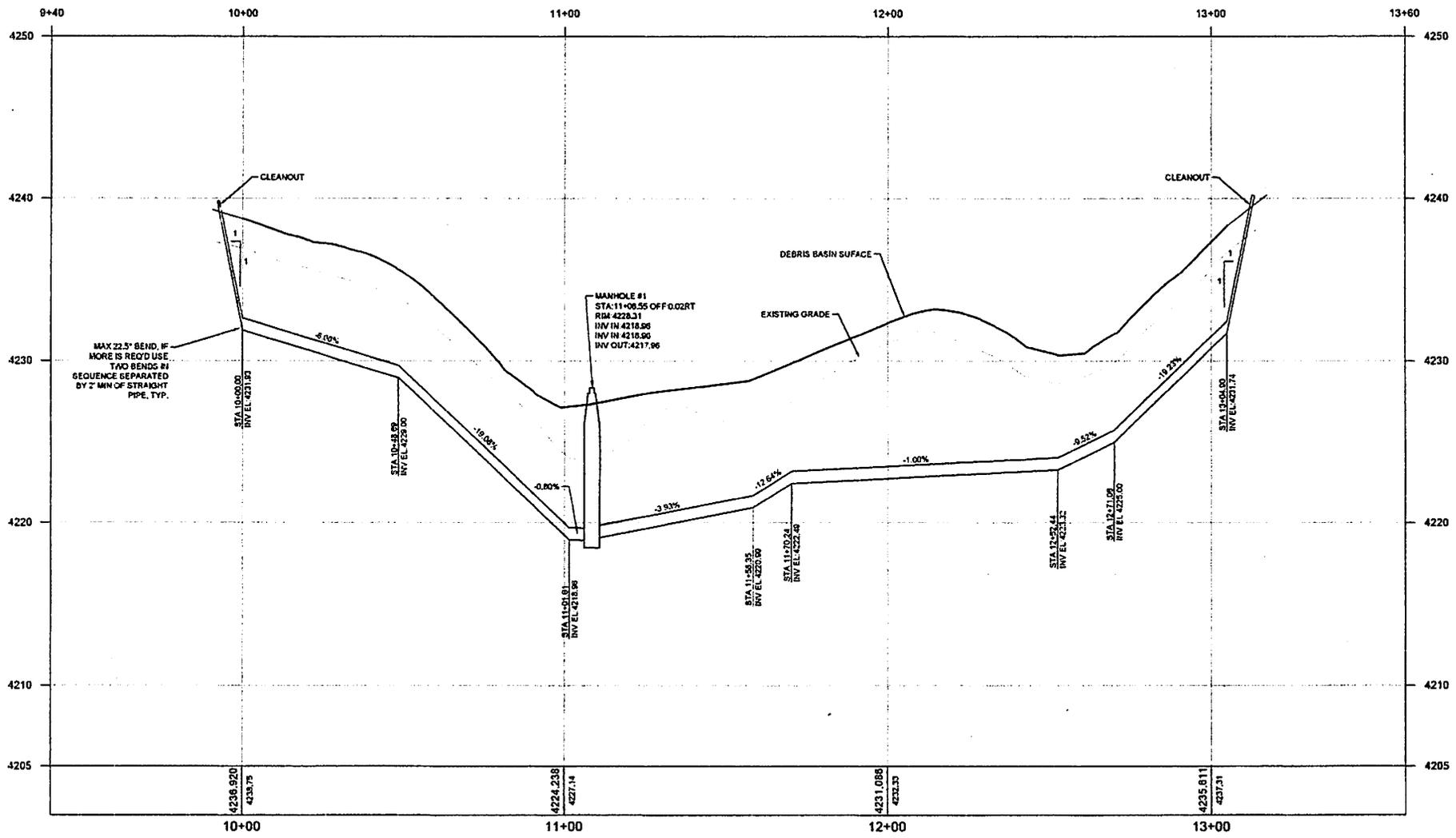
C:\Users\jgarcia\OneDrive\Documents\Projects\2018\Jackson Street Debris Basin\Drawings\PG-008-1501\01-008-1501-001.dwg  
 1/20/2018 10:11:10 AM  
 2018 Jackson Street Debris Basin







C:\Users\Grand County\Desktop\1501\PO-006-1501\_Grand County\_Cent Proj 2018\Drawings\1501\_PO-006-1501\_Site Plan.dwg - 6/11/2018 03:17pm - MW



MAX 22.5" BEND, IF MORE IS REQ'D USE TWO BENDS IN SEQUENCE SEPARATED BY 2' MIN OF STRAIGHT PIPE, TYP.

MANHOLE #1  
STA: 11+00.55 OFF 0.02RT  
RM 4228.31  
INV IN 4218.96  
INV OUT 4217.96

NO.	DATE	BY	DESCRIPTION

SCALE	HORIZONTAL 1" = 30'	VERTICAL 1" = 6'
-------	------------------------	---------------------

**WARNING**  
0 1/2 1  
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE



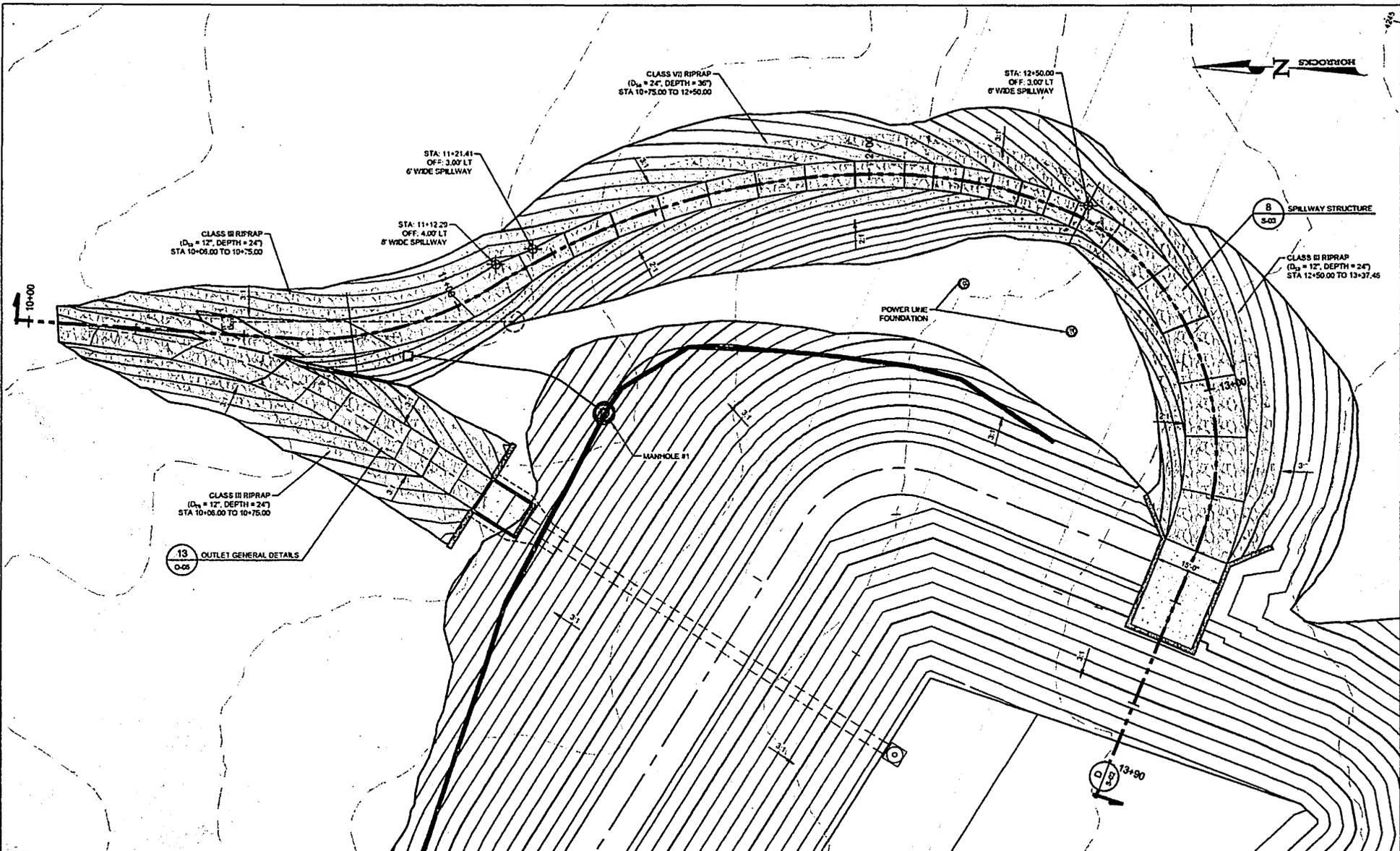
2102 West Grove Parkway  
Suite 400  
Pleasant Grove, UT 84062  
(801) 783-5100

**JACKSON STREET DEBRIS BASIN**  
**TOE DRAIN PROFILE**

DESIGNED	DATE	PROJECT NO.
ACS	01/2018	PO-006-1501
DRAWN	DATE	SHEET NO.
LAJ	01/2018	13 of 24
CHECKED	DATE	DRAWING NO.
		T-01



O:\Users\Gardner\Drawings\2018\20180101\Grand County\Gen Eng\SP15\Subarea 2b... \Final\Project\Detail\Final\Grading\Code-151\_Site Plan.dwg - 541 - 2/22/2018 10:11 AM



NO.	DATE	DESCRIPTION

SCALE	HORIZONTAL	VERTICAL
1" = 20'	1" = 20'	N/A

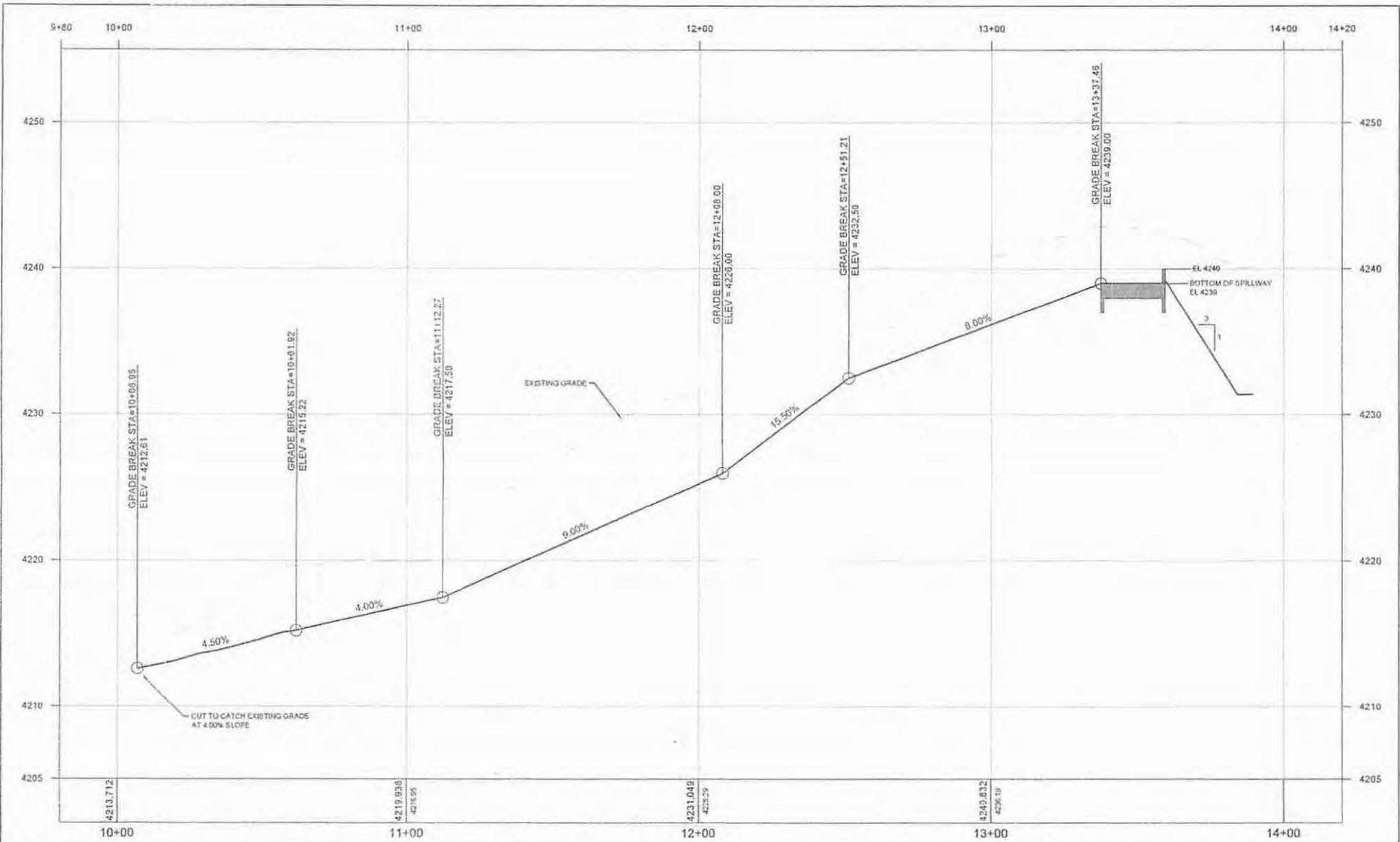
**WARNING**  
 IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE



2182 West Grove Parkway  
 Suite 400  
 Pleasant Grove, UT 84062  
 (201) 783-5100

**JACKSON STREET DEBRIS BASIN**  
**SPILLWAY PLAN VIEW**

DESIGNED	DATE	PROJECT NO.
ACS	01/2018	PG-008-1901
DRAWN	DATE	SHEET NO.
LJL	01/2018	15 OF 24
CHECKED	DATE	DRAWING NO.
		S-01



NO.	DATE	BY	DESCRIPTION

**SCALE**

HORIZONTAL: 1" = 30'

VERTICAL: 1" = 6'

**WARNING**

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

**HORROCKS ENGINEERS**

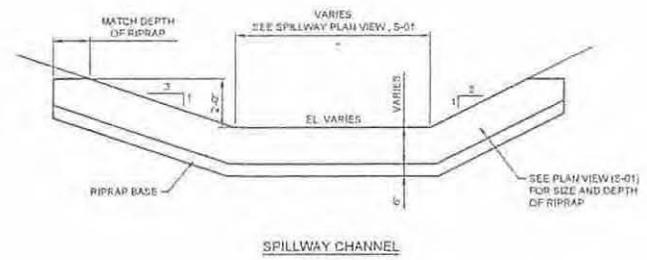
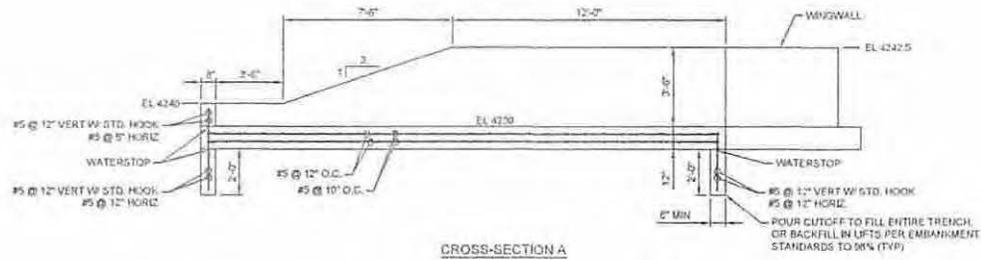
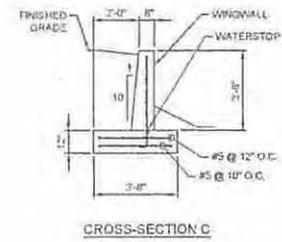
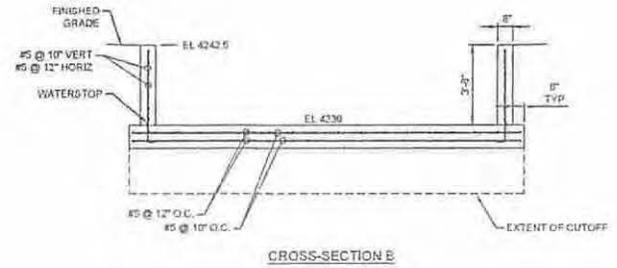
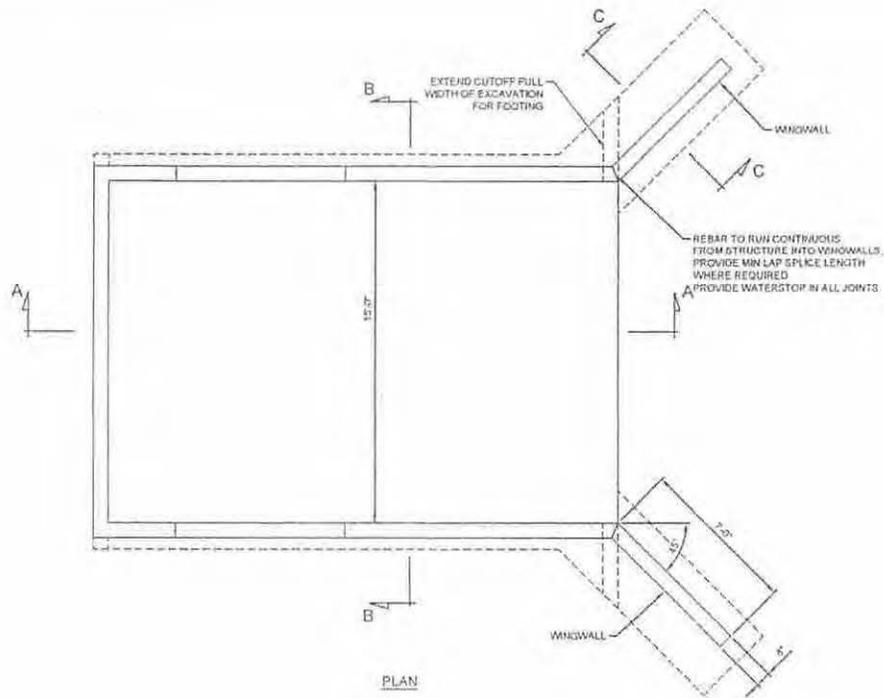
2162 West Grove Parkway  
Suite 403  
Pleasant Grove, UT 84062  
(801) 763-5100

JACKSON STREET DEBRIS BASIN

SPILLWAY PROFILE - D

DESIGNED	DATE	PROJECT NO.
ACB	01/20/18	PG-008-1504
DRAWN	DATE	SHEET NO.
LAJ	01/20/18	16 OF 24
CHECKED	DATE	PARALLEL
		S-02

C:\Users\jcorbett\OneDrive\Documents\Projects\Jackson Street Debris Basin\Drawings\PG-008-1504\_S-02\_Spillway Profile - D.dwg - 3/22/2018 10:28:14 AM



**8** SPILLWAY STRUCTURE  
NTS

REV.	DATE	BY	DESCRIPTION

SCALE	<b>WARNING</b>
	0 12 1
	IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

**HORROCKS ENGINEERS**

2162 West Grove Parkway  
Suite 400  
Pleasant Grove, UT 84062  
(801) 763-5100

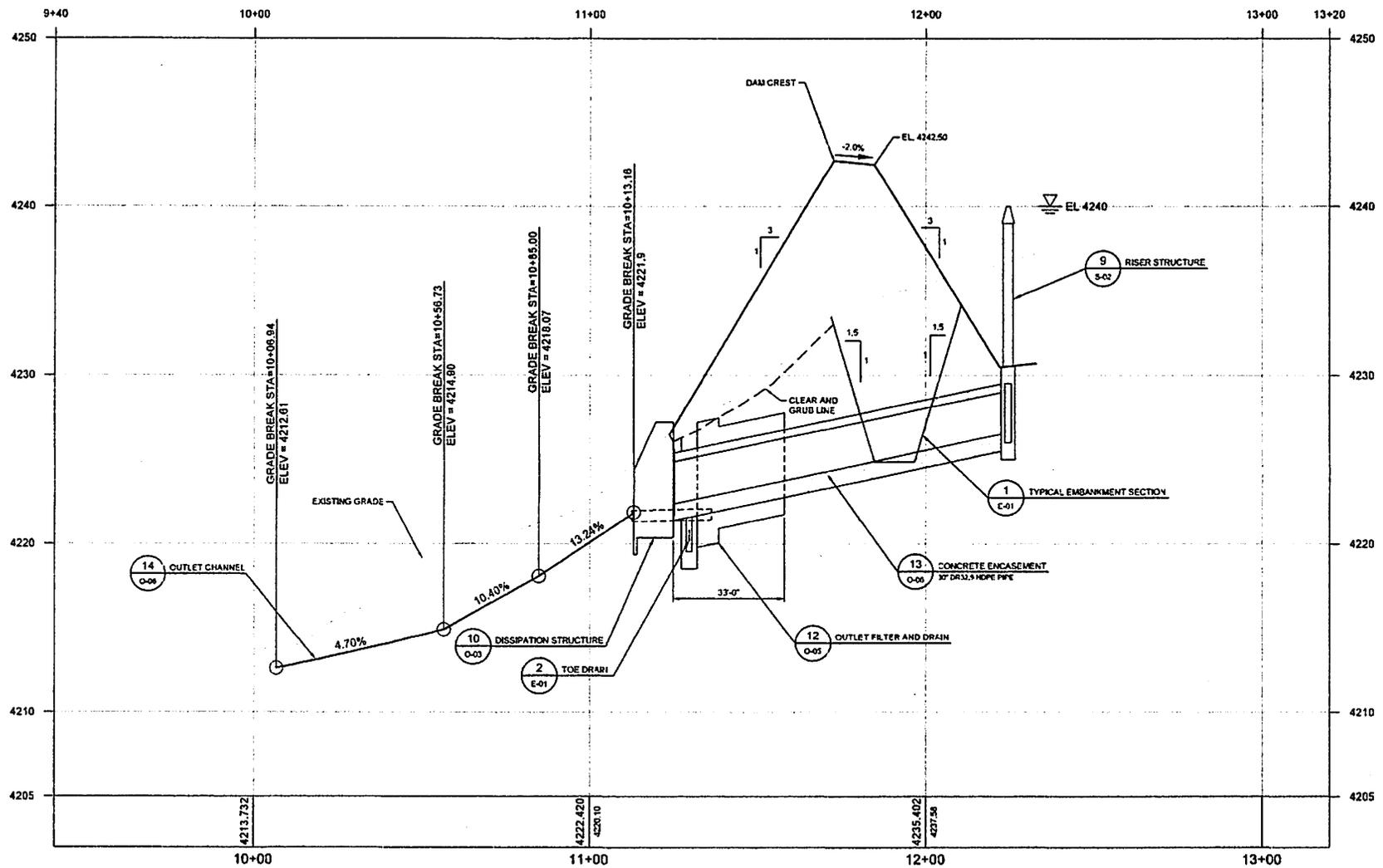
**JACKSON STREET DEBRIS BASIN**

**SPILLWAY DETAILS**

DESIGNED	DATE	PROJECT NO.
ACS	01/2018	PG-008-1501
CHECKED	DATE	SHEET NO.
LAJ	05/2018	17 of 24
DATE	REVISION NO.	
		S-03

© 2018 Horrocks Engineers, Inc. All Rights Reserved. This drawing is the property of Horrocks Engineers, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Horrocks Engineers, Inc.

D:\Users\Grand County\General\2017\AC006-101 Grand County Gen Eng 2016\Debris Basin - off Front Right\Main\Drawings\AC006-101 DEBRIS BASIN.dwg - 01 - 1/27/2018 03:14:00



REV	DATE	BY	REVISIONS

SCALE

HORIZONTAL  
1" = 30'

VERTICAL  
1" = 6'

**WARNING**  
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

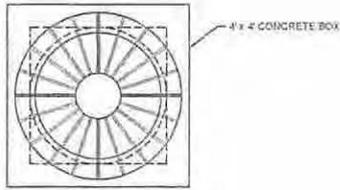
**HORROCKS**  
**ENGINEERS**

2162 West Grove Parkway  
Suite 400  
Pleasant Grove, UT 84052  
(801) 763-6100

**JACKSON STREET DEBRIS BASIN**

**OUTLET WORKS CROSS-SECTION - E**

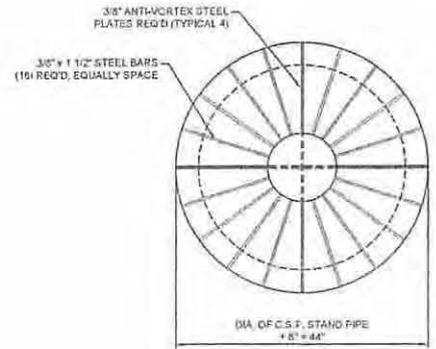
DRAWN BY ACS	DATE 01/20/18	PROJECT NO. PG-006-1501
CHECKED BY LAJ	DATE 01/20/18	SHEET NO. 13 of 24
DATE ##/##/##	DATE ##/##/##	DRAWING NO. O-01



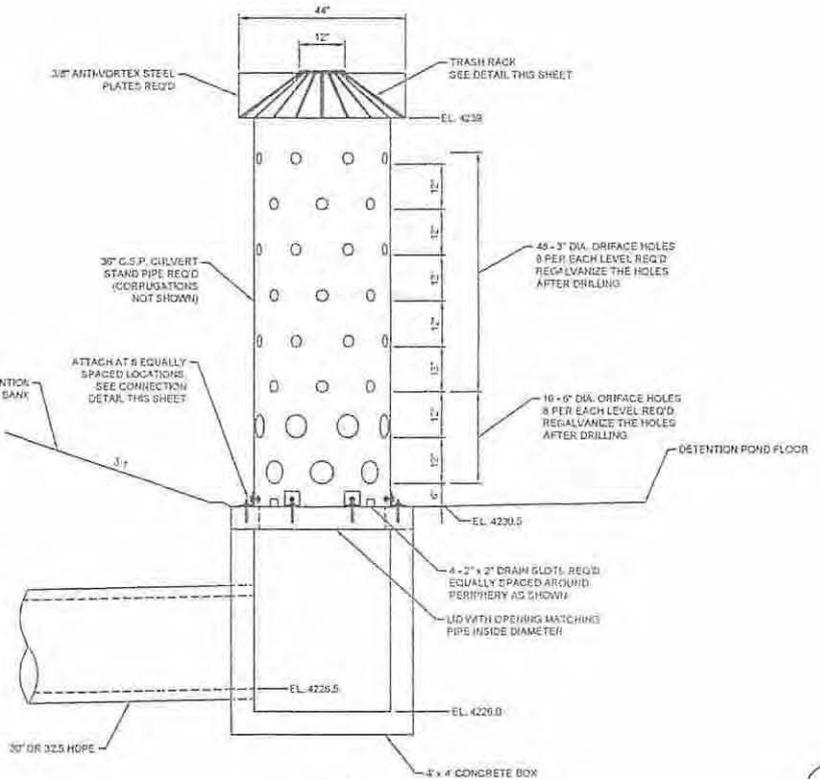
PLAN

**GENERAL NOTES**

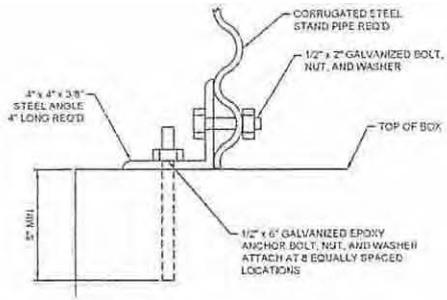
1. STRUCTURAL STEEL FOR WELDING SHALL CONFORM TO THE SPECIFICATIONS FOR WELDING OF AASHTO M-183 (ASTM A-36).
2. THICKNESS OF FLET WELDS SHALL BE EQUAL TO OR GREATER THAN THE MINIMUM SIZE WELDS REQUIRED BY AASHTO FOR THICKNESS OF THE MATERIAL JOINED UNLESS OTHERWISE SPECIFIED, AND NO GREATER THAN THE MAXIMUM SPECIFIED.
3. ALL WELDING SHALL BE COMPLETED PRIOR TO HOT DIP GALVANIZING.
4. STAND PIPE SHALL BE PAINTED FLAT BLACK PRIOR TO INSTALLATION IN ACCORDANCE WITH STANDARD SPECIFICATION 713.



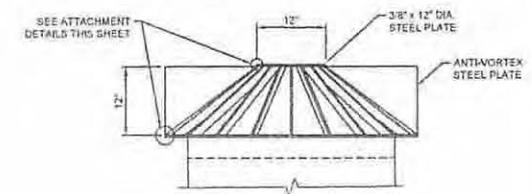
PLAN



ELEVATION

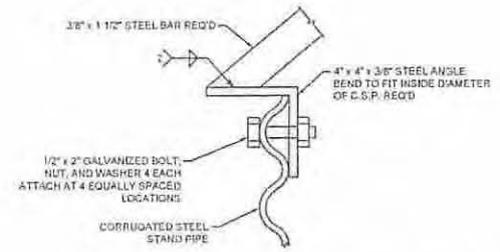


CONNECTION DETAIL



ELEVATION

TRASH RACK DETAIL



ATTACHMENT DETAILS

**9 RISER STRUCTURE**  
NTS

NO.	DATE	BY	CHKD.	REVISIONS

SCALE: 1/2" = 1'

**WARNING**  
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE



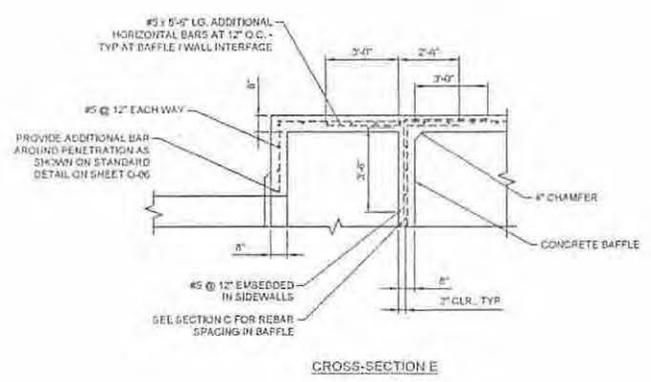
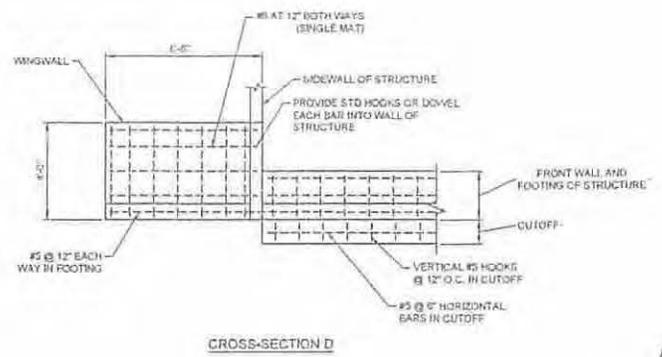
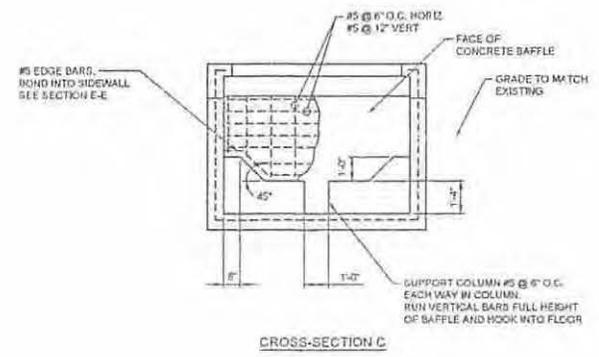
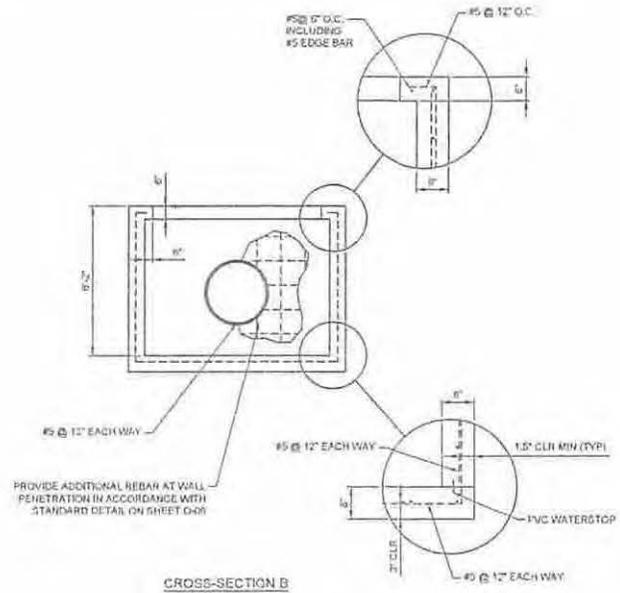
2162 West Grove Parkway  
Suite 403  
Pleasant Grove, UT 84062  
(801) 763-5100

**JACKSON STREET DEBRIS BASIN**  
**RISER STRUCTURE**

DESIGNED	DATE	PROJECT NO.
ACS	01/01/18	PG-008-1501
DRAWN	DATE	SHEET NO.
LAJ	01/25/18	19 of 24
CHECKED	DATE	DRAWING NO.
		Q-02

C:\Users\jackson\OneDrive\Documents\Projects\2018\Jackson St Debris Basin\Drawings\PG-008-1501\_Riser.dwg - 2018-01-25 10:30 AM





11 DISSIPATION STRUCTURE  
NTS

NO.	DATE	BY	REVISIONS

SCALE	1/2"
HORIZONTAL	N/A
VERTICAL	N/A

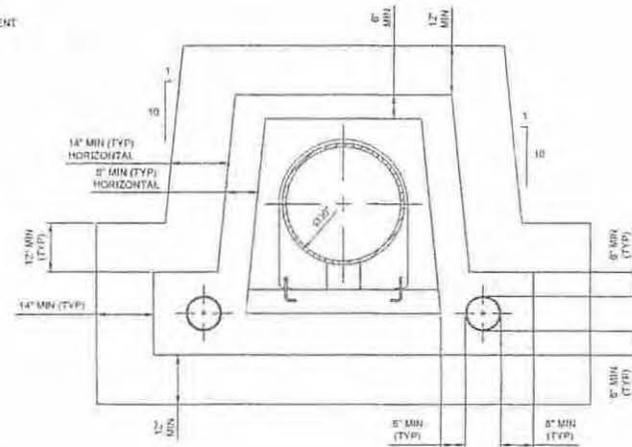
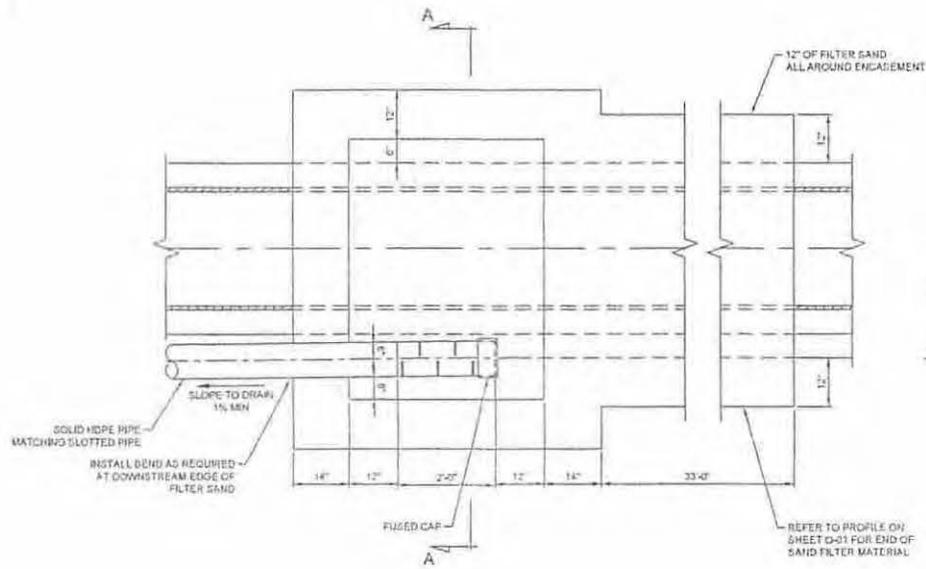


2162 West Grove Parkway  
Suite 400  
Pleasant Grove, UT 84052  
(801) 763-6100

JACKSON STREET DEBRIS BASIN			
DISSIPATION STRUCTURE			

DESIGNED	DATE	PROJECT NO.
ACS	01/20/10	PG-006-1501
DRAWN	DATE	SHEET NO.
LAJ	01/20/10	21 of 24
CHECKED	DATE	DRAWING TITLE
		O-04

C:\Users\jackson\OneDrive\Documents\Projects\2010\PG-006-1501\Drawings\PG-006-1501-DISSIPATION STRUCTURE\11-DISSIPATION STRUCTURE.dwg



CROSS-SECTION A

12 OUTLET FILTER AND DRAIN  
N.T.C.

NO.	DATE	BY	DESCRIPTION

SCALE	
HORIZONTAL	
VERTICAL	

**WARNING**  
  
 IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE.

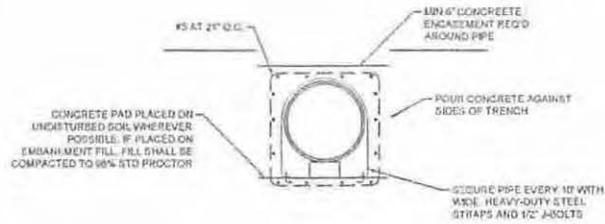


2162 West Grove Parkway  
 Suite 400  
 Pleasant Grove, UT 84062  
 (801) 763-5100

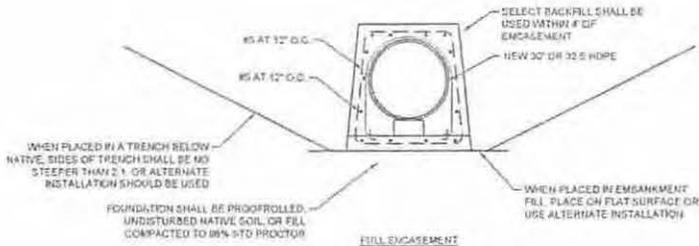
JACKSON STREET DEBRIS BASIN  
 OUTLET FILTER AND DRAIN DETAILS

DESIGNED	DATE	PROJECT NO.
ACS	01/2018	PG-008-1501
DRAWN	DATE	SHEET NO.
LAJ	01/2018	22 OF 24
CHECKED	DATE	DRAWING NO.
###	###	O-05

C:\Users\jcooper\OneDrive\Documents\Projects\2018\PG-008-1501\Drawings\12-Outlet Filter and Drain.dwg (12/20/18) 03:11:00



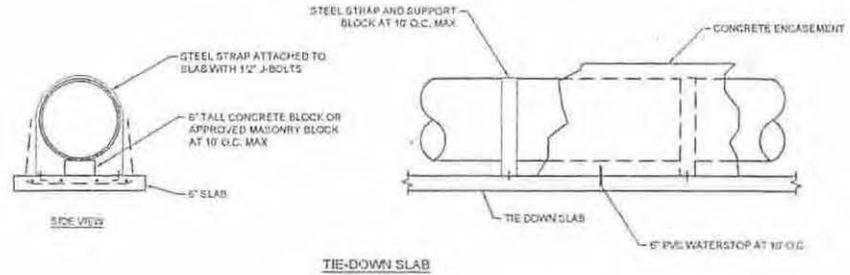
ALTERNATE IN-TRENCH INSTALLATION



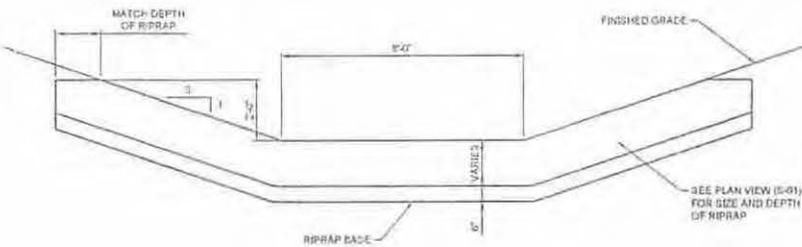
FULL ENCASUREMENT

**INLET AND OUTLET CONCRETE ENCASUREMENTS**

1. THE CONCRETE ENCASUREMENTS AROUND THE OUTLET CONDUIT SHALL BE PLACED IN TWO POURS. THE FIRST POUR WILL CONSIST OF A 6" SLAB THE FULL WIDTH OF THE CONCRETE ENCASEMENT. THE PIPE SHALL BE FASTENED TO THE SLAB USING CAST-IN-PLACE J-BOLTS AND STEEL STRAPS EVERY 10' ALONG THE LENGTH OF THE PIPE. THE PIPE SHALL NOT REST DIRECTLY UPON THE SLAB. IT SHALL BE SUSPENDED ABOVE THE SLAB BY 6" TALL CONCRETE BLOCKS LOCATED AT EACH STRAP. THE SECOND POUR SHALL THEN BE PLACED. THE SECOND POUR SHALL BE PLACED UNDER THE PIPE UNTIL THE CONCRETE FLOWS 6" ABOVE THE BOTTOM OF THE PIPE ON THE OTHER SIDE. THE CONCRETE SHALL THEN BE PLACED EVENLY ON BOTH SIDES OF THE PIPE. WATERSTOPS SHALL BE PLACED BETWEEN THE TWO POURS ACCORDING TO THE WATERSTOP BLOCK DETAILS ON THIS SHEET. THE PIPE SHALL BE FILLED WITH WATER DURING CONCRETE PLACEMENT.
2. OUTSIDE WALLS SHALL BE BATTERED AT 1 HORIZ. TO 1 VERT. NO PATTER / SLOPE IS NECESSARY IF CONCRETE ENCASEMENT IS POURED STRAIGHT INTO TRENCH EXCAVATION USING TRENCH EXCAVATION AS FORMS.

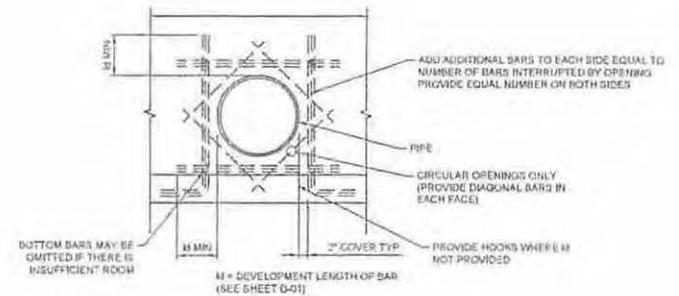


**13 CONCRETE ENCASUREMENT**  
-  
NTG



OUTLET PIPE DISCHARGE CHANNEL

**14 OUTLET CHANNEL**  
-  
NTG



STANDARD WALL PENETRATION DETAIL

NO.	DATE	BY	REVISIONS

SCALE	1" = 12'
HORIZONTAL	N/A
VERTICAL	N/A

**WARNING**  
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE



2162 West Grove Parkway  
Suite 400  
Pleasant Grove, UT 84062  
(801) 763-5100

JACKSON STREET DEBRIS BASIN

OUTLET GENERAL DETAILS

DESIGNED BY	ACS	DATE	01/20/18	PROJECT NO.	PG-008-1501
DRAWN BY	LAJ	DATE	01/25/18	SHEET NO.	23 of 24
RELEASED BY	###	DATE	###	DRAWN BY	O-05



**GRAND COUNTY  
COUNTY COUNCIL MEETING**

**AUGUST 7, 2018**

Agenda Items: Y-AA

<b>TITLE:</b>	<p>Y. Ratifying the Chair's Signature on an Interagency Coordination and Sub-Recipient Contract Agreement with Southeastern Utah Association of Local Governments (SEUALG)- Area Agency on Aging for socialization and nutrition grant in the amount of \$82,957.00 for FY2019</p> <p>Z. Ratifying the Chair's Signature on a Contract Agreement with SEUALG Area Agency on Aging for Medicare counseling grant (SHIP) in the amount of \$2,000.00 for FY2019</p> <p>AA.Ratifying the Chair's Signature on a Contract Agreement with SEUALG Area Agency on Aging for long-term care ombudsman grant in the amount of \$4,000.00 for FY2019</p>
<b>FISCAL IMPACT:</b>	<p>Max \$82,957 Revenue: Various Services Grant</p> <p>Max \$2,000 of Revenue: Medicare Counseling Grant (SHIP)</p> <p>Max \$4,000 of Revenue: Long Term Care Ombudsman</p>
<b>PRESENTER(S):</b>	None (Consent Agenda Item)

**Prepared By:**

Verleen Striblen  
Grand Center  
Program Director

**RECOMMENDATION:**

I move to approve the proposed state fiscal year 2019 contracts between Southeastern Utah Association of Local Governments (SEUALG) Area Agency on Aging and Grand County and authorize the Chair to sign all associated documents.

**BACKGROUND:**

**Various Services Grant:** This contract authorizes Grand County to administer the Socialization portion of the Aging Program, and authorizes the Area Agency on Aging to administer the Nutrition portion of the Aging Program for Grand County.

**Medicare Counseling Grant (SHIP).** The Medicare Counseling Grant gives \$2,000 to the Senior Services program to train staff and volunteers on Medicare issues and office supplies. The staff and volunteers then answer questions and assist seniors on Medicare issues.

**Long Term Ombudsman Care Grant:** The LTC Ombudsman Grant is to receive, investigate, and resolve complaints made by or on behalf of residents of long-term care facilities. To provide community education regarding long-term care. To facilitate the use of volunteers and to represent the interests of long-term care facility residents.

**ATTACHMENT(S):**

Interagency Cooperation and Sub-Recipient Contract Agreement (for Various Services Related to Aging and Nutrition  
SHIP Contract Agreement (Medicare Counseling Grant)  
Long Term Care Ombudsman Contract

**FOR OFFICE USE ONLY:**

**Attorney Review:**

Since these are State contracts received annually, the current agreements were updated from the Attorney memo on June 27, 2013

**INTERAGENCY COORDINATION AND SUB-RECIPIENT CONTRACT AGREEMENT**

**GRAND COUNTY**

**FY 2018-2019**

DATE: As of July 1, 2018

CONTRACT #: 14-0192

COUNTY: Grand

INTERAGENCY COORDINATION AND SUB-RECIPIENT CONTRACT AGREEMENT

1. **CONTRACTING PARTIES:** This agreement is between the Southeastern Utah Association of Local Governments, Area Agency on Aging, hereinafter, referred to as ALG AAA, and Grand County, Utah, a body politic and corporation, hereinafter, referred to as SERVICE PROVIDER.
2. **CONTRACT PERIOD:** Effective July 1, 2018, and terminates on June 30, 2019, unless terminated sooner, in accordance with the terms and conditions of this contract.
3. **RECITALS:**
  - a. ALG AAA receives certain federal and state funds from the Utah Department of Human Service ("DHS"), Division of Aging and Adult Services (referred to in this Contract as "DHS/DAAS") which it then distributes to local governments for human services programs in the areas served by the local governmental entities; and
  - b. ALG AAA is a local governmental entity that is authorized to receive public funds for the human services programs in its area; and SERVICE PROVIDER is also a local governmental entity that desires to contract with the ALG AAA to administer the programs funded through the DHS; and
  - c. ALG AAA is statutorily authorized to provide the SERVICE PROVIDER with direction on the use of such public funds and to enter into contracts that specify how the SERVICE PROVIDER will use the funds in its human services programs; and
  - d. ALG AAA works cooperatively with the SERVICE PROVIDER to ensure that these public funds are used appropriately and that DHS/DAAS' and ALG AAA's directives to the SERVICE PROVIDER are not duplicative or conflicting; and
  - e. The SERVICE PROVIDER is accountable to DHS/DAAS and ALG AAA for using public funds obtained through this Contract appropriately in its human service programs, and for complying with all applicable state and federal laws, policies, audit requirements, contract requirements and ALG AAA directives; and
  - f. ALG AAA is authorized to monitor the SERVICE PROVIDER'S use and management of these public funds; to oversee its governance for the human services programs in the SERVICE PROVIDER'S area; and to review the SERVICE PROVIDER'S compliance with laws, policies, audit requirements, contract requirements and ALG AAA directives; and
4. **CONTRACT COST:** SERVICE PROVIDER shall be reimbursed by ALG AAA not more than \$82,957\* for services provided in accordance with the terms and conditions of this contract. The SERVICE PROVIDER shall be reimbursed within 60 days of receipt of itemized billings submitted in accordance with paragraph 1 of Attachment "A". The sources of funds for this contract are:

Nutrition Funding	
Federal/State	\$ 39,143*
Cash-in-Lieu	\$ 18,298*
SSBG	\$ 7,827*
Project Income (estimate)	\$ 46,000
Local Cash	\$ 89,000
Sub Total:	\$200,268

Socialization and Recreation Funding	
Federal/State	\$ 17,689*
Project Income (estimate)	\$ 2,000
Local Cash	\$187,183
Sub Total:	\$206,872

Total: \$407,140

5. PURPOSE OF THIS CONTRACT: The purpose of this contract is to provide payment for the following types of services: Transportation, Outreach, Information and Referral, Telephone Reassurance, Legal, Recreation, Health Screening, Congregate Meals, Home Delivered Meals.
  
6. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED: This Contract incorporates the following documents by reference:
  - a. All documents specified in this Contract and its attachments;
  
  - b. The Utah Department of Human Services [DHS] Pass Through Contract with Local Agency (DHS Contract). SERVICE PROVIDER is a sub-contractor under the DHS Contract and is required to comply with all provisions of the DHS Contract, including the state procurement requirements (or the equally-stringent county procurement requirements), insurance requirements and the fiscal and program requirements.
  
  - c. All statutes, regulations, or governmental policies that apply to the Local Agency or to the services performed under this Contract, including any applicable laws relating to fair labor standards, the safety of the Local SERVICE PROVIDER'S employees and others, zoning, business permits, taxes, licenses, and incorporation or partnership, and any laws mentioned in the DHS Contract Part I Section C, (Local Agency's Compliance with Applicable Laws) or in any other attachments to this Contract. The SERVICE PROVIDER acknowledges that it is responsible for familiarizing itself with these laws and complying with them.
  
7. INCLUDED AS PART OF THIS CONTRACT:
  - Attachment A: *Standard Terms & Conditions*
  - Attachment B: *Additional Terms & Conditions*
  - Attachment C: *Service Objectives,*
  - Attachment D: *Units of Service*
  - Attachment E: *Dept. of Human Services, Policies & Procedures/Provider Code of Conduct*
  - Attachment F: *Dept. of Human Services Code of Conduct Poster*



**ATTACHMENT A**  
**STANDARD TERMS AND CONDITIONS**

1. **METHOD AND SOURCE OF SERVICE PROVIDER PAYMENT:**

The ALG AAA agrees to reimburse the SERVICE PROVIDER in accordance with Contract Costs, upon receipt of itemized billing for authorized services. Itemized billings to be submitted to ALG AAA at least quarterly, that is: 1<sup>st</sup> Quarter, October 5; 2<sup>nd</sup> Quarter, January 5; 3<sup>rd</sup> Quarter, April 5; but the 4<sup>th</sup> and final billing by July 7, 2018. Itemized billings may be submitted monthly, on or by the 5<sup>th</sup> of the month. Final billing is to be submitted on or prior to July 7, 2018.

2. **AUTHORITY:**

Provisions of this contract are pursuant to the authority granted in Utah Code Annotated, 62A.3.101 ET. Seq. and related statutes which permit ALG AAA to purchase certain specified services, and any other relevant Federal regulations and any relevant provisions of the ALG AAA.

3. **ADMINISTRATIVE AND REPORTING REQUIREMENTS:**

SERVICE PROVIDER shall comply with all record-keeping and reporting requirements of this Contract, including the requirements set out in all the attachments including the DHS Contract: Part I, Section D: (Compliance Monitoring and Record Keeping Responsibilities) of this Contract. In addition, the SERVICE PROVIDER shall maintain or supervise the maintenance of records necessary for the proper and efficient operation of the programs covered by this Contract, including records regarding applications, determination of clients' eligibility (when applicable), the provision of services, and administration cost; and statistical, fiscal and other records necessary for complying with the reporting and accountability requirements of this Contract.

The SERVICE PROVIDER shall retain such records for at least six years after last payment has been made on this contract, or until six years after the completion of any audits initiated within this six-year period, whichever period is longer.

The SERVICE PROVIDER shall retain all records relating to clients under 18 years old for at least six (6) years after the last payment is made on this Contract, or six (6) years after the completion of any audits initiated within this six-year period, or until the child client reaches the age of twenty-two (22), whichever period is longest. Permission for Early Destruction of Records may be obtained according to the terms of The DHS Contract Part I Section D 3. c. (Protecting DHS' Continuing Access Rights to Contract-Related Records).

4. **ACCESS TO PROGRAM RECORDS:**

SERVICE PROVIDER acknowledges that ALG AAA, and DHS/DAAS is entitled to have ready access to all records relating to this Contract. SERVICE PROVIDER shall not do anything to limit or interfere with ALG AAA or DHS/DAAS' access rights, except as expressly provided by law. All parties acknowledge, however, that entities other than ALG AAA and DHS/DAAS may also have access rights to the records, especially if those entities provided part of the funding for the programs or services covered by this Contract. SERVICE PROVIDER shall allow independent, state and federal auditors or contract reviewers to have access to its records for audit and inspections on request.

5. **PROTECTING THE CONFIDENTIALITY OF CLIENT RECORDS:**  
To preserve the integrity and confidentiality of client records, the SERVICE PROVIDER shall maintain all client records in locked rooms or cases. Except with the express written consent of the client, the SERVICE PROVIDER shall not use any client information for purposes not directly connected with the responsibilities or services under this Contract, and the SERVICE PROVIDER may disclose client information only as provided by this Contract, as authorized by the client in writing, or as required by law. The SERVICE PROVIDER'S staff shall have access only to those portions of the records directly related to their work assignments.
6. **MONITORING OF PERFORMANCE:**  
DHS and DHS/DAAS shall have the right to monitor the performance of all services purchased under this Contract, including expenditure of public funds. Monitoring of performance shall be at the complete discretion of DHS and DHS/DAAS, who will rely on the criteria set forth in The DHS Contract: Part I, Section D: (Compliance Monitoring and Record Keeping Responsibilities). Performance monitoring may include both announced and unannounced visits.
7. **EQUAL OPPORTUNITY CLAUSE:**  
The SERVICE PROVIDER agrees to abide by provisions of Title VI of the Civil Rights Act of 1964 (42 USC 2000e) which prohibits discrimination against any employee or applicant for employment of any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap.
8. **RESTRICTIONS ON CONFLICTS OF INTEREST:**  
SERVICE PROVIDER agrees to follow all terms of The DHS Contract: Part I, Section C: 5(sic) 8. (Restrictions on Conflicts of Interest). SERVICE PROVIDER must disclose all existing, potential, and contemplated Conflicts of Interest. The SERVICE PROVIDER shall also regularly review any disclosures and its own operations to reasonably assure ALG AAA that the SERVICE PROVIDER avoids prohibited Conflicts of Interest.
9. **SERVICE PROVIDER, AND INDEPENDENT CONTRACTOR:**  
SERVICE PROVIDER shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the ALG AAA or any state agency to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the ALG AAA, except as herein expressly set forth. However, nothing in this Contract shall be construed to limit the SERVICE PROVIDER'S authority to bind itself to agreements, settlements or liability, as long as such agreements, settlements or liability affect only itself and not ALG AAA or any state agency. The compensation provided for herein shall be the total compensation payable hereunder by the ALG AAA and the SERVICE PROVIDER is responsible for any and all tax liabilities incurred as a result of the compensation received. Persons employed by the ALG AAA and acting under direction of the ALG AAA shall not be deemed to be employees or agents of the SERVICE PROVIDER. Likewise, persons employed by the SERVICE PROVIDER and acting under the direction of the

SERVICE PROVIDER shall not be deemed to be employees or agents of the ALG AAA.

10. AUDITS:

This Contract shall be subject to independent audit to be made in accordance with generally accepted auditing standards and the U.S. General Accounting Office publication "Standards or Audit of Governmental Organization Programs." Activities and Functions (OMB Circular A-102, Attachment P). These audits shall be arranged for by the SERVICE PROVIDER and will usually be conducted annually but at least every two years. SERVICE PROVIDER shall submit draft and 2 copies of final audit reports to Division of Aging and Adult Services. Expenditures under this contract determined by audit to be ineligible for reimbursement because they were not authorized by the terms and conditions of the contract, and for which payment has been made to the SERVICE PROVIDER, will be refunded to the ALG AAA by the SERVICE PROVIDER. See The DHS Contract: Part IV: 8-9.

11. RENEGOTIATIONS OR MODIFICATIONS - ADDITIONAL SERVICES:

This contract may be amended, modified, or supplemented only by written contract, executed by the parties hereto, and attached to the original signed copy of this agreement. No claim for services furnished by SERVICE PROVIDER, not specifically authorized by this Agreement, will be allowed by the ALG AAA.

12. CLEAN AIR AND WATER ACTS:

SERVICE PROVIDER agrees to comply with all applicable standards, orders, or regulations pursuant to the Clean Air Act as amended (42 W.S.C. 1857 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. seq.). (Applicable to contracts over \$100,000 only).

13. REDUCTION OF FUNDS:

If an order or action by the Legislature or the Governor, or a federal or state law reduced the amount of funding to ALG AAA, ALG AAA may terminate this Contract or may proportionately reduce the services required by this Contract and the amounts to be paid by ALG AAA to the SERVICE PROVIDER for such services. In addition, if the SERVICE PROVIDER defaults in any manner in the performance of any obligation under this Contract, or if ALG AAA determines that the SERVICE PROVIDER is significantly underutilizing funds, ALG AAA may at its option, either adjust the amount of payment or withhold payment until satisfactory resolution of the default or underutilization of funds. ALG AAA shall give the SERVICE PROVIDER thirty (30) days' notice of any such reduction or termination. Notwithstanding the foregoing, ALG AAA shall reimburse the Local Agency in accordance with the original provisions of this Contract for all services performed before the effective date of the reduction or termination.

This is a "Fixed Amount" contract, and if ALG AAA reduces the payments under this Contract, the SERVICE PROVIDER may make a proportionate reduction in the amount of services performed or in the number of clients served under this Contract. Before implementing any such reductions in services or client numbers, however, the SERVICE PROVIDER shall notify ALG AAA in writing no less than thirty (30) working days after receiving ALG AAA's notice of reduction or termination.

14. TERMINATION:

This contract may be terminated for any reason in advance of the specific expiration date, by either party, upon 30 days prior written notice being given to the other party. On termination of the contract, all accounts and payments will be processed according to financial and accounting arrangements set forth herein for services rendered to date of

termination. In addition the SERVICE PROVIDER shall comply with the provisions of this Contract relating to the record-keeping responsibilities, and shall ensure that the SERVICE PROVIDER'S staff properly maintains all records (including financial records and any client treatment records).

ALG AAA may terminate this Contract immediately if the SERVICE PROVIDER'S violation of this Contract creates or is likely to create a risk of harm to the clients served under this Contract, or if any other provision of this Contract (including any provision in the attachments) allows ALG AAA to terminate the Contract immediately for a violation of that provision.

If either party elects to terminate this Contract, both parties will use their best efforts to provide for uninterrupted client services.

If any party seeks to enforce this Contract upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.

15. **CONTRACT JURISDICTION:**

The provisions of this contract shall be governed by the laws of the State of Utah.

16. **INTERLOCAL AGREEMENT AND COUNTY APPROVAL OF CONTRACT AGREEMENT:**

Pursuant to UCA §11-13-202.5 the Service Provider's Legislative Body has passed an ordinance or resolution adopting and approving this Agreement. This Agreement is effective as of the date above. This Agreement does not create an interlocal entity. Pursuant to §11-13-207 UCA this Agreement shall be administered by the board of the South Eastern Utah Association of Local Governments which is a joint board comprised of representatives from the SERVICE PROVIDER and ALG AAA. Under this Agreement there shall be no joint ownership of real property.

**ATTACHMENT B**  
ADDITIONAL TERMS AND CONDITIONS

1. ALG AAA AGREES TO:
  - A. Monitor services provided and funding expended on the basis of this contract as evidenced by regular reports generated by SERVICE PROVIDER.
  - B. Evaluate compliance performance of SERVICE PROVIDER at least once during the contact period on the basis of program standards as set forth in this contract, applicable Federal laws and regulations, applicable State law, and DHS/DOA/AS Policy and Procedure statements.
  - C. Provide Technical Assistance to the SERVICE PROVIDER as indicated or requested to assure satisfactory performance in providing effective and quality service, and maintaining compliance with applicable laws and regulations.
  - D. Provide a hearing to recipients in the event a grievance is filed by a program recipient.
  
2. SERVICE PROVIDER AGREES TO:
  - A. Comply with all provision of the DHS Pass Through Contract with Local Agency, including the state procurement requirements (or the equally-stringent county procurement requirements), insurance requirements and the fiscal and program requirements.
  - B. SERVICE PROVIDER shall familiarize itself with the federal and state laws identified in this Contract including The DHS Contract specifically Part I, Section C, "Local Agency's Compliance with Applicable Laws"; Part IV, "Contract Costs, Billing and Payment Information"; Part V, "Cost Accounting Principles and Financial Reports"; and Part VII, "Summary of Some Commonly-Applicable Laws and Policies"), as well as other laws and contract provisions identified in 45 C.F.R. § 92.36(i), "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".
  - C. Meet all applicable licensing or other standards and other requirements required by Federal or State laws or regulations and ordinances of the city and county in which the services and/or care is provided for the duration of this contract period. If the SERVICE PROVIDER fails to do so, ALG AAA may terminate this Contract immediately.
  - D. Establish a system through which recipients of the services may present grievances about the operation of the program as it pertains to and affects said recipient. SERVICE PROVIDER shall notify each client and applicant in writing that:
    - (a) Clients and applicants have the right to present the ALG AAA with their grievances about: (1) denial of services covered by this Contract (2) exclusion from a program covered by this Contract; or (3) inadequacies or inequities in the programs and services provided under this Contract; and
    - (b) If the ALG AAA denies a grievance request about the services provided under this Contract or if the ALG AAA fails to respond to a grievance in a timely fashion, the client or applicant may contact in writing, DHS/DAAS' Representative Clark Staley at 195 North 1950 West, Salt Lake City, UT 84116. The Representative will attempt to resolve the grievance. If the client or applicant is dissatisfied with the Representative's response, the client or applicant may file a written appeal to the Director of DHS/DAAS,

and the Director shall respond to the appeal in writing within 30 working days. If the applicant or client is dissatisfied with the Director's decision, the client or applicant may request a hearing before the DHS Office of Administrative Hearings ("OAH"). This hearing request must be filed with OAH within ten (10) working days of receiving the DHS/DAAS Director's written decision. If OAH finds that the client or applicant's request is supported by applicable law, OAH may order the Local Agency or DHS to remedy the problem addressed in the grievance.

E. Safeguard any information concerning any recipients of service under this Contract from use or disclosure for any purpose not directly connected with the administration of ALG AAA or the SERVICE PROVIDER responsibilities with respect to services under this contract, except on written consent of the recipient, his attorney, or responsible guardian.

F. Follow and enforce the Department of Human Services Code of Conduct. The SERVICE PROVIDER will assure that each employee or volunteer receives a current copy of the Code of Conduct (Attachment E). The SERVICE PROVIDER shall retain in each employee or volunteer's file a signed and dated statement (Attachment G) in which that person certifies that he or she has read and understood the Code of Conduct and will comply with it. Annually the SERVICE PROVIDER shall obtain a copy of the current DHS Provider Code of Conduct poster (Attachment F). The SERVICE PROVIDER shall prominently display the poster where its employees and volunteers can see it.

G. 1. ALG AAA and SERVICE PROVIDER are governmental entities of the State of Utah, and subject to the Utah Governmental Immunity Act, therefore no indemnification is required, and ALG AAA, SERVICE PROVIDER, and DHS shall each be responsible for their own actions and defense of any claims or suits to the extent required by the Act. Nothing in this Contract shall be construed as a waiver by any party to this Contract of any rights, limits, protections or defenses provided by the Act nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party of this Contract is entitled.

2. The SERVICE PROVIDER shall comply with the Utah Workers' Compensation Act to provide workers' compensation coverage for their employees.

3. The SERVICE PROVIDER has no right of subrogation or contribution from the State, DHS, or ALG AAA, for any judgment rendered against the SERVICE PROVIDER.

H. Impose no fees upon any qualified program participant (as defined in this contract and all its attachments) given services under this contract.

I. Submit, as part of this contract, a comprehensive line item budget to include all anticipated expenditures, sources and amounts of revenue pertaining to programmatic area(s) of this contract. Assure that the following minimum percentages of Fed/State dollars under Soc & Rec are spent: 8% Access Services (transportation, outreach, information, and referral), 8% In-Home services (homemaker and home health aide, visiting and telephone reassurance, and chore services, and maintenance and support services), and 2% Legal assistance.

J. Maintain a Fiscal Management System, including books of account, records, documents and other evidence, along with accounting procedures sufficient to manage all income and expenditures and properly reflect all allowable costs of whatever nature claimed for the performance of this contract. This fiscal management system will assure that multiple funding sources will not be billed in excess of the established costs of services for a client or group of clients.

K. Provide at least \$ 15,335.00 in cash or in allowable in-kind to Match Federal and/or State funds.

L. Make every reasonable effort to locate, solicit, and obtain local, client fees and/or contributions, third party and other fiscal resources.

M. Computer Compliance and Business Continuity Plan: The SERVICE PROVIDER acknowledges that they have developed a "business continuity plan" in the event that any emergency impacts their operations, including but not limited to, failures in their systems or systems for which they have no control. Business Continuity Plan: The business continuity plan, as used in this part, means a plan in which the primary goal is to protect the safety and health of clients who are receiving services through the SERVICE PROVIDER. The secondary goal of the business continuity plan is to continue to operate the SERVICE PROVIDERS critical functions/processes during or following the emergency once the SERVICE PROVIDER has provided for the health and safety of its clients. SERVICE PROVIDER will comply with all plan requirements found in The DHS Contract: Part I. Section B: 3. Emergency Management and Business Continuity Plan

N. Performance Measures and Client Outcomes: The SERVICE PROVIDER agrees to cooperate with all of the ALG AAA; DHS and DHS/DAAS-initiated client or customer feedback activities described in The DHS Contract: Part III.

3. MUTUALLY AGREED THAT:

A. The total amount of funds in this contract are subject to review and possible adjustment (depending upon funding source(s) anytime after the close of the first quarter).

**ATTACHMENT C**  
**SERVICE OBJECTIVES**

**Scope of Work and Special Conditions**

1. **Eligibility Categories:** The clients served under this Contract are in the following eligibility categories: Category: Area Agency Pass Thru Code: AA
2. **Eligibility Determination:** The SERVICE PROVIDER (County) will determine the clients eligibility for the services provided under this Contract.
3. **Description of the Services or Supports to be Provided Under this Contract:**  
The SERVICE PROVIDER will provide the services identified in the Southeastern Utah FY 2012 Area Agency on Aging Plan, the terms of which are incorporated herein by reference. This plan is maintained by Southeastern Utah Area Agency on Aging, Box 1106, Price, UT 84501.
4. **Population to be Served:**  
For Older Americans Act Programs: Individuals 60 years of age and older (including spouse of any age) with social or economic need, targeting low income minorities.  
For United States Department of Agriculture Cash-In-Lieu: Individuals 60 years of age and older (including spouse of any age).  
The Home and Community-Based/Alternatives Services Program: Individuals 18 years of age and older who meet income/asset tests are provided an array of services which enable them to live in their own homes. Individual's expenses should not exceed \$750.00 per month unless a waiver is submitted and approved.  
The Respite Care Program: Caregivers of individuals who are suffering chronic long-term illnesses or conditions are provided intermittent and time-limited relief from caregiving responsibilities.
5. **Treatment of Service Requirements:**  
The SERVICE PROVIDER shall provide personal assistance, standby assistance, supervision or cues for persons having difficulties with one or more of the following activities of daily living:
  - a. Persons having difficulty with preparing meals, shopping for personal items, managing money, using the telephone or doing light housework.
  - b. Provide a means of transportation for a person who requires help in going from one location to another.
  - c. Provide a program to promote better health by providing accurate and culturally sensitive nutrition and physical fitness programs.
  - d. Persons having difficulty eating, dressing, bathing, toileting and transferring in and out of bed.
  - e. Provide personal care for dependent individuals in a supervised protective, congregate setting during some portion of a 24-hour day.
  - f. Provide eligible clients at a nutrition site, senior center or other congregate setting a meal that complies with the Dietary Guidelines for Americans.
  - g. Provide eligible clients, at the client's place of residence, a meal which complies with the Dietary Guidelines of Older Americans Act.
6. **SERVICE PROVIDER Qualifications:** The SERVICE PROVIDER shall establish and maintain

(either directly or by contract) programs licensed under Utah Code Annotated Title 62A, Chapter 2, Licensure of Programs and Facilities. All programs shall comply with Utah Administrative Code Rule R501, Human Services, Administration, Administrative Services, and Licensing.

7. **Documentation Requirements:** On a monthly, quarterly, and annual basis the SERVICE PROVIDER shall provide Outcome System Data information and Information System Data to Southeastern Utah AAA. The SERVICE PROVIDER shall also cooperate with any Southeastern Utah AAA requests for special studies or research requested. The SERVICE PROVIDER shall maintain records consisting of the individual's name, services provided, the names of the service providers that provided each service and the amount charged for each service.
8. **Home Care Programs:**
  - a. Monies allocated by the ALG AAA from State general funds for the In-Home/Alternatives will be spent only for costs incurred in the State-supported home care programs, including administration, case management, and service costs. Up to 25% of total program expenditures for the fiscal year will be allowable for administrative costs for each program. Reallocated dollars must be used for service costs which include case management.
  - b. Ten percent (10%) of the fees/collections received during the contract year may be carried over into the next contract year, but must be expended during the first quarter of the new contract year for individuals receiving in-home support services. All fees/collections must be reported as a separate line item on the Quarterly reports; all such income will be considered as program revenue.
9. **Minimum Percentage:** The SERVICE PROVIDER will assure that the required minimum percentage of the Title IIIB and State Service funds will be expended for the delivery of each of the following categories of service: eight percent (8%) for access services (transportation, outreach, and information and referral), eight percent (8%) for in-home services (homemaker and home health aide, visiting, telephone reassurance, chore maintenance, supportive services for families of frail elderly people including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction and their families), and two percent (2%) for legal assistance.
10. **Waiver of Minimum Percentage:** The SERVICE PROVIDER may apply for a waiver of the expenditure of the required minimum percentage for the delivery of each of the categories of service specified above. If the SERVICE PROVIDER does not expend the required minimum percentage by the end of the Fiscal Year, these expended funds will be reallocated to the agencies who did meet the expenditure level. These funds will be distributed in the next Fiscal Year, utilizing the funding formula and must be expended in the category they were originally designated.

**ATTACHMENT D**  
**UNITS OF SERVICE TO BE PROVIDED**  
 1 July 2016 to 30 June 2017

COUNTY:	Grand	
I.	ACCESS:	Units:
	A. Transportation	3,000
	B. Outreach	150
	C. Information/Referral	2,000
	D. Escort	250
II.	IN-HOME:	
	A. Friendly Visitor	9,500
	B. Telephone Reassurance	300
III.	LEGAL:	25
IV.	SUPPORTIVE SERVICES:	
	A. Assessment/Screening	1,500
	B. Education	225
	C. Recreation	2,600
	D. Shopping	150
V.	VOLUNTEER ACTIVITIES:	
	A. Volunteers	35
	B. Volunteer Hours	2,000
VI.	CONGREGATE MEALS:	
	A. Meals Served	14,500
VII.	HOME DELIVERED MEALS:	
	A. Meals Served	21,500

## Attachment E

### **R495. Human Services, Administration.**

#### **R495-876. Provider Code of Conduct.**

##### **R495-876-1. Authority.**

**As in effect on August 1, 2014**

The Department of Human Services promulgates this rule pursuant to the rulemaking authority granted in Section 62A-1-111.

##### **R495-876-2. Statement of Purpose.**

(1) The Department of Human Services ("DHS") adopts this Code of Conduct to:

(a) Protect its clients from abuse, neglect, maltreatment and exploitation; and

(b) Clarify the expectation of conduct for DHS Providers and their employees and volunteers who interact in any way with DHS clients, DHS staff and the public.

(2) The Provider shall distribute a copy of this Code of Conduct to each employee and volunteer, regardless of whether the employees or volunteers provide direct care to clients, indirect care, administrative services or support services. The Provider shall require each employee and volunteer to read the Code of Conduct and sign a copy of the attached "Certification of Understanding" before having any contact with DHS clients. The Provider shall file a copy of the signed Certificate of Understanding in each employee and volunteer's personnel file. The Provider shall also maintain a written policy that adequately addresses the appropriate treatment of clients and that prohibits the abuse, neglect, maltreatment or exploitation of clients. This policy shall also require the Provider's employees and volunteers to deal with DHS staff and the public with courtesy and professionalism.

(3) This Code of Conduct supplements various statutes, policies and rules that govern the delivery of services to DHS clients. The Providers and the DHS Divisions or Offices may not adopt or enforce policies that are less-stringent than this Code of Conduct unless those policies have first been approved in writing by the Office of Licensing and the Executive Director of the Utah Department of Human Services. Nothing in this Code of Conduct shall be interpreted to mean that clients are not accountable for their own misbehavior or inappropriate behavior, or that Providers are restricted from imposing appropriate sanctions for such behavior.

##### **R495-876-3. Abuse, Neglect, Exploitation, and Maltreatment Prohibited.**

Providers shall not abuse, neglect, exploit or maltreat clients in any way, whether through acts or omissions or by encouraging others to act or by failing to deter others from acting.

##### **R495-876-4. General Definitions.**

(1) "Client" means anyone who receives services from DHS or from a Provider pursuant to an agreement with DHS or funding from DHS.

(2) "DHS" means the Utah Department of Human Services or any of its divisions, offices or agencies.

(3) "Domestic-violence-related child abuse" means any domestic violence or a violent physical or verbal interaction between cohabitants in the physical presence of a child or having knowledge that a child is present and may see or hear an act of domestic violence.

(4) "Emotional maltreatment" means conduct that subjects the client to psychologically destructive behavior, and includes conduct such as making demeaning comments, threatening harm, terrorizing the client or engaging in a systematic process of alienating the client.

(5) "Provider" means any individual or business entity that contracts with DHS or with a DHS contractor to provide services to DHS clients. The term "Provider" also includes licensed or certified individuals who provide services to DHS clients under the supervision or direction of a Provider. Where this Code of Conduct states (as in Sections III-VII) that the "Provider" shall comply with certain requirements and not engage in various forms of abuse, neglect, exploitation or maltreatment, the term "Provider" also refers to the Provider's employees, volunteers and subcontractors, and others who act on the Provider's behalf or under the Provider's control or supervision.

(6) "Restraint" means the use of physical force or a mechanical device to restrict an individual's freedom of movement or an individual's normal access to his or her body. "Restraint" also includes the use of a drug that is not standard treatment for the individual and that is used to control the individual's behavior or to restrict the individual's freedom of movement.

(7) "Seclusion" means the involuntary confinement of the individual in a room or an area where the individual is physically prevented from leaving.

(8) "Written agency policy" means written policy established by the Provider. If a written agency policy contains provisions that are more lenient than the provisions of this Code of Conduct, those provisions must be approved in writing by the DHS Executive Director and the Office of Licensing.

#### **R495-876-5. Definitions of Prohibited Abuse, Neglect, Exploitation, and Maltreatment.**

- (1) "Abuse" includes, but is not limited to:
- (a) Harm or threatened harm, to the physical or emotional health and welfare of a client.
  - (b) Unlawful confinement.
  - (c) Deprivation of life-sustaining treatment.
  - (d) Physical injury, such as contusion of the skin, laceration, malnutrition, burn, fracture of any bone, subdural hematoma, injury to any internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.
  - (e) Any type of unlawful hitting or corporal punishment.
  - (f) Domestic-violence-related child abuse.
  - (g) Any Sexual abuse and sexual exploitation including but not be limited to:
    - (i) Engaging in sexual intercourse with any client.
    - (ii) Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or causing an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.
    - (iii) Employing, using, persuading, inducing, enticing, or coercing a client to pose in the nude.
    - (iv) Engaging a client as an observer or participation in sexual acts.
    - (v) Employing, using, persuading, inducing, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing for the purpose of distribution, or selling material depicting nudity, or

engaging in sexual or simulated sexual conduct with a client.

(vi) Committing or attempting to commit acts of sodomy or molestation with a client.

(2) "Neglect" includes but is not limited to:

(a) Denial of sufficient nutrition.

(b) Denial of sufficient sleep.

(c) Denial of sufficient clothing, or bedding.

(d) Failure to provide adequate client supervision; including situations where the Provider's employee or volunteer is a sleep or ill on the job, or is impaired due to the use of alcohol or drugs.

(e) Failure to provide care and treatment as prescribed by the client's services, program or treatment plan, including the failure to arrange for medical or dental care or treatment as prescribed or as instructed by the client's physician or dentist, unless the client or the Provider obtains a second opinion from another physician or dentist, indicating that the originally-prescribed medical or dental care or treatment is unnecessary.

(f) Denial of sufficient shelter, where shelter is part of the services the Provider is responsible for providing to the client.

(g) Educational neglect (i.e. willful failure or refusal to make a good faith effort to ensure that a child in the Provider's care or custody receives an appropriate education).

(3) "Exploitation" will includes but is not limited to:

(a) Using a client's property without the client's consent or using a client's property in a way that is contrary to the client's best interests, such as expending a client's funds for the benefit of another.

(b) Making unjust or improper use of clients or their resources.

(c) Accepting gifts in exchange for preferential treatment of a client or in exchange for services that the Provider is already obliged to provide to the client.

(d) Using the labor of a client for personal gain.

(e) Using the labor of a client without paying the client a fair wage or without providing the client with just or equivalent non-monetary compensation, except where such use is consistent with standard therapeutic practices and is authorized by DHS policy or the Provider's contract with DHS.

(i) Examples:

(A) It is not "exploitation" for a foster parent to assign an extra chore to a foster child who has broken a household rule, because the extra chore is reasonable discipline and teaches the child to obey the household rules.

(B) It is not "exploitation" to require clients to help serve a meal at a senior center where they receive free meals and are encouraged to socialize with other clients. The meal is a non-monetary compensation, and the interaction with other clients may serve the clients' therapeutic needs.

(C) It is usually "exploitation" to require a client to provide extensive janitorial or household services without pay, unless the services are actually an integral part of the therapeutic program, such as in "clubhouse" type programs that have been approved by DHS.

(4) "Maltreatment" includes but is not limited to:

(a) Physical exercises, such as running laps or performing pushups, except where such exercises are consistent with an individual's service plan and written agency policy and with the

individual's health and abilities.

(b) Any form of Restraint or Seclusion used by the Provider for reasons of convenience or to coerce, discipline or retaliate against a client. The Provider may use a Restraint or Seclusion only in emergency situations where such use is necessary to ensure the safety of the client or others and where less restrictive interventions would be ineffective, and only if the use is authorized by the client's service plan and administered by trained authorized personnel. Any use of Restraint or Seclusion must end immediately once the emergency safety situation is resolved. The Provider shall comply with all applicable laws about Restraints or Seclusions, including all federal and state statutes, regulations, rules and policies.

(c) Assignment of unduly physically strenuous or harsh work.

(d) Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements as a means of punishment.

(e) Group punishments for misbehaviors of individuals.

(f) Emotional maltreatment, bullying, teasing, provoking or otherwise verbally or physically intimidating or agitating a client.

(g) Denial of any essential program service solely for disciplinary purposes.

(h) Denial of visiting or communication privileges with family or significant others solely for disciplinary purposes.

(i) Requiring the individual to remain silent for long periods of time for the purpose of punishment.

(j) Extensive withholding of emotional response or stimulation.

(k) Denying a current client from entering the client's residence, where such denial is for disciplinary or retaliatory purposes or for any purpose unrelated to the safety of clients or others.

#### **R495-876-6. Provider's Compliance with Conduct Requirements Imposed by Law, Contract or Other Policies.**

In addition to complying with this Code of Conduct, the Provider shall comply with all applicable laws (such as statutes, rules and court decisions) and all policies adopted by the DHS Office of Licensing, by the DHS Divisions or Offices whose clients the Provider serves, and by other state and federal agencies that regulate or oversee the Provider's programs. Where the Office of Licensing or another DHS entity has adopted a policy that is more specific or restrictive than this Code of Conduct, that policy shall control. If a statute, rule or policy defines abuse, neglect, exploitation or maltreatment as including conduct that is not expressly included in this Code of Conduct, such conduct shall also constitute a violation of this Code of Conduct. See, e.g., Title 62A, Chapter 3 of the Utah Code (definition of adult abuse) and Title 78A, Chapter 6 and Title 76, Chapter 5 of the Utah Code (definitions of child abuse).

#### **R495-876-7. The Provider's Interactions with DHS Personnel and the Public.**

In carrying out all DHS-related business, the Provider shall conduct itself with professionalism and shall treat DHS personnel, the members of the Provider's staff and members of the public courteously and fairly. The Provider shall not engage in criminal conduct or in any fraud or other financial misconduct.

#### **R495-876-8. Sanctions for Non-compliance.**

If a Provider or its employee or volunteer fail to comply with this Code of Conduct, DHS may impose appropriate sanctions (such as corrective action, probation, suspension, disbarment from State contracts, and termination of the Provider's license or certification) and may avail itself of all legal and equitable remedies (such as money damages and termination of the Provider's contract). In imposing such sanctions and remedies, DHS shall comply with the Utah Administrative Procedures Act and applicable DHS rules. In appropriate circumstances, DHS shall also report the Provider's misconduct to law enforcement and to the Provider's clients and their families or legal representatives (e.g., a legal guardian). In all cases, DHS shall also report the Provider's misconduct to the licensing authorities, including the DHS Office of Licensing.

#### **R495-876-9. Providers' Duty to Help DHS Protect Clients.**

(1) **Duty to Protect Clients' Health and Safety.** If the Provider becomes aware that a client has been subjected to any abuse, neglect, exploitation or maltreatment, the Provider's first duty is to protect the client's health and safety.

(2) **Duty to Report Problems and Cooperate with Investigations.** Providers shall document and report any abuse, neglect, exploitation or maltreatment and exploitation as outlined in this Code of Conduct, and they shall cooperate fully in any investigation conducted by DHS, law enforcement or other regulatory or monitoring agencies.

(a) Except as provided in subsection(b) below, Providers shall immediately report abuse, neglect, exploitation or maltreatment by contacting the local Regional Office of the appropriate DHS Division or Office. During weekends and on holidays, Providers shall make such reports to the on-call worker of that Regional Office.

(i) Providers shall report any abuse or neglect of disabled or elder adults to the Adult Protective Services intake office of the Division of Aging and Adult Services.

(ii) The Provider shall make all reports and documentation about abuse, neglect, exploitation, and maltreatment available to appropriate DHS personnel and law enforcement upon request.

(b) Providers shall document any client injury (explained or unexplained) that occurs on the Providers' premises or while the client is under the Provider's care and supervision, and the Provider shall report any such injury to supervisory personnel immediately. Providers shall cooperate fully in any investigation conducted by DHS, law enforcement or other regulatory or monitoring agencies. If the client's injury is extremely minimal, the Provider has 12 hours to report the injury. The term "extremely minimal" refers to injuries that obviously do not require medical attention (beyond washing a minor wound and applying a band-aid, for example) and which cannot reasonably be expected to benefit from advice or consultation from the supervisory personnel or medical practitioners.

(i) Example: If a foster child falls off a swing and skins her knee slightly, the foster parent shall document the injury and report to the foster care worker within 12 hours.

(ii) Example: If a foster child falls off a swing and sprains or twists her ankle, the foster parent shall document the injury and report it immediately to supervisory personnel because the supervisor may want the child's ankle X-rayed or examined by a physician.

(3) **Duty to Report Fatalities and Cooperate in Investigations and Fatality Reviews.** If a DHS client dies while receiving services from the Provider, the Provider shall notify the

supervising DHS Division or Office immediately and shall cooperate with any investigation into the client's death. In addition, some Providers are subject to the Department of Human Services' Fatality Review Policy. (See the "Eligibility" section of DHS Policy No. 05-02 for a description of the entities subject to the fatality review requirements. A copy of the policy is available at the DHS web site at: <http://www.hspolicy.utah.gov>) If the Provider is subject to the Fatality Review Policy, it shall comply with that policy (including all reporting requirements) and the Provider shall cooperate fully with any fatality reviews and investigations concerning a client death.

(4) Duty to Display DHS Poster. The Provider shall prominently display in each facility a DHS poster that notifies employees of their responsibilities to report violations of this Provider Code of Conduct, and that gives phone numbers for the Regional Office or Intake Office of the relevant DHS Division(s). Notwithstanding the foregoing, if the Provider provides its services in a private home and if the Provider has fewer than three employees or volunteers, the Provider shall maintain this information in a readily-accessible place but it need not actually display the DHS poster. DHS shall annually provide the Provider with a copy of the current DHS poster or it shall make the poster available on the DHS web site:

[http://www.hspolicy.utah.gov/pdf/poster\\_provider\\_code\\_of\\_conduct.pdf](http://www.hspolicy.utah.gov/pdf/poster_provider_code_of_conduct.pdf).

**KEY: social services, provider conduct\***

**Date of Enactment or Last Substantive Amendment: August 26, 2008**

**Notice of Continuation: August 10, 2011**

**Authorizing, and Implemented or Interpreted Law: 62A-1-110; 62A-1-111**

## **ATTACHMENT F:**

*Dept. of Human Services Code of Conduct Poster*

## **ATTACHMENT G:**

*Dept. of Human Services Provider Code of Conduct  
Certificate of Understanding and Compliance*

**DISTRICT VII-A, AREA AGENCY ON AGING**

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS**

**July 1, 2018 – June 30, 2019**

**GRAND COUNTY SENIOR SERVICES PROGRAM**

**CONTRACT AGREEMENT**

**Contracting Parties**

This agreement is between the District VII-A Area Agency on Aging of the Southeastern Utah Association of Local Governments, herein referred to as “Area Agency,” and the Grand County Senior Services Program, of Grand County, Utah, herein referred to as “GCSSP.”

**Term of Contract**

This contract shall be effective July 1, 2018, or the date approved by the Area Agency, and shall terminate on June 30, 2019, unless terminated sooner in accordance with the terms and conditions of this contract.

**Purpose**

To provide volunteer counselors, training, staff support, provision of service, and administer the State Health Insurance Information Program for the Area Agency in Grand County.

**Documents Incorporated into this Contract by Reference but not Attached Hereto:**

- a. All documents specified in any attachment to this contract.
- b. All other governmental laws, regulations, or actions applicable to services provided herein.
- c. Older Americans Act of 1965 as amended, title VII-B
- d. All terms of the SHIP Grant as designated by HCFA.
- e. Department of Human Services Cost Principles.
- f. Department of Human Services Code of Conduct.
- g. Southeastern Utah Area Agency on Aging – Area Plan.

## GENERAL PROVISIONS

### Area Agency agrees to:

1. Reimburse GCSSP not more than \$2,000.00 during the contract term, said \$2,000.00 being subject to final disposition of funding by AOA, and State Division of Aging. Reimbursement will be processed in the normal course of business upon receipt of detailed claims from GCSSP for expenditures made in accordance with the contract.

Detailed claims to be submitted to AAA Quarterly, that is: 1<sup>st</sup> Quarter – October 5; 2<sup>nd</sup> Quarter – January 5; 3<sup>rd</sup> Quarter – April 5; 4<sup>th</sup> Quarter and final billing by **July 5 2019**. Detailed claims may be submitted monthly, on or by the 5<sup>th</sup> of the month. Final billing to be submitted on or prior to **July 5 2019**.

2. Consult with GCSSP and monitor services provided herein on an ongoing basis.
3. Reimburse GCSSP for reasonable costs, including travel and training for the SHIP counselors, and backup. These amounts shall be subject to the limitation contained in paragraph No. 1 above, and the terms following immediately hereafter.

### GCSSP agrees to:

1. Provide the Sate SHIP with full reports in accordance with project guidelines and State of Utah SHIP project rules. Provide the Area Agency with information as requested. Provide Information Counselor services in Grand County. This is to include detailed reporting of expenditures to accompany reimbursement claims.
2. Provide SHIP Program services including all the following activities and assurances:
  - A. Counseling and assistance to Medicare beneficiaries in need of health insurance information including:
    - a. Medicare Eligibility, Benefits, and Claims filling: et al.
    - b. Medicaid Eligibility, Benefits and Claims filling: et al.
    - c. Medicare Supplemental Insurance Comparison Information and Claims filling: et al . Ongoing assistance with Medicare Part D prescription Drug program.
    - d. Long Term Care Insurance Information: et al.
    - e. Other types of Health Insurance Benefits: et al.
  - B. Outreach programs are to provide health insurance information, counseling, and assistance to Medicare beneficiaries. These activities can be implemented through a variety of methods, including:
    - a. Distribution of printed information.

- b. Linkage with government, community, neighborhood, and other volunteer organizations to assure that their personnel are aware of the SHIP program and how to refer people to it.
  - c. Provision of speakers to senior citizens meetings.
  - d. Visits by counselors to beneficiaries at home.
  - e. Efforts to identify high risk, hard to reach, or other types of potential eligible clients who can benefit from SHIP services.
- C. Systems of referral to appropriate Federal or State departments of agencies for assistance with problems related to health insurance coverage (including legal problems).
  - D. Establishing a sufficient number of staff positions (including volunteers) necessary to provide the services of SHIP.
  - E. Assuring that staff members (including volunteers) of SHIP have no conflict of interest in providing SHIP services.
3. GCSSP to provide written reports on all aspects of the SHIP Program activities undertaken by staff. These reports to be identified by the State SHIP coordinator.
  4. GCSSP to have all counselors who have or will be giving any client services, have the client sign the State Health Insurance Information Program (SHIP) Client Agreement before rendering services, and maintain a file of said agreements. These files will be available for audit and inspection, by those authorized to perform same, at all times.
  5. GCSSP agrees to utilize the SHIPTALK.ORG NPR program to provide reporting requirements for the State. Two times per year, a Resource Report to be submitted to the Division of Aging. This reporting instrument is identified by the State SHIP Coordinator. Grand County Senior Services Program agrees to provide all quarterly reports as required by the State of Utah SHIP Program.
  6. Grand County Senior Services Program agrees to abide by all provisions of the Provider Code of Conduct of the Utah Department of Human Services.
  7. GCSSP agrees to provide Southeastern Utah Area Agency a copy of their independent auditor report for the reporting period just ended. This report to conform to all Federal Fiscal Auditing requirements.

**It is mutually agreed that:**

1. All information regarding recipients of services under this contract shall be confidential, except as otherwise provided herein. Publication of any information that would identify a particular recipient of service is prohibited.

2. Any funds remaining after final reimbursement and accounting shall be the sole property of the Area Agency.
3. This agreement may be terminated upon thirty (30) days written notice by either party. This agreement may be altered, changed, or redrafted by mutual agreement of Area Agency and GCSSP, provided however, that alterations or changes shall not become effective and enforceable until such alterations or changes are reduced to writing and signed by the respective parties.
4. GCSSP is an independent contractor and does not assume the rights, responsibilities or duties of an Area Agency employee. The Area Agency has no responsibility for claims arising from the performance by GCSSP of the terms of this contract.
5. GCSSP agrees to abide by all Federal statutes and regulations regarding the performance of this contract and, specifically, the terms and conditions provided in the terms of the Grant and regulations promulgated there under. Area Agency agrees to abide by the same.

**OPERATING BUDGET**

**Grand County Senior Services Program Health Insurance Information Program**

**July 1, 2018 – June 30, 2019**

**FUNDING SOURCES**

Federal SHIP Grant (FY 2017

) \$ 2,000.00

TOTAL REIMBURSABLE \$ 2,000.00

**GRAND TOTAL: \$ 2,000.00**

**EXPENDITURES**

Personnel Costs:

Salaries and Wages \$ \_\_\_\_\_

Fringe \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

Travel Costs:

In-State \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

Current Expenses:

Advertising \$ \_\_\_\_\_

Communications \$ \_\_\_\_\_

Postage & Mailing \$ \_\_\_\_\_

Indirect Cost \$ \_\_\_\_\_

Office Supplies \$ \_\_\_\_\_

Copy Expense \$ \_\_\_\_\_

Training/Meetings \$ \_\_\_\_\_

Unclassified - Other \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

**GRAND TOTAL: \$ 2,000.00**

**REIMBURSEMENT REQUEST**

**Grand County Senior Services Program Health Insurance Information Program**

**Month: \_\_\_\_\_**

**REIMBURSEMENT REQUEST AND EXPENDITURES REPORT**

**Reimburse Federal Ship Grant**

Personnel Costs:

Salaries and Wages	\$ _____
Fringe	\$ _____
<b>TOTAL:</b>	\$ _____

Capital Outlay:

\$ \_\_\_\_\_

Travel Costs:

In-State	\$ _____
<b>TOTAL:</b>	\$ _____

Current Expenses:

Advertising	\$ _____
Communications	\$ _____
Postage & Mailing	\$ _____
Indirect Cost	\$ _____
Office Supplies	\$ _____
Copy Expense	\$ _____
Training/Meetings	\$ _____
Membership Dues	\$ _____
Unclassified - Other	\$ _____
<b>TOTAL:</b>	\$ _____
<b>GRAND TOTAL:</b>	\$ _____

**EXECUTION OF CONTRACT**

**ON BEHALF OF SOUTHEASTERN UTAH AREA AGENCY ON AGING**

WE, DEBORAH L. HATT and SHAWNA HORROCKS hereby declare that we are authorized to execute this contract between Southeastern Utah Area Agency on Aging and Grand County Senior Service Program, Grand County, Utah, on behalf of Southeastern Utah Association of Local Governments, and that we do hereby execute the same.

\_\_\_\_\_  
GERI GAMBER, Exec. Director  
Southeastern Utah Association of Local Governments

\_\_\_\_\_  
Date

\_\_\_\_\_  
SHAWNA HORROCKS, Director  
Southeastern Utah Area on Aging

\_\_\_\_\_  
Date

**ON BEHALF OF GRAND COUNTY SERVICES PROGRAM, GRAND COUNTY**

I, \_\_\_\_\_ hereby declare that I am authorized to execute this contract between Grand County Senior Services, Grand County, Utah and Southeastern Utah Association of Local Governments, and that I do hereby execute the same.

FOR GRAND COUNTY

  
Mary McGann, Chairman

DISTRICT VI-C, GRAND COUNTY AREA AGENCY ON AGING

July 1, 2018– June 30, 2019

Contracting Parties:

This agreement is between the Southeastern Utah Association of Local Governments; Area Agency on Aging Program, herein referred to as "Area Agency", and Grand County.

Term of Contract:

This contract shall be effective July 1, 2018 or the date approved by the Area Agency, and shall terminate on June 30, 2019 unless terminated sooner in accordance with the terms and conditions of this contract.

Purpose:

To receive, investigate, and resolve complaints made by or on behalf of residents of long-term care facilities. To provide community education regarding long-term care. To facilitate the use of volunteers and to represent the interests of long-term care facility residents.

Documents Incorporated into this Contract by Reference but not Attached Hereto:

- a. All document specified in any attachment to this contract.
- b. All other governmental laws, regulations, or actions applicable to services provided herein.
- c. Older Americans Act of 1965 as amended, Title VII-B.
- d. Long-Term Care Ombudsman Program Policy, 1993.
- e. Department of Social Services Cost Principles.
- f. Department of Social Services Code of Conduct.

## GENERAL PROVISIONS

### Area Agency agrees to:

1. Reimburse Grand County not more than \$4,000.00 during the contract term, said \$4,000.00 being subject to final disposition of funding by AOA, and State Division of Aging. Reimbursement will be processed in the normal course of business upon receipt of detailed claims from Grand County for expenditures made in accordance with the contract. No more than 1/2 of the total contract amount may be requested each month.
2. Consult with Grand County and monitor services provided herein on an ongoing basis.
3. Reimburse Grand County for reasonable costs, including travel and training for the LTC Ombudsman, and backup. These amounts shall be subject to the limitation contained in paragraph No. 1 above, and the terms following immediately hereafter.

### Active Re-Entry agrees to:

1. Provide the Area Agency with LTC Ombudsman services in Grand County. This to include detailed reporting of expenditures to accompany reimbursement claims.
2. Provide LTC Ombudsman services including complaint intake and investigation of complaints, complaint resolution made by or on behalf of residents of long-term care facilities.
3. Provide Community education regarding long-term care. To facilitate the use of volunteers and to represent the interests of long-term care facility residents.
4. Grand County to provide written reports on all aspects of the LTC Ombudsman activities undertaken by staff to the State LTC Ombudsman. These reports to be identified by the State Ombudsman.
5. Grand County to maintain confidential client case files on the project which indicate clients served, complaints and disposition, or resolution, clients needing service, expenditures for purposes of the contract, and other pertinent information as indicated by the State Ombudsman. These files will be available for audit and inspection, by those authorized to perform same, at all times.
6. Grand County agrees to provide at the end of the program year a Program Progress report to be submitted to the Division of Aging. This reporting instrument to be identified by the State LTC Ombudsman.
7. Grand County agrees to abide by all provisions of the Provider Code of Conduct of the Utah Department of Human Services.
8. Grand County agrees to provide the Southeastern Utah Association of Local Governments: Area Agency on Aging a copy of their independent auditor report for the reporting period just ended. This report to conform to all Federal Fiscal Auditing requirements.

### It is mutually agreed that:

1. All information regarding recipients of services under this contract shall be confidential, except as otherwise provided herein. Publication of any information that would identify a particular recipient of service is prohibited.
2. Any funds remaining after final reimbursement and accounting shall be the sole property of the Area Agency.

3. This agreement may be terminated upon thirty (30) days written notice by either party. This agreement may be altered, changed, or redrafted by mutual agreement of Area Agency and Grand County, provided however, that alterations or changes shall not become effective and enforceable until such alterations or changes are reduced to writing and signed by the respective parties.
4. Grand County is an independent contractor and does not assume the rights, responsibilities or duties of an Area Agency employee. The Area Agency has no responsibility for claims arising from the performance by Grand County of the terms of this contract.
5. Grand County agrees to abide by all federal statutes and regulations regarding the performance of this contract and, specifically, the terms and conditions provided in the Older Americans Act and regulations promulgated there under. Area Agency agrees to abide by same.

CONTRACTOR

\_\_\_\_\_  
 Geri Gamber, Executive Director  
 Southeastern Utah Association of Local Governments

\_\_\_\_\_  
 Shawna Horrocks, AAA Director  
 Southeastern Utah Area Agency on Aging

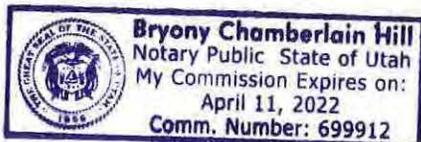
In the County of Carbon, State of Utah, on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 before me the undersigned notary, personally appeared GERI GAMBER AND SHAWNA HORROCKS who are personally known by me or who proved to me their identities through documentary evidence to be the person(s) whose name(s) are/is signed on the preceding document, and acknowledged to me that she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
 Notary Public

*Mary McGann*  
 Mary McGann  
 County Council Chair

In the County of Grand, State of Utah, on this *3rd* day of *August*, 2018 before me the undersigned notary, personally appeared Mary McGann who is personally known by me or who proved to me her identity through documentary evidence to be the person whose name is signed on the preceding document, and acknowledged to me that she signed it voluntarily for its stated purpose.

*Bryony Chamberlain Hill*  
 \_\_\_\_\_  
 Notary Public



GRAND COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF UTAH

Application for Retail Beer License

TO THE HONORABLE BOARD OF COUNTY COUNCIL, GRAND COUNTY, UTAH

Name Denise Ricks

Address 440 Apple Ln Moab UT 84532

Nature of Business The Other Half Marathon

Address of Business Sorrel River Ranch

Hereby applies for a license to vend light beer at retail for and on behalf of Mad Moose Events

whose { partners officers and directors } are as follows: Denise and Justin Ricks

and who have complied with the statutory requirements and possess the qualifications specified in the Liquor Control Act of Utah and request license to be issued for the following particular premises at Sorrel River Ranch in Moab, Utah, for a term of 1 day months, commencing the 14 day of October, 2018, and ending the 14 day of October, 2018

It is expressly understood that the County Council may with or without hearing refuse to grant the license herein applied for, or if allowed will be granted and accepted by Licensee on condition that it may be revoked at the will and pleasure of the County Council of said County, and no cause therefore need be stated when in their opinion such action is necessary for the protection of the public health, peace or morals, or for violation of law or ordinances relating to beer or the Licensee's conduct of licensed premises.

Dated this 17 day of July, 2018

APPROVED BY GRAND COUNTY COUNCIL

Date 7-18-18 Sanitarian [Signature]

Date 7-18-18 Grand County Sheriff [Signature]

Date \_\_\_\_\_ Council Chair \_\_\_\_\_

**EVENT PERMIT**  
**"TEMPORARY BEER"**  
**Local Consent**

**PURPOSE:** Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises

**AUTHORITY:** Utah Code 32B-9-201

ground \_\_\_\_\_, [ ] City [ ] Town [X] County  
Local business license authority

hereby grants its consent to the issuance of a temporary beer event permit license to:

Applicant Entity/Organization: mad moose events

Event Name: the other half marathon

Event location address: mile 17, utah 128, moab ut (Sarvel River Ranch)  
street city state zip

On the 14th day(s) of October, 2018  
dates month year

during the hours of \_\_\_\_\_, pursuant to the provision of Utah Code 32B-9.  
defined hours from-to

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**AS OF SEPTEMBER 1, 2015 THIS FORM MUST BE SUBMITTED TO THE DABC BY THE APPLICANT**

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

August 7, 2018

Agenda Item: CC

<b>TITLE:</b>	Approving proposed contract with the Utah Weed Supervisor's Association for the EDDMaps project in the amount of \$3,590.00
<b>FISCAL IMPACT:</b>	Employee's time and equipment use as match. ( Within the budget)
<b>PRESENTER(S):</b>	Tim Higgs, Grand County Weed Supervisor

**Prepared By:**

Tim Higgs, Grand  
County Weed  
Supervisor  
435-259-1369  
[twhiggs@grandcountyu  
tah.net](mailto:twhiggs@grandcountyu<br/>tah.net)

**FOR OFFICE USE ONLY:**

**Attorney Review:**

**RECOMMENDATION: RECOMMENDATION:**

I move to approve the proposed contract with the Utah Weed Supervisor's Association for the EDDMaps project in the amount of \$3,590.00 and authorize the Chair to sign and initial all associated documents.

**BACKGROUND:**

This grant is a for looking at the Eddmap points we have in the county and saying if the weeds are still there and if they are there treat the noxious weed. This will be done in conjunction with the other work that we are doing throughout the county. We have a few thousand points in the county.

**Attachment(s):**

1. Award letter.
2. Contract



July 14, 2018

Grand County Weed Department  
125 E. Center Street  
Moab, UT 84532

Attention: Tim Higgs

Dear Tim:

The Utah Weed Supervisors' Association has awarded Grand County \$3,590.00 for EDDMaps projects during 2018. The project must be completed and a final report submitted by November 1, 2018.

Please read the attached contract carefully, be sure you agree with the terms, make two copies, have the appropriate people sign them and send them both to me at:

Jerry Caldwell, Tooele County Weed Department, 47 South Main, Tooele, UT 84074.

Alternatively, the signed contracts may be scanned and emailed to [jrcaldwell@tooeleco.org](mailto:jrcaldwell@tooeleco.org)

I will sign both for the UWSA and return one copy to you for your files.

If an RC&D Council is your fiscal agent, the chairman of that board should sign as fiscal agent. If your county clerk's office is the fiscal agent, the County Commission Chair should sign as fiscal agent.

Sincerely,

/s/Jerry Caldwell  
Chairman  
Utah Weed Supervisors' Association



**Grand County Weed Department**

125 E. Center Street  
Moab, UT 84532

**General Purpose of the Contract:**

Authority: Noxious Weed Act, Chapter 17 SAE 4443 7303

Cooperative control of noxious weeds and invading weeds through USDA Forest Service Grant Money and USDA APHIS Biological Control Grant Money.

**Scope of Work:**

Grand County Weed Department agrees to complete the following work as proposed:

1. A targeted approach for data verification and treatment will proceed as part of the county 2018 work plan.
2. Use the EddMapS pro platform for a field survey and treatment of data points verified within the County jurisdiction.
3. Point data attributes which include, species identification, location, infestation size, and infestation density will be verified and updated within the EddMapS Pro platform at a revisit. Appropriate on the ground treatments will be applied while on location.
4. Provide at least a 50%/50% match in cash or non-cash contributions.
5. Submit GIS weed points to EDDMaps

*If publications are produced using grant funding, the UWSA must be contacted for additional documentation. The USDA Forest Service or APHIS must be given credit on any publication.*

**Financial Administration and Reporting:**

The fiscal agent agrees to provide the Utah Weed Supervisors Association with intermittent reports and invoices, as work progresses, and a final report, which is due before **November 1, 2018**. The reports will consist of a completed form, reimbursable receipts, and matching documentation, before and after photographs of the project (annual report) and maps of the project area. **If possible send all documentation in a digital format, by email.**

Reimbursements may be requested on a monthly basis. All requests must be postmarked by the third Friday of the month. Send all information to the **Utah Weed Supervisors Association, c/o Rosann Fillmore, P.O. Box 429, Orangeville, UT 84537** or email at <rosann@etv.net >. Phone: 435-650-4149

**The Utah Weed Supervisors (UWSA):**

The UWSA agrees to reimburse the **Grand County Weed Department \$3,590** for project costs authorized by this contract after receiving the necessary reports (quarterly cost-share numbers, treated acres, reimbursement requests and annual and final reports).



**GRANTEE CONTRACT**  
**2018 NOXIOUS WEEDS GRANT**  
**Contract Number: 201805DG15**

The contractor will only be able to receive 75% of the grant amount until the final grant report has been submitted.

The UWSA also agrees to submit an annual report of the grantee's activities funded by this grant to the USDA Forest Service and USDA APHIS.

**Contract Period:**

Effective date: Date of the award notification

Termination date: November 1, 2018

**IN WITNESS WHEREOF THE PARTIES SIGN AND CAUSE THE CONTRACT TO BE EXECUTED:**

\_\_\_\_\_  
Print Name of CWMA Chair  
Or County Commission Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Fiscal Agent Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of UWSA Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# August 2018

July 2018							September 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
29	30	31					30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>3:00PM Moab Tailings Project Steering Committee (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>5:00PM Agenda Summary Deadline</li> </ul>	<ul style="list-style-type: none"> <li>7:00AM Zions Bank 6th Annual Municipal Conference (Thanksgiving Point)</li> <li>11:00AM Housing Task Force (Library)</li> <li>5:30PM Moab Mosquito Abatement Meeting (District Office)</li> <li>7:00PM Grand Water &amp; Sewer Service Meeting (Water District Office)</li> </ul>	3	4
5	6	<ul style="list-style-type: none"> <li>2:00PM Council Workshop: Strategic Plan (Chambers)</li> <li>4:00PM County Council Meeting (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>1:30PM BLM/Grand County Coordination Mtg (Moab Field Office)</li> <li>4:00PM Solid Waste Special Service District (District Office (1000 E Sand Flats Rd))</li> <li>7:00PM Castle Valley Fire Commission Meeting (Floyd Station 2/CV Drive)</li> <li>7:00PM Thompson SSD Water Board (Thompson)</li> </ul>	10	11
12	13	<ul style="list-style-type: none"> <li>11:00AM Trail Mix Meeting (Grand Center)</li> <li>2:00PM Conservation District (Old Spanish Trail Arena)</li> <li>3:00PM Travel Council Advisory (Chambers)</li> <li>5:00PM Planning Commission (Chambers)</li> <li>5:30PM OSTA Committee Meeting (Conference Ro...)</li> <li>6:00PM Cemetery Maintenance District (Su...)</li> <li>6:00PM Joint City-County Council Meeting (City Ch...)</li> <li>6:00PM Transportation SSD Board (Roads Shed)</li> </ul>	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>12:00PM Children's Justice Center Advisory Board (Fire Dept)</li> <li>5:00PM Agenda Summary Deadline</li> <li>7:00PM Recreation SSD (City Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM Housing Authority Board (City Chambers)</li> <li>4:00PM Arches SSD Board (Fairfield Inn &amp; Suites)</li> <li>7:00PM Grand Water &amp; Sewer Service Meeting (Water District Office)</li> </ul>	17	18
19	20	<ul style="list-style-type: none"> <li>4:00PM Thompson Springs Special Service Fire District Mtg (Chambers)</li> <li>4:05PM County Council Meeting (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</li> </ul>	<ul style="list-style-type: none"> <li>9:00AM Canyon Country Partnership (CCP) (TBD)</li> <li>1:30PM Performance Review Committee Meeting (Chambers)</li> <li>5:30PM Canyonlands Healthcare SSD Board (Hospital Room 3)</li> </ul>	24	25
26	27	<ul style="list-style-type: none"> <li>5:00PM Planning Commission (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>8:30AM Chamber of Commerce (Zions Bank)</li> <li>5:00PM Agenda Summary Deadline</li> </ul>		31	1

# September 2018

August 2018							October 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4			1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30	31		28	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	<ul style="list-style-type: none"> <li>5:00PM Planning Commission (Chambers)</li> </ul> 28	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>8:30AM Chamber of Commerce (Zions Bank)</li> <li>5:00PM Agenda Summary Deadline</li> </ul> 29	30	31	1
2	<ul style="list-style-type: none"> <li>8:00AM Labor Day (County Offices Closed)</li> </ul> 3	<ul style="list-style-type: none"> <li>4:00PM County Council Meeting (Chambers)</li> </ul> 4	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> </ul> 5	<ul style="list-style-type: none"> <li>11:00AM Housing Task Force (Library)</li> <li>4:00PM Solid Waste Special Service District (District Office (1000 E Sand Flats Rd))</li> <li>5:30PM Moab Mosquito Abatement Meeting (District Office)</li> <li>7:00PM Grand Water &amp; Sewer Service Meeting (Water District Office)</li> </ul> 6	7	8
9	<ul style="list-style-type: none"> <li>4:00PM Noxious Weed Control Board (Grand Center)</li> <li>5:00PM Airport Board Meeting (Chambers)</li> </ul> 10	<ul style="list-style-type: none"> <li>11:00AM EDC Utah Annual Meeting (SLC)</li> <li>11:00AM Trail Mix Meeting (Grand Center)</li> <li>2:00PM Conservation District (Old Spanish Trail)</li> <li>3:00PM Travel Council Advisory (Chambers)</li> <li>5:00PM Planning Commission (Chambers)</li> <li>5:30PM OSTA Committee Meeting (Conference Room)</li> <li>6:00PM Cemetery Maintenance</li> <li>6:00PM Transportation Safety</li> </ul> 11	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>5:00PM Agenda Summary Deadline</li> </ul> 12	<ul style="list-style-type: none"> <li>3:00PM Sand Flats Recreation Stewardship Committee (EMS Training Room (520 East 100 North))</li> <li>5:30PM Library Board Meeting (Library Board Room)</li> <li>7:00PM Thompson SSD Water Board (Thompson)</li> </ul> 13	14	15
16	17	<ul style="list-style-type: none"> <li>4:00PM Thompson Springs Special Service Fire District Mtg (Chambers)</li> <li>4:05PM County Council Meeting (Chambers)</li> </ul> 18	<b>USACCC (UT Assoc. of... ♦ Heber City, UT)</b> <ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>1:00PM Watershed Partnership (Grand Center)</li> <li>7:00PM Recreation SSD (City Chambers)</li> </ul> 19	<ul style="list-style-type: none"> <li>11:30AM Local Emergency Planning Committee (Moab Fire Dept)</li> <li>12:00PM Housing Authority Board (City Chambers)</li> <li>4:00PM Arches SSD Board (Fairfield Inn &amp; Suites)</li> <li>7:00PM Grand Water &amp; Sewer Service Meeting (Water District Office)</li> </ul> 20	<ul style="list-style-type: none"> <li>10:00AM Historical Preservation Commission (Grand Center)</li> </ul> 21	22
23	24	<ul style="list-style-type: none"> <li>5:00PM Planning Commission (Chambers)</li> </ul> 25	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> <li>8:30AM Chamber of Commerce (Zions Bank)</li> <li>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</li> <li>2:45PM Mental Health Board (Four Corners (Green River))</li> <li>4:00PM Agenda Summary Deadline</li> </ul> 26	<ul style="list-style-type: none"> <li>5:30PM Canyonlands Healthcare SSD Board (Hospital Room 3)</li> </ul> 27	28	29
30	<ul style="list-style-type: none"> <li>5:00PM Airport Board Meetings (Chambers)</li> </ul> 1	<ul style="list-style-type: none"> <li>4:00PM County Council Meeting (Chambers)</li> </ul> 2	<ul style="list-style-type: none"> <li>8:30AM Budget Advisory Board (Chambers)</li> </ul> 3	<ul style="list-style-type: none"> <li>11:00AM Housing Task Force (Library)</li> <li>1:30PM BLM/Grand County Coordination Mtg (Moab Field Office)</li> <li>5:30PM Moab Mosquito Abatement Meeting (District Office)</li> <li>7:00PM Grand Water &amp; Sewer Service Meeting (Water District Office)</li> </ul> 4	5	6

SPECIAL EVENTS			
Date		Event Name	Permit Status
AUGUST			
	11-12	UTE 100	done
	27-Spt 14	Moab Music Festival	pending
SEPTEMBER			
	7-8	KOKOPELLI 100	notified
	19-23	MOAB Boogie Skydive	notified
	22	NICA High School MTB Race	pending
	22-23	Century Tour	pending
	28-29	Moab Fondo	done
	30	Chocolate Bunny MTB race	notified



## Employment Opportunities

---

### **Emergency Medical Technician - Basic (part-time)**

Posted August 1, 2017 8:00 AM | Closes September 30, 2018 5:00 PM

Job Summary Under the supervision of the Director of Emergency Medical services , this position requires current Utah Emergency Medical ... [Full Description](#)

[Apply Online](#)

# *Make a difference in your community ...*

## **Become a Grand County Board or District Volunteer**

**NOTICE OF COUNTY BOARD END OF THE YEAR VACANCIES for Citizen Participation.** The following *Grand County Boards, Commissions & Committees* will have vacancies at year end. Must reside in Grand County unless otherwise indicated, have the appropriate expertise when required by law, and agree to abide by the County's Conflict of Interest Ordinance. Applications are due: **Open Until Filled**

COUNTY BOARD, COMMISSION OR COMMITTEE	VACANCIES	TERM EXPIRATION
Historical Preservation Commission (May reside in Grand, Emery or San Juan County)	1	12/31/2021
Moab Area Travel Council Advisory Board (Must represent the local hotel & lodging industry; restaurant industry; recreational facilities; conventional facilities; museums; cultural attractions; or other tourism-related industries)	2	12/31/2018

**NOTICE OF DISTRICT BOARD END OF THE YEAR VACANCIES for Citizen Participation.** The following *District Boards* in Grand County will have vacancies at year end. Must reside in Grand County; must be a registered voter within the District; may not be an employee of the District. Applications are due: **Open Until Filled**

DISTRICT BOARD	Vacancies	Term Expiration
Recreation District	1	12/31/2018
Cemetery Maint. District	1	12/31/2018

For more information call Bryony Hill at (435) 259-1346. Interested applicants shall complete the "Board, Commission, and Committee Certification and Application Form" available at <http://grandcountyutah.net/194/Boards-Commissions-Committees> or at the County Council's Office. Completed forms may be emailed to [council@grandcountyutah.net](mailto:council@grandcountyutah.net) or delivered to Grand County Council Office, 125 E Center, Moab, UT 84532. All new qualified applicants will be interviewed. The County Council will begin making appointments for these volunteer positions during a regular Council meeting at the beginning of the New Year

Board member responsibilities and board meeting dates are available at <http://grandcountyutah.net/194/Boards-Commissions-Committees>

## **USU Extension and Grand County**

**Question for discussion:** If Utah State University sells the two USU buildings on 200 South to help finance the proposed USU-Moab campus, what can be done to find office and classroom space for Grand County Extension office staff?

### **Background: November 2017 meeting with President Cockett**

On November 9, 2017, Utah State University President Noelle Cockett met with community members, council members, state legislators and others to discuss building a new USU campus in Grand County.

She stated that the university was willing to provide funding (\$5 million) based partially on the sale of the current USU buildings. USU-Moab would then need to raise their remaining funds from donors and the community at large for their portion of the project.

### ***Selling the buildings would leave USU Cooperative Extension/Grand County without office and classroom space.***

Note: 2018 Cooperative Agreement for Utah State University Extension Services – Grand County. Section “Therefore, USU and the County agree as follows:” (page 2) #4 Facilities and Equipment. *The County shall provide adequate facilities, including office space.....*

Dr. Cockett said that she would like to see the Grand County Cooperative Extension staff housed in the new campus building. She referenced how Davis County Extension and their regional USU staff worked together to fund a campus that houses both departments. Davis County and their county Cooperative Extension developed a plan to ask the state legislature for funding; which was granted and received. Kaysville regional USU staff was able to secure the monies they needed to build their portion.

Senator Hinkins, Representative Watkins and Representative Albrecht were at the November 9, 2017 meeting and said that having the legislature fund the county Cooperative Extension portion of the campus was a possibility.

Office and classroom space at the new campus would allow Grand County and Extension to expand staff and programming in a state of the art facility to improve individual lives, support economic develop and address issues related to intergenerational poverty.

### **Looking to the future, which increased office and classroom space would improve:**

USU Extension plans to add a full time 4-H person to facilitate year-round youth programming to teach skills, provide positive adult and teen role models, and offer fun learning options for our youth.

Grand County may be able to host one of the Rural Online Initiative (ROI) staff members, whose focus would be to diversify Grand County’s (and surrounding area) economy by incubating and facilitating new businesses.

Extension could expand food and nutrition classes and health and wellness classes.

Extension could expand family relationship and financial literacy programming, both of which could help those experiencing inter-generational poverty and increase the quality of life for all county residents.

### **USU Extension and Grand County – Background information**

Utah State University Extension has been assisting Utahns for over 100 years and here in Grand County since at least 1935. Below is a chart of Extension agents that have worked here in Grand County (still a work in progress).

#### **Grand County Extension Agents**

(All agents listed were based in Grand County. From 1957 to 1980 it appears there were “area” agents working across multiple counties – such as San Juan and Grand or perhaps the four southeastern counties).

<b>Year</b>	<b>Agent-designation</b>
1935 to 1943	Joseph F. Parrish – County Agricultural Agent
1944	Nelda S Vickers – Emergency War Food Preservation Assistant (Grand and San Juan Counties)
1945	Fred H. Cornaby – County Agricultural Agent
1946	Doris May Adams – Home Demonstration Agent
1946 to 1952	Lawrence C Davis – County Agricultural Agent
1953 to 1954	Paul R. Grimshaw – County Extension Agent
1955 to 1956	Alice J. McKinney – Home Demonstration Agent
1957 to 1980	*** Still tracking down county Extension staff within this time frame*** I currently believe there were area agents at points during this time including Jay M Hall (Area Coordinator-Price) who worked in 1980.
1981 to 1983	Colleen Patrick - 4-H & Family and Consumer Science Agent
1984 to 1987	Sharon Myron –Family Consumer Science Agent
1988 to 1992	Daniel R Nelson – Agricultural Agent
1992 to 1995	Lynn Goostree – Family Consumer Science Agent (During this time, Daniel Nelson was the Continuing Ed Director here in Moab and I believe continued helping Extension with Agriculture and Horticulture questions).
1997 to Present	Michael (Mike) Johnson – Ag/Hort/FCS/4-H Agent

- Extension is often referred to as Cooperative Extension, which explains the interaction between the federal, state and county governments that provide this service to its citizens.
- Cooperative Extension is a non-formal educational program that extends the university to the people by delivering, at the grassroots level, educational programs and information using research based, unbiased information, to improve the quality of life for individuals, families and communities.
- Extension helps people find fact based answers to their questions and concerns. An important aspect of this is that the Extension staff works with people to become problem solvers. While the county staff are the first to help, USU Extension has specialists that can be brought in on questions/issues.

- Extension also helps others start processes/programs or Extension starts the programs/processes and hands them off to others.
  
- Extension assists in a number of different topic areas (and across a broad range in each topic area):
  - Agriculture and Natural Resources – Staff meet with our agricultural producers and provide them with information to improve their farm and animal operations. This includes improving crop or animal performance; helping them find new crops to grow; and assisting with soil, insect, disease and irrigation questions and concerns.
    - Examples over the years:
      - Castle Valley Farms – USU Grand County Extension worked with Castle Valley Farms manager extensively to improve their vegetable production. This included development of an asparagus research project involving 8 varieties and research projects on blackberries and strawberries. The farm manager also asked for our assistance in developing their 650 tree orchard. This included working with CSU researchers at Orchard Mesa and Dove Creek to determine tree types, planting and care and determining the best companies from which to buy trees. Over the years local staff and Extension specialists have assisted their staff on soil, plant pest and disease issues and worked with them to achieve organic certification.
        - Other agricultural operations our local Extension staff have worked with include other vegetable growing businesses and those growing grapes, alfalfa, tree fruits and animal operations.
      - Tamarisk Beetle – Due to the recent interest, it's informative to mention that Mike Johnson (USU Grand County Director) along with 2 other Extension agents brought Dr. Jack DeLoach (USDA) to Utah in 1999 to talk about the tamarisk beetle at a bio-control program we developed. This helped to establish Utah as one of the initial release sites (the initial trial/test site was Delta, Utah). Mike also worked with Tim Higgs to collect the first batch of beetles from the Delta site to relocate to Moab. Tim and Mike determined that the best course of action was multiple releases at each site which became the model for tamarisk beetle releases.
      - Watershed protection – USU Grand County Extension was asked to hire and host the watershed coordinator position starting in 2012. Tessa Groff became the first watershed coordinator and helped to develop the local MAWP group.
  - Horticulture – Staff provide information and assistance to businesses including local plant nurseries and landscape/maintenance companies, to city and county governments concerning their parks and grounds, and to local citizens about their

landscapes to help them improve their knowledge and skills and use their money more wisely.

▪ Examples over the years:

- Master Gardener courses (and now online) - Over the years the Grand County Extension staff have brought in USU Extension specialists to teach certain courses along with Mike Johnson (USU Grand County Director) who also taught the course for years. Currently there are online gardening courses through USU Extension that allow people to more easily find time to take the courses.
- Homeowner landscapes/gardening – Over the years the most asked questions to the Extension office involve gardening. This topic area is important due to the considerable amount of money spent on plants, fertilizers, pesticides (organic or inorganic) and water (an increasingly critical resource) by homeowners. It's important to note that research shows multiple benefits of landscapes involving growing food for the family, removing dust and particulate matter from the air, sound absorption making our streets quieter, energy savings by shading houses and more recently research showing the mental health benefits of communities with trees and quality landscapes. Extension provides this information through face-to-face contacts, Extension publications, classes and here in Grand County from articles written for the Times Independent by Mike Johnson since 2007 which are accessed both in the paper and online.
- Landscape and Maintenance companies –As part of our mission to help solve problems and improve the knowledge of others Extension works with local landscape/maintenance companies so that fact based knowledge spreads out to the community. An owner of one of our local landscape maintenance companies recently provided us with her thoughts: *the Extension agent has helped me trouble shoot pest issues, soil chemistry issues and irrigation issues while providing guidance to cultivate a climate of horticultural professionalism here in Moab. He has saved me money and time. As a contractor it helps a lot to have someone to go to who is current on pest issues and has a connection to the rest of the state and a University. It is hard to quantify what money he has saved me or helped me to make but I and others have been helped to save by making wise choices.*
- Insect pests (community wide) – Over the years the USU Grand County Extension office has been instrumental in identifying wide spread insect pest problems affecting our community and providing information about these pests as well as control measures. These have included:
  - Aspen Leaf Blotch Miner when first seen was a problem from Dewey Bridge to Spanish Valley and affected many

- older cottonwoods causing extensive defoliation. Repeated defoliations of trees can significantly weaken trees and lead to further problems.
- Red Shouldered Bug (related to Boxelder bug). This insect came to our attention as a significant problem for businesses along Main Street as they were coming into the buildings by the hundreds. This was the first time this insect had been found in Utah.
  - Cottonwood Leaf Beetle was first seen in the early 2000s and has repeatedly caused extensive defoliation of cottonwoods, willows and related species.
  - Elm Seed Bug was first identified here in Grand County in 2015. Since that time it has become a major nuisance pest entering homes and businesses.
- Family and Consumer Science – USU Extension provides food safety and food nutrition classes, programs to improve financial literacy, parenting and relationship classes, among other issues.
    - Examples over the years:
      - VITA program –USU Extension Grand County completed the 10<sup>th</sup> year of managing the local IRS Volunteer Income Tax Assistance site in 2018. Over those 10 years staff and volunteers helped local citizens obtain over \$915,000 in refunds of which over \$371,000 were for anti-poverty credits (Earned Income Credit and Child Tax Credit) while saving them an estimated \$177,900+ in fees.
      - Parenting Education – Grand County Extension has offered parenting classes through the extensively researched Love and Logic™ program since 2014. Extension will be offering a new parenting program developed by our Family Life Specialist Dr. David Schramm in the future.
      - Food Safety Manager Course/Test – This course and test was a mandate from the Utah Legislature to USU Extension. USU Extension developed the course in 2000 and has since provided an opportunity for businesses to take the test.
      - IDA (Individual Development Account) program. This program provided funding for small businesses, for higher education or for a new home. There's a required 8 hours of classroom instruction on basic financial issues taught by the local Extension staff. Participants saved money that was matched (3 to 1). Through USU Grand County Extension, Grand County was the first rural county to offer this program. At least 14 local businesses were funded through this program and two homes were purchased.
  - 4-H/Youth program – 4-H is the largest out of school youth program in the nation. Staff endeavor to develop clubs and activities for youth so they can obtain skills,

have fun and interact with positive adult and teen role models who comprise many of our club leaders.

▪ Examples over the years:

- 4-H Club and Activities (21 plus years) – Since the current USU Extension County Director began working here, Extension has provided over 401 clubs (mainly through our summer program but also some year round clubs) and numerous youth activities. Extension also continues to provide clubs through the BEACON afterschool program. These clubs and activities help to teach skills to youth of Grand County as well as provide positive fun outlets for the youth.
- Assisted in development of the BEACON afterschool program – In 2002 Margaret Hopkins, then Principal at HMK asked Mike Johnson (Grand County Extension Director) if he could help them better develop their HMK afterschool program (at that time they had had one session). She stated that she asked our local Extension staff due to our expertise in developing youth clubs/programs. Over a number of months, the Extension staff worked with Principal Hopkins and her staff to determine how best to develop their program. At the time, Extension had grant funds and was able to finance the bulk of the program to help get it established. Deb Hren, who at that time worked in Extension, developed and ran the afterschool program at Red Rock Elementary for two years (which at that time had never had an afterschool program).
- The County Extension staff's role/mission is to provide that unbiased, research-based information and help our local citizens understand it and use it to improve their lives. This information isn't just compiled from Utah State University, but from all universities within the United States and other sources that provide quality research-based information. As such, when answering a question we don't do so with an opinion of our own (unless we specifically state that) but with information learned from these research-based sources. This means that when clients are looking for a factual, truthful source of information, USU Extension is there to help them obtain that so it benefits them and their family into the future.

Michael (Mike) Johnson – USU Extension / Grand County Director  
125 West 200 South  
Moab, UT 84532  
435-259-7558

### USU Extension Grand County minimum office space needs should funds be available for new Extension office space:

#### OFFICES:

Four (4)

Currently have two staff

Expect to add a full time 4-H person at some point

Another office for future additional staff including grant funded

#### CLASSROOM:

While sharing space is good when possible, we (Extension) need a space we schedule. One capable of easily holding 30 people (at least twice the current size of our conference/class room that is 24 x 12 = 288 sq ft).

(**Note:** There has been some discussion that should Extension be a part of the potential new Regional Campus building we could have an MOU with the Moab Regional Campus to use a classroom at certain times)

#### 4-H S.T.E.M./Maker Space

For holding 4-H classes but primarily to allow for S.T.E.M. project classes (also termed Maker Spaces). S.T.E.M. projects often call for equipment that is not easily moved around and stored so having a room dedicated to this is needed so equipment can be set up “permanently”. Other Extension offices have or are moving toward having this.

#### STORAGE ROOM:

We currently have our small storage room, which is 144 sq feet and we rent a storage space in town so we really need considerably more room. Estimate at least 288 sq ft.

#### OFFICE SUPPLY WORKSPACE:

For copier, office supply storage (paper, etc) and a worktable (estimate 100 Sq ft)

#### DEMONSTRATION KITCHEN:

To best implement classes on food preparation, food storage, food safety and nutrition. This space could also allow Distance Ed to judge the interest in the community in developing culinary programs. My thought at this time would be to have the kitchen as part of the classroom space we need with a partition that blocks off the kitchen section when not in use (there is a similar space in the Utah County office). It would not be a staff kitchen.

Past experience has shown me that it would need to be equipped with a quality commercial stove/oven(s), refrigerator, etc., as well as an overhanging mirror for class participants to best see food preparation as it is taking place. This would be used for both adult and youth classes.

2018 COOPERATIVE AGREEMENT FOR UTAH STATE UNIVERSITY  
EXTENSION SERVICES – Grand County

This Cooperative Agreement (“Agreement”) is dated as of the last dated signature below and is between Grand County (“County”) and Utah State University (“USU”), via its Cooperative Extension Service, to promote and provide cooperative extension services (“Extension Services”).

Whereas, USU is the land-grant university in the state of Utah, as authorized by the federal Morrill Acts of 1862 and 1890 (7 U.S.C. §§301-308 and U.S.C. §§321-329), and

Whereas, the federal Smith-Lever Act of 1914 (7 U.S.C. §§341-349) established Extension Services, a collaboration of the U.S. Department of Agriculture and the land-grant universities, and

Whereas, the Utah Legislature has established an extension service at USU (U.C.A. §53B-18-201) and has enabled Utah’s various counties to become a cooperative collaborator in promoting Extension Services, specifically:

USU "may enter into cooperative contracts with the United States Department of Agriculture, county or city officers, private or public organizations, corporations, and individuals, to share the expense of establishing and maintaining an agricultural extension service. The county legislative body of each county may provide sufficient funds to ensure that the agricultural extension service functions properly in its county" (U.C.A. §53B-18-202); and

Whereas, USU has organized its extension service as follows:

(a) Extension faculty and staff, who directly serve specific counties; (b) Extension county directors, who coordinate the services within a specific county; (c) Extension administrators, who coordinate and supervise Extension Services for a multi-county area; (d) on-campus extension faculty, who provide extension service content expertise; and (e) the USU Vice President for Extension, who oversees and administers Extension Services.

Therefore, USU and the County agree as follows:

1. **Term and Renewal.** This Agreement shall be for the period beginning January 1 and ending December 31 (“Term”). USU and the County have had a long-standing relationship concerning Extension Services and anticipate that this Agreement will be renewed annually. At the time this Agreement is renewed, USU and the County may review specific program objectives for Extension Services in the future and evaluate past accomplishments.

2. **USU Employees.** USU shall assign and provide funding for one or more USU employees to perform Extension Services within the County. USU shall appoint one USU employee to act as the Extension County Director for the County (such appointments shall be satisfactory to both USU and the County). Additional employees may be funded by USU, the County, or a combination of USU and the County, as may be mutually agreed. All USU employees shall be governed by USU policies and procedures.

3. Support Staff. The County shall provide USU with the dollar amount set forth in Appendix A to fund USU in obtaining support staff (e.g. secretary, program assistant, volunteer leaders, office manager, office specialist, etc.) to support Extension Services within the County. Such support staff shall be (i) USU employees whose employment is governed by USU policies and procedures, and (ii) supervised by USU.

4. Facilities and Equipment. The County shall provide adequate facilities, including office space, furnishings, and other necessary equipment, for the extension employee(s) and support staff within the County. The County shall provide the following facilities: Offices (#2), conference room and storage room at 125 West 200 South, Moab, Utah. Any furnishings, equipment, or other property purchased by the County, shall remain as the property of the County. Any equipment or other property purchased by USU, shall remain as the property of USU. By April 1, 2017, each of USU and County agree to provide the other party with a current inventory of its property used in conjunction with Extension Services in the County.

5. Operating Budget. The County shall provide in its annual County budget a total operating budget of \$65,955 for Extension Services. The financial support shall include, but is not limited to, support staff, telephone service, office equipment, supplies, travel expenses, staff in-service training, facility expenses, etc. The total dollar amount of the operating budget shall not be exceeded by USU without the prior written consent of the County. A summary of the budget items and anticipated expenditures are set forth in Appendix A. The County may subdivide the budgeted items listed in the summary to conform to the County's system of account titles.

6. Extension Services. USU shall provide and administer Extension Services within the County, which are directed at improving the quality of life for people in the County, enhancing economic opportunity within the County, and sustaining the natural resources of the County. Educational activities, field days, local leadership development, training schools, etc., are part of Extension Services and expenses for such are acceptable for reimbursement from the operating budget provided by the County.

7. Coordination. The Extension County Director, with the advice and consent of Extension administrators shall directly coordinate all Extension Services, the operating budget, and the support staff within the County.

a. Extension Services shall help the residents of the County analyze their problems, develop solutions, and thereby attain a richer and more satisfying life. Extension Services shall be designed to render effective educational service and to stay within the total dollar amount of the above-recited operating budget.

b. The Extension County Director shall manage the operating budget in accordance with generally accepted accounting principles. Flexibility between budget categories is allowed and adjustments may be made within budget categories for efficient program emphasis and financial management. Reimbursement or purchasing requests for budgeted expenditures shall be submitted to the County in accordance with County procedures. Extension employees shall keep accurate and detailed records of expenses incurred in accordance with County fiscal procedures.

8. No Discrimination. USU and the County shall provide Extension Services to all segments of the County's population without discrimination based on race, color, sex, age, disability, religion, or national origin.

9. Liability. USU and County are governmental entities under the "Utah Governmental Immunity Act." Consistent with the terms of that Act, USU and County agree that each party is responsible and liable for its own wrongful or negligent acts which it commits or which are committed by its agents, officials, or employees. Neither party waives or intends to waive any defenses or limits of liability otherwise available under the Governmental Immunity Act.

IN WITNESS THEREOF the parties hereto have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the Effective Date set forth above.

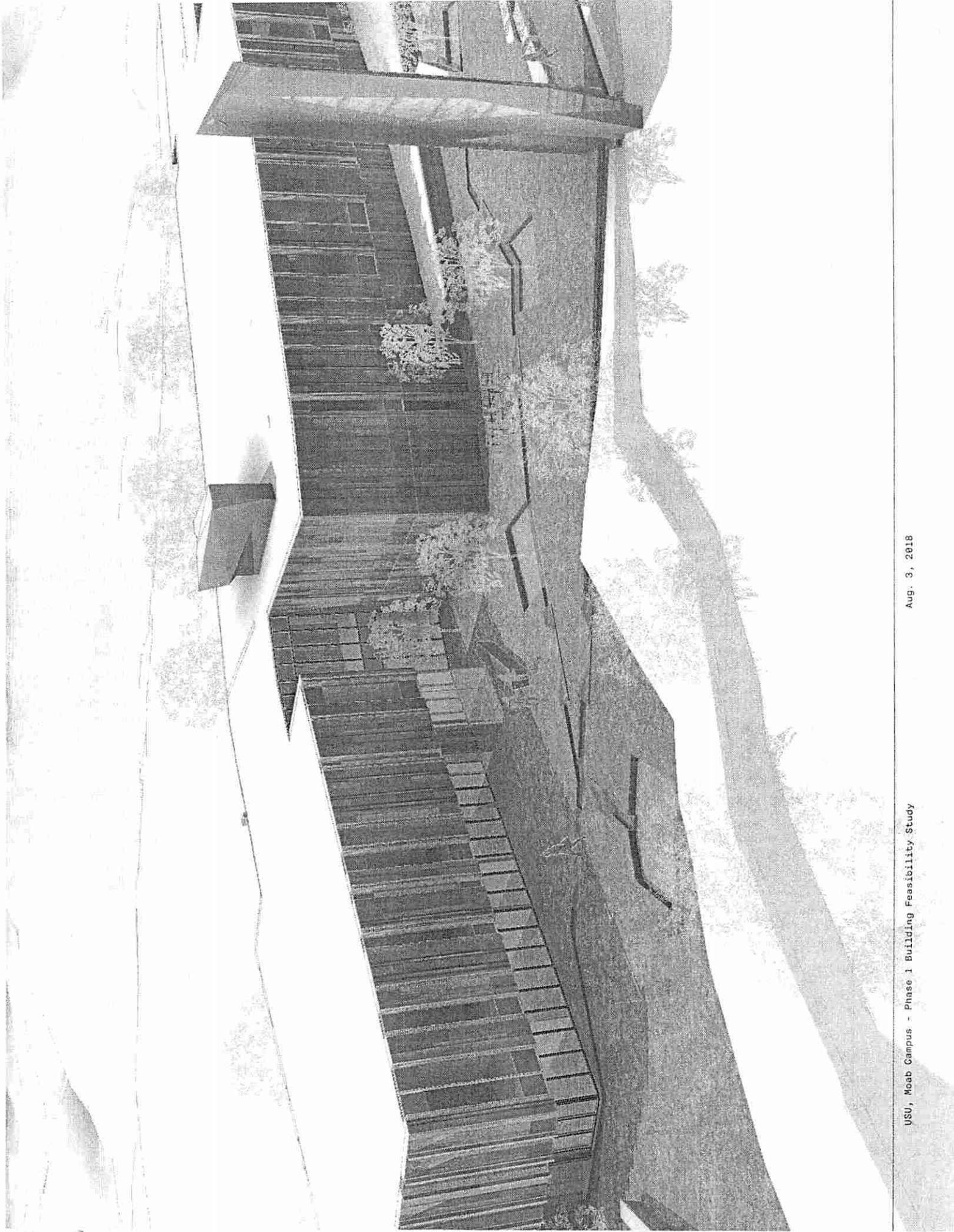
<p><b>County:</b> <i>Grand</i></p> <p>By: <i>Mary McGarr</i>                  Print Name: <i>Mary McGarr</i>                  Title: <i>Grand County Council Chair</i>                  Date: <i>2/7/2018</i></p>	<p><b>Utah State University:</b>                  DocuSigned by:                  By: <i>Ken White</i>                  Kenneth White                  Vice President for Extension                  Date: <i>2/12/2018</i></p>
<p>By: _____                  Print Name: _____                  Title: _____                  Date: _____</p>	
<p>By: _____                  Print Name: _____                  Title: _____                  Date: _____</p>	

DS  
BA



**Appendix A**  
**Budget Items and Anticipated Expenditures for Term**

ACCESS CODE (for County Use if needed)	DESCRIPTION	DOLLAR AMOUNT
	Salaries (Office Assistant)	32,136
	Employee Benefits	14,164
	Convention Expense	850
	Subscriptions & Memberships	265
	Travel	1,750
	Office Expenses & Supplies	2,200
	Equipment Maintenance	240
	Rent	10,000
	Programming	2,500
	Fuel	1,250
	Special Dept. Supplies	500
	Miscellaneous Supplies	100
<b>TOTAL</b>		<b>65,955</b>

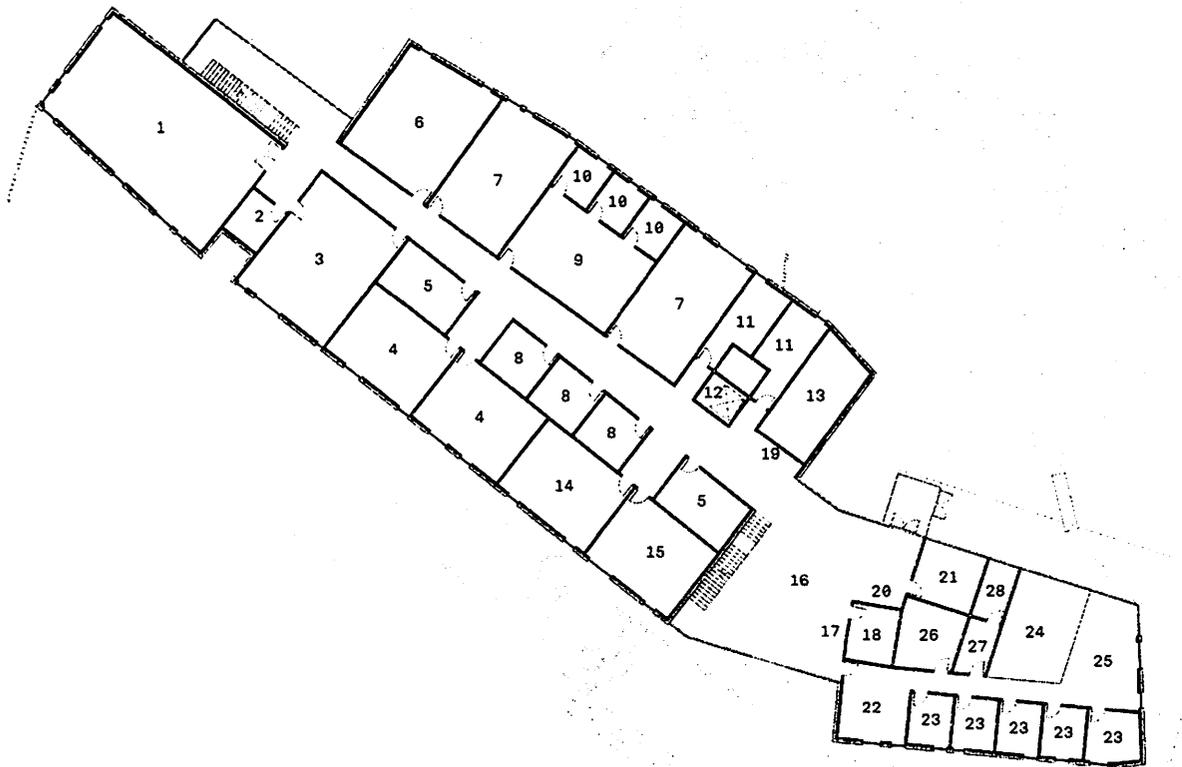


**Grand County Extension**

**Estimated Project Cost**

ROOM DESCRIPTION	QTY	TOTAL S.F.	COST p.s.f.	TOTAL COST	SPACE SHARING	ADJUSTED S.F.	TOTAL COST p.s.f.	COUNTY SAVINGS	ADJUSTED COST
10x12 Faculty Office	5	600	\$400	\$240,000	no	600	\$400	\$0	\$240,000
Medium Classroom	1	450	\$400	\$180,000	yes	0	\$400	\$180,000	\$0
Demo Kitchen	1	200	\$400	\$80,000	no	200	\$400	\$0	\$80,000
Conference Room	1	200	\$400	\$80,000	no	200	\$400	\$0	\$80,000
Reception	1	100	\$400	\$40,000	yes	100	\$400	\$0	\$40,000
Break Room	1	100	\$400	\$40,000	yes	0	\$400	\$40,000	0
Storage	1	300	\$400	\$120,000	no	300	\$400	\$0	120000
Work Room	1	100	\$400	\$40,000	no	100	\$400	\$0	\$40,000
STEM Maker Space	1	400	\$400	\$160,000	no	400	\$400	\$0	\$160,000
Net to Gross	1	1,225	\$400	\$490,000	yes	950	\$400	\$110,000	\$380,000
<b>Totals</b>		<b>3,675</b>		<b>\$1,470,000</b>		<b>2,850</b>		<b>\$330,000</b>	<b>\$1,140,000</b>

\* Cost per square foot is total project cost including soft costs



1. OPDD STUDIO
2. OPDD OFFICE
3. LARGE CLASSROOM
4. MEDIUM CLASSROOM
5. SEMINAR ROOM
6. COMPUTER LAB
7. NURSING CLASSROOM
8. GROUP/ONLINE CLASSROOM
9. SIMULATION LAB
10. NURSING OFFICE
11. RESTROOM
12. ELEVATOR
13. MECHANICAL
14. DEMO KITCHEN
15. STEM MAKER SPACE
16. STUDENT COMMONS
17. COFFEE BAR
18. COFFEE BAR STORAGE
19. STUDENT FACILITATOR
20. STUDENT SERVICES COUNTER
21. STUDENT SERVICES OFFICE
22. EXTENSION RECEPTION
23. EXTENSION OFFICE
24. EXTENSION CONFERENCE ROOM
25. EXTENSION WORK/COLLABORATIVE AREA
26. EXTENSION STORAGE
27. ELECTRICAL
28. DATA

10' 20'

# Grand County Council Closed Session Form

**\*\*Reminder! Turn dial on cabinet to "0" for NO audio in hallway  
and turn off YouTube Live Streaming\*\***

Date: 8/7/18

**Council Members Present:**

Jaylyn Hawks  
 Mary McGann  
 Evan Clapper  
 Greg Halliday  
 Rory Paxman  
 Patrick Trim  
 Curtis Wells

**Others Present:**

Diana Carroll,  
County Clerk/Auditor  
 Andrew Fitzgerald,  
County Attorney  
 Ruth Dillon,  
Council Administrator

Motion to enter Closed Session made by: Curtis Wells

Seconded by: Patrick Trim

Time In to Closed Session: 7:15

Motion to adjourn Closed Session made by: Curtis Wells

Seconded by: Greg Halliday

Time Out of Closed Session: 7:27

**Purpose of Closed Recorded Session:**

- Collective Bargaining Issues  
 Pending or Reasonably Imminent Litigation  
 Purchase, Exchange, Lease or Sale of Real Property, including any form of a water right or water shares (UCA 52-4-205(1)(d) & (e))  
 Investigative Proceedings Regarding Allegations of Criminal Misconduct  
 Commercial Information Obtained from a Property Taxpayer (UCA 59-1-404)

**Purpose of Closed Unrecorded Session (affirmation required)\***

- Deployment of Security Personnel, Devices or Systems (**unrecorded**)\*  
 Character, Professional Competence or Physical or Mental Health of an Individual (**unrecorded**)\*

**\*Affirmed by Grand County Council Chair (for unrecorded session)**

\*If unrecorded, Chair swears and affirms that the sole purpose for closing the meeting was to discuss one of the following: the deployment of security personnel, devices or systems; or the character, professional competence or physical or mental health of an individual.