

Santaquin City Resolution 04-02-2018

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

WHEREAS, the City of Santaquin is a fourth class city in the State of Utah and operates a Wastewater Collection and Treatment System; and

WHEREAS, the Utah Division of Water Quality requires of the Santaquin City Public Works Department an annual Wastewater Planning Program Report; and

WHEREAS, the Utah Division of Water Quality desires formal action of the Santaquin City Council to review said report prior to its submission to the division;

NOW, THEREFORE, BE IT RESOLVED, that the Santaquin City Council informs the Water Quality Board that the following actions were taken by the City Council:

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2017 (See Attached)
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable)

Approved and adopted by the Santaquin City Council this 4th day of April, 2018.


Kirk F. Hunsaker, Mayor

Attest: 
Susan B. Farnsworth, City Recorder





Municipal Wastewater Planning Program (MWPP) Annual Report 2017

Please Select the Appropriate Facility from the Dropdown Menu

Facility Name:	SANTAQUIN CITY
Facility Class and Grade	COLLECTION II TREATMENT III
Owner Name:	Santaquin City
Name and Title of Contact Person:	Jason Callaway Operations Manager
Phone:	801-420-3033
E-mail:	jcallaway@santaquin.org

SUBMIT BY APRIL 16, 2018

Electronic Submittal:
<https://deq.utah.gov/ProgramsServices/services/submissions/index.htm>

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call Beth or Judy, Utah Division of Water Quality: (801) 536-4300.

Definitions

I. Definitions: The following terms and definitions will help you complete the worksheets and questionnaire:

¹**Asset Management** – Any combination of management tools applied to physical assets of the sewer system with the objective of providing the required level of service in the most cost-effective manner. It incorporates asset lifecycle management tools, including depreciation, with the accountant's cost allocation process.

²**Capital Facility Plan** – An engineering report detailing the planning procedures including a comprehensive analysis to establish the need, scope, basis, viability and implementation schedule of proposed sewer system projects.

³**Capital Improvements** - Addition of a permanent structural change or the restoration of a property that renews or improves its value, increases its useful life, or adapts it to new uses.

⁴**Capital Improvement Reserve Fund** - A fund or account established for capital improvement projects.

⁵**Debt Service** – A payment of interest and principal, usually due annually, made in repayment of a loan or bond obligation.

⁶**Debt Service Reserve Fund** - A fund or account established for use in making up deficiencies in bond repayment funds.

⁷**Equivalent Residential Connection (ERC)** - A unit of wastewater that incurs the same cost for operations and maintenance as the average volume of domestic waste discharged from a single family residence in the sewer system service area

⁸**Impact Fee** – A fee established by ordinance to be imposed on new development for payment of capital costs associated with providing public services to the new development.

⁹**Operation and Maintenance Costs** - The total annual cost for management, operations and maintenance of sewer systems including labor and benefits, general and administrative overhead, materials, supplies, utilities, fuel, tools, etc. These costs do not include capital improvements costs or debt service. Repair and replacement costs for fixed assets may be included.

¹⁰**Plan of Operations** – A plan summarizing the operational and financial requirements that the sewer system must meet to achieve its goals and purpose. The minimum requirements are established I UAC R137-3-1.8

¹¹**Rate Study** – A study that establishes the user charge(s) of a sewer system based on the required level of service and its cost.

¹²**Repair and Replacement Costs** - The annual cost to renew or replace fixed assets of the sewer system. Fixed assets are generally land, buildings and equipment. These are often major major costs not included in operations and maintenance budgets.

¹³**Repair and Replacement Sinking Fund** - A fund or account established for renewal or replacement of fixed assets.

¹⁴**Sewer Revenues** - Income from user charges and other fees or taxes collected to pay the cost of sewer systems.

¹⁵**Sewer System** - The collective of sewerage systems and treatment works operated by the public utility or sponsor.

¹⁶**User Charge** - A fee established by ordinance and used to pay the cost of sewer systems. Different fees may be established for one or more classes of users. For purposes of this survey, user charge means the annual average fee charges per sewer connection.

Instructions

Save this file to your local computer. The digital MWPP form is built in Microsoft excel. Please contact Beth or Judy if you cannot find your facility name or having trouble downloading your digital MWPP form.

You will need to fill all the yellow boxes with the appropriate information. Several of the questions are Yes/No questions that require you to select the yellow cell and then click the small arrow drop down button to be able to select the appropriate answer. You may move through the worksheet by simply pressing tab to move from box to box. Hitting Enter within the form may cause you to skip over questions. Please be sure to verify that all yellow boxes have been filled with the appropriate information. Begin filling out the form by selecting the name of your facility from the dropdown menu. Please be sure to select the correct facility from the dropdown menu. DWQ will only accept one form from each facility. Once you have entered all the appropriate information in all the yellow boxes the MWPP form is complete and you are ready to submit the completed MWPP package back to DWQ. Please be sure to save your completed form. Please do not submit your form until you have the date the MWPP was presented to your Board or Council completed. You may not submit a second form with the date at a later time. DWQ will only accept one form from each facility. If you experience any trouble or have any questions please contact DWQ Engineering Section Staff.

Financial Evaluation Section

Form completed by:

Benjamin Reeves, City Manager

May Receive Continuing Education /units (CEUs)

Complete the following table:

SANTAQUIN CITY

Part I: OPERATION AND MAINTENANCE

Question	Answer
	Amount
What was the User Charge ¹⁶ for 2017?	\$ 539.88
	Yes/No
Are property taxes or other assessments applied to the sewer systems ¹⁵ ?	No
Are sewer revenues ¹⁴ sufficient to cover operations & maintenance costs ⁹ , and repair & replacement costs ¹² (OM&R) <u>at this time</u> ?	Yes
Are projected sewer revenues sufficient to cover OM&R costs for the <u>next five years</u> ?	Yes
Does the sewer system have sufficient staff to provide proper OM&R?	Yes
Has a repair and replacement sinking fund ¹³ been established for the sewer system?	Yes
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	Yes

Complete the following table:

SANTAQUIN CITY

Part II: CAPITAL IMPROVEMENTS

Question	Answer
	YES/NO
Are sewer revenues sufficient to cover all costs of current capital improvements ³ projects?	Yes
Has a Capital Improvements Reserve Fund ⁴ been established to provide for anticipated capital improvement projects?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <u>next five years</u> ?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <u>next ten years</u> ?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <u>next twenty years</u> ?	Yes

Complete the following table:

SANTAQUIN CITY

Part III: GENERAL QUESTIONS

Question	Answer
	YES/NO
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	Yes

Are you collecting 95% or more of your anticipated sewer revenue?	Yes
Are Debt Service Reserve Fund ⁶ requirements being met?	Yes
Do you have a written emergency response plan for sewer systems?	Yes
Do you have a written safety plan for sewer systems?	Yes

Complete the following table:

SANTAQUIN CITY

Part IV: FISCAL SUSTAINABILITY REVIEW	
Question	Answer
	YES/NO
Have you completed a Rate Study ¹¹ within the last five years?	Yes
Do you charge Impact fees ⁸ ?	Yes
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	Yes
Do you maintain a Plan of Operations ¹⁰ ?	Yes
Have you updated your Capital Facility Plan ² within the last five years?	Yes
Do you use an Asset Management ¹ system for your sewer systems?	Yes
Do you know the total replacement cost of your sewer system capital assets?	Yes
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	Yes
Please enter the date that this MWPP package was presented to your Board or Council	4/4/2018

Provide your best estimate of the following costs:

Part IV: PROJECTED NEEDS				
	2018	2019	2020	2021
Cost of projected capital improvements	\$1,500,000	\$0	\$0	\$0
	2022	2023		
	\$0	\$0		

FINANCIAL EVALUATION SECTION END

Collection System Section

Form completed by:

Jason Callaway

May Receive Continuing Education /units (CEUs)

Complete the following table:

SANTAQUIN CITY

Part I: SYSTEM AGE

Question	Answer
What year was your collection system first constructed (approximately)?	1994
What year was the the oldest part of your collection system constructed, replaced, or renewed?	1994

Complete the following table:

SANTAQUIN CITY

Part II: DISCHARGES

Question	Answer Number
How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?	0
How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?	0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

Class 1 - a Significant SSO means a SSO or backup that is not caused by a private lateral

- (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.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral

Below include the number of SSOs that occurred in year: 2017

Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	0

Please indicate what caused the SSO(s) in the previous question.

Please specify whether the SSOs were caused by contract or tributary community, etc.

Complete the following table:

SANTAQUIN CITY

Part III: NEW DEVELOPMENT

Question	Answer Yes/No
Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?	No
Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD ₅ loadings to the sewerage system by 25% or more?	No
Number of new residential sewer connections added in the last year	197
Number of new commercial/industrial connections in the last year	0
Equivalent residential connections ⁷ served	3,237

Complete the following table:

SANTAQUIN CITY

Part IV: OPERATOR CERTIFICATION

Question	Answer
How many collection system operators do you employ?	6
Approximate population served	13000

State of Utah Administrative Rules requires all public system operators considered to be in Direct-Responsible-Charge (DRC) to be appropriately certified at least at the Facility's Grade.

What is the current grade of the collection system DRC operator(s)?

Jason Callaway	2
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]

Facility Class & Grade

COLLECTION	II
TREATMENT	III

List all other collection operators in your system by their certification.

Note: Enter all names even if the list isn't visible within the cell.

	Art Provstgaard AJ Eppers
Not Certified	
Small Lagoons	[Names]
Collection I	[Names]

Hatfield, Shad Eva. Trent

Collection II
Collection III
Collection IV

[Names]

[Names]

Yes/No

Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?	Yes
---	-----

Complete the following table: SANTAQUIN CITY

Part V: FACILITY MAINTENANCE	
Question	Answer
	Yes/No
Have you implemented a preventative maintenance program for your collection system?	Yes
Have you updated the collection system operations and maintenance manual within the past 5 years?	Yes

Complete the following table: SANTAQUIN CITY

Part VI: SSMP EVALUATION	
Question	Answer
	Yes/No
Has your system completed a Sewer System Management Plan (SSMP)?	Yes
Has the completed SSMP been public noticed?	Yes
Date of Public Notice	[Date]
Has the SSMP been adopted by the permittee's governing body at a public meeting?	Yes
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	No
If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?	
	Yes/No
During 2017, was any part of the SSMP audited as part of the five year audit?	No
If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?	
	Yes/No
Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?	Yes

Complete the following table:

This section should be completed with the system operators.

SANTAQUIN CITY

Part VII: NARRATIVE EVALUATION

Question

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Collection system is only 24 years old, very little I and I. Sytem is constructed of plastic pipe and cocrete manholes. Lift station is only 11 years old and pumps were updated in 2013.

What sewerage system capital improvements³ does the utility need to implement in the next 10 years?

May have to upgade or replace lift station depending on growth.

What sewerage system problems, other than plugging, have you had over the last year?

Grease seems to be our biggest issue.

Is your utility currently preparing or updating its capital facility plan²?

The capital facility plan updated yearly

	Select Answer
Does the municipality/district pay for the continuing education expenses of operators?	100% covered
Is there a written policy regarding continuing education and training for wastewater operators?	
No, but Santaquin City has always encouraged its employees to be trained and has always supported that training financially.	
Any additional comments?	
COLLECTION SYSTEM SECTION END	

Mechanical Plant Section

Form completed by:

Jason Callaway

May Receive Continuing Education /units (CEUs)

Complete the following table:

SANTAQUIN CITY

Part I: INFLUENT INFORMATION

Question					
Please provide the average influent flow rate and average influent BOD5 and TSS loading rates listed below for your facility.					
	Average Daily Flow (MGD)	Average Daily BOD ₅ Load (lb/day)	Average Daily TSS Load (lb/day)		
Design Basis or Rated Capacity	0.65	1355	1355		
2017 Average	0.638	1202	1734		
Percent Capacity in Use	98%	89%	128%		

Complete the following table:

SANTAQUIN CITY

Part II: EFFLUENT INFORMATION

Question	Number
How many Notices of Violation (NOVs) did you receive for this facility in the review year?	0

Complete the following table:

SANTAQUIN CITY

Part III: FACILITY AGE

Question					
In what year were the following process units most recently constructed, upgraded or Note: If a unit process does not apply to your system enter the Evaluation Year under Construction or Upgrade Year.					
Unit Process	Evaluation Year	Construction or Upgrade Year	Age		
Headworks	2017	2013	4		
Primary Treatment	2017	year	#VALUE!		
Secondary Treatment	2017	2013	4		
Tertiary Treatment	2017	[YEAR]	#VALUE!		
Solids Handling	2017	2013	4		
Disinfection	2017	2013	4		

Complete the following table:

SANTAQUIN CITY

Part IV: DISCHARGES

Question	Answer
How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows?	0

How many days in the last year was there a bypass or overflow of wastewater at the facility due to equipment failure?	0
---	---

Complete the following table:

SANTAQUIN CITY

Part V: BIOSOLIDS HANDLING	
Question	Answer
Biosolids Disposal (check all that apply)	Yes/No
Landfill	Yes
Land Application	No
Give Away/Other Distribution	No

Click on the Yellow input cell and select the applicable answer from the drop down menu

Complete the following table:

SANTAQUIN CITY

Part VI: NEW DEVELOPMENT	
Question	Answer
Number of new residential sewer connections added in the last year	197
Number of new commercial/industrial connections added in the last year	0
Equivalent residential connections ⁷ served	3,237

Complete the following table:

SANTAQUIN CITY

Part VII: OPERATOR CERTIFICATION	
Question	Answer
How many treatment operators do you employ?	4
<i>Utah Administrative Rules require all public system operators considered to be in Direct-Responsible-Charge (DRC) to be appropriately certified at least at the Facility's Grade.</i>	
What is the current grade of the treatment system DRC operator(s)?	
Jason Callaway	4
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]
[Names]	[Grade]
List all the operators in your system by their certification class.	
<i>Note: Enter all names even if the list isn't visible within the cell</i>	
Not Certified	Bart Provstgaard

Facility Class & Grade

COLLECTION	II
TREATMENT	III

Small Lagoons	[Names]	
Treatment I	Pat Hatfield	
Treatment II	Gregg Hiatt	
Treatment III	[Names]	
Treatment IV	[Names]	
		Yes/No
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?		Yes

Complete the following table:

SANTAQUIN CITY

Part VIII: FACILITY MAINTENANCE	
Question	Answer
	Yes/No
Have you implemented a preventative maintenance program for your treatment system?	Yes
Have you updated the treatment system operations and maintenance manual within the past 5 years?	No
Identify the types of treatment equipment and processes installed at your facility.	
TREATMENT TYPE	Yes/No
Screens	Yes
Grit Removal	No
Primary Clarifiers	No
Imhoff Tanks	No
Fixed Film Reactor	No
Activated Sludge	yes
Aerobic Suspend Growth Variations	No
Anaerobic Suspended Growth variations	No
Physical-chemical systems for organic removal w/o secondary treatment	No
Physical-chemical systems for organic removal following secondary treatment	No
Membrane Filtration	yes
Suspended-growth Nitrification and Denitrification	No
Air Stripping	No
Phosphorus Removal - Chemical	No
Phosphorus Removal - Biological	No
Ion Exchange	No
Reverse Osmosis	No
Media Filtration	No
Dissolved Air Flotation	No
Micro Screens	No
Chlorine Disinfection	No
UV Disinfection	Yes

MECHANICAL PLANT SECTION END