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# HARRISVILLE CITY

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363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Jennifer Morrell

**CITY COUNCIL MEETING  
AGENDA  
363 West Independence Blvd  
November 25, 2014**

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

**7:00 P.M. CITY COUNCIL MEETING**  
**Presiding: Mayor Bruce Richins**  
**Mayor Pro Tem: Jennifer Morrell**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Jeff Pearce]
- 3. CONSENT ITEMS**
  - a. Approve the minutes of October 28, 2014 as presented.
- 4. BUSINESS ITEMS**
  - a. **PUBLIC HEARING** – Harrisville City Council will consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 2015.
  - b. Discussion/possible action to adopt the Sanitary Sewer Management Plan. [Gene Bingham]
  - c. Discussion/possible action to approve 2014-15 Sanitary Sewer Internal Inspection Bid. [Gene Bingham]
  - d. Discussion/possible action to approve Sanitary Sewer Point Repairs. [Gene Bingham]
  - e. Discussion/possible action to approve proposal to reduce speed limit on West Harrisville Road to 35 mph from 1200 W. to Hwy 89. [Max Jackson]
  - f. Discussion/possible action to approve Harrisville City Resolution 2014-12; a resolution of Harrisville City, Utah, supporting the "Keys to our Communities" award for the center for community engagement learning at Weber State University. [Bill Morris]
- 5. PUBLIC COMMENTS - (3 minute maximum)**
- 6. MAYOR/COUNCIL FOLLOW-UP:**
- 7. ADJOURN**

DATE POSTED: November 21, 2014

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com) and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY**  
**CITY COUNCIL MEETING**  
Tuesday, October 28, 2014 – 7:00p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**Present:** Mayor Bruce Richins, Council Member Michelle Tait, Council Member Jennifer Jensen, Council Member Jeff Pearce, Council Member Grover Wilhelmsen. [Council Member Morrell excused.]

**Staff:** Bill Morris, City Administrator, Bryan Fife, Recreation Director, Jennie Knight, City Recorder.

**Visitors:** Ruth Pearce, Cecilia Gardner?, Dusti Covell, Kieran Ellis, Stephan Thomas, Elizabeth & Thomas Wells, Dave Wallace, Elizabeth Putnum, Ryan Putnum, Robyn Bitton.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call to Order.**

Mayor Richins called the meeting to order and welcomed all visitors.

**2. Opening Ceremony.**

Mayor Richins led the pledge of allegiance and conducted the opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of October 14, 2014 as presented.

**MOTION: Council Member Tait motioned to approve the consent items for October 28, 2014. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

**a. Update on 2550 North.**

Bill Morris explained the interest in finding a solution regarding the sidewalk on 2550 North. This is the boundary between Harrisville and Pleasant View. The road is within the Pleasant View Boundary. He suggested working with Pleasant View to apply for CDBG funding to install improvements on this road. Pleasant View is currently doing some work to define the right of way. He read his email correspondence with Melinda Brimhall, Pleasant View's City Administrator. There is an attendance requirement to attend a state meeting to apply for the CDBG grant. He attended the meeting and Harrisville must be the sponsoring grant agency. The next step is an open discussion on a plan with Pleasant View. Most of the right of way ownership belongs to Pleasant View but there are two parcels with issues concerning the right of way. The process of

condemning the property and purchasing the right of way may be lengthy; unless the property owner surrenders the property. There are also mature trees within the right of way.

Council Member Jensen pointed out this area on Google maps. Bill Morris explained that an environmental officer must be appointed to determine whether this area qualifies for a CDBG grant. The grant will compensate his time and efforts. He would like for Pleasant View to come up with the matching funds, but the right of way issue must be resolved as well. A survey to show this project will benefit moderate to low income housing must also be conducted for the proposed area. Council Member Jensen has spoken with the PTA and they will help with the survey. She asked how many households need to be included in the survey. Bill Morris responded they will have to draw out the boundary and submit it to the state for approval. He said there is a 50/50 chance of receiving the grant award. Hopefully they will be able to provide enough information to show the benefit of this project. Council Member Jensen said she has pictures of the area showing the dangerous conditions.

Bill Morris explained there is \$1 million shared for all CDBG applicants. This project alone will be asking for 25% of that money. Council Member Jensen asked how much money Pleasant View will need to come up with. Bill Morris estimated about \$40,000 to \$50,000. If there are relationships with the property owners within the right of way and they donate this property, this can be used as matching funds. Public hearings must be held and specific documentation submitted with the CDBG application. The Wasatch Regional Council will then determine whether this qualifies for funding. He feels this project will benefit a moderate income neighborhood.

Council Member Pearce asked if this just included installation of the sidewalk. Bill Morris clarified this includes the curb, gutter, and sidewalk improvements. After the application process and review are complete, we will see if funding is awarded. Bill Morris explained his familiarity with the grant application due to his involvement as a project manager on the existing grant to bring the city offices into ADA compliance. He will be able to assist in executing the grant afterwards.

Council Member Jensen asked what the course of action will be if we are not awarded the grant. Bill Morris said this is the first option; we will look at other options at that time. Council Member Wilhelmsen submitted for an education campaign for the speed trailer a few years ago. The safe routes to school grants unfortunately do not cover infrastructure. The fact that this is an infrastructure project, the CDBG grant is the applicable funding. Bill Morris encouraged Council to pass the ensuing resolution to help with the CDBG applications.

**b. Discussion/possible action to approve Harrisville City Resolution 2014-11; a resolution of Harrisville City, Utah, designating an environmental certifying officer (ECO).**

Bill Morris explained he is currently working on the CDBG grant to bring the city office building into ADA compliance. He will be submitting the final information for this application and then next year's project will include the sidewalk. Mayor Richins asked if we have ever had an environmental certifying officer in the past. Bill Morris said there is no documentation showing a previous officer.

**MOTION: Council Member Jensen motioned to approve Harrisville City Resolution 2014-11; a resolution of Harrisville City, Utah, designating an environmental certifying officer (ECO). Council Member Tait seconded the motion. A Roll Call vote was taken.**

<b>Council Member Wilhelmsen</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>

**Motion passed 4-0.**

**c. Discussion/possible action to adopt 2014-15 Capital Investment Plan.**

Council Member Tait requested a few clerical errors be corrected. Bill Morris went through the Capital Investment Plan page by page. Several projects have been completed and several projects are under completion. Long term projects such as park redevelopment, realignment of Larsen Lane, and the pending ADA compliance project are all included in the new plan. The first CDBG project, which includes the ADA compliance, must be finished before a second project can be awarded. The business license fee study is complete, and the impact fee is pending. Bill Morris inserted the 2550 North project on the brief summary of projects section. He valued this project at \$250,000 and listed this as high priority, based on the overall economic need. We will have the same five year plans. He recommended approval of this one year plan.

**MOTION: Council Member Tait motioned to adopt the 2014-15 Capital Investment Plan with the amended changes. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

**5. PUBLIC COMMENTS - (3 minute maximum)**

Dave Wallace, 646 E 2475 No, Principal of Majestic Elementary, said he understands this is a complicated project. The road is in Pleasant View, with the school in Harrisville, servicing students including North Ogden. He gave a brief history on why the school district is not busing the students anymore. Due to the completion of the interior roads from development, many students that were previously bused now live within walking distance. He said North Ogden is installing a black top surface through the right of way on the East end of 2550 N. but there is still a section of about 180 yards with around 60 students passing through this area. This, of course, will increase with more growth and development in the area. He said the sidewalk improvement will benefit more than just the Majestic Elementary students. Also, Orion Jr. High and the Montessori school in North Ogden. He feels this will be a benefit to the whole community. He expressed his appreciation for the support shown by Harrisville City.

Elizabeth Putnam, 302 E 2350 N. North Ogden, PTA president at Majestic Elementary, said if her kids were walking to school, they would be walking down this road. There are single moms that do not have a choice. She appreciates Harrisville taking on this project.

Bill Morris suggested these individuals attend the public hearing for the CDBG grant application.

Robin Bitton, 4813 W. 2150 N., Plain City, said she has been an educator at Majestic Elementary since the school opened. Boundaries have been changed and things have been done to try to reduce the number of students that attend Majestic. But there is growth everywhere. This is a very dangerous road. She discussed this with the principal this morning, if there are ways that she could help out, she would like to. She has been on the safety committee and there have been a lot of questions concerning this road. She knows contractors. A lot of kids travel this road. Because of the growth in the area, this has become a very dangerous road. She appreciates the concerns of the Council.

Tara Tippetts, 223 W. 2150 N, is a new resident but previously lived up in the area affected by this project. She thanked Council for helping make this a smooth thing. There is concern that this was going to be put off and something would happen to one of the kids. They have been trying to get some attention to this and get everybody on the same track.

#### **6. Mayor/Council Follow-up.**

Council Member Wilhelmsen said back when he was applying for safe routes to school grants, the funds were to be used on non infrastructure. The sidewalk issue on 2550 North is an infrastructure issue. It has been a challenge to address this. Bill Morris commented he hopes we get awarded the grant. Mayor Richins said he understands this has become more and more of an issue because of the road development.

Principal Wallace explained that prior to last year there were gaps throughout the city where buses had to pick up kids by Orion Jr. High and transport them to Majestic.

Because there was extra space on the buses, these kids were picked up. Now that the road is finished, the students are within walking distance and must walk. In his opinion, the school district covered this with providing the buses, now the responsibility has been transferred to the city councils. He explained that Pleasant View has not been involved in this process. He would like to get all of the cities together to work out a solution.

Council Member Wilhelmsen asked how many students cross this road.

Principal Wallace said only around 20 Pleasant View students have to cross 2550 North to walk to school. All other Pleasant View students are bussed.

Council Member Jensen expressed her concern with open water meter holes in the area of 225 West. Mayor and Council discussed what the construction standards are. Bill Morris said staff will find out who is responsible to remedy the situation.

#### **7. Adjourn.**

Mayor Richins motioned to adjourn at 7:42 p.m.

#### **8. Convene into Work Session.**

- a. Communication Training.

Mayor Richins turned the time over to Bill Morris for communication training. Bill Morris explained the need to have open communication about what they would like to see for the future of parks and recreation in Harrisville City. Bryan Fife is trying to keep the taxes low and doesn't have enough resources to put into practice all of the suggested ideas. Bill Morris also said Council Member Jensen has expressed her interest in introducing some new things to recreation.

**a. Parks and Recreation**

Council Member Jensen said she has been searching her own interests with respect to recreation. She feels baseball is dying out but basketball is ramping up. Bryan Fife said the numbers are coming in for the boy's basketball season now, but the numbers for girl's basketball were up. Council Member Jensen agreed and said the numbers are up for the lower grades in baseball but as they grow older, they drop off. She said North Ogden recreation has much higher numbers and Brigham City has implemented a comp league. Bryan Fife explained he is happy to implement new suggestions and ideas but is limited with resources. Bill Morris explained one option to consider is the old Wahlquist Jr. High. The school district is interested in making this available. They do not want the same thing to happen as the old Plain City Elementary. This type of facility would be able to handle increased recreation. Ideally the facility would be owned by the county with cities having first priority. Bryan Fife said this would open up some options for basketball. He said the new contact at Orion is working out well but they are always at the mercy of school events.

Council Member Tait asked what Bryan Fife would like to see with the program. Bryan Fife gave a brief history of the changes he has implemented since taking over the program. He feels like he has a handle on things now. He will also be implementing the volleyball program without too much additional effort. If there are more sports added he will need additional resources. Comp leagues would be too much for him to handle on his own.

He indicated he would be willing to make the recreation department as big and large as Council would like. He would need additional resources to help make sure things are worked out well. Council Member Tait asked what the high priority sports would be. Bryan Fife said basketball and baseball/softball. Mayor Richins asked about the history of the volleyball program. Bryan Fife said he was approached by the girl's gym teacher at Orion about running a program. Mayor Richins asked for a timeline for when this would fit in with the other sports. Bryan Fife said they are looking towards late summer, or early fall, before girls basketball begins. He is open to suggestions on whether to offer a co-ed youth program and an adult league. This is ready to be implemented next year. Mayor and Council gave discussion on what additional options the new Wahlquist Jr High would allow.

Council Member Jensen expressed her desire to offer a comp league for baseball. Mayor Richins pointed out recreation is not a money making venture. Bill Morris also informed Council a second option is the city owned property on 750 West. This would be an option for future development. Mayor and Council gave a brief discussion on the possibility of a joint bond between several surrounding cities for financing a recreation center.

Council Member Wilhelmsen expressed his concern with the age of the old Wahlquist building. Bill Morris said everything with exception to the gym would be torn down. The

science rooms, 9<sup>th</sup> grade hall and the gym would be left intact. The gym also has its own HVAC system. Council Member Tait said she was relieved to know they would not be taking on the whole project. Council Member Jensen said she would like to move forward looking towards the future. Ruth Pearce asked who would pay for the demolition. Bill Morris said it makes the most sense to have Weber County add this on as it borders Weber County Fairgrounds. They would deal with the demolition and air quality issues.

[Bryan Fife was excused.]

#### **b. Heritage Days 2015**

Council Member Jensen said in her opinion she doesn't feel the need to cancel Heritage Days. Mayor Richins said they didn't intend to cancel Heritage Days just move the date. Council Member Jensen thinks we need consistency and the same thing as last year; with activities all day. She would like to see more food vendors. Mayor Richins said the most important thing is to set the date tonight. Council Member Jensen said she would like to move it to July. She received feedback that city activities need to be in July. Mayor and Council gave discussion about possible dates to hold Heritage Days. Council Member Tait suggested June 27<sup>th</sup> with Little Miss Harrisville the night before. Mayor and Council agreed to set the date for Heritage Days 2015 celebration on June 27<sup>th</sup>, 2015. Council Member Jensen went over her list for planned events; breakfast, Little Miss Harrisville, car show, parade, glow in the dark run, Harrisville's Got Talent, disc golf tournament, 3-3 Basketball, golf tournament, pinewood grand prix, America Ninja Warrior and baby contest. She made some Council assignments. Council Member Tait will head up Little Miss Harrisville and Council Member Wilhelmsen will be in charge of Harrisville's Got Talent. Mayor Richins said the individual who organized the golf tournament has backed out. Bill Morris offered Toad's fun zone and suggested a mini golf tournament.

Council Member Jensen said due to safety concerns, the baseball tournament will not be held. Mayor and Council discussed where to hold the pinewood grand prix. Ruth Pearce suggested the tennis courts.

Mayor and Council gave discussion about surrounding city celebrations; as this might be the date for Pleasant View's Founder's Day celebration.

Council Member Jensen gave a rough time line for events. Glow in the dark 5K will be held the night before. Car show will run from 8-1:30pm. Baby Contest at 10am on the bowery stage. Disc golf will begin at 2:30pm. Harrisville's Got Talent will run from 5:30-7:30pm with the dance starting at 8:00pm. Mayor and Council discussed the amount of daylight available this time of year. Fireworks will be at 10pm.

Mayor and Council gave discussion about the parade and the breakfast. Council Member Jensen would like to offer prizes for parade participation. Split \$500 between 1<sup>st</sup> to 3<sup>rd</sup> places on a people's choice award. Council Member Wilhelmsen asked if ATV's will be allowed in the parade. Bill Morris said there were some issues that were addressed in the past. Council Member Jensen said she would like to charge \$5 for the breakfast. Her mother-in-law can buy food at cost. Mayor and Council gave discussion on who could run the breakfast. Council Member Jensen suggested asking the Planning Commission to cook the breakfast. Mayor Richins suggested contacting a restaurant. Council Member Jensen said nothing will be set in stone until the end of November. If things are not working out well, we will cancel that item.

Council Member Wilhelmsen suggested coordinating with other local cities to run the parades back to back so people can participate in all of the parades. Council Member Wilhelmsen offered feedback he's received from people of the age groups for Harrisville's Got Talent. Council Member Jensen said she would like to work on getting more sponsors and volunteers. She suggested each Council Member fill up a signup sheet of volunteers; securing at least 10 volunteers. Each Council Member will need to get their own sponsors for the events they have been assigned.

Council Member Jensen said Council Member Morrell will be coordinating the 5K. Council Member Jensen will get a parade coordinator. Council Member Pearce will coordinate the car show.

Council Member Jensen said the day activities will be the Council challenges; such as the frozen t-shirt, musical chairs, bubble blowing and other little games for kids.

Council Member Jensen said she would like to use the sand volleyball again. This could be held at 10am to make sure it does not interfere with the disc golf tournament. She would also like to have one volunteer over the vendors and another specifically over food vendors. She encouraged Council to look for volunteers and they will have a meeting soon.

Mayor motioned to adjourn the work session at 8:58pm.

**ATTEST:**

\_\_\_\_\_  
**BRUCE RICHINS**  
Mayor

\_\_\_\_\_  
**JENNIE KNIGHT**  
City Recorder  
Approved this 25<sup>th</sup> day of November, 2014



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# HARRISVILLE CITY

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363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Jennifer Morrell

November 17, 2014

Re: Sanitary Sewer Management Plan; (SSMP)

Dear Mayor and City Council,

The State of Utah has enacted a rule that requires operators of sanitary sewer collection systems to implement a Sanitary Sewer Management Plan. The program was developed by the State of Utah Division of Water Quality - Department of Environmental Quality.

The main purpose of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sewer collection system. As part of the SSMP the City will be required to do the following:

- 1 – Apply for a Notice of Intent (NOI) by October 1, 2012, (which was completed September 30, 2012).
- 2 – Develop a SSMP by September 30, 2015.

Although the SSMP is not officially required until September 2015, this was a good time to complete the inevitable. Most of the program requirements have already been in practice and have been for several years in which an implementation of the SSMP will not be a large and difficult task.

The SSMP adoption requirements are as follows: The “Permittee” (Harrisville City), shall have and implement a written SSMP and make it available to the DWQ upon request. A copy of the SSMP shall be publicly available at the permittee’s office and/or available on the internet. The SSMP must be publicly noticed by the permittee and approved by the permittee’s governing body at a public meeting.

A template was provided for the development of this plan. If you have any questions or comments regarding this matter please contact me at 801-940-6715 or [gbingham@cityofharrisville.com](mailto:gbingham@cityofharrisville.com).

Sincerely,  
Gene Bingham,  
Public works Director,  
City of Harrisville

# Harrisville City

## Sanitary Sewer Management Plan

### Introduction

Harrisville City is a Municipality established in Utah under the Utah State Code.

Harrisville City was established in 1962 and provides sewage collection to

Applicable Harrisville City Buildings. This Sewer System Management Plan (SSMP) manual has been established to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur. The Management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner. As such, this manual will cover aspects of the collection system program necessary to provide such an operation. This manual may refer to other programs or ordinances and by reference may incorporate these programs into this manual.

### Definitions

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317. The following terms have the meaning as set forth:

- (1) "BMP" means "best management practice".
- (2) "CCTV" means "closed circuit television.
- (3) "CIP" means a "Capital Improvement Plan".
- (4) "DWQ" means "the Utah Division of Water Quality".
- (5) "FOG" means "fats, oils and grease". This is also referred to as a Grease Oil and Sand Program (GOSI).

(6) "I/I" means "infiltration and inflow".

(7) "Permittee" means a federal or state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal or state agency, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate "Permittee".

(8) "SECAP" means "System Evaluation and Capacity Assurance Plan".

(9) "Sewer Collection System" means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources .The Sewer Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner(s) of real property, and systems that collect and convey storm water exclusively.

(10) "SORP" means "Sewer Overflow Response Plan"

(11) "SSMP" means "Sewer System Management Plan".

(12) "SSO" means "Sanitary Sewer Overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.

(13) "Class 1 SSO" (Significant SSO) means a SSO or back up that is not caused by a private lateral obstruction or problem that:

(a) Affects more than five private structures;

(b) Affects one or more public, commercial or industrial structure(s);

(c) May result in a public health risk to the general public;

(d) Has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or

(e) Discharges to Waters of the State of Utah.

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

(15) "USMP" means the "Utah Sewer Management Program".

## **General SSO Requirements**

The following general requirements for SSO's are stipulated in R317-801 and are included here as general information.

*1) The permittee shall take all feasible steps to eliminate SSOs to include:*

*(a) properly managing, operating, and maintaining all parts of the sewer collection system;*

*(b) Training system operators;*

*(c) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,*

*(d) Providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.*

*(2) SSOs shall be reported in accordance with the requirements below.*

*(3) When an SSO occurs, the permittee shall take all feasible steps to:*

*(a) Control, contain, or limit the volume of untreated or partially treated wastewater discharged;*

*(b) Terminate the discharge;*

*(c) Recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,*

*(d) Mitigate the impacts of the SSO.*

## **SSO Reporting Requirements**

R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of 09/30/2015.

*SSO REPORTING. SSOs shall be reported as follows:*

*(1) A Class 1 SSO shall be reported orally within 24 hrs and with a written report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the Annual USMP report.*

*(2) Class 2 SSOs shall be reported on an annual basis in the USMP Annual Report*

*ANNUAL REPORT. A permittee shall submit to the DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.*

## **Sewer Use Ordinance**

Harrisville City has a sewer use ordinance that has been adopted by the governing body. This ordinance contains the following items as stipulated by Utah State Code R317-801:

1. Prohibition on unauthorized discharges,
2. Requirement that sewers be constructed and maintained in accordance with R317-3,
3. Ensures access or easements for maintenance, inspections and repairs,
4. Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil.
5. Allows for the inspection of industrial users, and
6. Provides for enforcement of ordinance or rules violations.

The following elements are included in this SSMP:

- General Information
- Operations and Maintenance Program
- Sewer Design Standards
- Sanitary Sewer Overflow Response Plan
- Grease, Oil and Sand Interceptor Management Program
- System Evaluation and Capacity Assurance Plan
- SSMP Monitoring and Measurement Plan
- Sewer System Mapping Program

This program is intended to be a guidance document and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of themselves, not a failure of the program's effectiveness. Documentation failures are intended to be identified during system self-audits and will be addressed as training opportunities. Significant system failures will be followed up with corrective action plans. This corrective action process will be implemented by all individuals involved in the SSMP program. Not all City employees will necessarily be involved in the collection system operations. As such, not all employees will receive program training. Finally, although not a part of this SSMP program, Harrisville City is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under title 54-8A of the Utah State Code, stipulates utility notification of all underground operators when excavation takes place. Part of the intent of this regulation is to minimize damage to underground facilities. Any active participant in this system has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. Participation in the Blue Stakes program further enhances the protection of the collection system and reduces SSO's.

**Harrisville City**  
**SSMP – General Information**

This Sanitary Sewer Management Plan was adopted by the Harrisville City Council on this 25<sup>th</sup> day of November, 2014.

The responsible position and phone number for Harrisville City with regard to this SSMP is

City of Harrisville Public Works Director. 801-782-9648

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**Description of Roles and Responsibilities**

The following positions have the described responsibility for implementation and management of the specific measures as described in the SSMP.

***Public Works Director***

This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and general supervision of all staff.

***Public Works Staff***

These individuals are responsible for daily implementation of the SSMP. This includes maintenance activities, inspections, complaint response, compliance with SORP requirements, and monitoring and measurement reporting requirements if applicable.

***Pretreatment Program Coordinator***

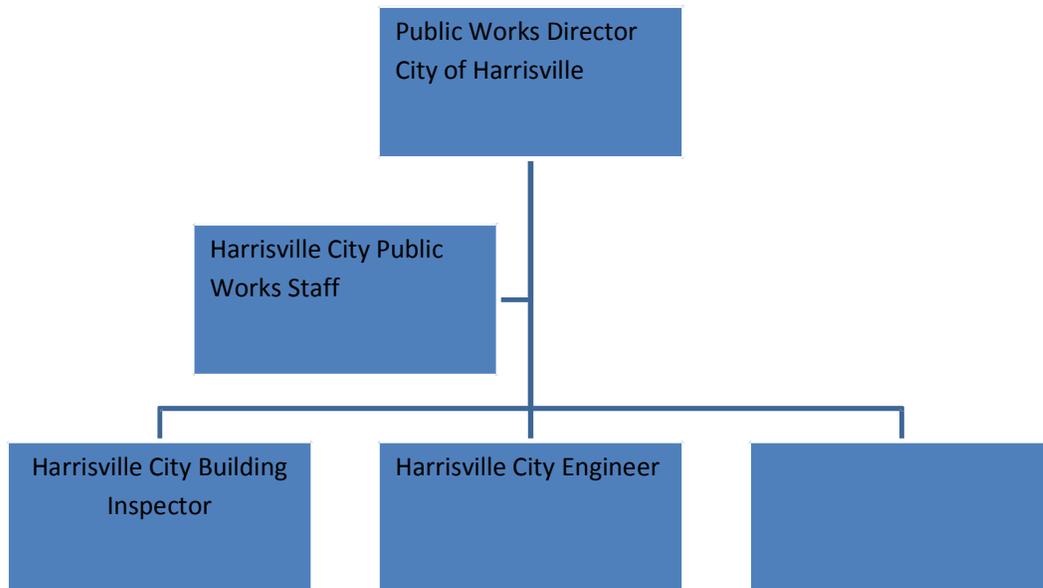
This individual is responsible for implementation of the pretreatment program including the fats oil and grease program.

***Engineer***

This individual is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping and maintenance of the (if applicable) SECAP program.

**Organization Chart**

Below is the organization chart associated with the SSMP:



## Harrisville City

### Operations and Maintenance Program

Harrisville City has established this sanitary sewer system operations and maintenance program to ensure proper system operations, to minimize any sewer lateral backups or SSOs, and to provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined maintenance program should insure that the environment and health of the public are protected at a reasonable cost for the end users. To this end, the following areas are described and included in this maintenance program:

- System Mapping
- System Cleaning
- System CCTV Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

#### System Mapping

An up to date map is essential for effective system operations. Harrisville City has assigned the mapping responsibility to the City Engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping may be maintained on either paper or in a graphical information system (GIS) or a combination of both. Current mapping is available at the following locations:

Harrisville City offices, Public Works office and City Engineer's office.

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Should any employee identify an error in the mapping, they should document the error on a defect report and give it to the Public Works Director.

#### System Cleaning

Sanitary sewer system cleaning is accomplished through various means and methods.

Harrisville City has established a goal to clean the entire system every two to three years. Based on experience over the past 20 years, this frequency significantly reduces the number of backups, controls grease problems, flushes any bellies in the system, and identifies any new trouble spots as well as monitoring the natural aging deterioration process. In addition Harrisville City has a listing of identified hot spots which are maintained at a higher frequency. Systems which may have roots are hydraulically cut out and areas where restaurants are close together are hydraulically flushed with a high pressure jet truck. The following methods are employed to provide system cleaning:

Contractor Hydraulic Cleaning  
Contractor Hydraulic Cutting

Cleaning records are maintained at Harrisville City Public Works 1385 North Washington Boulevard. Contractors are required to provide cleaning and applicable CCTV records associated with their work. Should the cleaning process identify a serious defect, the system will be televised and the problem reported on a Defect Report Form. The Defect Report Form can be the CCTV log document provided as per the Public Works Standards requirements. The Public Works Director should be given the defect reports for further action. The defect report should be specific as to location and type of problem. A summary of cleaning activities shall be prepared annually by the Public Works Director or designee. This summary will be part of the cleaning records log and will be kept on file at the above described location.

System CCTV Inspection

Closed Circuit TV inspections of the sanitary sewer system are used to assess pipe condition and identify problems or possible future failures which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. Generally Harrisville City will conduct CCTV inspection with responsible and reputable contractors. Inspections of the entire system will occur every two to three years depending on funds. This inspection frequency is based on funding, pipe aging process, construction activities, sanitary sewer discharge practices and other applicable items that may impact the sewer system such as tree roots. As such, once the system has been inspected completely, change usually occurs gradually. CCTV will also be employed when a systems operation or capacity is questioned or

if an SSO occurs. Any defects identified during the CCTV process should be reported on a Defect Report Form and the form should be given to the Public Works Director for possible repairs. Documentation of CCTV activities will be maintained at the Harrisville Public Works Office. When contractors are employed to inspect the sanitary sewer system they will be required to submit records for their work and will be in bound logs that will reflect the annual summary of CCTV completed for that year.

#### Manhole Inspection

Harrisville City schedules semi-annual inspections of the sanitary sewer manholes (M/H). The M/H inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the Public works Director that were prepared by the City Engineer who will monitor the progress and completeness of the inspection process. When a potential defect is identified the manhole should be flagged. Flagged manholes should be checked by an operator within several days to determine further action. If, during the inspection process, the inspection crew believes a problem is imminent, they should immediately cease inspecting and inform the Public works Director of the problem. A cleaning crew should be dispatched immediately to ensure correct system operations.

All inspection records should be retained for documentation of work performed.

#### Defect Reporting

Defect Reports generated through the cleaning, CCTV inspection, or manhole inspection programs will be prioritized for correction by the

Public Works Director and City Engineer. Any defects which have the potential for catastrophic failure and thus create a sanitary sewer overflow should be evaluated immediately and discussed with the City Engineer and Sewer Contractor experts for repair. Repair methods may include:

- Spot Excavation Repairs
- Spot Band Repairs
- Segment Excavation Replacements
- Segment Lining
- Manhole Rehabilitation

When a defect is not flagged for immediate repair, it should be marked for consideration on the "hot spot" list. This will allow for vigilant maintenance to ensure failure and a subsequent sanitary sewer overflow do not take place. Defect reports should be used in the Budget process to determine what financial allocation should be made in the next Budget year. The Public Works Director should include outstanding defects in the annual report.

#### Collection System Damage

Collection damage may occur as a result of multiple factors, some identified as a result of inspection activities and some identified as a result of damage by third parties such as contractors.

#### Damage Identification

The identification of system damage which may result in an SSO or basement backup is important to prevent environmental, public health, or economic harm. Identification of damage may be from either internal activities or external activities.

Internal activities which may result in the identification of damage include the following:

1. Collections Maintenance Activities
2. CCTV Inspection Activities
3. Manhole Inspection Activities

These three activities are discussed in this Maintenance Program and the identification of damage will result in the generation of a Defect Report.

Generally, damage identification is an iterative and continuous process. With the increased use of directional boring and other trenchless technology means, damage can be done to the system without immediate awareness.

External activities which identify damages include:

1. Contractor Notification of Damage
2. Directional Drilling Notification of Damage
3. Public Damage Complaints

All three of these notifications generally require immediate response. Staff should respond and evaluate the seriousness of the damage and the effect on the environment. Damages which include a release to the environment should be handled in accordance with the SORP. Damages which cause a basement backup should trigger the Basement Backup program. Damages which remain in the trench should be minimal and do not require more action than the repair of the damage.

Whatever the cause of collection system damage, the response should be expeditious to prevent environmental or economic harm. District staff should consider all damages an emergency until it is shown by inspection to be a lower priority.

#### Damage Response Actions

When damages occur in the collection system, the following actions help define the path staff should take. These action plans are not inclusive of all options available but are indicative of the types of response that may be taken.

#### **Stable Damage**

Inspection activities may show a system damage which has been there for an extended period of time. Such damage may not require immediate action but may be postponed for a period of time. When stable damage is identified and not acted upon immediately, a defect report should be prepared. If such a defect is identified and repaired immediately, a defect report is not needed. An example of stable damage could be a major crack in a pipeline or a severely misaligned lateral connection where infiltration is occurring.

#### **Unstable Damage**

Unstable damage is damage which has a high likely hood that failure will occur in the near future. Such damage may be a broken pipe with exposed soil or a line which has complete crown corrosion. In these cases, action should be taken as soon as there is a time, a contractor, materials and other necessary resources are available. When such unstable damage is identified, if possible, consideration should be given to trenchless repairs which may be able to be completed quicker than standard excavation. Immediately after identification the Manager should be contacted to review and take care of budget considerations.

### **Immediate Damage**

When a contractor or others damage a collection line such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment or possibly backup into a basement. Under such conditions priority should be given to an immediate repair. Since excavation damage may be a result of contractor negligence or a failure to adequately protect the line by appropriately following the Damages to Underground Utilities Statute 54-8A, priority should be given to effecting a repair and not to determining the eventual responsible party.

As can be determined from the above action plans, priority should always be preventing SSO's and attendant environmental damage, to prevent basement backups and financial impacts, and to prevent public health issues.

**Harrisville City  
Sanitary Sewer System Defect Report**

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

Time: \_\_\_\_\_

**Location of Defect:** \_\_\_\_\_

**Identified by:** \_\_\_\_\_

**Description of Defect:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Urgency of Needed Corrective Action:**

Immediate Action Required:

Repair or Correct Soon:

Problem Stable:

No Immediate Action Needed:

**Recommended Remedial Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Harrisville City**  
**Sewer Design Standards**

Included in the Harrisville City Public Works Standards dated April 2014 are the sanitary sewer design standards for Harrisville City. These design standards are intended to be used in conjunction with Utah Administrative Code R317-3. Where a conflict exists between these two standards, the Administrative Code shall prevail.

## Harrisville City

### Sanitary Sewer Overflow Action Plan

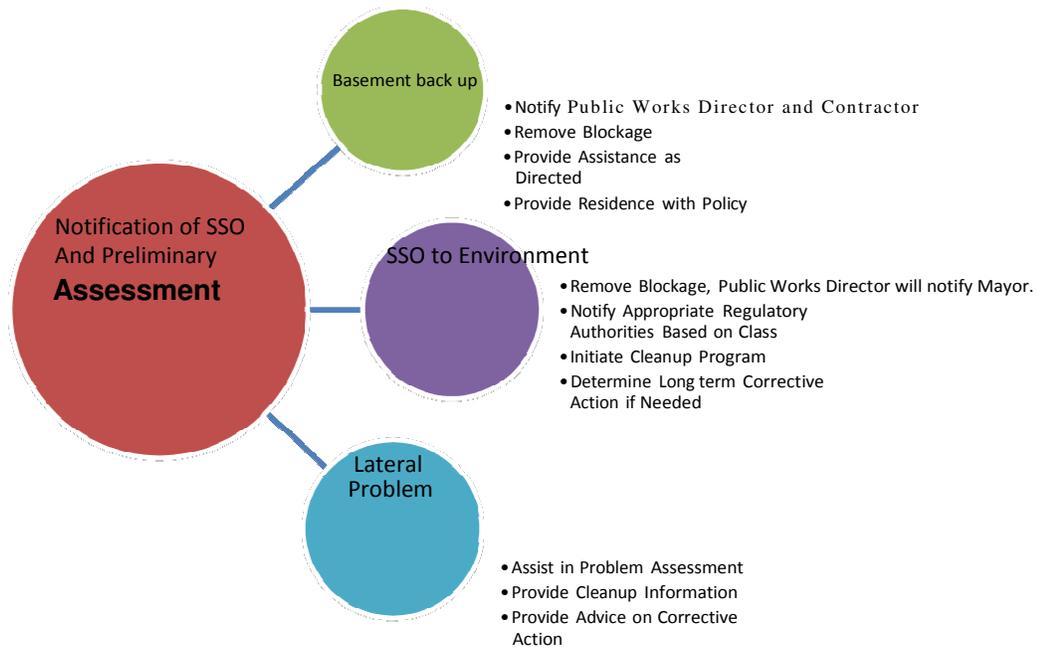
Whenever sanitary sewage leaves the confines of the piping system, immediate action is necessary to prevent environmental, public health or financial damage from occurring. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are part of the emergency action plan.

1. Basement backups
2. Sanitary sewer overflows
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

All of the above conditions are likely to cause some damage. Each should be treated as an emergency, and corrective actions taken in accordance with Harrisville City directions when applicable. Items 1 & 2 above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial or industrial structure; results in a significant public health risk; has a spill volume of more than 5,000 gallons; or has reached Waters of the State. All other overflows are Class 2 SSO's. All Class 1 SSO's should be reported immediately. Class 2 SSO's should be documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the State. Item 3 may be reported to the local health department if, in the opinion of the responsible staff member there is potential for a public health issue. An example of where a public health issue may be present is when an excavator breaks both a sewer and a water line in the same trench. In such cases, the local health department representatives should be contacted and the situation explained. If the health representative requests further action on the part of the District, staff should try and comply. If, in the opinion of the responsible staff member, the health department request is unreasonable, the Manager should be immediately notified. Care should always be taken to error on the side of protecting public health over financial considerations. When a basement backup occurs, the staff member responding should follow the Basement Backup Program procedures when applicable. (This would normally result from a City owned main line backup). Lateral backups, while the responsibility of the property owner, should also be treated as serious problems. Care should be taken to provide advice to the property owner in such cases, but the property owner is ultimately the decision maker about what actions should be taken.

## Response Activities

There are specific steps that should be followed once a notification is received that an overflow may be occurring. The following figure outlines actions that could be taken if the City receives notice that a possible overflow has or is occurring.



## **General Notification Procedure**

When a Class 1 SSO occurs specific notification requirements are needed. In such cases the following Notification procedure should be followed and documented. Failure to comply with notification requirements is a violation of R317-801.

## Agency Notification Requirements

Both the State of Utah Division of Water Quality and the local health department should be immediately notified when an overflow is occurring. Others that may require notification include local water suppliers, the person/entity/contractor who caused the problem, affected property owners and notification may be required to Utah Division of Emergency Response and Remediation if hazardous materials are involved. The initial notification must be given within 24 hours. However, attempts should be made to notify them as soon as possible so they can observe the

situation and the extent of the issue while the problem is happening. A notification form is provided to document notification activities. After an SSO has taken place and the cleanup has been done, a written report of the event should be submitted to the State DEQ within five days (unless waived). This report should be specific and should be inclusive of all work completed. If possible the report should also include a description of follow-up actions such as problem corrections that has or will take place.

### Public Notification

When an SSO occurs and the extent of the overflow is significant and the damage cannot be contained the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should the City need to provide notification it could include press releases to the local news agencies, publication in an area paper, and leaflets delivered to home owners or citizens in the area of the SSO. Notification should be sufficient to insure that the public health is protected. When and if Federal laws are passed concerning notification requirements, these legal requirements are incorporated by reference in this document. In general, notification requirements should increase as the extent of the overflow increases.

### Overflow Cleanup

When an overflow happens, care should be taken to clean up the environment to the extent feasible based on technology, good science and financial capabilities. Cleanup could include removal of contaminated water and soil saturated with wastewater and toilet paper, disinfection of standing water with environmentally adequate chemicals or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The responsible staff member in conjunction with the State DEQ, the local health department and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If, during the cleaning process, a responsible staff member believes the State or the County are requesting excessive actions, the Manager should be contacted.

### Corrective Action

All SSO's should be followed up with an analysis as to cause and possible corrective actions. An SSO which is the result of grease or root plug may be placed on the

preventive maintenance list for more frequent cleaning. Serious or repetitive plugging problems may require the reconstruction of the sewer lines. An overflow that results from inadequate capacity should be followed by additional system modeling and either flow reduction or capacity increase. If a significant or unusual weather condition caused flooding which was introduced to the sanitary sewer system incorrectly, the corrective action may include working with other agencies to try and rectify the inflow or cross connection from the storm sewer to the sanitary sewer or from home drainage systems and sump pumps. Finally, should a problem be such that it is not anticipated to reoccur, no further action may be needed.

**801 Harrisville City  
Log of Contact with Other Agencies/People**

**Location of SSO:** \_\_\_\_\_ **Date of SSO:** \_\_\_\_\_

<b>Agency</b>	<b>Phone Number</b>	<b>Contact Made Yes/No</b>	<b>Time</b>	<b>Remarks</b>
Utah DWQ	801-536-4300 801-231-1769 800-458-0145			
Weber County Health Dept.	801-399-7169			
Utah DERR	801-536-4123			
Local Police Department	801-782-4100			
North View Fire Agency	801-782-8159			
Bona Vista Water Agency	801-621-0477			
Central Weber Sewer (if applicable)	801-731-3011			

**Other Contacts:**

<b>Contact Made With</b>	<b>Phone Number</b>	<b>Contact Made Yes/No</b>	<b>Time</b>	<b>Remarks</b>
Pro - Pipe	801-908-8581			
Val Kotter & Sons	435-734-9598			
Lincoln Environmental Services	800-257-5370			
A Plus Environments LLC	801-392-6545			
North Ogden City	801-782-8111			
Rain For Rent	801-292-9996			

## Harrisville City

# Grease, Oil and Sand Management Program

### **Purpose:**

The purpose of this program is to provide for the control and management of grease, oil and sand discharges to the District collection system. This program will provide a means to reduce interference with the collection system operation and pass through at the treatment plant.

### **Regulatory Authority:**

Regulatory authority to implement this program is found in the Code of Federal Regulations in 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment. Local Authority is found in Harrisville City Ordinance 446.

### **Program Implementation:**

This program shall be implemented in such a manner as to minimize the impact on businesses which may be affected by this program.

The following steps detail the procedure that City personnel shall follow in implementing this program.

#### *Evaluation:*

Depending on job responsibilities, Building Code and/or Public Works staff will evaluate an industrial user (IU) discharge to determine if grease, oil or sand management is required at the following events:

1. Issuance of a construction or remodeling building permit.
2. When the collection line in front of the business is CCTV inspected as part of the sanitary sewer system preventative maintenance program.
3. When a downstream sanitary sewer pipeline plugs due to oil, grease or sand.

No further action will be taken if it is determined that no potential exists for significant enrichment of the wastewater with grease, oil or sand.

Enrichment is defined as a discharge with greater volume or concentration of grease, oil or sand than that discharged from a typical residential connection. For oil and grease, the typical residential discharge has less than 100 mg/L of oil and grease for any sample taken. Greater concentrations would be enrichment. Also, a significant buildup of oil and grease in the lateral would indicate enrichment. Sand and dirt is not typically discharged from a residential connection. Any potential for sand or dirt discharge would be enrichment.

*Implementation:*

IU's which are determined to enrich or have the potential to enrich the wastewater with grease, oil, or sand will be required to develop a management plan in accordance with the following tracks.

TRACK 1

This track is available for IU's which exist at the time of program implementation. However, not all existing IU's may be permitted to use it. Determination will be made on a case by case basis. IU's on this track will be permitted to either

pay a contractor or Harrisville City to clean the main sewer line from their place of business to the nearest trunk line. A trunk line is any sewer line which has an inside diameter of eighteen inches or larger or has been classified as a trunk line by the City. Cleaning frequency will be determined by inspections performed by the City.

## TRACK 2

This track requires the IU to install and maintain a grease, oil and/or sand trap on their premises. Quarterly cleaning reports may be required at the discretion of Harrisville City. The City may inspect and in extreme cases have the IU test the grease trap if suspected of excessive grease.

Should the testing reveal grease and oil in excess of 100 mg/L, immediate remediation shall be taken to resolve the problem. The pounds of grease and oil shall be determined by using the following equation:

$$(\text{Total Reporting Period water use in MG})(\text{mg/L O\&G} - 100)(8.34)$$

The IU will also be ordered to return to compliance immediately. Retesting will be done within thirty days if the trap has not been cleaned and a cleaning report submitted. Another inspection and possible fines may be assessed. Should the test results still not comply with the 100 mg/L oil and grease limit, enforcement will be escalated and a stop work order shall be given.

By following the steps discussed above, Harrisville City hopes to maintain a collection

system free from excessive backups and a treatment plant in compliance with UPDES discharge conditions.

*List of Acceptable Entities That Recycle Oil and Grease*

The following list of grease and oil recyclers should be given to all IU's who operate a grease trap. This list may not be all inclusive. Other recyclers may be used if it can be shown that they discharge of the waste appropriately.

<b>Recycler</b>	<b>Phone Number</b>	<b>Address</b>
Weber County Waste Management	801-399-8806	867 West Wilson Lane Ogden, Utah

[This GOSI program is optional for small agencies. Large agencies may use their own GOSI program.]

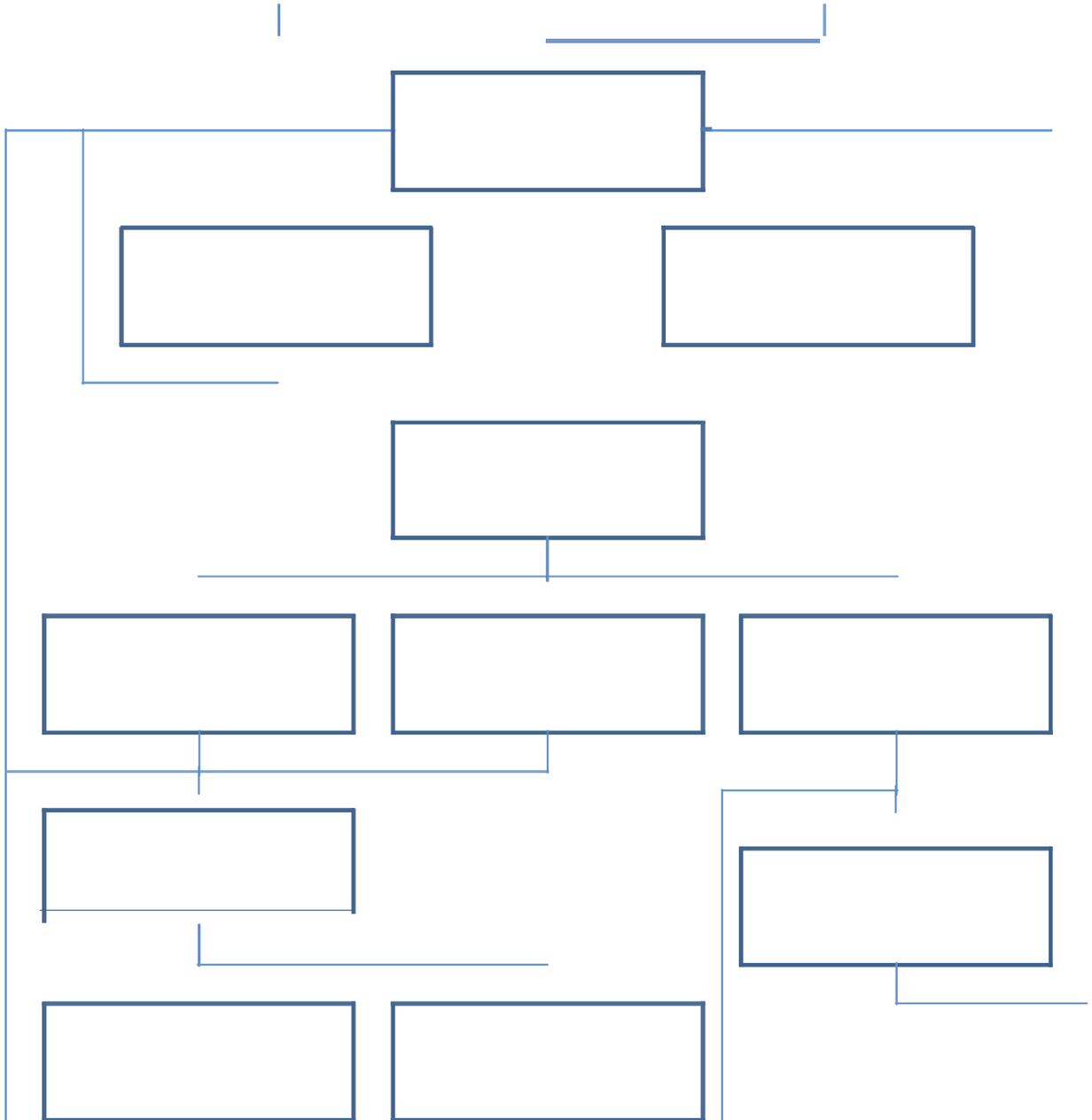
## Harrisville City Sanitary Sewer Data Table/Capacity Assurance Plan

Harrisville City believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity. Currently Harrisville City has approximately 1,500 connections. In July 1997 a Sanitary Sewer Master Plan study was conducted as well as updated plans in September 2000 and January 2009. With each Master Plan Study, the City's system capacity was evaluated. With each Master Plan Study, existing sewer flow rates were evaluated as well as a capacity analysis on future growth. Additional sewer relief lines were then constructed in these applicable areas as needed to accommodate current and future growth. As of 2009 all Master Plan projects have been completed. A "Sanitary Sewer Data Table" consisting of pipe sizes, materials, lengths and slopes is continuously updated to monitor current system capacity. If a potential maximum system capacity is foreseen, then a Capacity Increase Evaluation should be done and the resulting project should be placed on the Capital Improvement Plan for timely construction. The following elements were all part of Harrisville City's Master Plan studies:

1. Initial Capacity Modeling and Master Planning
2. Flow Monitoring
3. Capacity Increase Evaluation and Implementation

Non/Applicable

Non/Applicable



In addition to developing an equivalent flow for a residential unit, consideration should also be given to time of concentration in the collection system. Based on typical diurnal flow patterns, if the transit time in the branch system is less than 2 hours, time of concentration can be ignored.

#### Flow Monitoring

During the original Master Plan studies flow monitoring was conducted at specific areas where two systems came together in to a larger line at peak times of the day by measuring base flows.

Currently CCTV is done annually and a visual inspection program is conducted semi-annually to check for signs of capacity assurance.

#### Surcharge Flow Analysis

If any collection subsystem is identified as having any of the following problems the system will be evaluated to determine future action. These problems are:

1. Sanitary Sewer Overflow to the Environment
2. Sanitary Sewer Break Remaining in the Trench
3. Basement Backup
4. Observed Subsystem Surcharging.

### **Foreign Objects or Obstructions**

There are multiple foreign objects which may be found in sewers. These may include objects knocked into sewers during construction, illegally placed in sewer manholes, roots, grease and soaps, bellies in piping systems, etc.. Each of these problems should be found during the backup investigation and a plan developed to insure the problem does not reoccur. Types of action may include increased cleaning frequency, spot repairs, greater pretreatment activity, lining of pipes, and other corrective actions which resolve the problem.

### **Allowable Surcharging**

Some piping systems may be able to accept surcharges without creating problems. Such systems may be deep and surcharging occurs below the level of basements or manhole rims, or they may be in areas where there are no connections. In such cases the resolution of the observed surcharge may just be additional monitoring.

### **Revised System Modeling**

Where piping system problems cannot be resolved in a less expensive way, the system may be further modeled to determine upgrade needs. Modeling should include known flow information and future projections. If the system has been shown to have problems, further modeling should be more conservative in flow projections. Revised modeling should follow the guides given next.

#### *Re-evaluation Modeling and Analysis*

When a subsystem's needs demonstrate unresolvable problems by less costly means, the subsystem should be re-modeled and required action determined. Revised modeling may show that flow reduction could still be viable or show that the system can allow current surcharge conditions. Most likely, however, the modeling will normally form the basis for construction to enlarge the subsystem capacity. Modeling should be done by:

1. City staff working with the City Engineer using available software and spread sheets.

It is important to insure the modeling is comprehensive and includes all the potential flow

Sources. While the current area zoning and land use planning should be used in the model development, care should be taken to discuss possible changes with appropriate officials. Where possible zoning changes appear likely, the model should be re-run with the revised zoning alternatives. Once a resolution has been selected, the resulting project should be placed on the capital improvement plan (CIP).

#### Capacity Increase Evaluation and Implementation

The capacity evaluation should be expedited (if applicable) based on the impact of the problem on the environment and the possible repeat of the overflow/backup/surcharging. Details on prioritization are given in the next section.

Systems requiring additional capacity should be engineered for expansion by qualified staff or engineering consultants. Project design should be based on acceptable engineering standards and should comply with State of Utah regulations found in R317-3. Easements should be obtained, where needed and the design should include an analysis of other utilities in the vicinity. Design review should be done by the applicable regulatory agency, as appropriate. A design report (Sanitary Sewer Master Plan Study Update) should be prepared for each project. Where appropriate, the subsystem modeling may be substituted for the design report.

Finalized projects should be placed on the CIP.

#### System Improvement Prioritization

The priority for improvement should follow the following general guidelines:

##### **High Priority Projects**

When there is significant potential for system collapse due to contractor damage or structural failure, for sanitary sewer overflows, or frequent basement backups, the improvement should be considered a high priority and any available budget should be allocated to the project.

##### **Medium Priority Projects**

Where the problem is infrequent and the possibility exists that it may not repeat in the near future, the priority for correction is medium. Medium priority projects may be delayed until appropriate budget is available or the priority is adjusted to high priority. Should an SSO or basement backup repeat in the same area, the priority should be immediately revised.

### **Low Priority Projects**

If the observed problem is infrequent, there is possibility that it may not repeat in the near future and the possibility that increased flow in the subsystem is low, the correct priority is low. Low priority projects will be placed in the budget process and evaluated against other needs. These projects will eventually be completed, but the work is not prioritized above other system and equipment needs.

### *Capital Improvement/Emergency and Main Line Replacement Plan*

The CI/MLRP is part of the City's budgeting process to insure sufficient revenue to address identified weaknesses in the sanitary sewer system. Items which have been identified as needing a structural fix are placed on the CIP/MLRP list and the cost for each estimated. Sources of funding should be identified for all high priority projects so that SSO's or other failures do not re-occur. Forecasts of available funding for medium and low priority projects should be made to facilitate future revenue needs.

## Harrisville City

# SSMP Monitoring and Measurement Plan

The purpose of this plan is to provide appropriate monitoring and measurement of the effectiveness of the SSMP in its entirety.

### **Records Maintenance**

Harrisville City intends to maintain appropriate records on operations and maintenance of the sanitary sewer system to validate compliance with this SSMP. However, failure to meet standards set by State DWQ or other regulatory agency during an inspection does not constitute a violation of the SSMP. Rather, deficiencies identified during inspections should be viewed as an opportunity for improvement.

### **Operations Records**

Operations records that should be maintained include the following:

- Daily Cleaning records
- CCTV inspections records
- Manhole inspection records
- Hot spot maintenance list
- Spot repairs
- Major repairs
- System capacity information
- SSO or basement backup records including notification documents to appropriate agencies (call logs, etc.)
- Capital Improvement Plan

Records will be maintained by the Public Works Director in a central location. Records may be maintained either on an electronic record or as a paper record. The extent of the record should be sufficient to demonstrate the activity recorded was completed appropriately.

### **Performance Measurement (Internal Audit)**

Periodically, but not less than annually, the city should assess and audit the effectiveness of the elements of this SSMP. All elements should be reviewed for effectiveness as well as all of the records for completeness. An internal audit report should be prepared preferably annually but no less than once every five years which comments on the following:

Success of the operations and maintenance program

- \*Success of other SSMP elements
- \*Discussion of SSO's and the effectiveness of the response to the event including corrective action
- \*Review of Defect reports and adequacy of response to eliminate such defects
- \*Opportunities for improvement in the SSMP or in SSO response and remediation

The annual audit report need not be extensive or long and can be part of the DWQ-MWWPP Annual Report. It should, however be sufficient to document compliance with the standards set in the SSMP. The audit reports should be maintained in accordance with the City's records retention schedule.

### **SSMP Updates**

When a plan deficiency is identified through an audit, inspection or plan review, and the deficiency requires a SSMP update, the plan may be updated at the discretion of the Public Works Director.

### **SSO Evaluation and Analysis**

At least annually in the internal audit and more frequently as needed, the City can evaluate SSO trends based on frequency, location and volume. Trend evaluation will be empirical unless a large number occur sufficient to make a statistical analysis viable. If a trend is identified, a corrective action may be appropriate.

### **Public Communication and Outreach**

The City may reach out to the public about the development, implementation and performance of the SSMP. This communication may be accomplished by any of the following methods:

- Public hearings
- Public meetings
- Newsletters
- Direct mailing
- Leaflets
- City web site
- Other effective methods

The City may accept comments, either written or verbal and will review such comments for applicability. However, public interest may be difficult to generate as has been experienced in the past, and that mailing leaflets may be best effective.

## **Harrisville City**

### **Sanitary Sewer System Mapping**

This section contains a description on how the public entity maintains records on the location of sewer lines. Information on the specific type of maps available should be included. Mapping systems may include:

- Computer based GIS system.
- Paper based mapping system.
- Trunkline maps and subdivision maps
- Google Earth pictorial maps

The intent of the section is not to rate one mapping system above another but to encourage up-to-date maps of the sanitary sewer system. For a small system, Google Earth may be a way to show pictorially where the sewer lines are and to document the number of connections on a sub-system.

## Harrisville City

### Basement Backup Program

Basement backups are a serious impact on a home or business owner. As such, all reasonable efforts should be taken to prevent such backups from occurring. Sewer system backups are the result of several system problems. Such problems include any one or a combination of the following:

1. Laterals serving real properties are owned by the property owner and lateral maintenance is their responsibility. Roots, low points, structural failure, and grease are primary problems lateral owners face.
2. Backups caused by main line plugs are usually caused by roots, grease, low points, foreign objects and contractor negligence.
3. Piping system structural damage may cause basement backups. Such structural problems include age or deterioration damage, installation damage, excavation damage and trenchless technology damage.
4. Excess flow problems may surcharge a piping system and cause backups into homes. Excess flows usually occur when major storm waters inflow into sanitary sewers. Sanitary sewers are not designed for such flow. In addition, some homeowners may illegally connect foundation drains and sump pumps to the sanitary sewer system.

#### Sewer Backup Response

When the City is notified about a sewer backup, staff will log the complaint in a complaint log. The person receiving the call may log the backup complaint or may ask administrative staff to document the complaint.

All backup complaints shall be investigated by staff. If the investigation determines that

the case of the backup is only in the lateral, staff may offer technical information but should not take responsibility for cleanup or subsequent restoration.

When it is determined that the lateral backup is the result of a mainline problem, the City will follow the policy approved by its governing authority. It should be noted that all action the City takes is on a no-fault basis. Harrisville City does not accept liability nor does it waive its governmental immunity.

### Backup Prevention Design Standard

The City promotes system designs which minimize backups and insure proper operations. To this end Harrisville City has a design standard for all system construction. In addition, the City complies with state design standards contained in R317-3. Finally for laterals, the following policy applies:

## **Policy on the Installation of Backflow Valves**

### Reference Regulatory Documents:

The following regulations are referenced in the establishment of this policy:

Utah Code Title 15A-2-103(c). This code section adopts the 2009 edition of the International Plumbing Code.  
The 2009 International Plumbing Code, section 715 Sewage Backflow.

### Harrisville City Policy:

The State of Utah has adopted the International Plumbing Code (IPC) as its plumbing building standard;  
The City uses the IPC as their statute for plumbing construction and installation;  
And the IPC requires the installation of a sewage backwater valve "where the overflow rim of the lowest plumbing fixtures are below the next upstream manhole in the public sewer."

Therefore, for new construction, the City requires the installation and inspection by the City Building Inspector of backwater valves as stipulated by the IPC already propagated for all new construction.

**Harrisville City**

**No-Fault Sewage Backup Claims**

**No Fault Coverage May Be available Through the  
City's Insurance Carrier - Utah Local Government's  
Trust**



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# HARRISVILLE CITY

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363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Jennifer Morrell

November 4<sup>th</sup>, 2014

Re: 2014-'15 Sanitary Sewer Internal Inspections (SSII)

Dear Mayor and City Council,

In reference to the SSI's, a perpetual maintenance program was established in 1998. As per the Sanitary Sewer Master Plan and through the Sanitary Sewer Rate Analysis, funds are budgeted for a portion of the City's sanitary sewer system to be cleaned and televised each year. A rotation is done until all of the system is completed. Another cycle is then started which helps to ensure the City's system is cleaned and monitored and reduces the possibility of sewer backups or failures. It also helps the City monitor construction activity damage and disturbances as well as natural system deterioration. It is essential in both current and long range planning of sewer repairs and rehabilitation projects. The 2014-'15 SSII's project would consist of cleaning and televising approximately 55,000 t/- lineal feet of sewer line with pipe sizes ranging from 8" to 18".

In October 2014, the SSII's were again advertised for bid. Three bids were submitted and on October 27<sup>th</sup>, 2014 the bids were opened and read aloud. They are as follows:

Bid totals:

- 1 – Pro-Pipe (formally Roto-Rooter) - \$37,147.89
- 2 – Val Kotter & Sons - \$42,232.20
- 3 – Twin D - \$45,422.95

Pro-Pipe was the lowest responsive bidder and has done work satisfactorily for the City in the past and I would like to request approval to them for the 2014-'15 Sanitary Sewer Internal Inspections.

Please call at 801-940-6715 or e-mail me at [gbingham@cityofharrisville.com](mailto:gbingham@cityofharrisville.com) if you have any questions or comments regarding this or any other matter.

Sincerely,  
Gene Bingham,  
Public Works Director,  
City of Harrisville



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# HARRISVILLE CITY

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363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Jennifer Morrell

October 14<sup>th</sup>, 2014

Re: Sanitary Sewer Point Repairs;

Dear Mayor and City Council,

As part of the annual Sanitary Sewer Internal Inspection program, Closed Circuit TV inspections are used to assess pipe conditions and identify problems or possible failures which need current attention.

In reviewing the sanitary sewers over the years, these are identified and tracked as to when repairs should be made. Currently there are some areas that are connected to the older clay and concrete sewer pipes on the south end of town that have been “contractor damaged” over the years. Mostly from the initial service connection. While these have remained somewhat stable, the time has come to repair them.

Fortunately over the years technology has become advanced enough that a lot of these repairs can be made internally without the large expense of excavation and the City has had very good success in doing these “Point Repairs” in the past.

Two contractors that do “Point Repairs” and that have been successfully used in the past by the City were solicited to review the videos and submit a price for repairs.

The two Contractors were: \*Pro-Pipe (formally Roto-Rooter) and \*Val Kotter & Sons.

Their prices are as follows: 1 - Pro-Pipe: \$12,250.00. 2 - Val Kotter & Sons: \$20,500.00.

As before mentioned, Pro-Pipe has done work satisfactorily in the past for the City and I would like to request approval for the point repair work to Pro-Pipe.

If you have any questions or comments please feel free to contact me at 801-940-6715 or e-mail [gbingham@cityofharrisville.com](mailto:gbingham@cityofharrisville.com).

Respectfully,  
Gene Bingham,  
Public Works Director  
City of Harrisville

## Jennie Knight

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**From:** Max Jackson  
**Sent:** Wednesday, November 12, 2014 11:11 AM  
**To:** jknight@cityofharrisville.com  
**Subject:** Speed Limit Proposal

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Jenny:

The advent of the new Mountain View Town Home Subdivision has brought with it several public safety concerns for West Harrisville Rd. Gene and I have spent quite a bit of time analyzing the situation in the area of 800 West Harrisville Rd. and have come to the conclusion that we have to make some immediate changes to improve the overall safety for the area. We believe the following changes are in order:

- 1) Create a "No Parking" zone on the south side of West Harrisville Rd. extending westward from 800 West 200 to 300 feet as deemed appropriate. This will widen the approach to the entrance of the subdivision and help lower confusion as well as crash potential.
- 2) Have the developers change the current turning lane striping and fix the engineering design flaw caused by failure to obtain proper measurements.
- 3) Lower the current speed limit from 1200 West to SR 89 to 35 mph.

Lowering the speed limit needs to be voted on and approved by the city council. Could you please place this issue on the regularly scheduled council agenda for discussion and approval.

**HARRISVILLE CITY  
RESOLUTION 2014-12**

**KEYS TO OUR COMMUNITIES**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, SUPPORTING THE “KEYS TO OUR COMMUNITIES” AWARD FOR THE CENTER FOR COMMUNITY ENGAGEMENT LEARNING AT WEBER STATE UNIVERSITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Harrisville City (hereafter referred to as “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

**WHEREAS**, Weber State University has a rich history over the past 125 years of collaborating with communities and developing partnerships;

**WHEREAS**, the Center for Community Engaged Learning at Weber State University was established in 2007 to, in part, provide for community engagement opportunities and partnership with local community organizations;

**WHEREAS**, the Center’s mission is to engage students, faculty, and staff in service, democratic engagement, and community research to promote civic participation, building community capacity, and enhance education;

**WHEREAS**, the since 2007, 44,000 students have contributed more than 942,000 combined hours of community engagement at an estimated value of \$17 million;

**WHEREAS**, the City desires to recognize the value of Weber State University and the Center in creating community partnerships;

**NOW, THEREFORE, BE IT RESOLVED** that the Harrisville City Council hereby acknowledges and supports the mission of the Center for Community Engaged Learning at Weber State University and recognizes the Center for Community Engaged Learning with this “Keys to Our Communities” award. This Resolution is immediately effective upon passage and approval.

PASSED AND APPROVED by the Harrisville City Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
BRUCE RICHINS, Mayor

ATTEST:

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

Roll Call vote is as follows:

Mr. Wilhelmsen	Yes	No
Ms. Tait	Yes	No
Mr. Pearce	Yes	No
Ms. Jensen	Yes	No
Ms. Morrell	Yes	No