

# INFORMATION PACKET

## Table of Contents

Friday, April 30, 2021



Item	Pages
Table of Contents	1
<b>City of Casper Documents &amp; Information</b>	
The Grid - Schedule of Council Meetings & Addendum	2
May Calendar 2021	6
First & Elk Stop Sign Conversion	7
<b>WAM Documents &amp; Information</b>	
WAM Info Distribution from Skill Based Gaming 2020	9
<b>Agencies, Boards and Committees Documents &amp; Information</b>	
ARAJPB Minutes 03.10.21	11
Casper Utilities Advisory Board minutes 03.24.21	14
Casper Utilities Advisory Board Packet 04.28.21	25
Central WY Regional Water System JPB minutes 02.23. 21	107

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

**May 4, 2021** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: CATC Budget					
Bright Spot: Youth Empowerment Council					
Establish May 18, 2021 as the Date of the Public Hearing for Consideration of an Ordinance Approving a Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business).	C				
Public Hearing: Replat Creating Harmony Hills Addition No. 3. 1st Reading		N			
Public Hearing: Replat Creating Kensington Heights Addition No. 3. 1st Reading		N			
Public Hearing: New Restaurant Liquor License No. 40 Yang & Zhang, Inc., d/b/a Lime Leaf Asian Bistro.		N			
Parking Regulations and Restrictions – Chapter 10.36. - 2nd Reading			N		
Authorizing a Contract for Professional Services with Golder Associates, Inc., in the Amount of \$59,998, for the Casper Regional Landfill Cell 1 Closure and Cell 5 Build Project.				C	
Authorizing an Agreement with Treto Construction LLC, in the Amount of \$244,150, for the Coates Road Local Assessment District No. 158.				C	
Authorizing an Agreement with Crown Construction LLC, in the Amount of \$81,850 for the David Street Alley Sewer Replacement Project.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$318,922.29, for the Morad Park to Walmart Trail Project.				C	
Authorizing Acceptance of the U.S. Department of Homeland Security, Federal Emergency Management Agency, State Homeland Security Program Grant, in the Amount of \$161,592.				C	
Approving a Professional Services Contract with Toole Design for the Casper Area Bicycle and Pedestrian Plan Update in an Amount not to Exceed \$112,000.				C	
Approving a Professional Services Contract with WWC Engineering for the Robertson Road to Mills Trail Extension Plan in an Amount not to Exceed \$65,000.				C	
Approving a Professional Services Contract with Western Research and Design Ltd. for the Evansville Trail Linkage Study in an Amount not to Exceed \$20,000.				C	
Authorizing the City Staff to Make Contributions to the Wyoming Retirement System on a Pre-tax Basis.				C	
Authorizing the Fire Staff to Make Contributions to the Wyoming Retirement System on a Pre-tax Basis.				C	
Exec Session: Land					

## The Grid

A working draft of Council Meeting Agendas

### May 11, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
American Legion Memorial	Direction Requested	10 min	4:35
6th Cent Survey	Direction Requested	30 min	5:15
Health Department Budget Request	Direction Requested	30 min	4:45
Wyoming State Liquor Code Changes	Direction Requested	30 min	5:45
2021 International Building Code	Direction Requested	30 min	6:15
Franchise Agreement with Vast Broadband	Move Forward for Approval	10 min	6:45
Tentative Budget to Council	Information Only	5 min	6:55
Agenda Review		20 min	7:00
Legislative Review		20 min	7:20
Council Around the Table		10 min	7:40
Approximate Ending Time:			7:50

### May 17, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review • Class & Compensation Study	Direction Requested	3 hours	4:30
Approximate Ending Time:			7:30

### May 18, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business).		N			
Parking Regulations and Restrictions – Chapter 10.36. - 3rd Reading			N		
Replat Creating Harmony Hills Addition No. 3. 2nd Reading			N		
Replat Creating Kensington Heights Addition No. 3. 2nd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, d/b/a Vast Broadband for the Construction and Operation of a Cable System. 1st Reading			N		
Approving a Professional Services Contract with Western Research and Design for the Evansville Trail Linkage Study in an Amount not to Exceed \$20,000.				C	

## The Grid

A working draft of Council Meeting Agendas

### May 19, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review	Direction Requested	3 hours	4:30
Approximate Ending Time:			7:30

### May 25 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
			4:35
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1
LGBTQ Safe Place			

### Staff Items:

6th Cent Survey Results			
Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Health Department Proposed Fee Schedule Changes			June 8th
DEA			After July 1
GIS Demo			

### Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
One Cent FY21 Cut			After Budget

### Future Regular Council Meeting Items:


Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

### Retreat Items:

Economic Development and City Building Strategy
---

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 <i>4:30 p.m.</i> - Casper Youth Council (Gamroth, Pacheco)	3 <i>5:00 p.m.</i> - CNFR (Freel, Cathey)	4 <i>6:00p</i> -Council Meeting	5 <i>11:30a</i> -Drug Court (Engebretsen) <i>1:00 p</i> -Civil Service Commission (None) <i>5:30p</i> -Platte River Restoration Advisory Committee (Pacheco)	6 <i>7:00p</i> -Youth Empowerment (Pacheco)	7	8
9	10 <i>8:30a</i> -Historic Preservation (Engebretsen)	11 <i>4:30p</i> -Council Work Session	12 <i>9:30a</i> - EDJPB (Pacheco, Pollock) <i>11:30a</i> -DDA (Gamroth) <i>6:00p</i> -Amoco Re-use JPB (Lutz)	13 <i>7:00a</i> -Advance Casper (Freel, Gamroth) <i>4:30p</i> -Leisure Services Board (Engebretsen) <i>7:00p</i> -Youth Empowerment (Pacheco)	17 <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	15
16	17 <i>4:30p</i> -Special Budget Council Work Session	18 <i>11:30a</i> -Regional Water JPB (Cathey, Powell, Knell, Freel) <i>4:00p</i> -Chamber of Commerce (Cathey, Freel) <i>6:00p</i> -Council Meeting	19 <i>4:30p</i> -Special Budget Council Work Session	20 <i>7:30a</i> -Mayor/ Commissioner <i>11:00a</i> -Housing Authority (Knell) <i>11:30a</i> - Disability Council (Pacheco) <i>4:00p</i> -Contractors' Licensing Board (Knell) <i>5:30p</i> - City County Board of Health (Freel) <i>6:00p</i> - Planning & Zoning (Knell) <i>7:00p</i> -Youth Empowerment (Pacheco)	21 <i>3:00p</i> -LGBTQ Advisory Committee (Freel, Pacheco)	22
23	24 <i>12:30p</i> -Senior Services (Engebretsen) <i>4:00p</i> -OYD Advisory Committee (Pollock, Freel)	25 <i>11:30a</i> -Travel & Tourism (Freel, Johnson) <i>4:30p</i> -Council Work Session	26 <i>7:00a</i> -CPU Advisory Board (Cathey) <i>11:30p</i> -NIC (None) <i>5:15p</i> -CAP (None)	27 <i>7:00p</i> -Youth Empowerment (Pacheco)	28	29
30	31 <b>MEMORIAL DAY</b>  <i>Memorial Day</i>  <i>City Offices Closed</i>					

April 29, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Andrew Beamer, P.E., Public Services Director  
SUBJECT: 4-Way Stop Sign at East 1<sup>st</sup> Street & Elk Street

Meeting Type & Date:

N/A

Action Type:

N/A

Recommendation:

That the intersection at East 1<sup>st</sup> Street & Elk Street be converted from a 4-way stop to a 2-way stop, with traffic allowed to flow free on East 1<sup>st</sup> Street.

Summary:

The City of Casper follows the Manual on Uniform Traffic Control Devices (MUTCD) for the appropriate application of traffic control devices. The MUTCD is the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel.

Several criteria are used for the appropriate installation of stop signs, including the following:

- Vehicular, bicycle, and pedestrian traffic;
- Number and angle of approaches;
- Approach speeds;
- Sight distance available on each approach; and
- Reported crash experience.

The criteria for the installation of a multi-way stop control is more stringent, and based upon crash history and combination of vehicle/pedestrian/bicycle volumes entering the intersection. The requisite pedestrian and bicycle volumes are typically only met at college campuses or commercial districts. Stop signs should not be used for speed control.

It is unknown when the intersection at East 1<sup>st</sup> Street & Elk Street became a 4-way stop, but is likely to have occurred at the request of the school district when Willard School was open. With the closure of the school, the warrants for a 4-way stop are clearly not met. As East 1<sup>st</sup> Street is classified as a minor arterial, while Elk Street is a local street, it is appropriate to remove the stop signs along East 1<sup>st</sup> Street, allowing traffic to flow free while continuing to stop traffic on Elk Street.

Message boards will be deployed next week advising the travelling public of the upcoming removal of stop signs along East 1<sup>st</sup> Street, with removal to occur the following week.

Financial Considerations:

N/A.

Oversight/Project Responsibility:

N/A – information only.

Attachments:

None



## 2020 Skill Based Amusement Games Revenue Distributions:

### County Revenues 2020:

County:	Amount
Natrona:	\$ 50,432.53
Laramie:	\$ 56,961.34
Sheridan:	\$ 13,698.49
Sweetwater:	\$ 28,456.14
Albany:	\$ 9,609.23
Carbon:	\$ 26,175.52
Goshen:	\$ 6,204.75
Platte:	\$ 15,997.93
Big Horn:	\$ 23,560.65
Fremont:	\$ 7,500.40
Park:	\$ 4,681.40
Lincoln:	\$ 7,138.25
Converse:	\$ 34,792.24
Niobrara:	\$ 8,823.36
Hot Springs:	\$ 1,367.37
Johnson:	\$ 7,058.39
Campbell:	\$ 31,365.62
Crook:	\$ 7,257.07
Uinta:	\$ 10,167.15
Washakie:	\$ 4,507.74
Weston:	\$ 6,584.88
Teton:	\$ 294.82
Sublette:	\$ 7,932.92
<b>Total:</b>	<b>\$ 370,568.17</b>

### City/Town Revenues 2020:

City/Town:	Amount	City/Town:	Amount
Bar Nunn:	\$ 2,741.01	Lander:	\$ 362.35
Casper:	\$ 21,199.61	Pavillion:	\$ 233.91
Edgerton:	\$ 256.41	Riverton:	\$ 4,545.00
Evansville:	\$ 9,220.50	Cody:	\$ 3,744.59
Mills:	\$ 4,498.11	Powell:	\$ 936.81
Albin:	\$ 7.38	Afton:	\$ 2,268.32
Burns:	\$ 1,389.36	Alpine:	\$ 2,119.72
Cheyenne:	\$ 46,208.42	Kemmerer:	\$ 1,856.77
Pine Bluffs:	\$ 172.01	Labarge:	\$ 240.30
Dayton:	\$ 283.46	Thayne:	\$ 653.14
Ranchester:	\$ 258.42	Douglas:	\$ 17,084.86
Sheridan:	\$ 12,320.79	Glenrock:	\$ 6,443.33
Green River:	\$ 7,633.31	Lusk:	\$ 3,320.76
Rock Springs:	\$ 17,695.78	Manville:	\$ 5,502.60
Wamsutter:	\$ 637.20	East Thermopolis:	\$ 1,367.37
Laramie:	\$ 8,424.58	Buffalo:	\$ 3,909.47
Encampment:	\$ 626.71	Kaycee:	\$ 288.00
Hanna:	\$ 164.63	Gillette:	\$ 18,674.87
Medicine Bow:	\$ 585.81	Wright:	\$ 4,718.30
Rawlins:	\$ 14,291.19	Moorcroft:	\$ 1,609.59
Riverside:	\$ 156.02	Pine Haven:	\$ 2,888.68
Saratoga:	\$ 2,655.21	Sundance:	\$ 2,758.79
Sinclair:	\$ 1,378.61	Evanston:	\$ 8,472.86
Dixon:	\$ 1,424.49	Lyman:	\$ 34.74
Fort Laramie:	\$ 305.51	Mountain View:	\$ 1,168.88
Lingle:	\$ 123.80	Ten Sleep:	\$ 498.47
Torrington:	\$ 4,350.96	Worland:	\$ 4,009.28
Glendo:	\$ 3,109.86	Upton:	\$ 4,256.13
Guernsey:	\$ 5,213.91	Jackson:	\$ 294.82
Wheatland:	\$ 7,627.89	Big Piney:	\$ 377.91
Basin:	\$ 2,087.51	Marbelton:	\$ 408.02
Byron:	\$ 909.14	Pinedale:	\$ 2,872.53
Greybull:	\$ 7,386.75		
Lovell:	\$ 13,177.26	<b>Total:</b>	<b>\$ 308,801.89</b>
Manderson:	\$ -		
Dubois:	\$ 1,998.46		
Hudson:	\$ 360.69		

### Remaining Revenue Distributions 2020:

School Foundation Program (45%):	\$ 679,370.06
Gaming Commission (10%):	\$ 150,971.12

**Total Revenues: \$1,509,711.24\***

\*Distributions are pursuant to Session Laws of Wyoming, 2020 Chapter 114, Section 1. (m)



## **AMOCO REUSE AGREEMENT JOINT POWERS BOARD**

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591

**SALT CREEK HEIGHTS  
BUSINESS CENTER**

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### **AMOCO REUSE AGREEMENT JOINT POWERS BOARD**

#### **MEETING MINUTES**

6:00 p.m. Wednesday, March 10, 2021

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Bob Chynoweth, Terry Lane, Reed Merschat, Jim DeGolia, Amy Freye, \*(Rob Hurless, Brook Kaufman, and Khrystyn Lutz) via Star Phone

Absences: None

Others Present: \*Matt Reams (Three Crowns), and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Chynoweth. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### **1. Minutes from February 10, 2021 Regular Meeting**

A motion was made by Mr. Merschat and seconded by Mr. Lane to approve the Minutes of the February 10, 2021 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### **2. Approval of March 10, 2021 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of March 10, 2021 were presented by Mr. Lane.

A motion was made by Mr. DeGolia and seconded by Mr. Hurless to approve the Treasurer's Report of March 10, 2021, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The February 2021 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He inquired if the Board had additional questions. No questions were asked.

#### **Investment/Financial Committee**

Mr. Lane discussed the Davidson Fund Security that will be maturing on March 31, 2021. He informed the Board he will be requesting a transfer of cash from Davidson Fund to Hilltop Bank once the Operations & Maintenance Budget (O&M) and the Capital purchases are approved.

### **3. Committee Reports**

- **Three Crowns**

Mr. DeGolia discussed the Three Crowns Budget for the 2021-2022 year. This budget contains a predicted loss of (\$350,777) in O&M. Mr. DeGolia explained that the Three Crowns Committee voted and approved the budget at their February 18<sup>th</sup> Meeting. Mr. DeGolia asked Ms. Hahn to inform the Board on the remaining Three Crowns revenue at year-end. Ms. Hahn informed the Board that \$95,576.00 is the cash projected at year-end. "Upon completion of the year, the remaining cash will be subtracted from the requested amount needed for this year's approved O&M. If approved, the total O&M will be \$255,200 after subtracting the estimated cash."

A motion was made by Mr. Lane and seconded by Ms. Kaufman to approve the Three Crowns O&M budget with a projected loss of (\$350,777) with the consideration of including the cash projection of \$95,577.00 which calculates to be a distribution of \$255,200.00. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Budget.

Mr. DeGolia also informed the Board that the capital budget was reviewed in great detail by ARAJPB. The total being requested is \$221,000. Upon review by ARAJPB, the capital items suggested to be approved are as follows: mowing deck for \$6,000, a slit seeder for \$11,000 which includes a trade-in, \$20,000 for bunker renovation, and a mobile watering unit for \$7,000. The Capital Equipment being considered for approval totals \$44,000.

A motion was made by Mr. Merschatt and seconded by Mr. Hurless to approve only the capital purchases listed above for Three Crowns. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Capital Equipment as presented totaling \$44,000.

\*(Copy of Budget on file.)

\*Mr. Reams exited the meeting at 6:48

Mr. DeGolia shared his thoughts of creating a sub-committee to assist with Three Crowns future development to determine if expansion of the exterior deck or a pavilion is a viable option to develop. He also shared that all the other unapproved requests for capital items that were not accepted needed to be put into an equation since they could possibly be part of a future renovation. Mr. DeGolia will lead the sub-committee with members including Mr. Merschatt, Mr. Reams, and Ms. Kaufman. Mr. Lane stated consideration of the approval should include a rate of return (ROI) of 7-8 years or less.

\*Ms. Lutz exited the meeting at 7:19

- **PRC**

Ms. Hahn updated the Board on the progress of researching the shipping containers/prefab development in the PRC.

- **Refined Properties**

Mr. Merschatt reported that we are still in the process of negotiations with WYDOT on the Poplar Street expansion.

There is currently no interest or update on lots for sale in SCHBC.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings and office closures

April 2<sup>nd</sup> – Good Friday  
April 16-23<sup>rd</sup>  
May 31<sup>st</sup> - Memorial Day

**8. Public Comment**

There was no public comment.


**9. Good of the Order**

None.

**10. Adjournment**

There being no further action by the Board, a motion was made by Mr. DeGolia and seconded by Ms. Kaufman to adjourn the meeting at 7:28 p.m. The motion carried with all members in attendance voting aye.

4/14/21  
Date

  
Board Officer

4-14-21  
Date

  
Presiding Officer

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS**

**March 24, 2021**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, March 24, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English  
                  Council Liaison Cathey

Absent:

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  Administrative Technician, Janette Brown

Others:        Lisa Ogden – Natrona County Conservation District  
                  Jacob Carson

The regular meeting was called to order at 7:00 a.m. by President Bell.

1.     President Bell asked for a motion to approve the minutes from the February 24, 2021 meeting. A motion was made by Board Member Jay and seconded by Vice President Jones to approve the minutes of the February 24, 2021 meeting. Motion passed.
  
2.     Mr. Martin asked the Board to reference the February 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in February was 137 MG, 5.7 MG more than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 2.44 BG compared to the five-year average of 2.36 BG.

Mr. Martin stated that there was one water main break in February, which puts it at a total of eighteen for the fiscal year. Mr. Martin stated there were sixteen water main breaks last year at this time.

Mr. Martin stated that there were two service line breaks in February, putting the fiscal year total at twelve.

Mr. Martin stated that there was one sewer main stoppage in February, putting the fiscal year total at eight.

Mr. Martin stated that there are 22,330 Active Accounts. Mr. Martin stated that in the past, the number of accounts was inflated by adding the final read accounts. Mr. Martin stated that the account numbers are now more accurate. Mr. Martin stated that Finance staff is still checking to make sure the total number of accounts are accurate in the new financial software.

3. President Bell turned the time over to Ms. Lisa Ogden with the Natrona County Conservation District (NCCD) for the annual update.

Ms. Ogden stated that even with COVID, the NCCD was busy. Ms. Ogden stated that even though they were working from home off and on, they were still able to do field work, and were able to get some projects started, and others completed.

Ms. Ogden stated that NCCD entered into six new contracts for switching over to sprinkler irrigation in 2020, two of which have been completed. Ms. Ogden stated that 251 acres over the last year have been switched to sprinkler irrigation, and 8,400 feet of pipeline was installed.

Ms. Ogden stated that NCCD is starting a Soil Health Program with part of the latest grant that was received. Ms. Ogden stated that NCCD is looking into potentially purchasing a “no-till” drill. Ms. Ogden stated that the purchase comes with a caveat of machine maintenance. Ms. Ogden stated that other Conservation Districts in the State have purchased a “no-till” drill and rent it out to landowners. Ms. Ogden stated that NCCD is trying to encourage people to not till their soil to keep the soil healthy and keep the microbes, etc. Ms. Ogden stated that NCCD is different from other Conservation Districts as alfalfa grass hay is mostly grown here. Ms. Ogden stated that the NCCD Board Members are in favor of the purchase, but staff is still wavering.

Ms. Ogden stated that this year they are starting with four projects that they are actually incorporating the idea of “no-till” and soil health. Ms. Ogden stated that one of the projects is “no-till” drilling and adding a diversity of seed to an alfalfa field.

Ms. Ogden stated that another landowner has allowed the NCCD to utilize approximately 25 acres for a 3-year plan to get rid of all the weeds, all the smooth brome, lots of spraying, and putting in an alfalfa grass mixture on the third year that includes diversity and a bee habitat.

Ms. Ogden stated that she handed out a sheet that shows the funds received from the City and the County for Selenium mitigation, and the projects that have been done with the funds. Ms. Ogden stated that there is still approximately \$200,000 of these funds left in the account. Ms. Ogden stated that they are working with CAID on one project, and there is one that was cancelled. Ms. Ogden stated that there have been changes in Board Members and staff at the CAID office so it’s going to be a couple years with a learning curve to get everyone up to speed.



Ms. Ogden stated that the pipeline project that was cancelled was not a CAID easement and it goes through a subdivision. Ms. Ogden stated that there was a lot that the previous CAID management did not look at before they presented the project to the NCCD. Ms. Ogden stated that the NCCD Board has asked the CAID Board to cancel the project as it does not fit into the realm of what they need to be doing right now.

Ms. Ogden stated that there is a new project in discussion that is a 36-inch pipeline that goes down through quite a few different fields. Ms. Ogden stated that it will almost completely pipe the northwest corner of the CAID Irrigation District. Ms. Ogden stated that it will take out a lot of dirt ditches, and keep seepage from ruining some fields. Ms. Ogden stated that because it is a CAID ditch, NCCD could not use their grant funding. Ms. Ogden stated that this wasn't a top priority of CAID, but they still have Attorney General funds so NCCD is trying to match the City/County funds with it to get the project completed.

Ms. Ogden stated that in her letter of request for budget funding, her Board is requesting the continuation of the Selenium funding amount of \$50,000 for FY2022. Ms. Ogden stated that the budget keeps the projects rolling.

Ms. Ogden stated that NCCD is working closely with the new CAID District Manager to help him understand what a Special District is as he came from the oil fields, so there is a big difference in rules and regulations coming from a private operation to a Special District that have to be followed.

Ms. Ogden stated that NCCD is working on a pilot program for State Revolving Funds. Ms. Ogden stated that the DEQ is trying to work with the State Revolving Funds to where if the City, County, or anyone takes out a State Revolving Fund Loan, when the loan is paid back, the interest would go to the NCCD for more projects. Ms. Ogden stated that this program has been done in New Mexico and Colorado, but has not yet been done in Wyoming because there has not been a big push for it. Ms. Ogden stated that she has talked to Mr. Martin to set up a meeting so that when the next loan is taken out, maybe it can be worked to where the NCCD would get some of the interest money from the State when it goes into payback status.

Ms. Ogden stated that the NCCD Board is requesting a base operational funding for FY2022 of \$40,000. Ms. Ogden stated that the reason for this is to eventually work into having another part-time person to start an education program and assist with grants and the tree program.

Ms. Ogden stated that on average, the NCCD sells approximately 6,000 trees per year.

Ms. Ogden stated that she spoke to Weed and Pest, and they have been talking about getting a "no-till" drill. Ms. Ogden stated that the NCCD may try to partner with Weed and Pest for this purchase. Ms. Ogden stated that she is working with other Conservation Districts to see what type of crops they are using the "no-till" drill on.



Ms. Ogden stated that approximately 65% of fields in Natrona County have been switched to sprinkler irrigation.

Ms. Ogden stated that DEQ is letting the NCCD expand their Segment 3 grant, instead of applying for new grants. Ms. Ogden stated that this saves on reporting requirements.

Vice President Jones asked who the new District Manager is for CAID. Ms. Ogden stated that his name is Drew James, and he is from Texas. Ms. Ogden stated that there has been considerable changes to the CAID Board. Ms. Ogden stated that CAID has moved to where they have an Office Manager that will go for grants and funding, and manage projects, and then they have a Field Manager so there won't be one person trying to do it all.

Ms. Ogden stated that she would like to call Secretary Lawson sometime to discuss how CAID interacts with the Bureau of Reclamation, as she does not understand the relationship.

Ms. Ogden thanked the Board for their consideration and left the meeting.

Mr. Martin stated that NCCD has requested an increase to \$40,000 for annual operations funding, and \$50,000 for Selenium funding for FY22. Mr. Martin asked the Board for their recommendation.

Secretary Lawson asked if only \$35,000 was provided last year for operations, and no funding for Selenium. Mr. Martin stated that was correct, that it has been \$35,000 for operations for a number of years, and there was \$50,000 Selenium funding per year for four years. Mr. Martin stated that the NCCD funding letter is requesting to increase the \$35,000 operational funding to \$40,000 for FY2022, and to add \$50,000 for the Selenium funding to the FY2022 budget as well.

President Bell stated that he thought there was a discussion to continue with what was being provided to the NCCD so they didn't lose what they had.

Vice President Jones stated that he remembers a discussion regarding the North Platte River being de-listed, and that the Board felt they didn't need to continue with the Selenium funding.

Mr. Martin stated that at one time the NCCD had come in and requested \$50,000 Selenium funding for four years, and that was fulfilled. Mr. Martin stated that the funding was not requested after that, so it was taken out of the budget, and now they are requesting that it be added back in the budget for FY2022.

Secretary Lawson stated that he remembers the same discussion as Vice President Jones, that the river was de-listed and it was starting to be a diminishing return because the program had been so successful. Secretary Lawson stated at that time, with the budget constraints, the Board recommended not funding the Selenium project, but to continue funding operations last year at \$35,000.

Vice President Jones stated that they now want the \$50,000 of Selenium funding to continue with the ditch, pipe, and pivots projects.

Secretary Lawson stated not the pivot projects, but the pipe projects as they can't get involved with the on-farm pivots.

Board Member Jay asked if the Selenium money is well spent as it relates to the treatment plants. Mr. Martin stated that it can't hurt when the permit renewal comes up, if they are going to look at Selenium removal, and having the river de-listed is definitely in our favor. Mr. Martin stated that it is still no guarantee that they won't add Selenium removal down the road. Mr. Martin stated that he wouldn't expect Selenium removal in the 2023 permit, but possibly in the 2028 permit.

Vice President Jones asked from a budget perspective, if we are able to afford the increase to the capital budget. Mr. Martin stated that it is not included in the capital budget, which will be discussed later, if it is something that will be added to the budget, it will have to be included in the rate model and accounted for that way. Mr. Martin stated that he is not saying it isn't doable. Mr. Beamer stated that there was a preliminary capital budget discussion with Council last night and this was not identified.

Vice President Jones asked for Mr. Beamer's opinion on providing the Selenium funding for FY2022. Mr. Beamer stated that when he looks at the balance of \$200,000 that they have sitting in the bank that they haven't spent yet, that weighs on his mind as they should not be a financial institution. Mr. Beamer stated that in his opinion, he would rather the funds sit in the City coffers.

A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the increase to the annual NCCD operational funding for FY2022 to \$40,000 and not fund the Selenium projects this year, but be open to future requests as projects come up.

Vice President Jones stated that he feels this is a good way to go at this point.

Motion passed.

President Bell stated that the Board recommends that Council approve the increase to \$40,000 for the annual NCCD operational funding for FY2022, and forgo the Selenium project funding this year.

4. Mr. Martin stated that this is a request for outside-City water and sewer off South Valley Road. Mr. Martin stated that the nearest water and sewer mains to tie into are just off South Valley Road. Mr. Martin stated that this property is outside City limits and is not contiguous. Mr. Martin stated that a commitment to annex must be signed as part of the contract. Mr. Martin stated that Mr. Carson has an easement from the True family to run his service line down their property to get to his. Mr. Martin stated that staff is requiring a manhole be installed on the sewer main before Mr. Carson ties into the stubout.

President Bell asked what size service lines will be installed. Mr. Carson stated that a 1-inch water service will be installed, and the sewer will be a 1¼-inch pressurized line with a grinder pump.

President Bell asked if Mr. Carson spoke to the neighbors to see if they want to get water or sewer. Mr. Carson stated that the neighbors already have water and sewer service.

Council Liaison Cathey asked if there is access to the property from South Valley Road. Mr. Carson stated that there is access as he has cut a road in the 50-ft easement to access his property.

Mr. Beamer asked Mr. Carson to talk about the manhole proposal. Mr. Carson stated that he asked the City to provide the materials for the manhole, and he would provide the labor to install it as he is a licensed contractor.

President Bell asked how deep the lines are. Mr. Carson stated that he believes they are seven feet deep.

Board Member English asked how many lots in this area are undeveloped. Mr. Martin stated that there are only two lots developed, and Mr. Carson's lot would be three.

President Bell asked if Mr. Carson considered running his service lines to Yesness. Mr. Carson stated that he thought there would be more issues going under the creek as there is too much rock. Mr. Carson stated that he already has the easement from the True family.

Board Member English asked if there will be more development in the area. Mr. Martin stated that from what Mr. Carson has said after speaking to his neighbors, there is not a lot of interest in developing that area. Mr. Martin stated that if there would be more development, it would be best to extend the mains.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water and Sewer Service with Jacob and Sadie Carson for Tract 8 of the South Garden Creek Acres No. 4 Addition. Motion passed.

5. Mr. Martin stated that Swingle Ranch Tracts is an application for outside-City water for several lots located in the Squaw Creek area. Mr. Martin stated that the properties will obtain water service by connecting to a new 8-inch water main that is being installed by the homeowners. Mr. Martin stated that once completed, the City will assume ownership of the new water main that ties into the West Casper Zone II water line. Mr. Martin stated that the new water line will go down Tavares and cross over to Douglass and over to King's Row.

Mr. Martin stated that when there is a group of homeowners like this, one agreement is done to include all of them so they don't have to do individual outside-City agreements. Mr. Martin stated that all the lots are requesting ¾-inch water services.

Mr. Martin stated that the lots are not contiguous to City limits, and commitments to annex will be required for each lot.

Mr. Martin stated that lots that have not participated, and are not included, in this agreement will have to come in and do individual agreements if they want to get water service.

Board Member English asked if other lots would be allowed to tie in to the main. Mr. Martin stated that they would be allowed to tie in with an outside-City agreement.

Board Member Jay asked if other lots want service, will the main be extended. Mr. Martin stated that if they are not adjacent to the main they will have to extend it.

Secretary Lawson asked why the water main will belong to the City. Mr. Martin stated that once the West Casper Zone II main was installed, it opened up the area for growth. Mr. Martin stated that this is what will be seen as 8-inch mains are extended. Mr. Beamer stated that the City policy is that if a property is adjacent to a City utility, they have to extend the main to and through the property. Mr. Beamer stated that there are some exceptions to this policy. Mr. Beamer stated that this group of homeowners are adjacent to the water main, and are extending the main to and through their properties.

Secretary Lawson stated that if the water mains keep expanding out there, is the City willing to take over more responsibility in non-City limits. Mr. Beamer stated that there has been discussion with Council for decades about providing services to people outside-City limits. Secretary Lawson asked about taking over the maintenance of the main. Mr. Beamer stated that from the City standpoint, if it is a private main, it doesn't get maintained and if it is a life safety facility like a water system, the City has to accept ownership and provide maintenance.

Mr. Martin stated that in the future, he could see annexation taking place in this area. Mr. Beamer stated that if the property is contiguous, they have to annex right away.

Mr. Martin stated that when properties are annexed, the water and sewer systems are already built to City specifications.

Board Member English stated that he prefers to see expansion this way. Vice President Jones agreed

President Bell asked if fire hydrants and valves are being installed to meet City requirements. Mr. Beamer stated that this was permitted by DEQ, so it does have fire hydrants every 400 feet, and is already being installed by Andreen-Hunt.

A motion was made by Board member English and seconded by Board Member Jay to approve the Contract for Outside-City Water Service for lots 5, 6, 7, 8, 9, 10, 11, 12, 13, 23, and 24 of the Swingle Ranch Tracts located in the Squaw Creek Area. Motion passed.

6. Mr. Martin asked the Board to reference the FY22 Preliminary Capital Budgets.

a. Water Fund Capital Projects –

FY22 Misc. Water Main Replacement - \$2,500,000 – This project will be completed by an outside contractor and is funded by One Cent #16.

FY22 Internal Water Main Replacement - \$275,000 – These water main replacements will be done in-house.

FY22 Oversizing Reimbursement - \$85,000 – This is if a development is required to install larger water mains.

FY22 Booster Stations - \$50,000 – This is to replace miscellaneous valves at the various booster stations.

Water Meters and ERT's - \$143,000 – New meters and ERT's. There has been talk of moving this to the Operations budget.

Sun I South Tank Coating - \$310,000

CY Tank Interior Coating - \$185,000

WDG Facility Entrance Sign - \$12,000 – Replace old sign that is hardly readable.

WDG Office Copy Machine - \$5,000 – The old copier is worn out.

Compressor Truck Replacement - \$62,200

Backhoe Replacement - \$102,200

Flat Bed Dump Truck Replacement - \$57,200

Mr. Martin stated that the total Capital Budget for the Water Fund is \$3,786,600.

Board Member English stated that he sees that the \$2.5 M for Water Main Replacements comes from One Cent Funds, and asked where the funds for the rest of the projects will come from. Mr. Martin stated that the project funds will come from Water Fund Reserves.

b. Sewer Fund Capital Projects:

FY22 Misc. Sewer Main Replacement - \$500,000 – Funded by One Cent #16.

FY22 Oversizing Reimbursement - \$35,000

Service Truck Replacement - \$80,200

FY22 Misc. Sewer Main Replacement - \$500,000

Sewage Lift Station Communication Upgrade - \$25,000 – Move from Centurylink to radio. A few lift stations are done each year.

Lift Station Pump and Panel Replacement - \$35,000 – A few are replaced each year.

Pipelogix Phoenix Software - \$14,500 – Updated software with support. The old software is no longer supported.

JetScan Camera - \$15,000 – Used for sewer line inspections.

Sewer Fund Capital Budget total is \$1,204,700.

c. Wastewater Treatment Plant Capital Projects:

WWTP Digester Boiler Installation - \$1,400,000 – Fire Code issues were found and the project was rebudgeted.

Bar Nunn #1 Lift Station Generator - \$90,000 – Replace 30+ year old emergency generator. One lift station generator is replaced each year.

FY22 Equipment Replacements - \$125,000 – Unexpected critical equipment failures.

FY22 Dewatering Building HVAC Replacement - \$150,000 – There are five units total to replace.

FY22 Security Upgrades - \$30,000 – Each year upgrades are done to cameras, door locks, etc.

Roll-off Box Replacement - \$12,000 – Used for sludge from the centrifuge.

Lift Station Communication Upgrade - \$25,000 – Regional Lift Stations converted from Centurylink to radio.

Utility Cart Replacement - \$12,000 – Used by Operations and Maintenance staff to get around WWTP site.

Industrial Riding Mower Replacement - \$12,000 – Rebudgeted from last year.

DAFT Pressure Tank – \$40,000 – Tanks are 30+ years old and there are two to be replaced. One will be replaced each year.

Primary Sludge Pump Replacement - \$15,000 – One pump will be replaced this year.

Centrifuge Sludge Feed Pump Replacement - \$10,000 – There are two feed pumps; one was replaced last year.

WWTP Fund Capital Budget total is \$1,921,000. Mr. Martin stated that there is no One Cent funding used in this budget; it all comes from reserves. Mr. Martin stated that the other entities that are part of the Regional Wastewater System help pay these costs. Mr. Martin stated that the costs are in line with the rate models that were presented in 2019.

Board Member English asked how the sales tax is tracking. Mr. Beamer stated that it is favorable to what was budgeted. Council Liaison Cathey stated that Council receives the updated sales tax chart in their informational packet, and requested that it be included in the Board's agenda packet as well.

Board Member English stated that the One Cent is relied on a lot. Mr. Beamer stated that if the voters didn't pass the Once Cent the City would be hurting.

Secretary Lawson asked if the legislation was passed to make it permanent. Mr. Martin stated that he thought it passed in the last Legislature session.

Council Liaison Cathey stated that last night Council tentatively approved all these capital projects.

7. In other business:

- a. President Bell asked about the cable that was hanging at the lift station on Poplar and 1<sup>st</sup> Street last month. Mr. Martin stated that it was the antennae cable.
- b. President Bell asked about the WWTP emergency generator project. Mr. Martin stated that staff is working with ITC to get the transformer tested and back on utility power. Mr. Martin stated that Jacobs is under contract to review the plans for the project.

Secretary Lawson asked if the generator works. Mr. Martin stated that if the WWTP needs emergency power right now they would use the existing generators.

Board Member Jay left the meeting at 8:18 a.m.

President Bell asked if the contractor and engineer are paying for their own expert. Mr. Martin stated that the three parties, City, Contractor, and Engineer, are going in together on the Jacobs contract. Mr. Beamer stated that the final blame will not be determined until the end of the Jacobs review. Mr. Beamer stated that hopefully litigation will be avoided.

Board Member English asked if the report will go to Council when finished. Mr. Beamer stated that Council will be involved for a resolution to the situation.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 8:21 a.m. Motion passed.



Secretary



**CASPER UTILITIES ADVISORY BOARD  
CITY OF CASPER  
MEETING AGENDA**

Casper City Hall  
Downstairs Meeting Room

Wednesday, April 28, 2021 7:00 a.m.

**AGENDA:**

- \* 1. Consider Approval of the March 24, 2021 Meeting Minutes
- \* 2. Discuss Statistical Report – March 2021
- 3. Request for Exception to the Policy for Sewer Installation on 40<sup>th</sup> Street by Ric Durdahl
- \* 4. Consider Contract for Outside-City Sewer Service for J & T Properties, 5901 West Old Yellowstone Highway
- \* 5. Discuss FY2022 Preliminary Budgets
  - a. Water Fund
  - b. Sewer Fund
  - c. WWTP Fund
- 6. Other Business
- 7. Adjournment

**Additional Information:**

- A. Sales Tax FY2021 Versus Projection and Prior Year
- B. Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, [www.wyowater.com](http://www.wyowater.com), under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS**

**March 24, 2021**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, March 24, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell  
Vice President Jim Jones  
Secretary John Lawson  
Member Richard Jay  
Member Bruce English  
Council Liaison Cathey

Absent:

Staff Present: Public Services Director, Andrew Beamer  
Public Utilities Manager, Bruce Martin  
Administrative Technician, Janette Brown

Others: Lisa Ogden – Natrona County Conservation District  
Jacob Carson

The regular meeting was called to order at 7:00 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the February 24, 2021 meeting. A motion was made by Board Member Jay and seconded by Vice President Jones to approve the minutes of the February 24, 2021 meeting. Motion passed.
2. Mr. Martin asked the Board to reference the February 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in February was 137 MG, 5.7 MG more than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 2.44 BG compared to the five-year average of 2.36 BG.

Mr. Martin stated that there was one water main break in February, which puts it at a total of eighteen for the fiscal year. Mr. Martin stated there were sixteen water main breaks last year at this time.

Mr. Martin stated that there were two service line breaks in February, putting the fiscal year total at twelve.

Mr. Martin stated that there was one sewer main stoppage in February, putting the fiscal year total at eight.

Mr. Martin stated that there are 22,330 Active Accounts. Mr. Martin stated that in the past, the number of accounts was inflated by adding the final read accounts. Mr. Martin stated that the account numbers are now more accurate. Mr. Martin stated that Finance staff is still checking to make sure the total number of accounts are accurate in the new financial software.

3. President Bell turned the time over to Ms. Lisa Ogden with the Natrona County Conservation District (NCCD) for the annual update.

Ms. Ogden stated that even with COVID, the NCCD was busy. Ms. Ogden stated that even though they were working from home off and on, they were still able to do field work, and were able to get some projects started, and others completed.

Ms. Ogden stated that NCCD entered into six new contracts for switching over to sprinkler irrigation in 2020, two of which have been completed. Ms. Ogden stated that 251 acres over the last year have been switched to sprinkler irrigation, and 8,400 feet of pipeline was installed.

Ms. Ogden stated that NCCD is starting a Soil Health Program with part of the latest grant that was received. Ms. Ogden stated that NCCD is looking into potentially purchasing a “no-till” drill. Ms. Ogden stated that the purchase comes with a caveat of machine maintenance. Ms. Ogden stated that other Conservation Districts in the State have purchased a “no-till” drill and rent it out to landowners. Ms. Ogden stated that NCCD is trying to encourage people to not till their soil to keep the soil healthy and keep the microbes, etc. Ms. Ogden stated that NCCD is different from other Conservation Districts as alfalfa grass hay is mostly grown here. Ms. Ogden stated that the NCCD Board Members are in favor of the purchase, but staff is still wavering.

Ms. Ogden stated that this year they are starting with four projects that they are actually incorporating the idea of “no-till” and soil health. Ms. Ogden stated that one of the projects is “no-till” drilling and adding a diversity of seed to an alfalfa field.

Ms. Ogden stated that another landowner has allowed the NCCD to utilize approximately 25 acres for a 3-year plan to get rid of all the weeds, all the smooth brome, lots of spraying, and putting in an alfalfa grass mixture on the third year that includes diversity and a bee habitat.

Ms. Ogden stated that she handed out a sheet that shows the funds received from the City and the County for Selenium mitigation, and the projects that have been done with the funds. Ms. Ogden stated that there is still approximately \$200,000 of these funds left in the account. Ms. Ogden stated that they are working with CAID on one project, and there is one that was cancelled. Ms. Ogden stated that there have been changes in Board Members and staff at the CAID office so it’s going to be a couple years with a learning curve to get everyone up to speed.

Ms. Ogden stated that the pipeline project that was cancelled was not a CAID easement and it goes through a subdivision. Ms. Ogden stated that there was a lot that the previous CAID management did not look at before they presented the project to the NCCD. Ms. Ogden stated that the NCCD Board has asked the CAID Board to cancel the project as it does not fit into the realm of what they need to be doing right now.

Ms. Ogden stated that there is a new project in discussion that is a 36-inch pipeline that goes down through quite a few different fields. Ms. Ogden stated that it will almost completely pipe the northwest corner of the CAID Irrigation District. Ms. Ogden stated that it will take out a lot of dirt ditches, and keep seepage from ruining some fields. Ms. Ogden stated that because it is a CAID ditch, NCCD could not use their grant funding. Ms. Ogden stated that this wasn't a top priority of CAID, but they still have Attorney General funds so NCCD is trying to match the City/County funds with it to get the project completed.

Ms. Ogden stated that in her letter of request for budget funding, her Board is requesting the continuation of the Selenium funding amount of \$50,000 for FY2022. Ms. Ogden stated that the budget keeps the projects rolling.

Ms. Ogden stated that NCCD is working closely with the new CAID District Manager to help him understand what a Special District is as he came from the oil fields, so there is a big difference in rules and regulations coming from a private operation to a Special District that have to be followed.

Ms. Ogden stated that NCCD is working on a pilot program for State Revolving Funds. Ms. Ogden stated that the DEQ is trying to work with the State Revolving Funds to where if the City, County, or anyone takes out a State Revolving Fund Loan, when the loan is paid back, the interest would go to the NCCD for more projects. Ms. Ogden stated that this program has been done in New Mexico and Colorado, but has not yet been done in Wyoming because there has not been a big push for it. Ms. Ogden stated that she has talked to Mr. Martin to set up a meeting so that when the next loan is taken out, maybe it can be worked to where the NCCD would get some of the interest money from the State when it goes into payback status.

Ms. Ogden stated that the NCCD Board is requesting a base operational funding for FY2022 of \$40,000. Ms. Ogden stated that the reason for this is to eventually work into having another part-time person to start an education program and assist with grants and the tree program.

Ms. Ogden stated that on average, the NCCD sells approximately 6,000 trees per year.

Ms. Ogden stated that she spoke to Weed and Pest, and they have been talking about getting a "no-till" drill. Ms. Ogden stated that the NCCD may try to partner with Weed and Pest for this purchase. Ms. Ogden stated that she is working with other Conservation Districts to see what type of crops they are using the "no-till" drill on.

Ms. Ogden stated that approximately 65% of fields in Natrona County have been switched to sprinkler irrigation.

Ms. Ogden stated that DEQ is letting the NCCD expand their Segment 3 grant, instead of applying for new grants. Ms. Ogden stated that this saves on reporting requirements.

Vice President Jones asked who the new District Manager is for CAID. Ms. Ogden stated that his name is Drew James, and he is from Texas. Ms. Ogden stated that there has been considerable changes to the CAID Board. Ms. Ogden stated that CAID has moved to where they have an Office Manager that will go for grants and funding, and manage projects, and then they have a Field Manager so there won't be one person trying to do it all.

Ms. Ogden stated that she would like to call Secretary Lawson sometime to discuss how CAID interacts with the Bureau of Reclamation, as she does not understand the relationship.

Ms. Ogden thanked the Board for their consideration and left the meeting.

Mr. Martin stated that NCCD has requested an increase to \$40,000 for annual operations funding, and \$50,000 for Selenium funding for FY22. Mr. Martin asked the Board for their recommendation.

Secretary Lawson asked if only \$35,000 was provided last year for operations, and no funding for Selenium. Mr. Martin stated that was correct, that it has been \$35,000 for operations for a number of years, and there was \$50,000 Selenium funding per year for four years. Mr. Martin stated that the NCCD funding letter is requesting to increase the \$35,000 operational funding to \$40,000 for FY2022, and to add \$50,000 for the Selenium funding to the FY2022 budget as well.

President Bell stated that he thought there was a discussion to continue with what was being provided to the NCCD so they didn't lose what they had.

Vice President Jones stated that he remembers a discussion regarding the North Platte River being de-listed, and that the Board felt they didn't need to continue with the Selenium funding.

Mr. Martin stated that at one time the NCCD had come in and requested \$50,000 Selenium funding for four years, and that was fulfilled. Mr. Martin stated that the funding was not requested after that, so it was taken out of the budget, and now they are requesting that it be added back in the budget for FY2022.

Secretary Lawson stated that he remembers the same discussion as Vice President Jones, that the river was de-listed and it was starting to be a diminishing return because the program had been so successful. Secretary Lawson stated at that time, with the budget constraints, the Board recommended not funding the Selenium project, but to continue funding operations last year at \$35,000.

Vice President Jones stated that they now want the \$50,000 of Selenium funding to continue with the ditch, pipe, and pivots projects.

Secretary Lawson stated not the pivot projects, but the pipe projects as they can't get involved with the on-farm pivots.

Board Member Jay asked if the Selenium money is well spent as it relates to the treatment plants. Mr. Martin stated that it can't hurt when the permit renewal comes up, if they are going to look at Selenium removal, and having the river de-listed is definitely in our favor. Mr. Martin stated that it is still no guarantee that they won't add Selenium removal down the road. Mr. Martin stated that he wouldn't expect Selenium removal in the 2023 permit, but possibly in the 2028 permit.

Vice President Jones asked from a budget perspective, if we are able to afford the increase to the capital budget. Mr. Martin stated that it is not included in the capital budget, which will be discussed later, if it is something that will be added to the budget, it will have to be included in the rate model and accounted for that way. Mr. Martin stated that he is not saying it isn't doable. Mr. Beamer stated that there was a preliminary capital budget discussion with Council last night and this was not identified.

Vice President Jones asked for Mr. Beamer's opinion on providing the Selenium funding for FY2022. Mr. Beamer stated that when he looks at the balance of \$200,000 that they have sitting in the bank that they haven't spent yet, that weighs on his mind as they should not be a financial institution. Mr. Beamer stated that in his opinion, he would rather the funds sit in the City coffers.

A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the increase to the annual NCCD operational funding for FY2022 to \$40,000 and not fund the Selenium projects this year, but be open to future requests as projects come up.

Vice President Jones stated that he feels this is a good way to go at this point.

Motion passed.

President Bell stated that the Board recommends that Council approve the increase to \$40,000 for the annual NCCD operational funding for FY2022, and forgo the Selenium project funding this year.

4. Mr. Martin stated that this is a request for outside-City water and sewer off South Valley Road. Mr. Martin stated that the nearest water and sewer mains to tie into are just off South Valley Road. Mr. Martin stated that this property is outside City limits and is not contiguous. Mr. Martin stated that a commitment to annex must be signed as part of the contract. Mr. Martin stated that Mr. Carson has an easement from the True family to run his service line down their property to get to his. Mr. Martin stated that staff is requiring a manhole be installed on the sewer main before Mr. Carson ties into the stubout.

President Bell asked what size service lines will be installed. Mr. Carson stated that a 1-inch water service will be installed, and the sewer will be a 1¼-inch pressurized line with a grinder pump.

President Bell asked if Mr. Carson spoke to the neighbors to see if they want to get water or sewer. Mr. Carson stated that the neighbors already have water and sewer service.

Council Liaison Cathey asked if there is access to the property from South Valley Road. Mr. Carson stated that there is access as he has cut a road in the 50-ft easement to access his property.

Mr. Beamer asked Mr. Carson to talk about the manhole proposal. Mr. Carson stated that he asked the City to provide the materials for the manhole, and he would provide the labor to install it as he is a licensed contractor.

President Bell asked how deep the lines are. Mr. Carson stated that he believes they are seven feet deep.

Board Member English asked how many lots in this area are undeveloped. Mr. Martin stated that there are only two lots developed, and Mr. Carson's lot would be three.

President Bell asked if Mr. Carson considered running his service lines to Yesness. Mr. Carson stated that he thought there would be more issues going under the creek as there is too much rock. Mr. Carson stated that he already has the easement from the True family.

Board Member English asked if there will be more development in the area. Mr. Martin stated that from what Mr. Carson has said after speaking to his neighbors, there is not a lot of interest in developing that area. Mr. Martin stated that if there would be more development, it would be best to extend the mains.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water and Sewer Service with Jacob and Sadie Carson for Tract 8 of the South Garden Creek Acres No. 4 Addition. Motion passed.

5. Mr. Martin stated that Swingle Ranch Tracts is an application for outside-City water for several lots located in the Squaw Creek area. Mr. Martin stated that the properties will obtain water service by connecting to a new 8-inch water main that is being installed by the homeowners. Mr. Martin stated that once completed, the City will assume ownership of the new water main that ties into the West Casper Zone II water line. Mr. Martin stated that the new water line will go down Tavares and cross over to Douglass and over to King's Row.

Mr. Martin stated that when there is a group of homeowners like this, one agreement is done to include all of them so they don't have to do individual outside-City agreements. Mr. Martin stated that all the lots are requesting ¾-inch water services.

Mr. Martin stated that the lots are not contiguous to City limits, and commitments to annex will be required for each lot.

Mr. Martin stated that lots that have not participated, and are not included, in this agreement will have to come in and do individual agreements if they want to get water service.

Board Member English asked if other lots would be allowed to tie in to the main. Mr. Martin stated that they would be allowed to tie in with an outside-City agreement.

Board Member Jay asked if other lots want service, will the main be extended. Mr. Martin stated that if they are not adjacent to the main they will have to extend it.

Secretary Lawson asked why the water main will belong to the City. Mr. Martin stated that once the West Casper Zone II main was installed, it opened up the area for growth. Mr. Martin stated that this is what will be seen as 8-inch mains are extended. Mr. Beamer stated that the City policy is that if a property is adjacent to a City utility, they have to extend the main to and through the property. Mr. Beamer stated that there are some exceptions to this policy. Mr. Beamer stated that this group of homeowners are adjacent to the water main, and are extending the main to and through their properties.

Secretary Lawson stated that if the water mains keep expanding out there, is the City willing to take over more responsibility in non-City limits. Mr. Beamer stated that there has been discussion with Council for decades about providing services to people outside-City limits. Secretary Lawson asked about taking over the maintenance of the main. Mr. Beamer stated that from the City standpoint, if it is a private main, it doesn't get maintained and if it is a life safety facility like a water system, the City has to accept ownership and provide maintenance.

Mr. Martin stated that in the future, he could see annexation taking place in this area. Mr. Beamer stated that if the property is contiguous, they have to annex right away.

Mr. Martin stated that when properties are annexed, the water and sewer systems are already built to City specifications.

Board Member English stated that he prefers to see expansion this way. Vice President Jones agreed

President Bell asked if fire hydrants and valves are being installed to meet City requirements. Mr. Beamer stated that this was permitted by DEQ, so it does have fire hydrants every 400 feet, and is already being installed by Andreen-Hunt.

A motion was made by Board member English and seconded by Board Member Jay to approve the Contract for Outside-City Water Service for lots 5, 6, 7, 8, 9, 10, 11, 12, 13, 23, and 24 of the Swingle Ranch Tracts located in the Squaw Creek Area. Motion passed.



6. Mr. Martin asked the Board to reference the FY22 Preliminary Capital Budgets.

a. Water Fund Capital Projects –

FY22 Misc. Water Main Replacement - \$2,500,000 – This project will be completed by an outside contractor and is funded by One Cent #16.

FY22 Internal Water Main Replacement - \$275,000 – These water main replacements will be done in-house.

FY22 Oversizing Reimbursement - \$85,000 – This is if a development is required to install larger water mains.

FY22 Booster Stations - \$50,000 – This is to replace miscellaneous valves at the various booster stations.

Water Meters and ERT's - \$143,000 – New meters and ERT's. There has been talk of moving this to the Operations budget.

Sun I South Tank Coating - \$310,000

CY Tank Interior Coating - \$185,000

WDG Facility Entrance Sign - \$12,000 – Replace old sign that is hardly readable.

WDG Office Copy Machine - \$5,000 – The old copier is worn out.

Compressor Truck Replacement - \$62,200

Backhoe Replacement - \$102,200

Flat Bed Dump Truck Replacement - \$57,200

Mr. Martin stated that the total Capital Budget for the Water Fund is \$3,786,600.

Board Member English stated that he sees that the \$2.5 M for Water Main Replacements comes from One Cent Funds, and asked where the funds for the rest of the projects will come from. Mr. Martin stated that the project funds will come from Water Fund Reserves.

b. Sewer Fund Capital Projects:

FY22 Misc. Sewer Main Replacement - \$500,000 – Funded by One Cent #16.

FY22 Oversizing Reimbursement - \$35,000

Service Truck Replacement - \$80,200

FY22 Misc. Sewer Main Replacement - \$500,000

Sewage Lift Station Communication Upgrade - \$25,000 – Move from Centurylink to radio. A few lift stations are done each year.

Lift Station Pump and Panel Replacement - \$35,000 – A few are replaced each year.

Pipelogix Phoenix Software - \$14,500 – Updated software with support. The old software is no longer supported.

JetScan Camera - \$15,000 – Used for sewer line inspections.

Sewer Fund Capital Budget total is \$1,204,700.

c. Wastewater Treatment Plant Capital Projects:

WWTP Digester Boiler Installation - \$1,400,000 – Fire Code issues were found and the project was rebudgeted.

Bar Nunn #1 Lift Station Generator - \$90,000 – Replace 30+ year old emergency generator. One lift station generator is replaced each year.

FY22 Equipment Replacements - \$125,000 – Unexpected critical equipment failures.

FY22 Dewatering Building HVAC Replacement - \$150,000 – There are five units total to replace.

FY22 Security Upgrades - \$30,000 – Each year upgrades are done to cameras, door locks, etc.

Roll-off Box Replacement - \$12,000 – Used for sludge from the centrifuge.

Lift Station Communication Upgrade - \$25,000 – Regional Lift Stations converted from Centurylink to radio.

Utility Cart Replacement - \$12,000 – Used by Operations and Maintenance staff to get around WWTP site.

Industrial Riding Mower Replacement - \$12,000 – Rebudgeted from last year.

DAFT Pressure Tank – \$40,000 – Tanks are 30+ years old and there are two to be replaced. One will be replaced each year.

Primary Sludge Pump Replacement - \$15,000 – One pump will be replaced this year.

Centrifuge Sludge Feed Pump Replacement - \$10,000 – There are two feed pumps; one was replaced last year.

WWTP Fund Capital Budget total is \$1,921,000. Mr. Martin stated that there is no One Cent funding used in this budget; it all comes from reserves. Mr. Martin stated that the other entities that are part of the Regional Wastewater System help pay these costs. Mr. Martin stated that the costs are in line with the rate models that were presented in 2019.

Board Member English asked how the sales tax is tracking. Mr. Beamer stated that it is favorable to what was budgeted. Council Liaison Cathey stated that Council receives the updated sales tax chart in their informational packet, and requested that it be included in the Board's agenda packet as well.

Board Member English stated that the One Cent is relied on a lot. Mr. Beamer stated that if the voters didn't pass the Once Cent the City would be hurting.

Secretary Lawson asked if the legislation was passed to make it permanent. Mr. Martin stated that he thought it passed in the last Legislature session.

Council Liaison Cathey stated that last night Council tentatively approved all these capital projects.

7. In other business:

- a. President Bell asked about the cable that was hanging at the lift station on Poplar and 1<sup>st</sup> Street last month. Mr. Martin stated that it was the antennae cable.
- b. President Bell asked about the WWTP emergency generator project. Mr. Martin stated that staff is working with ITC to get the transformer tested and back on utility power. Mr. Martin stated that Jacobs is under contract to review the plans for the project.

Secretary Lawson asked if the generator works. Mr. Martin stated that if the WWTP needs emergency power right now they would use the existing generators.

Board Member Jay left the meeting at 8:18 a.m.

President Bell asked if the contractor and engineer are paying for their own expert. Mr. Martin stated that the three parties, City, Contractor, and Engineer, are going in together on the Jacobs contract. Mr. Beamer stated that the final blame will not be determined until the end of the Jacobs review. Mr. Beamer stated that hopefully litigation will be avoided.

Board Member English asked if the report will go to Council when finished. Mr. Beamer stated that Council will be involved for a resolution to the situation.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 8:21 a.m. Motion passed.

---

Secretary

DRAFT

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
MARCH 2021**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	161,100,526	136,512,164	147,233,823	2,601,706,014	2,557,113,634
<b>NEW SERVICES</b>	3	6	7	76	74

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	2.83	0.41	0.96	5.15	8.34
-------------------------------	------	------	------	------	------

**REPAIRS**


	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	3	1	0	21	16
<b>SERVICE LINE BREAKS</b>	0	2	0	12	3
<b>SEWER MAIN STOPPAGES</b>	1	1	2	9	8

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,817	19,786	20,148
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,686	1,681	1,738
<b>OUTSIDE CITY (WATER RES)</b>	494	492	500
<b>OUTSIDE CITY (WATER-COMM)</b>	129	128	134
<b>IRRIGATION ONLY</b>	241	243	281
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,367	22,330	22,801

April 22, 2021

MEMO TO: Michael Bell, President  
Members, Casper Public Utilities Advisory Board

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager

SUBJECT: Authorizing a Contract for Outside-City Sewer Service with J & T  
Properties, LLC

**Meeting Type & Date**

CPU Advisory Board Meeting  
April 28, 2021

**Action Type**

Approval

**Recommendation**

That the CPU Advisory Board authorize a Contract for Outside-City Sewer Service with J & T Properties, LLC.

**Summary**

This contract provides Outside-City sewer service for 5901 West Old Yellowstone Highway, a parcel of land located west of Casper. The property will obtain sewer service by connecting to a 21-inch sewer main that parallels West Old Yellowstone Highway.

This property is not contiguous to the Casper City limits and a Commitment to Annex will be signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

**Financial Considerations**

No financial considerations

**Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

**Attachments**

Agreement  
Commitment to Annex

## CONTRACT FOR OUTSIDE-CITY SEWER SERVICE

THIS AGREEMENT is made, dated, and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and J & T Properties, LLC., 5901 West Old Yellowstone Highway, Casper, Wyoming 82604; hereinafter referred to as “Owner.”

### RECITALS

A. Owner is the owner of certain land as described in Exhibit “A” (attached hereto and made a part of this agreement), being vacated Block 15, Lots 1-10 of the Yellowstone Addition a portion of the NE1/4SW1/4 of Section 35, Township 34 North, Range 80 West, of the 6<sup>th</sup> P.M., in Natrona County, Wyoming, and being those portions of vacated Harvey Street and Yellowstone Drive adjacent to Block 15 of the Yellowstone Addition a portion of the NE1/4NW1/4 of Section 35, Township 34 North, Range 80 West, of the 6<sup>th</sup> P.M., in Natrona County, Wyoming, with an address of 5901 West Old Yellowstone Highway, Casper, Wyoming 82604, which is not within the corporate limits of the City of Casper; and,

B. Owner obtains water service through use of a private water well; and,

C. A sanitary sewer main owned and operated by the City is within three hundred feet (300’) of the property; and,

D. Owner desires to obtain sewer service from City for such property as described in Exhibit “A” (attached hereto and made a part of this agreement); and,

E. Owner and City have agreed to sewer service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

#### 1. Service

a. The properties served shall be limited to that described in Exhibit “A” (attached hereto and made a part of this agreement). No other properties shall be served without the express permission of the City Council of the City of Casper.

b. The Owner shall be allotted one (1) 4-inch sewer service connection(s) to the property as shown on Exhibit “A.” No other properties may be served from this connection.

c. The Owner shall, at its sole cost and expense, install, own, and maintain the sewer service line(s), including the connection to the City sewer main, from the building being served to the City sewer main.

d. The City will install a 4-inch sewer service tap to the existing 21-inch sewer main at the request of and at the sole cost and expense of the Owner, in

accordance with the then-prevailing costs and procedures, and in accordance with the then-existing City standards and specifications.

- e. The Owner shall be responsible for obtaining easements from other property owners for the sewer service lines as needed at its sole cost and expense.

2. Right of Inspection

The City shall have the right to inspect all sewer system construction. All sewer system construction must meet City requirements. Before connection of the sewer services to any building, all work must be accepted and approved by the City.

3. Charges for Service

- a. The Owner will pay to the City the then-current outside-City system investment charge for each connection to be served with sewer. Payment will be made prior to actual receipt of sewer service provided by the City.
- b. The outside-City sewer system investment charge shall be based on an equivalent 3/4-inch water connection.
- c. The charge for sewer service provided shall be at the City's existing rates as the same shall apply from time to time for all retail outside-City sewer service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City sewer service.

4. Regulation

The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service, and all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Construction Term

The Owner shall be allowed two (2) years from the date of this Agreement to complete the sewer service line construction and necessary improvements as set forth herein. Should the construction not be completed within this time period, this Agreement shall automatically be null and void.



6. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex their property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this Agreement. It shall provide that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.
- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

7. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements on W Old Yellowstone Highway at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and

Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.

- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.
- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

8. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

9. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property as set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info  
J & T Properties, LLC  
PO Box 836  
Casper, WY 82602

City of Casper  
Attn: Public Services Director  
200 North David  
Casper, WY 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fluer Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

OWNERS:

\_\_\_\_\_  
Joseff Hutchison  
Owner/Managing Member

\_\_\_\_\_  
Toni Hutchison  
Owner/Managing Member

The undersigned mortgagee for J & T Properties, LLC hereby agrees to, consents, and ratifies this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
MORTGAGEE

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

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

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

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA   )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021,  
by Joseff Hutchison as Owner/Managing Member of J & T Properties, LLC.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA   )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021,  
by Toni Hutchison as Owner/Managing Member of J & T Properties, LLC.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA   )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021,  
by \_\_\_\_\_ as \_\_\_\_\_  
of \_\_\_\_\_, the Mortgagee.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021,  
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal  
corporation.

(seal)

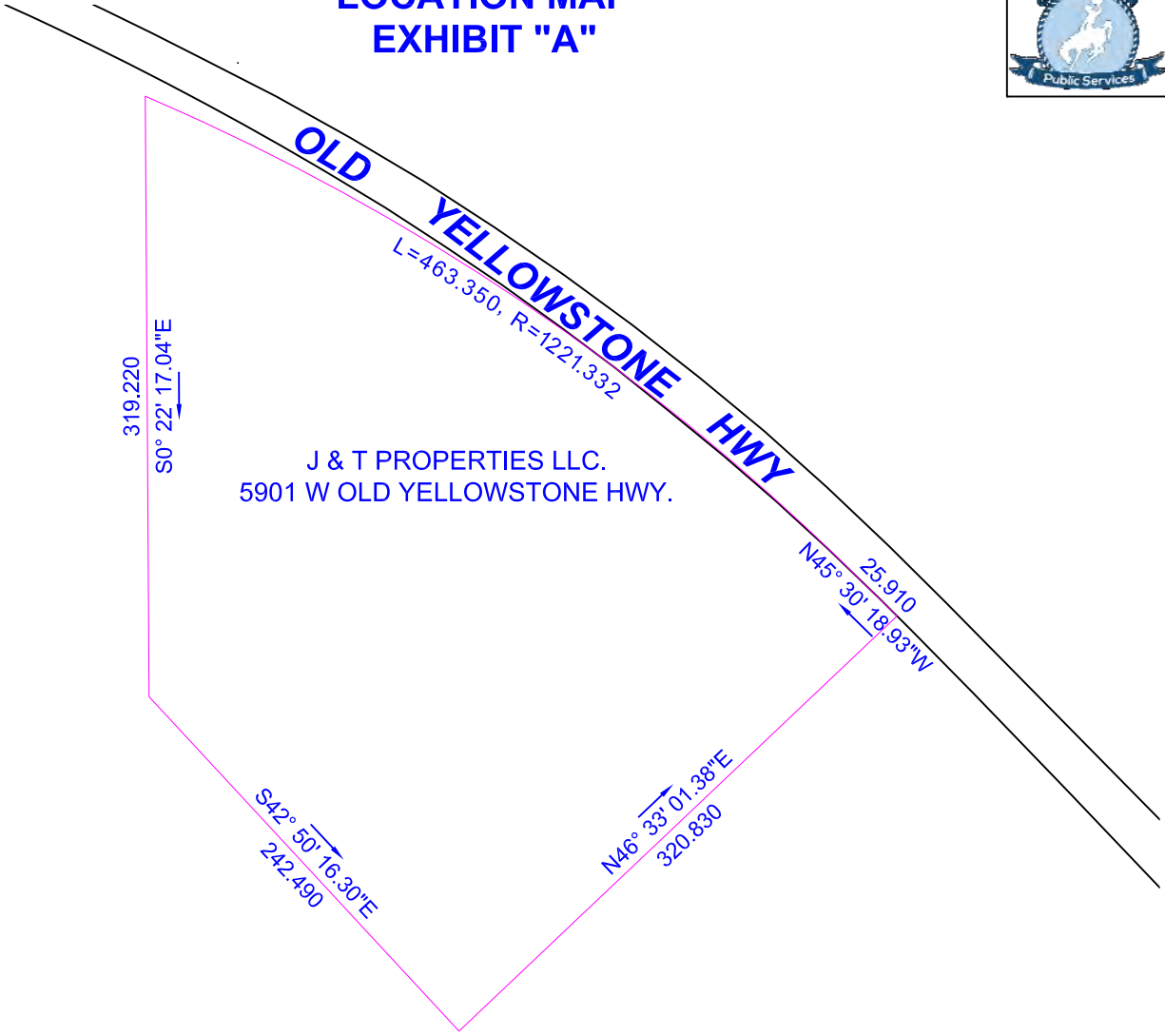
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_



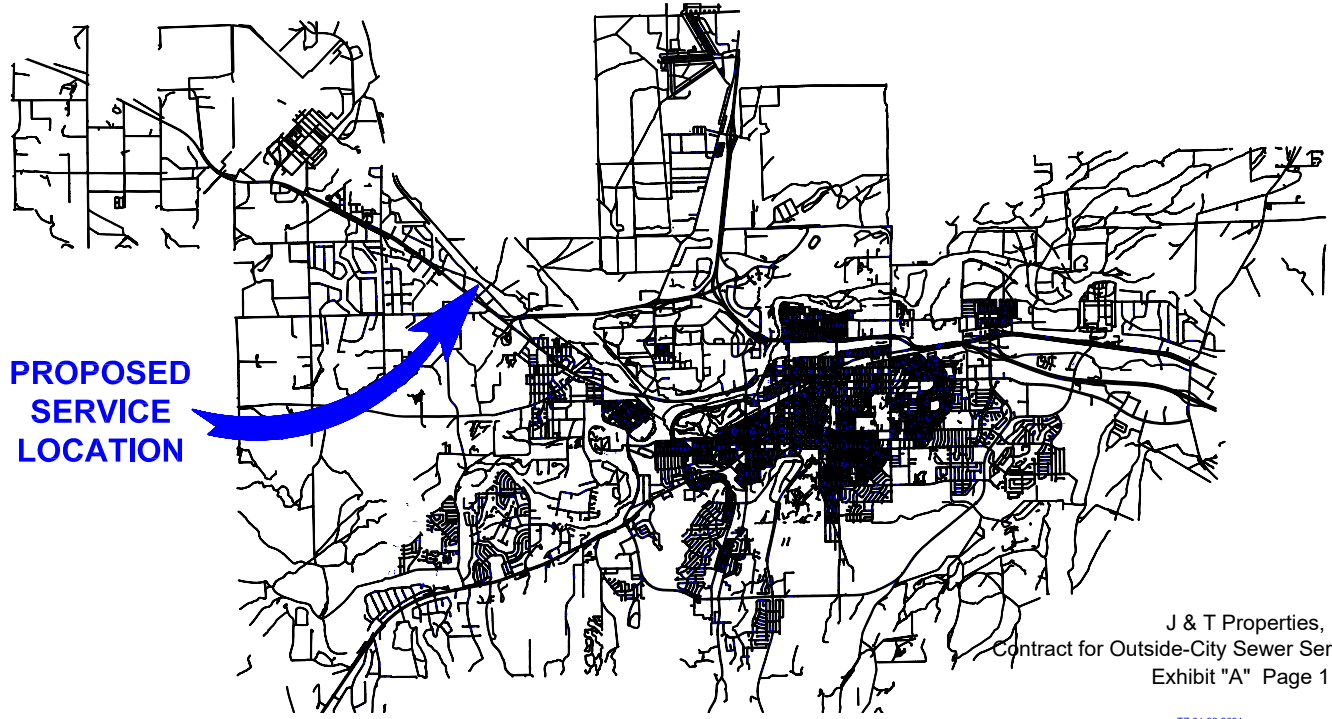
VICINITY MAP  
NOT TO SCALE

# LOCATION MAP EXHIBIT "A"



VICINITY MAP  
NOT TO SCALE

# VICINITY MAP







4/29/2020 3:37:24 PM

NATRONA COUNTY CLERK

Pages: 1

1080543

Tracy Good  
Recorded: GC  
Fee: \$13.00  
American Title Agency

WARRANTY DEED

IRMA J. BIDEAU, SUCCESSOR TRUSTEE OF THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991, grantor(s) of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

J & T PROPERTIES, LLC, grantee(s), whose address is:

5901 WEST YELLOWSTONE HIGHWAY M/A PO BOX 836  
Casper, WY 82604 CASPER, WY 82602

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9 AND 10, IN VACATED BLOCK 15, YELLOWSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, BEING A PORTION OF THE NE¼SW¼ OF SECTION 35, TOWNSHIP 34 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING

AND

A PARCEL BEING A PORTION OF THE NE¼NW¼ SECTION 35, TOWNSHIP 34 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, ALSO BEING THOSE PORTIONS OF VACATED HARVEY STREET AND YELLOWSTONE DRIVE ADJACENT TO BLOCK 15, VACATED YELLOWSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTHWESTERLY LINE OF YELLOWSTONE HIGHWAY, AND THE MOST EASTERLY CORNER OF LOT 1, BLOCK 15, VACATED YELLOWSTONE ADDITION; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF SAID YELLOWSTONE HIGHWAY 30.00 FEET TO A POINT ON THE CENTERLINE OF VACATED HARVEY STREET; THENCE SOUTHWESTERLY ALONG THE CENTERLINE OF VACATED HARVEY STREET TO THE CENTER LINE OF VACATED YELLOWSTONE DRIVE; THENCE NORTHWESTERLY ALONG THE CENTERLINE OF YELLOWSTONE DRIVE TO AN ANGLE POINT; THENCE NORTHERLY ALONG THE CENTERLINE OF YELLOWSTONE DRIVE TO A POINT ON THE SOUTHWEST LINE OF YELLOWSTONE HIGHWAY; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF YELLOWSTONE HIGHWAY TO THE MOST NORTHERLY POINT OF VACATED LOT 6, SAID BLOCK 15, VACATED YELLOWSTONE ADDITION; THENCE SOUTHERLY ALONG THE WESTERLY LINE OF VACATED LOTS 6 AND 7 TO THE SOUTHWESTERLY CORNER OF SAID LOT 7; THENCE SOUTHEASTERLY ALONG THE SOUTHWEST LINE OF VACATED LOTS 7, 8, 9 AND 10, SAID VACATED BLOCK 15 TO THE MOST SOUTHERLY CORNER OF SAID LOT 10; THENCE NORTHEASTERLY ALONG THE SOUTHEASTERLY LINE OF LOTS 1 AND 10, SAID VACATED BLOCK 15 TO THE NORTHEASTERLY CORNER OF SAID LOT 1 AND THE POINT OF BEGINNING.

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

Witness my/our hand(s) this 29 day of April, 2020.

THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991

BY: Irma J. Bideau  
IRMA J. BIDEAU  
SUCCESSOR TRUSTEE

State of Wyoming )  
County of Natrona )SS.  
)

The foregoing instrument was acknowledged before me by IRMA J. BIDEAU, SUCCESSOR TRUSTEE OF THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991.

this 29 day of April, 2020.

Witness my hand and official seal.

My Commission Expires: 12/2/20

Jennifer A. Freel  
Notarial Officer



YELLOWSTONE ADDITION  
Packets 14  
Folder 5

# YELLOWSTONE ADDITION

## TO THE CITY OF CASPER, COUNTY OF NATRONA, STATE OF WYOMING

A SUBDIVISION OF A PART OF THE W2SE4 & E2SW4, SEC.35, T.34N, R.80W. OF THE 6th PRIN. MER.

Scale: 1"=100'

Roads Vacated by Resolution Nov 23, 1973  
BK. Lo g Misc. Pg. 607  
Recorded 12-4-73

STATE OF WYOMING } SS  
County of Natrona }

This is to certify that the above subdivision of a part of the West-half of the Southeast one-quarter (W 1/2 SE 1/4) and the East one-half of the Southwest one-quarter (E 1/2 SW 1/4) of Section Thirty-Five (35), Township Thirty-Four (34) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian, located in the County of Natrona, State of Wyoming, as appears on the annexed plat as Blocks numbered consecutively from one (1) to Fifteen (15) both inclusive, each block containing Lots numbered consecutively upward from one (1), inclusive, said subdivision being known as the "YELLOWSTONE ADDITION TO THE CITY OF CASPER" is with the free consent and in accordance with desires of the undersigned owner and proprietor, Frank Duff, a single man

All streets shown on the annexed plat are hereby dedicated to the public  
The party hereto releases and waives all rights under and by virtue of the Homestead laws of the State of Wyoming  
In testimony whereof these presents have signed and sealed this 28th day of November, A.D. 1923

WITNESSES:  
H. A. Freckler  
H. J. Ryan

Frank Duff

STATE OF WYOMING } SS  
County of Natrona }

On this 28th day of November, A.D. 1923, before me appeared Frank Duff, a single man, to me personally known, who being by me first duly sworn, did depose and say, that he signed and sealed the foregoing instrument as his own free and voluntary act and deed, including the release and waiver of the right of homestead

Given under my hand and notarial seal the day and the year last above mentioned  
My commission expires Sept 2nd, 1927

John M. England  
Notary Public

STATE OF WYOMING } SS  
County of Natrona }  
This instrument was filed for Record  
the 27th 1923 at 2:20 o'clock PM  
and was recorded in Book 40 of  
Deeds in page 55  
Alma F. Healey  
County Clerk

2445 Yellowstone add  
This is a copy of the original plat prepared for the convenience of the users. Every effort has been made to insure it's accuracy, however errors may exist, please check against the original plat.

STATE OF WYOMING } SS  
County of Natrona }

This is to certify that the survey and subdivision of the "YELLOWSTONE ADDITION TO THE CITY OF CASPER" as shown hereon and comprising the West one-half of the Southeast one-quarter (W 1/2 SE 1/4) and the East one-half of the Southwest one-quarter (E 1/2 SW 1/4) of Section Thirty-five (35), Township Thirty-four (34) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian was made under my direction during November, A.D. 1923, at the request of and for Frank Duff

The survey was made with a Gurley Transit and a 300 foot steel tape  
The solid lines around each block were measured and the corners were monumented and laced  
The lines shown in the interior of each block were calculated  
All points that were monumented and laced are shown hereon by means of a small circle thus: ○  
This survey was tied to known government corners.  
Missing and subdivisional corners were established according to the prescribed rules of the U.S. Land Office.  
All linear and angular measurements were made or calculated with care and are correct to the best of my knowledge and belief.  
Witness my hand and seal the 28th day of November, A.D. 1923

Albert Park  
Surveyor License No. 14

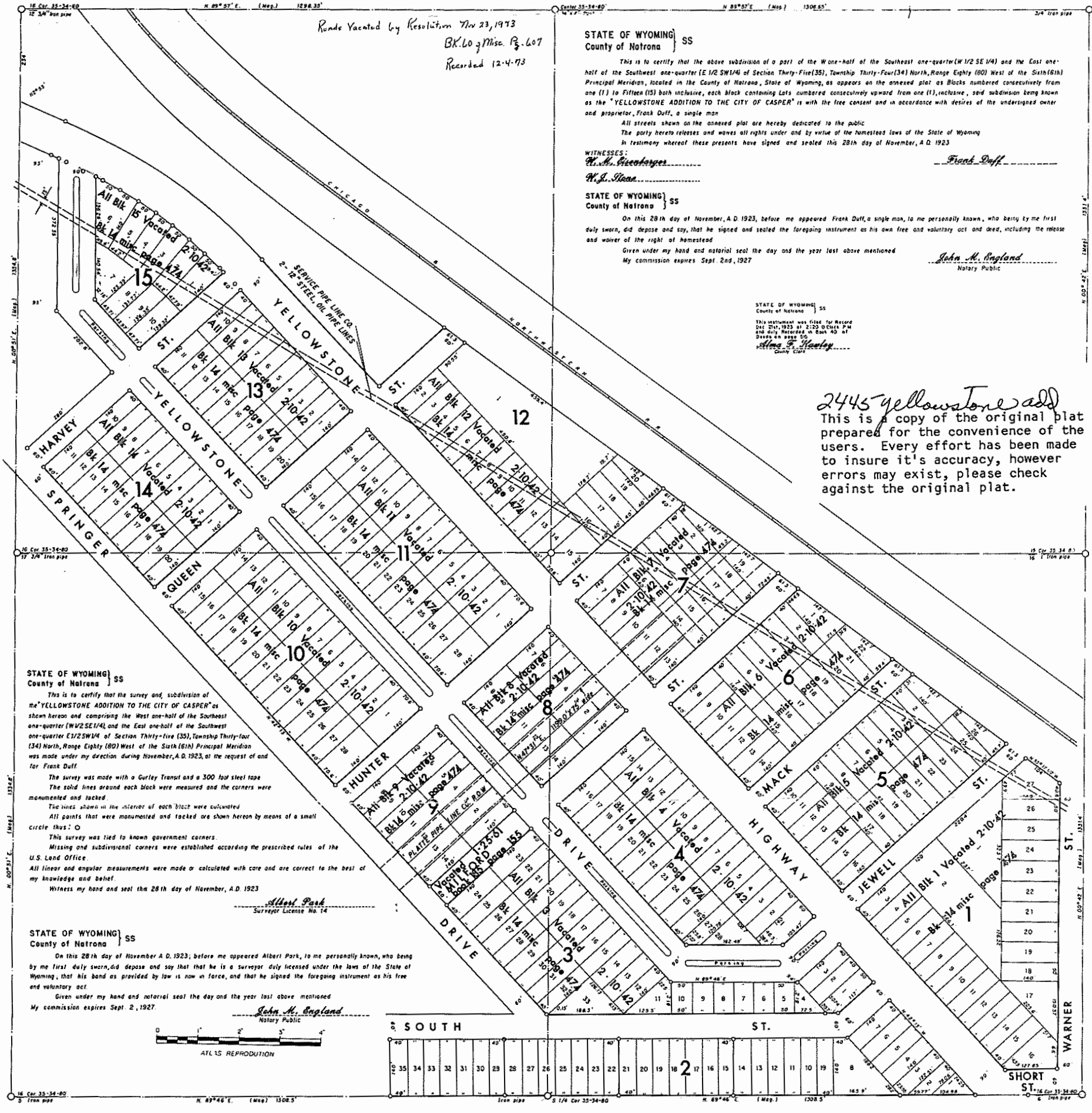
STATE OF WYOMING } SS  
County of Natrona }

On this 28th day of November A.D. 1923, before me appeared Albert Park, to me personally known, who being by me first duly sworn, did depose and say that that he is a surveyor duly licensed under the laws of the State of Wyoming, that his bond as provided by law is now in force, and that he signed the foregoing instrument as his free and voluntary act  
Given under my hand and notarial seal the day and the year last above mentioned  
My commission expires Sept. 2, 1927

John M. England  
Notary Public



SOUTH



**COMMITMENT TO ANNEX TO THE CITY OF CASPER, WYOMING**  
(Individual Form)

We, **J & T Properties**, respectively the owner(s) and mortgagee of the following described real estate located in Natrona County, to-wit:

**5091 WEST OLD YELLOWSTONE HIGHWAY  
CASPER, WYOMING, NATRONA COUNTY  
PROPERTY AS DESCRIBED IN EXHIBIT "A" (attached hereto and made  
a part of this agreement)**

for valuable consideration, the receipt of which is hereby acknowledged, agree and commit to the annexation of the above-described property to the City of Casper, Wyoming at the request of the Casper City Council or on a property owner's petition. The undersigned further waive any statutory or other right to protest any such annexation.

This commitment to annex shall run with and bind the above described real property, and shall be included in every sale, conveyance or mortgage involving the above-described property. This commitment to annex shall be binding upon the Owner(s) and mortgagee, and their heirs, successors, and assigns forever.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseff Hutchison  
OWNER/MANAGING MEMBER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Toni Huchison  
OWNER/MANGING MEMBER

\_\_\_\_\_  
Date

\_\_\_\_\_  
MORTGAGEE

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

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

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

STATE OF WYOMING )  
) ss.  
COUNTY OF NATRONA )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021,  
by Joseff Hutchison, as Owner/Managing member for J & T Properties, LLC.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF WYOMING )  
) ss.  
COUNTY OF NATRONA )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021,  
by Toni Hutchison, as Owner/Managing member for J & T Properties, LLC.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
2021, by \_\_\_\_\_, as \_\_\_\_\_ of  
\_\_\_\_\_, MORTGAGEE.

(seal)

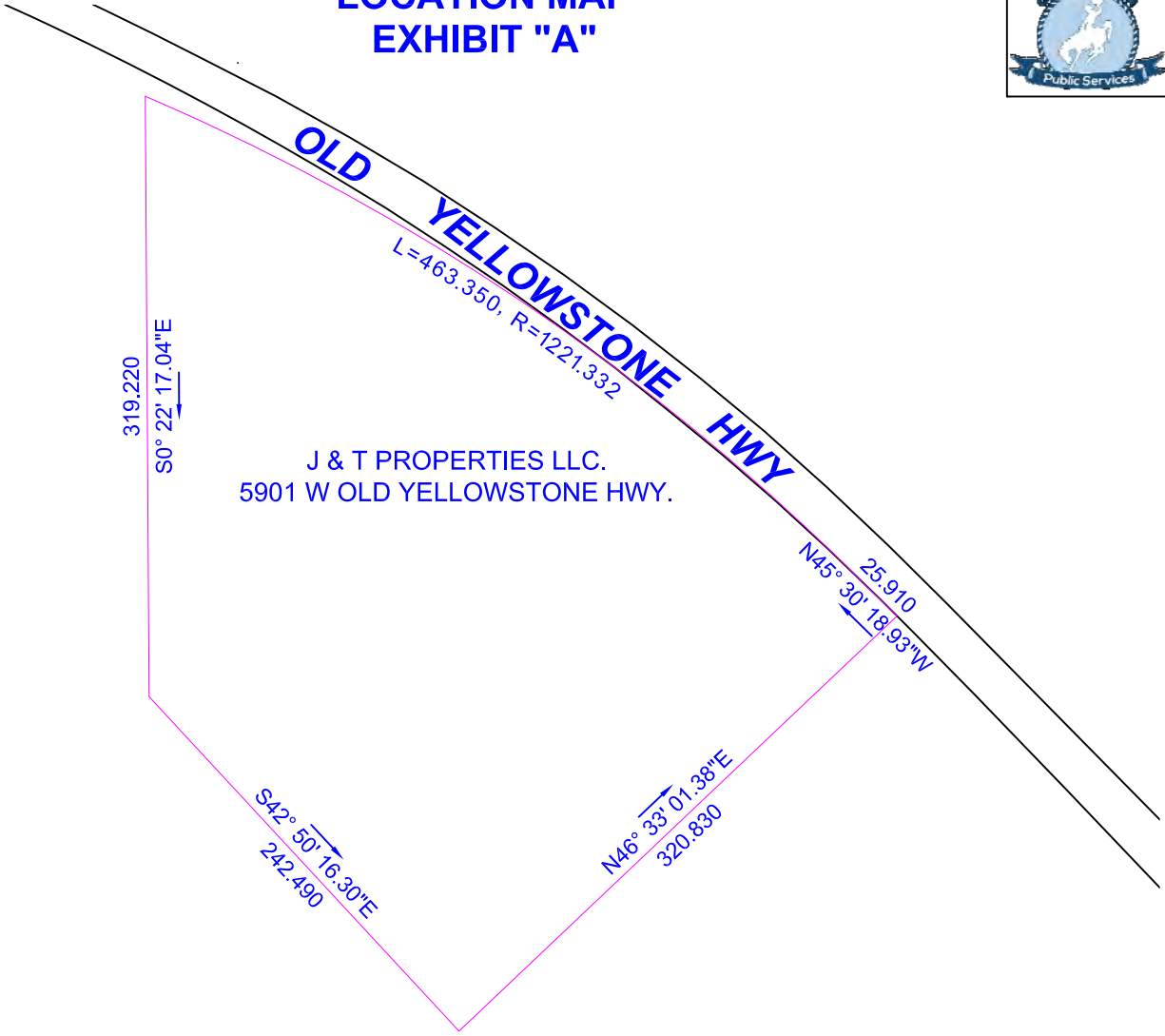
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_



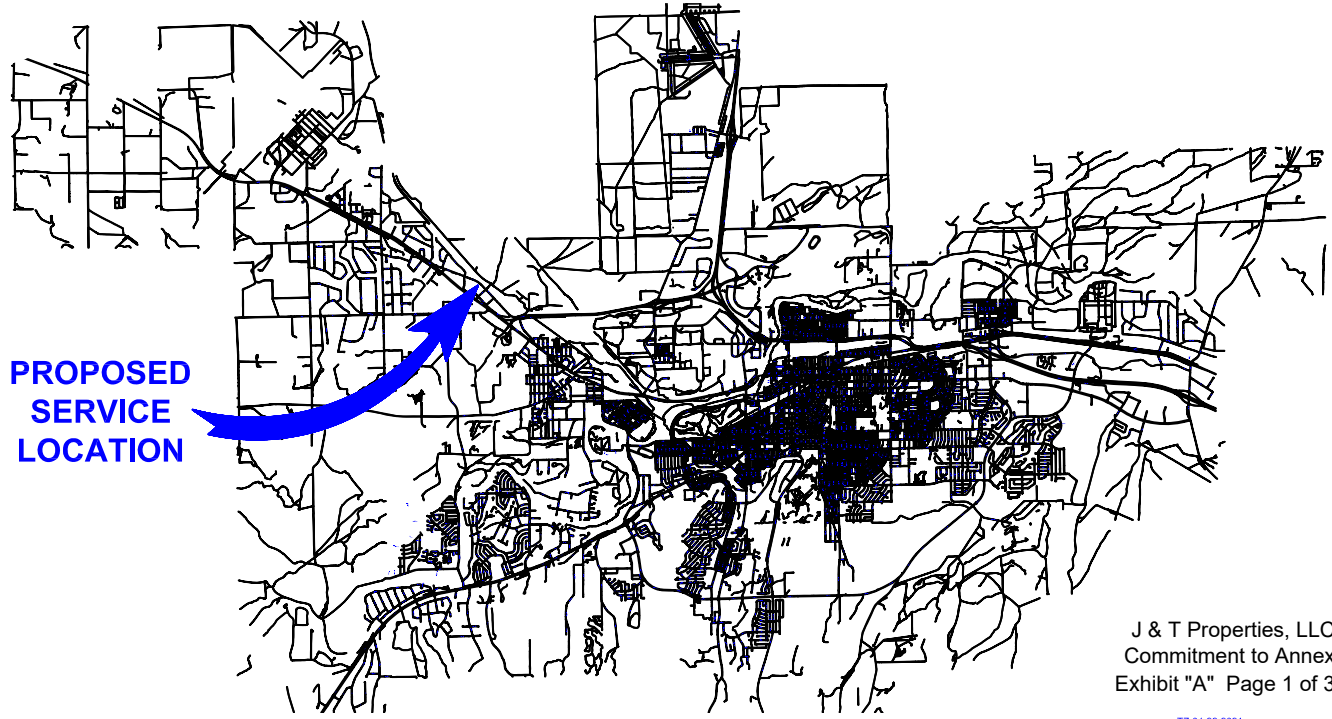
VICINITY MAP  
NOT TO SCALE

# LOCATION MAP EXHIBIT "A"



VICINITY MAP  
NOT TO SCALE

# VICINITY MAP





4/29/2020 3:37:24 PM

NATRONA COUNTY CLERK

Pages: 1

1080543

Tracy Good  
Recorded: GC  
Fee: \$13.00  
American Title Agency

WARRANTY DEED

IRMA J. BIDEAU, SUCCESSOR TRUSTEE OF THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991, grantor(s) of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

J & T PROPERTIES, LLC, grantee(s), whose address is:

5901 WEST YELLOWSTONE HIGHWAY M/A PO BOX 836  
Casper, WY 82604 CASPER, WY 82602

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9 AND 10, IN VACATED BLOCK 15, YELLOWSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, BEING A PORTION OF THE NE¼SW¼ OF SECTION 35, TOWNSHIP 34 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING

AND

A PARCEL BEING A PORTION OF THE NE¼NW¼ SECTION 35, TOWNSHIP 34 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, ALSO BEING THOSE PORTIONS OF VACATED HARVEY STREET AND YELLOWSTONE DRIVE ADJACENT TO BLOCK 15, VACATED YELLOWSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTHWESTERLY LINE OF YELLOWSTONE HIGHWAY, AND THE MOST EASTERLY CORNER OF LOT 1, BLOCK 15, VACATED YELLOWSTONE ADDITION; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF SAID YELLOWSTONE HIGHWAY 30.00 FEET TO A POINT ON THE CENTERLINE OF VACATED HARVEY STREET; THENCE SOUTHWESTERLY ALONG THE CENTERLINE OF VACATED HARVEY STREET TO THE CENTER LINE OF VACATED YELLOWSTONE DRIVE; THENCE NORTHWESTERLY ALONG THE CENTERLINE OF YELLOWSTONE DRIVE TO AN ANGLE POINT; THENCE NORTHERLY ALONG THE CENTERLINE OF YELLOWSTONE DRIVE TO A POINT ON THE SOUTHWEST LINE OF YELLOWSTONE HIGHWAY; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY LINE OF YELLOWSTONE HIGHWAY TO THE MOST NORTHERLY POINT OF VACATED LOT 6, SAID BLOCK 15, VACATED YELLOWSTONE ADDITION; THENCE SOUTHERLY ALONG THE WESTERLY LINE OF VACATED LOTS 6 AND 7 TO THE SOUTHWESTERLY CORNER OF SAID LOT 7; THENCE SOUTHEASTERLY ALONG THE SOUTHWEST LINE OF VACATED LOTS 7, 8, 9 AND 10, SAID VACATED BLOCK 15 TO THE MOST SOUTHERLY CORNER OF SAID LOT 10; THENCE NORTHEASTERLY ALONG THE SOUTHEASTERLY LINE OF LOTS 1 AND 10, SAID VACATED BLOCK 15 TO THE NORTHEASTERLY CORNER OF SAID LOT 1 AND THE POINT OF BEGINNING.

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

Witness my/our hand(s) this 29 day of April, 2020.

THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991

BY: Irma J. Bideau  
IRMA J. BIDEAU  
SUCCESSOR TRUSTEE

State of Wyoming )  
County of Natrona )SS.  
)

The foregoing instrument was acknowledged before me by IRMA J. BIDEAU, SUCCESSOR TRUSTEE OF THE BIDEAU FAMILY TRUST DATED DECEMBER 4, 1991.

this 29 day of April, 2020.

Witness my hand and official seal.

My Commission Expires: 12/2/20

Jennifer A. Freel  
Notarial Officer



# YELLOWSTONE ADDITION

TO THE CITY OF CASPER, COUNTY OF NATRONA, STATE OF WYOMING

A SUBDIVISION OF A PART OF THE W2SE4 & E2SW4, SEC.35, T.34N., R.80W. OF THE 6th PRIN. MER.

Scale: 1"=100'

Roads Vacated by Resolution Nov 23, 1973  
BK. Lo g Misc. Pg. 607  
Recorded 12-4-73

STATE OF WYOMING } SS  
County of Natrona }

This is to certify that the above subdivision of a part of the West-half of the Southeast one-quarter (W 1/2 SE 1/4) and the East one-half of the Southwest one-quarter (E 1/2 SW 1/4) of Section Thirty-Five (35), Township Thirty-Four (34) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian, located in the County of Natrona, State of Wyoming, as appears on the annexed plat as Blocks numbered consecutively from one (1) to Fifteen (15) both inclusive, each block containing Lots numbered consecutively upward from one (1), inclusive, said subdivision being known as the "YELLOWSTONE ADDITION TO THE CITY OF CASPER" is with the free consent and in accordance with desires of the undersigned owner and proprietor, Frank Duff, a single man

All streets shown on the annexed plat are hereby dedicated to the public  
The party hereto releases and waives all rights under and by virtue of the Homestead laws of the State of Wyoming  
In testimony whereof these presents have signed and sealed this 28th day of November, A.D. 1923

WITNESSES:  
H. A. Freckelmyer  
H. J. Sloan

Frank Duff

STATE OF WYOMING } SS  
County of Natrona }

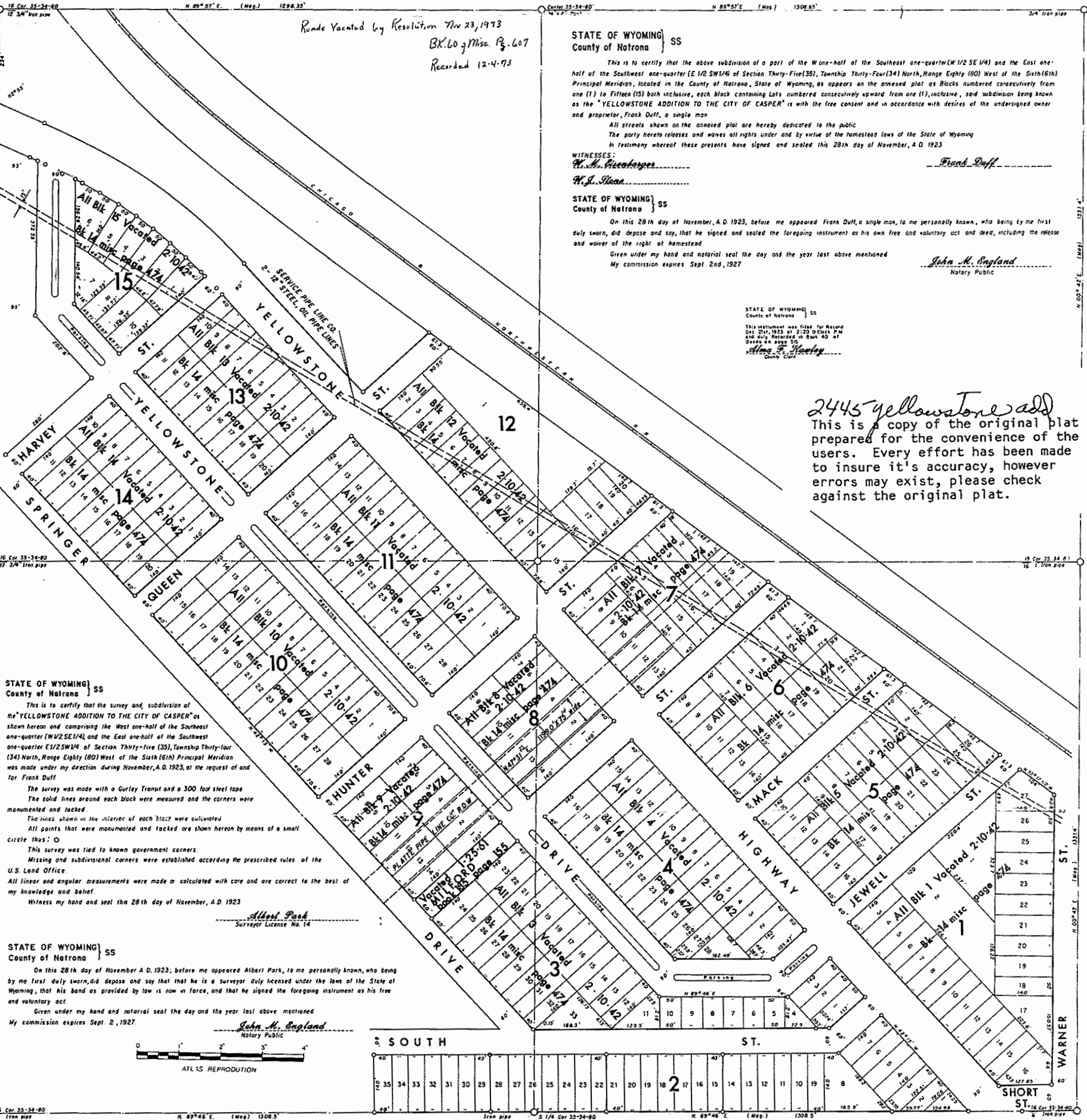
On this 28th day of November, A.D. 1923, before me appeared Frank Duff, a single man, to me personally known, who being by me first duly sworn, did depose and say, that he signed and sealed the foregoing instrument as his own free and voluntary act and deed, including the release and waiver of the right of homestead

Given under my hand and notarial seal the day and the year last above mentioned  
My commission expires Sept 2nd, 1927

John M. England  
Notary Public

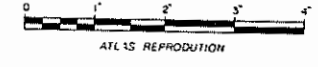
STATE OF WYOMING } SS  
County of Natrona }  
This instrument was filed for Record  
the 27th 1923 at 2:20 o'clock PM  
and was recorded in Book 40 of  
Deeds in page 55  
Alma F. Healey  
County Clerk

2445 Yellowstone add  
This is a copy of the original plat prepared for the convenience of the users. Every effort has been made to insure it's accuracy, however errors may exist, please check against the original plat.



STATE OF WYOMING } SS  
County of Natrona }  
This is to certify that the survey and subdivision of the "YELLOWSTONE ADDITION TO THE CITY OF CASPER" as shown hereon and comprising the West one-half of the Southeast one-quarter (W 1/2 SE 1/4) and the East one-half of the Southwest one-quarter (E 1/2 SW 1/4) of Section Thirty-five (35), Township Thirty-four (34) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian was made under my direction during November, A.D. 1923, at the request of and for Frank Duff  
The survey was made with a Gurley Transit and a 300 foot steel tape  
The solid lines around each block were measured and the corners were monumented and laced  
The lines shown in the interior of each block were calculated  
All points that were monumented and laced are shown hereon by means of a small circle thus: ○  
This survey was tied to known government corners.  
Missing and subdivisional corners were established according to the prescribed rules of the U.S. Land Office.  
All linear and angular measurements were made or calculated with care and are correct to the best of my knowledge and belief.  
Witness my hand and seal the 28th day of November, A.D. 1923  
Albert Park  
Surveyor License No. 14


STATE OF WYOMING } SS  
County of Natrona }  
On this 28th day of November A.D. 1923, before me appeared Albert Park, to me personally known, who being by me first duly sworn, did depose and say that that he is a surveyor duly licensed under the laws of the State of Wyoming, that his bond as provided by law is now in force, and that he signed the foregoing instrument as his free and voluntary act  
Given under my hand and notarial seal the day and the year last above mentioned  
My commission expires Sept. 2, 1927  
John M. England  
Notary Public





April 22, 2021

MEMO TO: Michael Bell, President  
Members, Casper Public Utilities Advisory Board

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager

SUBJECT: Fiscal Year 2021–22 Budget

### **Budget Narrative**

Find below the narrative regarding the Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2022. The Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Regional Water System Joint Powers Board.

The Public Utilities Division made serious efforts to minimize increases in the FY22 operations budgets. Due to these efforts, several minor operational line items are unchanged from FY21. There are overall increases to the operations budgets due to several projects previously classified as capital projects now being included in the operations budgets.

Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures. The new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans.

### **Water Budget**

#### **Revenue**

- a) User Fees – \$11,807,276 – This number is based on a five–year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in January 2020 and the 3.0% increase granted for January 2021.
- b) Other Revenue – \$345,360 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue.
- c) Interdepartmental Services – \$195,065 – This amount is unchanged from the FY21 Budget. This line item covers the salary and benefits for two Utility Worker II's



assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.

- d) Interest Earned - \$243,051 – This is the amount anticipated to be received from investments.

### Personnel Services

- a) Personnel Costs – \$2,698,106 – This represents an increase of \$204,123 from the FY21 budget. The increases are the result of filling a Utility Worker I position that has been vacant, picking up a larger portion of the Public Services Director position, and an increase in health insurance costs.

### Materials and Supplies

- a) General Supplies and Materials - \$279,140 – This is an increase of \$115,300 over the FY21 budget. The increase is a result of adding new meters, signs and barricades, building supplies, vehicle supplies, and engineering supplies to this line. General supplies and materials include the following:
- \$43,840 – Miscellaneous materials and supplies
  - \$120,000 – Meter repair parts
  - \$100,000 – New Meters and ERT's
  - \$4,800 – Building supplies
  - \$6,000 – Vehicle supplies
  - \$4,000 – Signs and Barricades
  - \$500 – Engineering Supplies
- b) Postage and Printing - \$3,050 – This amount is unchanged from FY21.
- c) Bulk Water – \$6,992,403 – This represents an increase of \$332,972 from FY21. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- d) Electricity – \$377,500 – This amount is an increase of \$25,200 from the FY21 budget. Electrical usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$9,000 – This amount is unchanged from the FY21 budget.
- f) Gas/Fuel - \$63,000 – This is a decrease of \$2,443 from the FY21 budget. The meter services fuel budget was decreased to reflect true usage.
- g) Water/Sewer Line Materials – \$95,000 – This is amount is unchanged from the FY21 budget.

- h) Booster Station Supplies - \$10,000 – This amount is unchanged from last year.
- i) Technology Supplies - \$9,500 – This is for computer and tablet replacements. Previously, this item was included in the capital budget, it will now remain a part of the operations budget.
- j) Maintenance/Repair Non-Contract - \$3,500 – This amount is unchanged from the FY21 budget.
- k) Clothing Allowance - \$3,500 – This amount is unchanged from FY21. This line has moved from personnel to materials and supplies.

Contractual Services

- a) Investment Services - \$30,223 – This is a \$164 decrease from the FY21 budget.
- b) Other Contractual – \$291,700 – This line item increased by \$111,000 from the FY21 budget mainly due to the addition of water rights analysis, and standard specs update to this line. In the past, these intangible items would have been included in the capital budget. Other Contractual contains the following:
  - \$12,000 - Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
  - \$50,000 - Laboratory Testing – Lab Test Fees
  - \$ 750 - Bureau of Reclamation – CAID Administration Charges
  - \$75,000 - CAID – Yearly rehabilitation and betterment charge
  - \$ 5,000 - NCCD – Yearly funding for workshops, water conservation
  - \$20,000 - PMP Readiness – Pathfinder Water Standby Charges
  - \$ 3,000 - AVL Support Services – Charge for automated vehicle location
  - \$ 2,000 - Dispatch Services – Water Fund share of PSCC
  - \$ 5,500 - Locate Service – Charge for Locate Services (One-Call)
  - \$ 2,700 - Public Outreach – Budget for radio, brochure, press releases, etc.
  - \$ 750 - Meter Services – Misc Fees
  - \$75,000 - Water Rights Analysis – Water Rights Consultant
  - \$40,000 - Standard Specifications Update
- c) Interdepartmental Services – \$743,376 – This represents a decrease of \$41,078 from the FY21 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.) Decreases were seen in finance and customer service budgets.
- d) Professional Services - \$205,000 – This is an increase of \$197,000 from the FY21 budget. Street repairs and instrumentation have been added to the line from materials and supplies. This line is for the following:

- \$190,000 – Street Repairs – Street repairs from main breaks
  - \$ 8,000 – Compaction Testing – Compaction testing from various projects
  - \$ 7,000 – Instrumentation – Repair of instrumentation items
- e) Maintenance Agreements - \$14,900 – This amount is unchanged from the FY21 budget and is mainly used for software licenses.
- f) Laundry and Towel Service - \$1,000 – This amount is unchanged from the FY21 budget.

Debt Service

- a) Principal Payments – \$652,867 – This reflects the Principal for the various DWSRF loans per the amortization schedules.
- SRF Loan #015 (2002 Mains) –\$ 91,584
  - SRF Loan #025 (2003 Mains) –\$ 89,350
  - SRF Loan #036 (2004 Mains) –\$ 85,045
  - SRF Loan #046 (Downtown Mains) –\$ 82,971
  - SRF Loan #051 (Meter Replacements) –\$ 31,363
  - SRF Loan #055 (2006 Mains) –\$ 80,947
  - SRF Loan #062 (Zone II–Phase II) –\$ 62,075
  - SRF Loan #089 (2.5% Area Wide Water) –\$ 122,924
  - SRF Loan #089 (0% Area Wide Water) –\$ 6,608
- b) Interest Expense – \$102,356 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:
- SRF Loan #015 (2002 Mains) –\$ 4,636
  - SRF Loan #025 (2003 Mains) –\$ 6,870
  - SRF Loan #036 (2004 Mains) –\$ 11,176
  - SRF Loan #046 (Downtown Mains) –\$ 13,250
  - SRF Loan #051(Meter Replacements) –\$ 5,009
  - SRF Loan #055(2006 Mains) –\$ 15,274
  - SRF Loan #062(Zone II–Phase II) –\$ 11,713
  - SRF Loan #089 (2.5% Area Wide Water) –\$ 34,428
  - SRF Loan #089 (0% Area Wide Water) –\$ 0

Other Costs

- a) Bad Debt - \$7,000 – This amount is unchanged from the FY21 budget.
- b) Travel/Training – \$20,500 – This represents an increase of \$550 over the FY21 budget. The increase is due to increased training for cross connection and NACE certifications.

- c) Insurance and Bonds - \$68,217 – This represents an increase of \$6,741 from the FY21 budget.
- d) Dues and Subscriptions - \$5,600 – This amount is unchanged from the FY21 budget.

#### Utility Expense

- a) Communication - \$24,500 – This amount is unchanged from the FY21 budget.
- b) Refuse Collection – \$3,000 – This amount is unchanged from the FY21 budget.

#### Capital Revenue

- a) System Development Charges – \$154,000 – This fee, charged to all new connections, is unchanged from the FY21 budget.
- b) Operating Transfers In – \$2,500,000 – This represents \$2,500,000 of 1%#16 monies.

#### Capital – New

- a) Buildings – No expenditures are budgeted for FY21.
- b) Improvements Other Than Buildings – \$85,000 – This includes:
  - Oversizing Reimbursements for Developers – \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan.
- c) Light Equipment – No expenditures are budgeted for FY21.
- d) Heavy Equipment – No expenditures are budgeted for FY21.
- e) Intangibles – No expenditures are budgeted for FY21.
- f) Technologies – \$2,500 – This expense is for two new field tablets for GIS use.

#### Capital – Replacement

- a) Buildings – \$7,000 – This is for floor tile replacement at the Water Distribution Garage.
- b) Improvements Other Than Buildings – \$3,332,000 – This represents the following:
  - Pavement – \$175,000 – Internal Public Utilities Water Main Replacement Program.

- Water Line Materials – \$100,000 – Internal Public Utilities Water Main Replacement Program.
  - Miscellaneous Water Main Replacement Program – \$2,500,000 – Contracted Water Main Replacements.
  - Pumps & Control Valves – \$50,000 – Pump, valve, and meter replacements at various City booster stations
  - Sun I South Tank Exterior Coating – \$310,000
  - CY Tank Interior Coating – \$185,000
  - WDG Facility Entrance Sign – \$12,000
- c) Intangibles – No expenditures are budgeted for FY21.
- d) Light Equipment – \$119,400 – This represents:
- Flat Bed Dump Truck – \$57,200
  - Compressor Truck – \$62,200
- e) Heavy Equipment – \$102,200 – This is for the replacement of one backhoe.
- f) Technologies – \$5,000 – This is for replacement of the existing copier.

### Summary

Budgeted operating revenue for the Water Distribution Fund increased by \$212,335 from the FY21 budget. The increase is mainly due to rate increases and projected growth. Rental and Lease fee revenue in the amount of \$41,473 was reallocated to the General Fund. FY22 Water Distribution operations expenses are 6.8% above the FY21 budget. The majority of this increase is from moving typical capital expenditures into the operations budget. Additionally, an increase is expected for the purchase of bulk water and the vacant utility worker position is now filled.

Major capital projects for FY22 include water main replacements, water storage tank coating, and a backhoe replacement. The FY22 capital budget is \$677,000 more than last year and is in line with the most recent rate model. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding in FY22.

The FY22 total water fund budget indicates a deficit of approximately \$1.1 M. Close attention will need to be paid to cash flow projections, and capital projects may have to be adjusted accordingly.

## Sewer Budget

### Revenue

- a) User Fees – \$6,164,127 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in January 2020 and a 6% rate increase for January 2021.
- b) Administrative Fees – \$194,673 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

### Personnel Services

- a) Personnel Costs – \$915,577 – This represents an increase of \$27,085 from the FY21 budget. This increase is the result of health insurance costs.

### Materials and Supplies

- a) General Supplies and Materials - \$33,950 – This is an increase of \$21,400 from the FY21 budget. The increase comes from adding programs and projects, vehicle supplies, and engineering supplies to this line. General Supplies and Materials includes the following:
  - \$ 600 – Miscellaneous materials and supplies
  - \$ 900 – Vehicle supplies
  - \$ 3,050 – Office Supplies
  - \$ 3,000 – Safety Supplies
  - \$ 4,100 – Small Tools and Supplies
  - \$ 800 – Postage and Shipping
  - \$ 1,000 – Chemicals
  - \$ 500 – Engineering Supplies
  - \$20,000 – Programs and Projects – Storm Water
- b) Postage and Printing - \$1,000 – This amount is unchanged from the FY21 budget.
- c) Electricity – \$6,500 – This amount is unchanged from the FY21 budget.
- d) Natural Gas - \$350 – This is a \$100 increase from the FY21 budget.
- e) Gas/Fuel - \$15,000 – This amount is an increase of \$1,824 from the FY21 budget.
- f) Water and Sewer Line Materials – \$4,000 – This amount is unchanged from the FY21 budget.

- g) Lift Station Supplies - \$6,200 – This amount is unchanged from the FY21 budget.
- h) Maintenance/Repair - \$16,500 – This is a \$10,000 increase from the FY21 budget. The increase is from adding vactor supplies to this line from the capital budget.
- i) Clothing Allowance - \$1,800 – This amount is unchanged from FY21 and has moved from the personnel line.
- j) Technology Supplies - \$2,500 – This line is for the replacement of computers and tablets. This line has moved from capital to general supplies.

#### Contractual Services

- a) Investment Services – \$11,493 – This is a decrease of \$115 from the FY21 budget.
- b) Other Contractual – \$62,500 – This line item increased by \$40,000 from the FY21 budget due to the standard specifications update. Other Contractual contains the following:
  - \$ 1,500 - Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
  - \$ 3,500 - Railroad Easements
  - \$ 1,800 - AVL Support Serv. – Charge for automated vehicle location
  - \$ 5,500 - Software Support – Sewer Model, Pipelogix, etc.
  - \$ 2,000 - Dispatch Services – Sewer Fund share of PSCC
  - \$ 4,000 - Locate Service – Charge for Locate Services (One-Call)
  - \$ 2,700 - Public Outreach – Budget for radio, brochure, press releases, etc.
  - \$ 1,500 - 33 Mile Flushing – Sewer System Flushing
  - \$40,000 - Standard Specifications Update
- c) Interdepartmental Services – \$309,259 – The FY22 budget represents a decrease of \$6,554 from the FY21 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- d) Laundry and Towel Service - \$3,400 – This represents an increase of \$300 over the FY21 budget.

#### Other Costs

- a) Bad Debt - \$2,500 – This amount is unchanged from the FY21 budget.
- c) Travel/Training – \$10,100 – This amount is unchanged from the FY21 budget.
- d) Insurance and Bonds - \$23,804 – This represents a decrease of \$852 from the FY21 budget.

- e) Dues and Subscriptions - \$1,045 – This amount is unchanged from the FY21 budget.
- f) Stormwater Operations & Education – \$16,000 – This amount is unchanged from the FY21 budget.

#### Utility Expense

- a) Communication - \$5,000 – This amount is unchanged from the FY21 budget.
- b) Sewer Treatment – \$5,291,366 – This is an increase of \$630,556 from the FY21 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the “Interagency Agreement” cost accounting formula. The large increase is from moving several items from the capital budget to the operations budget.

#### Debt Service

- a) There is no debt service in the Sewer Fund.

#### Capital Revenue

- a) System Development Charges – \$40,000 – This fee, charged to all new connections, is unchanged from the FY20 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

#### Capital – New

- a) Improvements Other Than Buildings – \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Sewer Master Plan.
- b) There are no budget expenditures for New Capital – Light Equipment, Technologies, Buildings, Heavy Equipment, or Intangibles this year.

#### Capital – Replacement

- a) Buildings – No expenditures are budgeted for FY22.
- b) Improvements Other Than Buildings – \$1,035,000 – This includes the following:
  - Manhole and Main Replacements – \$1,000,000 – Contracted Sewer Main Rehabilitation/Replacement.
  - Sewage Pump Replacement - \$35,000
- c) Light Equipment – \$80,200 – This is for the replacement of a service truck.



d) Heavy Equipment – None in FY22.

e) Technologies – \$54,500 – This includes the following:

- Sewage Lift Station Communication Upgrade - \$25,000 – This is to upgrade five sewage lift stations to radio communication.
- Pipelogix Software - \$14,500
- Jetscan Camera - \$15,000

### Summary

Budgeted operating revenue for the Sewer Fund increased by \$312,306 from the FY21 budget. The increase is anticipated to come from rates, growth, and an increase in interest earned. FY22 Sewer Fund operations expenses are 12.1% above the FY21 budget. The majority of this increase is from moving typical capital expenditures into the operations budget. Additionally, a significant increase is expected for regional wastewater treatment expense.

The major capital project expense in FY22 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. The FY22 capital sewer fund budget is \$427,650 more than last year and is in line with the most recent rate model. The Sewer Fund anticipates receiving \$500,000 of 1%#16 funds in FY22.

The FY22 total Sewer Budget indicates a deficit of \$943,000. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

## **Wastewater Treatment Plant Budget**

### Revenue

- a) Septic Tank/Commercial Sump Waste Charges – \$350,000 and \$90,000 – This represents status quo for the Septic Tank Waste Charge revenue and a \$30,000 decrease for the Sump Waste Charge revenue. These projections have been made based on FY21 budget actuals.
- b) Intergovernmental User Charges – \$6,623,237 – This represents an increase of \$681,428 from the FY21 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

### Personnel Services

- a) Personnel Costs – \$1,538,149 – This is an increase of \$79,181 from the FY21 budget. The increase can be attributed to health insurance costs and an increased portion of

the Public Services Director Position. Additionally, a portion of the Public Utilities Manager and Administrative Technician salary now come directly out of this fund rather than through the Interdepartmental Charge.

### Materials and Supplies

- a) General Supplies and Materials - \$120,000 – This is a decrease of \$18,500 from the FY21 budget. The decrease was made in other structures and supplies. General supplies and materials includes the following:
  - \$ 3,000 – Office Supplies
  - \$ 5,000 – Misc Supplies
  - \$10,000 – Safety Equipment and Supplies
  - \$ 8,500 – Lubricants
  - \$60,000 – Machinery Supplies
  - \$ 5,000 – Small Tools and Supplies
  - \$12,000 – Lab Supplies
  - \$16,500 – Other Structures/Building Supplies
- b) Postage and Printing - \$3,000 – This amount is unchanged from the FY21 budget.
- c) Electricity – \$350,000 – This amount is unchanged from the FY21 budget.
- d) Natural Gas - \$71,000 – This amount is unchanged from the FY21 budget.
- e) Gas/Fuel - \$15,000 – This amount is unchanged from the FY21 budget.
- f) Chemicals – \$348,000 – This amount is unchanged from the FY21 budget.
- g) Lift Station Supplies - \$14,000 – This amount is unchanged from the FY21 budget.
- h) Technology Supplies - \$7,500 – This amount is unchanged from the FY21 budget; however, this line has moved from capital to operations.
- i) Maintenance/Repair - \$145,000 – This is a new line in the operations budget. In the past, these items have been included in the capital budget. Included are:
  - \$50,000 – UV Disinfection Equipment
  - \$10,000 – Meter Station Components
  - \$75,000 – Plant Valves and Piping
  - \$10,000 – Lighting System Components
- j) Clothing Allowance - \$1,200 – This amount is unchanged from FY21 and has moved from the personnel line.

## Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY21 budget. This line is for instrumentation repair.
- b) Investment Services – \$14,231 – This is a decrease of \$285 from the FY21 budget.
- c) Maintenance Agreements - \$38,160 – This is an increase of \$17,000 from the FY21 budget. The increase is from the addition of cleaning services. The line includes the following:
  - \$ 4,560 – CMMS Software
  - \$ 2,400 – Operations Data Tracking Software
  - \$ 1,000 – Laser Alignment Tool Calibration
  - \$ 1,000 – Fire Sprinkler System Inspection
  - \$ 1,200 – Fire Extinguisher Inspection/Exchange
  - \$ 3,000 – HVAC Service
  - \$ 3,500 – Crane Inspections
  - \$ 1,500 – Copier Maintenance/Lease
  - \$ 1,000 – Lab Equipment Certification
  - \$ 2,000 – Instrumentation – Contractual
  - \$17,000 – Professional Cleaning Services
- d) Other Contractual – \$149,500 – This amount is an increase of \$110,000 from the FY21 budget. The increase is for digester cleaning to take place in FY22. Other Contractual contains the following:
  - \$ 1,000 – Legal Services
  - \$30,000 – NCCD Funding Agreements
  - \$ 1,500 – Railroad Easements
  - \$ 4,000 – Other Misc. Contractual
  - \$ 3,000 – Public Outreach
  - \$110,000 – Digester Cleaning
- e) Interdepartmental Services – \$657,477 – The FY22 budget represents an increase of \$201,223 from the FY21 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- f) Laundry and Towel Service - \$8,000 – This amount is unchanged from the FY21 budget.
- g) Testing - \$30,000 – This amount is unchanged from the FY21 budget and is for DEQ/EPA lab testing requirements.

Other Costs

- a) Travel/Training – \$7,500 – This amount is unchanged from the FY21 budget.
- b) Insurance and Bonds - \$39,841 – This represents an increase of \$9,107 from the FY21 budget.

Utility Expense

- a) Communication - \$28,800 – This amount is unchanged from the FY21 budget.

Debt Service

- a) Principal Payment – \$729,751 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
  - CWSRF Loan #27 (2008 WWTP Imp.) – \$ 566,630
  - CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
  - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$ 90,802
  - CWSRF Loan #127S (Emergency Power Supply) – \$ 58,582
- b) Interest Expense – \$331,147 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
  - CWSRF Loan #27 (2008 WWTP Imp.) – \$ 106,915
  - CWSRF loan #128 (Biosolids Turner) – \$ 0
  - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$ 122,278
  - CWSRF Loan #127S (Emergency Power Supply) – \$ 101,954

Capital Revenues

- a) System Development Charges – \$190,000 – This amount is unchanged from the FY21 budget.

Capital – New

- a) Improvements Other Than Buildings – None for FY22.
- b) Intangibles – None for FY22.
- c) Light Equipment – None for FY22.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

## Capital – Replacement

- a) Buildings – None for FY22.
- b) Improvements Other Than Buildings – \$1,735,000 – This includes:
  - Security - \$30,000 – Cameras, door security, etc.
  - Lift Station Generator Replacement – \$90,000 – The existing emergency generators are 30+ years old and require replacement.
  - Primary Sludge Pump Replacement – \$15,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
  - HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building.
  - Centrifuge Sludge Feed Pump Rebuild - \$10,000
  - Large Boiler Installation - \$1,400,000 – This project is re-budgeted from FY21 and is to add a large boiler in the digester control building.
  - DAFT Pressure Tank Replacement - \$40,000 – This is to replace one DAFT pressure tank.
- c) Intangibles – None this year.
- d) Light Equipment – \$161,000 – This is for the following:
  - Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly, needing immediate replacement or renovation.
  - Utility Cart Replacement - \$12,000.
  - Industrial Riding Mower - \$12,000 – Skidsteer attachment for aerating the drying beds
  - Roll-off Box Replacement - \$12,000
- e) Heavy Equipment – None this year.
- f) Technologies – \$25,000– Sewage Lift Station Communication Upgrade. This project is to upgrade five lift stations to radio communication.

## Summary

Budgeted operating revenue for the WWTP Fund increased by \$639,000 from the FY21 budget. The increase is due to user fee increases stemming from an operations budget increase. FY21 WWTP fund operations expenses are 17.7% above the FY21 budget. The majority of this increase is from moving typical capital expenditures into the operations budget. Additionally, a digester cleaning project is expected to take place in FY22.

Major capital projects for FY22 include the installation of a large boiler, HVAC unit replacement, and a lift station generator replacement. The FY22 capital WWTP Fund budget is significantly less than last year due to the NPSS project (\$8 M) being budgeted in FY21.

The total FY22 WWTP budget shows a surplus of approximately \$365,000.

Proposed Budget - FY 2022

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>201 - Water Distribution Fund</b>	<b>(\$567,501)</b>	<b>\$216,175</b>	<b>\$658,196</b>	<b>\$6,214,976</b>	<b>(\$1,595,972)</b>	<b>(\$948,350)</b>	<b>\$1,119,786</b>	<b>-82%</b>
<b>All Revenue</b>	<b>(\$13,790,638)</b>	<b>(\$17,634,362)</b>	<b>(\$14,278,641)</b>	<b>(\$14,308,334)</b>	<b>(\$13,330,340)</b>	<b>(\$15,932,452)</b>	<b>(\$15,244,752)</b>	<b>7%</b>
<b>201 - Water Revenue and Transfers</b>	<b>(\$13,510,407)</b>	<b>(\$16,102,634)</b>	<b>(\$14,278,641)</b>	<b>(\$14,308,334)</b>	<b>(\$11,662,636)</b>	<b>(\$14,264,747)</b>	<b>(\$15,244,752)</b>	<b>7%</b>
42 - Intergovernmental	\$0	\$0	(\$750,000)	(\$750,000)	\$0	(\$750,000)	\$0	-100%
4220 - State Grants	\$0	\$0	(\$750,000)	(\$750,000)	\$0	(\$750,000)	\$0	-100%
43 - Goods and Svcs Rev	(\$11,409,395)	(\$13,104,693)	(\$11,748,533)	(\$11,748,533)	(\$10,255,391)	(\$11,748,533)	(\$12,002,341)	2%
4304 - User Fees	(\$11,138,800)	(\$12,963,778)	(\$11,553,468)	(\$11,553,468)	(\$10,092,717)	(\$11,553,468)	(\$11,807,276)	2%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	(\$120)	\$0	\$0	0%
4340 - Interdepartmental Services	(\$270,595)	(\$140,914)	(\$195,065)	(\$195,065)	(\$162,554)	(\$195,065)	(\$195,065)	0%
45 - Misc Revenue	(\$686,783)	(\$64,036)	(\$305,884)	(\$305,884)	(\$161,876)	(\$291,990)	(\$264,411)	-14%
4501 - Interest Earned	(\$618,676)	(\$288,010)	(\$215,884)	(\$215,884)	(\$96,780)	(\$215,884)	(\$243,051)	13%
4502 - Rentals and Leases	(\$16,754)	(\$13,734)	(\$75,000)	(\$75,000)	(\$8,477)	(\$13,000)	(\$6,360)	-92%
4504 - Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4505 - Misc. Revenue	(\$10,769)	(\$12,493)	(\$15,000)	(\$15,000)	(\$56,619)	(\$63,106)	(\$15,000)	0%
4509 - Contributions Capital	(\$2,186)	\$261,086	\$0	\$0	\$0	\$0	\$0	0%
4525 - Retiree Premiums - Under 65	(\$38,399)	(\$10,885)	\$0	\$0	\$0	\$0	\$0	0%
46 - Utility Revenue	(\$400,885)	(\$435,514)	(\$478,000)	(\$478,000)	(\$232,979)	(\$478,000)	(\$478,000)	0%
4602 - Wholesale Water Sales	(\$130,646)	(\$136,070)	(\$134,000)	(\$134,000)	(\$55,668)	(\$134,000)	(\$134,000)	0%
4603 - Hydrant Useage	(\$25,689)	(\$27,390)	(\$35,000)	(\$35,000)	(\$46,430)	(\$35,000)	(\$35,000)	0%
4604 - Service Reconnections	(\$88,092)	(\$51,536)	(\$90,000)	(\$90,000)	(\$133)	(\$90,000)	(\$90,000)	0%
4605 - Meter Sales & Installs	(\$24,625)	(\$41,827)	(\$30,000)	(\$30,000)	(\$20,946)	(\$30,000)	(\$30,000)	0%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
4606 - Construction Connections	(\$21,867)	(\$26,568)	(\$35,000)	(\$35,000)	(\$23,918)	(\$35,000)	(\$35,000)	0%
4650 - System Development Charges	(\$109,967)	(\$152,123)	(\$154,000)	(\$154,000)	(\$85,885)	(\$154,000)	(\$154,000)	0%
<b>47 - Other Sources</b>	<b>(\$1,013,345)</b>	<b>(\$2,498,391)</b>	<b>(\$996,224)</b>	<b>(\$1,025,917)</b>	<b>(\$1,012,390)</b>	<b>(\$996,224)</b>	<b>(\$2,500,000)</b>	<b>144%</b>
4702 - Transfers In	(\$1,000,000)	(\$2,500,000)	(\$996,224)	(\$1,025,917)	(\$1,025,917)	(\$996,224)	(\$2,500,000)	144%
4710 - Amortization of Premiums/Disc.	(\$11,144)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4711 - Gain/Loss on Sales of Investme	(\$2,201)	\$1,609	\$0	\$0	\$13,527	\$0	\$0	0%



	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010030 - Water Distribution</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
43 - Goods and Svcs Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010032 - Water Tanks</b>	<b>(\$280,231)</b>	<b>(\$1,531,728)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,667,705)</b>	<b>(\$1,667,705)</b>	<b>\$0</b>	<b>0%</b>
42 - Intergovernmental	(\$280,231)	(\$1,531,728)	\$0	\$0	(\$1,667,705)	(\$1,667,705)	\$0	0%
4220 - State Grants	(\$280,231)	(\$1,531,728)	\$0	\$0	(\$1,667,705)	(\$1,667,705)	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>Expense</b>	<b>\$13,223,137</b>	<b>\$17,850,536</b>	<b>\$14,936,837</b>	<b>\$20,523,310</b>	<b>\$11,734,369</b>	<b>\$14,984,102</b>	<b>\$16,364,538</b>	<b>-20%</b>
<b>201 - Water Revenue and Transfers</b>	<b>\$19,820</b>	<b>\$2,352,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
60 - Personnel Services	\$19,820	\$0	\$0	\$0	\$0	\$0	\$0	0%
6001 - Salaries and Wages - FT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$19,820	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$2,352,008	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$2,352,008	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010001 - Water Administration</b>	<b>\$7,795,026</b>	<b>\$8,638,082</b>	<b>\$7,742,198</b>	<b>\$7,768,712</b>	<b>\$6,170,230</b>	<b>\$7,742,198</b>	<b>\$7,991,013</b>	<b>3%</b>
<b>60 - Personnel Services</b>	<b>\$214,280</b>	<b>\$274,622</b>	<b>\$171,044</b>	<b>\$173,758</b>	<b>\$141,873</b>	<b>\$171,044</b>	<b>\$187,558</b>	<b>8%</b>
6001 - Salaries and Wages - FT	\$157,315	\$212,238	\$117,689	\$120,161	\$97,393	\$117,689	\$126,798	6%
6004 - Overtime	\$166	\$8	\$449	\$449	\$0	\$449	\$450	0%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$2,000	\$2,497	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$742	\$623	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$12,484	\$11,462	\$9,061	\$9,250	\$7,383	\$9,061	\$9,735	5%
6030 - Retirement Contributions	\$13,499	\$16,462	\$19,255	\$19,255	\$12,938	\$19,255	\$14,214	-26%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$3,960	\$1,904	\$2,259	\$2,312	\$1,531	\$2,259	\$3,559	54%
6051 - Health Insurance	\$19,287	\$24,287	\$18,026	\$18,026	\$17,543	\$18,026	\$28,306	57%
6054 - Other Insurance	\$747	\$692	\$965	\$965	\$2,697	\$965	\$727	-25%
6080 - Other Employee Compensation	\$4,080	\$4,450	\$3,340	\$3,340	\$2,388	\$3,340	\$3,769	13%
<b>61 - Materials &amp; Supplies</b>	<b>\$5,539,696</b>	<b>\$6,902,095</b>	<b>\$6,661,581</b>	<b>\$6,661,581</b>	<b>\$5,279,809</b>	<b>\$6,661,581</b>	<b>\$6,996,553</b>	<b>5%</b>
6101 - General Supplies and Materials	\$731	\$821	\$1,500	\$1,500	\$1,552	\$1,500	\$1,500	0%
6103 - Postage and Printing	\$493	\$355	\$650	\$650	\$91	\$650	\$650	0%
6114 - Bulk Water	\$5,538,471	\$6,900,919	\$6,659,431	\$6,659,431	\$5,278,166	\$6,659,431	\$6,992,403	5%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	999%
<b>62 - Contractual Services</b>	<b>\$1,602,671</b>	<b>\$1,376,068</b>	<b>\$824,840</b>	<b>\$824,840</b>	<b>\$660,960</b>	<b>\$824,840</b>	<b>\$713,685</b>	<b>-13%</b>
6213 - Investment Services	\$18,893	\$17,027	\$30,387	\$30,387	\$8,554	\$30,387	\$30,223	-1%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6255 - Other Contractual	\$7,351	\$17,191	\$10,000	\$10,000	\$4,350	\$10,000	\$125,000	999%
6256 - Internal Services	\$1,576,427	\$1,341,850	\$784,453	\$784,453	\$648,055	\$784,453	\$558,462	-29%
<b>63 - Capital Outlay</b>	<b>\$0</b>	<b>\$1,563</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$45</b>	<b>\$2,000</b>	<b>\$7,000</b>	<b>250%</b>
6303 - Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	999%
6311 - Light Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$2,000	\$2,000	\$45	\$2,000	\$0	-100%
6321 - Technology - Replacement	\$0	\$1,563	\$0	\$0	\$0	\$0	\$0	0%
<b>66 - Transfers Out</b>	<b>\$372,628</b>	<b>\$28,317</b>	<b>\$3,257</b>	<b>\$27,057</b>	<b>\$26,514</b>	<b>\$3,257</b>	<b>\$0</b>	<b>-100%</b>
6601 - Transfers Out	\$372,628	\$28,317	\$3,257	\$27,057	\$26,514	\$3,257	\$0	-100%
<b>67 - Other Costs</b>	<b>\$63,048</b>	<b>\$53,037</b>	<b>\$76,076</b>	<b>\$76,076</b>	<b>\$58,653</b>	<b>\$76,076</b>	<b>\$82,817</b>	<b>9%</b>
6701 - Bad Debt	\$12,253	\$5,632	\$7,000	\$7,000	\$1,551	\$7,000	\$7,000	0%
6720 - Travel/Training	\$2,834	\$451	\$2,000	\$2,000	\$740	\$2,000	\$2,000	0%
6780 - Insurance/Bonds	\$43,081	\$42,054	\$61,476	\$61,476	\$51,230	\$61,476	\$68,217	11%
6793 - Dues and Subscriptions	\$4,880	\$4,900	\$5,600	\$5,600	\$5,132	\$5,600	\$5,600	0%
<b>68 - Utility Expense</b>	<b>\$2,704</b>	<b>\$2,381</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>\$2,376</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>0%</b>
6731 - Communication	\$2,704	\$2,381	\$3,400	\$3,400	\$2,376	\$3,400	\$3,400	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010030 - Water Distribution</b>	<b>\$4,077,359</b>	<b>\$3,262,446</b>	<b>\$5,179,721</b>	<b>\$8,780,287</b>	<b>\$2,935,290</b>	<b>\$5,223,135</b>	<b>\$5,934,263</b>	<b>-32%</b>
<b>60 - Personnel Services</b>	<b>\$1,129,500</b>	<b>\$1,399,822</b>	<b>\$1,327,321</b>	<b>\$1,343,922</b>	<b>\$1,079,143</b>	<b>\$1,327,321</b>	<b>\$1,444,626</b>	<b>7%</b>
6001 - Salaries and Wages - FT	\$768,810	\$897,415	\$822,211	\$837,248	\$665,588	\$822,211	\$886,154	6%
6004 - Overtime	\$15,908	\$25,339	\$22,419	\$22,419	\$13,180	\$22,419	\$22,420	0%
6005 - Standby Pay	\$11,806	\$15,508	\$21,000	\$21,000	\$15,466	\$21,000	\$20,000	-5%
6007 - Accrued Leave	\$153	\$144	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$11,360	\$18,423	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$4,217	\$4,647	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$61,428	\$73,121	\$59,868	\$61,018	\$49,814	\$59,868	\$71,036	16%
6030 - Retirement Contributions	\$68,852	\$83,622	\$74,998	\$74,998	\$62,120	\$74,998	\$87,007	16%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$29,846	\$20,288	\$21,656	\$22,070	\$14,968	\$21,656	\$26,552	20%
6051 - Health Insurance	\$149,387	\$253,322	\$295,279	\$295,279	\$252,307	\$295,279	\$319,827	8%
6054 - Other Insurance	\$3,916	\$3,613	\$5,286	\$5,286	\$2,066	\$5,286	\$5,910	12%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$3,817	\$4,380	\$4,604	\$4,604	\$3,634	\$4,604	\$5,720	24%
<b>61 - Materials &amp; Supplies</b>	<b>\$157,425</b>	<b>\$283,857</b>	<b>\$391,600</b>	<b>\$771,822</b>	<b>\$146,610</b>	<b>\$395,211</b>	<b>\$212,300</b>	<b>-72%</b>
6101 - General Supplies and Materials	\$30,820	\$34,914	\$35,800	\$39,216	\$14,862	\$39,216	\$39,800	1%
6103 - Postage and Printing	\$1,382	\$1,104	\$2,000	\$2,000	\$770	\$2,000	\$2,000	0%
6111 - Electricity	\$1,009	\$0	\$2,300	\$2,300	\$0	\$2,300	\$2,500	9%
6112 - Natural Gas	\$8,564	\$8,148	\$9,000	\$9,000	\$6,979	\$9,000	\$9,000	0%
6113 - Gas/Fuel	\$48,151	\$43,152	\$55,000	\$55,000	\$29,101	\$55,000	\$55,000	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6115 - Water & Sewer Line Materials	\$34,094	\$48,672	\$95,000	\$95,194	\$22,606	\$95,194	\$95,000	0%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	999%
6150 - Maint/Repair (non contract)	\$33,406	\$147,866	\$192,500	\$569,111	\$72,291	\$192,500	\$2,500	-100%
6160 - Uniform Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500	999%
<b>62 - Contractual Services</b>	<b>\$13,453</b>	<b>\$15,486</b>	<b>\$23,600</b>	<b>\$23,600</b>	<b>\$15,785</b>	<b>\$23,600</b>	<b>\$400,014</b>	<b>999%</b>
6210 - Professional Services	\$3,541	\$4,813	\$8,000	\$8,000	\$3,919	\$8,000	\$198,000	999%
6230 - Maintenance Agreements	\$530	\$530	\$3,400	\$3,400	\$182	\$3,400	\$3,400	0%
6251 - Laundry/Towel	\$0	\$0	\$500	\$500	\$0	\$500	\$500	0%
6255 - Other Contractual	\$9,382	\$10,143	\$11,700	\$11,700	\$11,685	\$11,700	\$13,200	13%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$184,914	999%
<b>63 - Capital Outlay</b>	<b>\$324,570</b>	<b>\$1,418,364</b>	<b>\$2,658,478</b>	<b>\$5,862,221</b>	<b>\$1,155,963</b>	<b>\$2,698,281</b>	<b>\$3,098,600</b>	<b>-47%</b>
6303 - Buildings	\$18,160	\$74	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$0	-100%
6305 - Improvements Other Than Bldgs	\$272,921	\$698,714	\$1,331,228	\$4,301,235	\$977,079	\$1,371,031	\$2,872,000	-33%
6307 - Intangibles	\$0	\$114,800	\$0	\$194,738	\$137,176	\$0	\$0	-100%
6312 - Light Equipment - Replacement	\$6,667	\$220,715	\$41,000	\$41,000	\$20,228	\$41,000	\$119,400	191%
6316 - Heavy Equip. - Replacement	\$0	\$379,903	\$280,000	\$280,000	\$0	\$280,000	\$102,200	-63%
6320 - Technology - Capital	\$10,684	(\$34,193)	\$6,250	\$6,250	\$5,772	\$6,250	\$0	-100%
6321 - Technology - Replacement	\$16,138	\$38,351	\$0	\$38,999	\$15,707	\$0	\$5,000	-87%
<b>64 - Depreciation / Amort</b>	<b>\$2,292,399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6401 - Depreciation	\$2,292,399	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>65 - Debt Service</b>	<b>\$139,849</b>	<b>\$131,169</b>	<b>\$755,222</b>	<b>\$755,222</b>	<b>\$526,409</b>	<b>\$755,222</b>	<b>\$755,223</b>	<b>0%</b>
6501 - Principal	\$0	\$0	\$637,104	\$637,104	\$443,034	\$637,104	\$652,867	2%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
6510 - Interest	\$139,849	\$131,169	\$118,118	\$118,118	\$83,375	\$118,118	\$102,356	-13%
<b>67 - Other Costs</b>	<b>\$4,669</b>	<b>\$3,153</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$2,420</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>0%</b>
6720 - Travel/Training	\$4,669	\$3,153	\$6,500	\$6,500	\$2,420	\$6,500	\$6,500	0%
<b>68 - Utility Expense</b>	<b>\$15,494</b>	<b>\$10,595</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$8,960</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>0%</b>
6731 - Communication	\$12,949	\$8,218	\$14,000	\$14,000	\$6,200	\$14,000	\$14,000	0%
6733 - Refuse Collection	\$2,545	\$2,377	\$3,000	\$3,000	\$2,760	\$3,000	\$3,000	0%
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%



	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010031 - Water Meters</b>	<b>\$261,721</b>	<b>\$80,212</b>	<b>\$834,592</b>	<b>\$844,721</b>	<b>\$567,866</b>	<b>\$838,444</b>	<b>\$818,631</b>	<b>-3%</b>
<b>60 - Personnel Services</b>	<b>\$0</b>	<b>\$40</b>	<b>\$540,642</b>	<b>\$546,919</b>	<b>\$435,619</b>	<b>\$540,642</b>	<b>\$553,641</b>	<b>1%</b>
6001 - Salaries and Wages - FT	\$0	\$0	\$342,565	\$348,251	\$282,587	\$342,565	\$354,777	2%
6004 - Overtime	\$0	\$0	\$6,500	\$6,500	\$7,301	\$6,500	\$8,500	31%
6005 - Standby Pay	\$0	\$0	\$9,200	\$9,200	\$7,327	\$9,200	\$9,500	3%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$0	\$0	\$26,572	\$27,007	\$21,530	\$26,572	\$28,518	6%
6030 - Retirement Contributions	\$0	\$0	\$32,674	\$32,674	\$26,790	\$32,674	\$34,929	7%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$0	\$0	\$9,421	\$9,577	(\$131)	\$9,421	\$10,512	10%
6051 - Health Insurance	\$0	\$0	\$111,440	\$111,440	\$88,844	\$111,440	\$103,856	-7%
6054 - Other Insurance	\$0	\$0	\$2,270	\$2,270	\$971	\$2,270	\$2,529	11%
6080 - Other Employee Compensation	\$0	\$40	\$0	\$0	\$400	\$0	\$520	999%
<b>61 - Materials &amp; Supplies</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,683</b>	<b>\$141,683</b>	<b>\$14,043</b>	<b>\$141,683</b>	<b>\$243,740</b>	<b>72%</b>
6101 - General Supplies and Materials	\$0	\$0	\$129,840	\$129,840	\$8,937	\$129,840	\$229,840	77%
6103 - Postage and Printing	\$0	\$0	\$400	\$400	\$12	\$400	\$400	0%
6113 - Gas/Fuel	\$0	\$0	\$10,443	\$10,443	\$4,936	\$10,443	\$8,000	-23%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	999%
6150 - Maint/Repair (non contract)	\$0	\$0	\$1,000	\$1,000	\$158	\$1,000	\$1,000	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>62 - Contractual Services</b>	\$0	\$414	\$12,250	\$12,250	\$10,683	\$12,250	\$12,250	0%
6230 - Maintenance Agreements	\$0	\$0	\$11,500	\$11,500	\$5,027	\$11,500	\$11,500	0%
6251 - Laundry/Towel	\$0	\$414	\$0	\$0	\$0	\$0	\$0	0%
6255 - Other Contractual	\$0	\$0	\$750	\$750	\$0	\$750	\$750	0%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$5,656	\$0	\$0	0%
<b>63 - Capital Outlay</b>	\$261,721	\$79,759	\$131,600	\$135,452	\$100,863	\$135,452	\$0	-100%
6303 - Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6305 - Improvements Other Than Bldgs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6311 - Light Equipment	\$43,703	\$43,828	\$98,000	\$98,000	\$90,807	\$98,000	\$0	-100%
6312 - Light Equipment - Replacement	\$157,970	\$21,851	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$33,600	\$33,600	\$6,204	\$33,600	\$0	-100%
6321 - Technology - Replacement	\$60,048	\$14,080	\$0	\$3,852	\$3,852	\$3,852	\$0	-100%
<b>64 - Depreciation / Amort</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>67 - Other Costs</b>	\$0	\$0	\$3,945	\$3,945	\$1,608	\$3,945	\$4,500	14%
6720 - Travel/Training	\$0	\$0	\$3,945	\$3,945	\$1,608	\$3,945	\$4,500	14%
<b>68 - Utility Expense</b>	\$0	\$0	\$4,472	\$4,472	\$5,050	\$4,472	\$4,500	1%
6731 - Communication	\$0	\$0	\$4,472	\$4,472	\$5,050	\$4,472	\$4,500	1%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2010032 - Water Tanks</b>	<b>\$1,069,211</b>	<b>\$3,517,788</b>	<b>\$1,180,326</b>	<b>\$3,129,590</b>	<b>\$2,060,983</b>	<b>\$1,180,326</b>	<b>\$1,620,631</b>	<b>-48%</b>
<b>60 - Personnel Services</b>	<b>\$425,725</b>	<b>\$323,101</b>	<b>\$454,976</b>	<b>\$459,077</b>	<b>\$268,078</b>	<b>\$454,976</b>	<b>\$512,281</b>	<b>12%</b>
6001 - Salaries and Wages - FT	\$270,361	\$199,600	\$274,481	\$278,196	\$161,741	\$274,481	\$296,708	7%
6004 - Overtime	\$10,251	\$6,466	\$15,580	\$15,580	\$5,729	\$15,580	\$15,500	-1%
6005 - Standby Pay	\$6,098	\$3,814	\$6,000	\$6,000	\$5,361	\$6,000	\$6,200	3%
6007 - Accrued Leave	\$75	\$71	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$5,640	\$4,548	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$2,094	\$985	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$21,940	\$15,972	\$19,696	\$19,980	\$12,100	\$19,696	\$24,359	22%
6030 - Retirement Contributions	\$24,593	\$18,666	\$25,035	\$25,035	\$15,482	\$25,035	\$29,835	19%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$12,384	\$6,779	\$7,222	\$7,324	\$3,345	\$7,222	\$8,979	23%
6051 - Health Insurance	\$70,821	\$65,399	\$104,887	\$104,887	\$63,811	\$104,887	\$128,417	22%
6054 - Other Insurance	\$1,468	\$802	\$1,759	\$1,759	\$508	\$1,759	\$2,283	30%
6080 - Other Employee Compensation	\$0	\$0	\$316	\$316	\$0	\$316	\$0	-100%
<b>61 - Materials &amp; Supplies</b>	<b>\$302,237</b>	<b>\$285,039</b>	<b>\$368,000</b>	<b>\$368,000</b>	<b>\$244,237</b>	<b>\$368,000</b>	<b>\$393,000</b>	<b>7%</b>
6101 - General Supplies and Materials	\$2,904	\$4,747	\$8,000	\$8,000	\$2,345	\$8,000	\$8,000	0%
6111 - Electricity	\$293,834	\$276,247	\$350,000	\$350,000	\$239,288	\$350,000	\$375,000	7%
6116 - Booster/lift station supplies	\$5,499	\$4,044	\$10,000	\$10,000	\$2,605	\$10,000	\$10,000	0%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>62 - Contractual Services</b>	<b>\$121,658</b>	<b>\$130,081</b>	<b>\$165,750</b>	<b>\$165,750</b>	<b>\$33,677</b>	<b>\$165,750</b>	<b>\$160,250</b>	<b>-3%</b>
6210 - Professional Services	\$0	\$0	\$7,000	\$7,000	\$0	\$7,000	\$7,000	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6251 - Laundry/Towel	\$0	\$210	\$500	\$500	\$222	\$500	\$500	0%
6255 - Other Contractual	\$121,658	\$129,872	\$158,250	\$158,250	\$33,455	\$158,250	\$152,750	-3%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>63 - Capital Outlay</b>	<b>\$215,337</b>	<b>\$2,776,985</b>	<b>\$181,500</b>	<b>\$2,126,663</b>	<b>\$1,513,229</b>	<b>\$181,500</b>	<b>\$545,000</b>	<b>-74%</b>
6303 - Buildings	\$0	\$15,972	\$25,000	\$98,372	\$69,868	\$25,000	\$0	-100%
6305 - Improvements Other Than Bldgs	\$151,941	\$2,666,260	\$81,500	\$1,946,147	\$1,417,243	\$81,500	\$545,000	-72%
6307 - Intangibles	\$48,482	\$94,754	\$75,000	\$82,144	\$26,118	\$75,000	\$0	-100%
6311 - Light Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6312 - Light Equipment - Replacement	\$14,913	\$0	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>64 - Depreciation / Amort</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>67 - Other Costs</b>	<b>\$2,042</b>	<b>\$618</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$349</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>0%</b>
6720 - Travel/Training	\$2,042	\$618	\$7,500	\$7,500	\$349	\$7,500	\$7,500	0%
<b>68 - Utility Expense</b>	<b>\$2,212</b>	<b>\$1,964</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$1,413</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>0%</b>
6731 - Communication	\$2,212	\$1,964	\$2,600	\$2,600	\$1,413	\$2,600	\$2,600	0%
<b>Report Total</b>	<b>(\$567,501)</b>	<b>\$216,175</b>	<b>\$658,196</b>	<b>\$6,214,976</b>	<b>(\$1,595,972)</b>	<b>(\$948,350)</b>	<b>\$1,119,786</b>	<b>-82%</b>

Proposed Budget - FY 2022

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>203 - Sewer Fund</b>	<b>\$729,986</b>	<b>\$213,502</b>	<b>\$424,364</b>	<b>\$2,030,781</b>	<b>(\$802,125)</b>	<b>\$797,712</b>	<b>\$942,858</b>	<b>-54%</b>
<b>All Revenue</b>	<b>(\$6,426,822)</b>	<b>(\$6,789,958)</b>	<b>(\$6,387,910)</b>	<b>(\$6,401,160)</b>	<b>(\$5,326,884)</b>	<b>(\$6,387,910)</b>	<b>(\$7,000,966)</b>	<b>9%</b>
<b>203 - Sewer Fund</b>	<b>(\$6,426,822)</b>	<b>(\$6,789,958)</b>	<b>(\$6,387,910)</b>	<b>(\$6,401,160)</b>	<b>(\$5,326,884)</b>	<b>(\$6,387,910)</b>	<b>(\$7,000,966)</b>	<b>9%</b>
43 - Goods and Svcs Rev	(\$5,760,267)	(\$6,138,982)	(\$6,133,460)	(\$6,133,460)	(\$5,033,641)	(\$6,133,460)	(\$6,358,800)	4%
4304 - User Fees	(\$5,546,382)	(\$6,011,856)	(\$5,966,000)	(\$5,966,000)	(\$4,894,091)	(\$5,966,000)	(\$6,164,127)	3%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$213,885)	(\$127,126)	(\$167,460)	(\$167,460)	(\$139,549)	(\$167,460)	(\$194,673)	16%
<b>45 - Misc Revenue</b>	<b>(\$233,870)</b>	<b>(\$115,300)</b>	<b>(\$15,200)</b>	<b>(\$15,200)</b>	<b>(\$53,695)</b>	<b>(\$15,200)</b>	<b>(\$102,166)</b>	<b>572%</b>
4501 - Interest Earned	(\$230,027)	(\$105,269)	(\$5,200)	(\$5,200)	(\$37,298)	(\$5,200)	(\$92,166)	999%
4503 - Gain/Loss on Sale of Cap Asset	\$4,175	\$0	\$0	\$0	\$0	\$0	\$0	0%
4505 - Misc. Revenue	(\$8,018)	(\$10,031)	(\$10,000)	(\$10,000)	(\$16,397)	(\$10,000)	(\$10,000)	0%
<b>46 - Utility Revenue</b>	<b>(\$29,213)</b>	<b>(\$38,211)</b>	<b>(\$40,000)</b>	<b>(\$40,000)</b>	<b>(\$25,719)</b>	<b>(\$40,000)</b>	<b>(\$40,000)</b>	<b>0%</b>
4650 - System Development Charges	(\$29,213)	(\$38,211)	(\$40,000)	(\$40,000)	(\$25,719)	(\$40,000)	(\$40,000)	0%
<b>47 - Other Sources</b>	<b>(\$403,472)</b>	<b>(\$497,465)</b>	<b>(\$199,250)</b>	<b>(\$212,500)</b>	<b>(\$213,830)</b>	<b>(\$199,250)</b>	<b>(\$500,000)</b>	<b>135%</b>
4702 - Transfers In	(\$400,000)	(\$500,000)	(\$199,250)	(\$212,500)	(\$212,500)	(\$199,250)	(\$500,000)	135%
4710 - Amortization of Premiums/Disc.	(\$4,057)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4711 - Gain/Loss on Sales of Investme	\$585	\$2,535	\$0	\$0	(\$1,330)	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2030035 - Sewer Wastewater Collection</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
43 - Goods and Svcs Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>Expense</b>	<b>\$7,156,808</b>	<b>\$7,003,460</b>	<b>\$6,812,274</b>	<b>\$8,431,941</b>	<b>\$4,524,759</b>	<b>\$7,185,622</b>	<b>\$7,943,824</b>	<b>-6%</b>
<b>203 - Sewer Fund</b>	<b>\$4,444</b>	<b>\$778,496</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
60 - Personnel Services	\$4,444	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$4,444	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$778,496	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$778,496	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2030001 - Sewer Administration</b>	<b>\$5,438,613</b>	<b>\$4,639,654</b>	<b>\$5,080,984</b>	<b>\$5,105,668</b>	<b>\$3,348,426</b>	<b>\$5,080,984</b>	<b>\$5,708,003</b>	<b>12%</b>
60 - Personnel Services	\$0	\$33,268	\$54,428	\$56,012	\$51,810	\$54,428	\$61,156	9%
6001 - Salaries and Wages - FT	\$0	\$30,664	\$37,386	\$38,829	\$35,868	\$37,386	\$41,484	7%
6004 - Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$711	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$0	\$878	\$2,877	\$2,987	\$2,718	\$2,877	\$3,174	6%
6030 - Retirement Contributions	\$0	\$955	\$6,161	\$6,161	\$4,145	\$6,161	\$4,624	-25%
6040 - Workers Compensation	\$0	\$0	\$711	\$742	\$569	\$711	\$1,168	57%
6051 - Health Insurance	\$0	\$0	\$5,918	\$5,918	\$5,991	\$5,918	\$6,947	17%
6054 - Other Insurance	\$0	\$61	\$304	\$304	\$1,639	\$304	\$2,522	730%
6080 - Other Employee Compensation	\$0	\$0	\$1,071	\$1,071	\$882	\$1,071	\$1,237	15%
<b>61 - Materials &amp; Supplies</b>	<b>\$880</b>	<b>\$360</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$766</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0%</b>
6101 - General Supplies and Materials	\$880	\$360	\$2,000	\$2,000	\$766	\$2,000	\$2,000	0%
<b>62 - Contractual Services</b>	<b>\$440,302</b>	<b>\$301,120</b>	<b>\$332,420</b>	<b>\$332,420</b>	<b>\$297,908</b>	<b>\$332,420</b>	<b>\$325,752</b>	<b>-2%</b>
6213 - Investment Services	\$6,860	\$14,069	\$11,608	\$11,608	\$3,079	\$11,608	\$11,493	-1%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6255 - Other Contractual	\$740	\$3,673	\$5,000	\$5,000	\$259	\$5,000	\$5,000	0%
6256 - Internal Services	\$432,703	\$283,379	\$315,812	\$315,812	\$294,569	\$315,812	\$309,259	-2%
<b>66 - Transfers Out</b>	<b>\$661,553</b>	<b>\$10,714</b>	<b>\$2,745</b>	<b>\$25,845</b>	<b>\$25,845</b>	<b>\$2,745</b>	<b>\$0</b>	<b>-100%</b>
6601 - Transfers Out	\$661,553	\$10,714	\$2,745	\$25,845	\$25,845	\$2,745	\$0	-100%
<b>67 - Other Costs</b>	<b>\$29,398</b>	<b>\$25,942</b>	<b>\$28,581</b>	<b>\$28,581</b>	<b>\$20,436</b>	<b>\$28,581</b>	<b>\$27,729</b>	<b>-3%</b>
6701 - Bad Debt	\$8,523	\$7,538	\$2,500	\$2,500	\$489	\$2,500	\$2,500	0%



	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
6720 - Travel/Training	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6780 - Insurance/Bonds	\$20,875	\$18,404	\$23,936	\$23,936	\$19,947	\$23,936	\$23,084	-4%
6793 - Dues and Subscriptions	\$0	\$0	\$145	\$145	\$0	\$145	\$145	0%
<b>68 - Utility Expense</b>	<b>\$4,306,480</b>	<b>\$4,268,249</b>	<b>\$4,660,810</b>	<b>\$4,660,810</b>	<b>\$2,951,662</b>	<b>\$4,660,810</b>	<b>\$5,291,366</b>	<b>14%</b>
6731 - Communication	\$0	\$0	\$0	\$0	\$203	\$0	\$0	0%
6734 - Sewer	\$4,306,480	\$4,268,249	\$4,660,810	\$4,660,810	\$2,951,459	\$4,660,810	\$5,291,366	14%
<b>69 - Health Fund Misc</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6754 - Health Claims Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2030035 - Sewer Wastewater Collection</b>	<b>\$1,683,372</b>	<b>\$1,574,436</b>	<b>\$1,694,290</b>	<b>\$3,291,239</b>	<b>\$1,166,122</b>	<b>\$2,067,162</b>	<b>\$2,198,821</b>	<b>-33%</b>
<b>60 - Personnel Services</b>	<b>\$737,540</b>	<b>\$882,522</b>	<b>\$834,064</b>	<b>\$845,730</b>	<b>\$683,524</b>	<b>\$834,064</b>	<b>\$854,421</b>	<b>1%</b>
6001 - Salaries and Wages - FT	\$505,289	\$602,980	\$555,686	\$566,253	\$461,679	\$555,686	\$568,957	0%
6002 - Salaries and Wages - PT/Season	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6004 - Overtime	\$7,012	\$3,159	\$7,699	\$7,699	\$1,635	\$7,699	\$7,700	0%
6005 - Standby Pay	\$10,285	\$12,590	\$17,000	\$17,000	\$13,302	\$17,000	\$17,000	0%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$8,000	\$14,626	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$2,970	\$2,502	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$41,023	\$47,828	\$41,522	\$42,330	\$34,958	\$41,522	\$45,415	7%
6030 - Retirement Contributions	\$45,649	\$56,413	\$50,678	\$50,678	\$44,489	\$50,678	\$55,626	10%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$18,081	\$12,284	\$14,736	\$15,027	\$10,268	\$14,736	\$16,741	11%
6051 - Health Insurance	\$91,826	\$122,766	\$138,035	\$138,035	\$110,787	\$138,035	\$134,284	-3%
6054 - Other Insurance	\$2,563	\$2,278	\$3,252	\$3,252	\$1,359	\$3,252	\$3,654	12%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$4,842	\$5,094	\$5,456	\$5,456	\$5,047	\$5,456	\$5,044	-8%
<b>61 - Materials &amp; Supplies</b>	<b>\$44,563</b>	<b>\$41,177</b>	<b>\$48,576</b>	<b>\$48,576</b>	<b>\$26,122</b>	<b>\$48,576</b>	<b>\$64,800</b>	<b>33%</b>
6101 - General Supplies and Materials	\$10,577	\$8,840	\$11,950	\$11,950	\$4,873	\$11,950	\$11,950	0%
6111 - Electricity	\$5,794	\$5,618	\$6,500	\$6,500	\$4,772	\$6,500	\$6,500	0%
6112 - Natural Gas	\$210	\$191	\$250	\$250	\$303	\$250	\$350	40%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6113 - Gas/Fuel	\$16,400	\$16,241	\$13,176	\$13,176	\$7,715	\$13,176	\$15,000	14%
6115 - Water & Sewer Line Materials	\$2,007	\$1,533	\$4,000	\$4,000	\$1,119	\$4,000	\$4,000	0%
6116 - Booster/lift station supplies	\$5,041	\$4,192	\$6,200	\$6,200	\$4,849	\$6,200	\$6,200	0%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	999%
6150 - Maint/Repair (non contract)	\$4,535	\$4,561	\$6,500	\$6,500	\$2,492	\$6,500	\$16,500	154%
6160 - Uniform Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	999%
<b>62 - Contractual Services</b>	<b>\$50,666</b>	<b>\$15,411</b>	<b>\$20,600</b>	<b>\$20,600</b>	<b>\$11,326</b>	<b>\$20,600</b>	<b>\$60,900</b>	<b>196%</b>
6251 - Laundry/Towel	\$2,793	\$2,849	\$3,100	\$3,100	\$2,129	\$3,100	\$3,400	10%
6255 - Other Contractual	\$14,918	\$12,562	\$17,500	\$17,500	\$9,197	\$17,500	\$57,500	229%
6256 - Internal Services	\$32,955	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>63 - Capital Outlay</b>	<b>\$60,216</b>	<b>\$624,989</b>	<b>\$777,050</b>	<b>\$2,362,333</b>	<b>\$440,843</b>	<b>\$1,149,922</b>	<b>\$1,204,700</b>	<b>-49%</b>
6303 - Buildings	\$0	\$9,474	\$0	\$0	\$0	\$0	\$0	0%
6305 - Improvements Other Than Bldgs	\$34,896	\$589,150	\$454,250	\$1,560,360	\$28,624	\$454,250	\$1,070,000	-31%
6307 - Intangibles	\$0	\$0	\$0	\$35,000	\$16,265	\$0	\$0	-100%
6311 - Light Equipment	\$11,965	\$20,984	\$295,500	\$295,526	\$7,937	\$295,526	\$80,200	-73%
6316 - Heavy Equip. - Replacement	\$0	\$0	\$0	\$423,862	\$372,846	\$372,846	\$0	-100%
6320 - Technology - Capital	\$11,394	(\$14,929)	\$27,300	\$29,800	\$8,031	\$27,300	\$54,500	83%
6321 - Technology - Replacement	\$1,961	\$20,310	\$0	\$17,785	\$7,140	\$0	\$0	-100%
<b>64 - Depreciation / Amort</b>	<b>\$784,985</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6401 - Depreciation	\$784,985	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>67 - Other Costs</b>	<b>\$2,479</b>	<b>\$7,134</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$1,157</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>0%</b>
6720 - Travel/Training	\$1,650	\$6,360	\$8,100	\$8,100	\$333	\$8,100	\$8,100	0%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
6793 - Dues and Subscriptions	\$829	\$774	\$900	\$900	\$824	\$900	\$900	0%
<b>68 - Utility Expense</b>	<b>\$2,923</b>	<b>\$3,203</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$3,149</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>0%</b>
6731 - Communication	\$2,923	\$3,203	\$5,000	\$5,000	\$3,149	\$5,000	\$5,000	0%
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2030036 - Sewer Stormwater</b>	<b>\$30,379</b>	<b>\$10,874</b>	<b>\$37,000</b>	<b>\$35,033</b>	<b>\$10,211</b>	<b>\$37,476</b>	<b>\$37,000</b>	<b>6%</b>
61 - Materials & Supplies	\$607	\$0	\$1,000	\$18,500	\$3,973	\$1,000	\$21,000	14%
6101 - General Supplies and Materials	\$0	\$0	\$0	\$17,500	\$3,973	\$0	\$20,000	14%
6103 - Postage and Printing	\$607	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000	0%
62 - Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
63 - Capital Outlay	\$14,208	\$2,333	\$20,000	\$57	\$0	\$20,000	\$0	-100%
6305 - Improvements Other Than Bldgs	\$0	\$3,343	\$0	\$57	\$0	\$0	\$0	-100%
6340 - Programs and Projects	\$14,208	(\$1,009)	\$20,000	\$0	\$0	\$20,000	\$0	0%
67 - Other Costs	\$15,565	\$8,541	\$16,000	\$16,476	\$6,238	\$16,476	\$16,000	-3%
6791 - Advertising/Promotion	\$15,565	\$8,541	\$16,000	\$16,476	\$6,238	\$16,476	\$16,000	-3%
<b>Report Total</b>	<b>\$729,986</b>	<b>\$213,502</b>	<b>\$424,364</b>	<b>\$2,030,781</b>	<b>(\$802,125)</b>	<b>\$797,712</b>	<b>\$942,858</b>	<b>-54%</b>

Proposed Budget - FY 2022

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>204 - Wastewater Treatment Plant</b>	<b>(\$323,075)</b>	<b>\$1,178,462</b>	<b>(\$793,590)</b>	<b>\$4,153,900</b>	<b>\$124,548</b>	<b>(\$798,686)</b>	<b>(\$364,917)</b>	<b>-109%</b>
<b>All Revenue</b>	<b>(\$6,077,201)</b>	<b>(\$6,489,967)</b>	<b>(\$14,369,155)</b>	<b>(\$14,387,320)</b>	<b>(\$4,610,688)</b>	<b>(\$7,369,155)</b>	<b>(\$7,008,143)</b>	<b>-51%</b>
<b>204 - WWTP Revenue and Transfers</b>	<b>(\$6,077,201)</b>	<b>(\$6,489,967)</b>	<b>(\$14,369,155)</b>	<b>(\$14,387,320)</b>	<b>(\$4,510,131)</b>	<b>(\$7,369,155)</b>	<b>(\$7,008,143)</b>	<b>-51%</b>
42 - Intergovernmental	(\$5,100,860)	(\$5,596,477)	(\$13,581,809)	(\$13,581,809)	(\$3,899,929)	(\$6,581,809)	(\$6,263,237)	-54%
4202 - Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4220 - State Grants	\$0	\$0	(\$8,000,000)	(\$8,000,000)	\$0	(\$1,000,000)	\$0	-100%
4241 - Intergovernmental User Charges	(\$5,100,860)	(\$5,596,477)	(\$5,581,809)	(\$5,581,809)	(\$3,899,929)	(\$5,581,809)	(\$6,263,237)	12%
43 - Goods and Svcs Rev	(\$18,512)	(\$60,480)	\$0	\$0	(\$14,100)	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	(\$60,480)	\$0	\$0	(\$14,100)	\$0	\$0	0%
4340 - Interdepartmental Services	(\$18,512)	\$0	\$0	\$0	\$0	\$0	\$0	0%
45 - Misc Revenue	(\$303,343)	(\$143,979)	(\$127,346)	(\$127,346)	(\$47,647)	(\$127,346)	(\$114,906)	-10%
4501 - Interest Earned	(\$308,007)	(\$138,979)	(\$127,346)	(\$127,346)	(\$47,647)	(\$127,346)	(\$114,906)	-10%
4503 - Gain/Loss on Sale of Cap Asset	\$4,664	(\$5,000)	\$0	\$0	\$0	\$0	\$0	0%
46 - Utility Revenue	(\$646,677)	(\$680,338)	(\$660,000)	(\$660,000)	(\$534,518)	(\$660,000)	(\$630,000)	-5%
4611 - Septic Tank Waste Charges	(\$395,152)	(\$357,402)	(\$350,000)	(\$350,000)	(\$331,967)	(\$350,000)	(\$350,000)	0%
4612 - Comm Sump Waste	(\$142,926)	(\$108,306)	(\$120,000)	(\$120,000)	(\$48,222)	(\$120,000)	(\$90,000)	-25%
4650 - System Development Charges	(\$108,599)	(\$214,630)	(\$190,000)	(\$190,000)	(\$154,329)	(\$190,000)	(\$190,000)	0%
47 - Other Sources	(\$7,809)	(\$8,694)	\$0	(\$18,165)	(\$13,937)	\$0	\$0	-100%
4702 - Transfers In	\$0	\$0	\$0	(\$18,165)	(\$18,165)	\$0	\$0	-100%
4710 - Amortization of Premiums/Disc.	(\$4,896)	\$0	\$0	\$0	\$0	\$0	\$0	0%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
4711 - Gain/Loss on Sales of Investme	(\$2,913)	(\$8,694)	\$0	\$0	\$4,228	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2040002 - WWTP Operations</b>	\$0	\$0	\$0	\$0	(\$100,557)	\$0	\$0	0%
42 - Intergovernmental	\$0	\$0	\$0	\$0	(\$100,557)	\$0	\$0	0%
4220 - State Grants	\$0	\$0	\$0	\$0	(\$100,557)	\$0	\$0	0%
<b>43 - Goods and Svcs Rev</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%



	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>Expense</b>	<b>\$5,754,126</b>	<b>\$7,668,429</b>	<b>\$13,575,565</b>	<b>\$18,541,220</b>	<b>\$4,735,236</b>	<b>\$6,570,469</b>	<b>\$6,643,226</b>	<b>-64%</b>
<b>204 - WWTP Revenue and Transfers</b>	<b>(\$60,104)</b>	<b>\$2,365,313</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
60 - Personnel Services	\$4,496	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$4,496	\$0	\$0	\$0	\$0	\$0	\$0	0%
63 - Capital Outlay	(\$64,600)	\$0	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	(\$64,600)	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$2,365,313	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$2,365,313	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
68 - Utility Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6731 - Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2040002 - WWTP Operations</b>	<b>\$5,282,520</b>	<b>\$4,714,280</b>	<b>\$12,944,315</b>	<b>\$17,867,443</b>	<b>\$4,337,898</b>	<b>\$5,898,968</b>	<b>\$6,025,209</b>	<b>-66%</b>
<b>60 - Personnel Services</b>	<b>\$1,152,174</b>	<b>\$1,408,628</b>	<b>\$1,300,227</b>	<b>\$1,316,116</b>	<b>\$1,072,571</b>	<b>\$1,300,227</b>	<b>\$1,375,891</b>	<b>5%</b>
6001 - Salaries and Wages - FT	\$763,919	\$943,492	\$841,803	\$856,197	\$694,207	\$841,803	\$865,560	1%
6004 - Overtime	\$12,847	\$11,843	\$17,999	\$17,999	\$7,738	\$17,999	\$18,000	0%
6005 - Standby Pay	\$8,050	\$9,172	\$11,000	\$11,000	\$10,527	\$11,000	\$12,000	9%
6007 - Accrued Leave	\$7,855	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$12,620	\$17,780	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$4,684	\$3,955	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$61,530	\$70,187	\$62,470	\$63,571	\$52,441	\$62,470	\$68,510	8%
6030 - Retirement Contributions	\$67,250	\$80,832	\$80,183	\$80,183	\$64,802	\$80,183	\$85,387	6%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$28,095	\$20,662	\$21,955	\$22,349	\$16,225	\$21,955	\$25,251	13%
6051 - Health Insurance	\$175,675	\$240,088	\$252,931	\$252,931	\$217,348	\$252,931	\$285,443	13%
6054 - Other Insurance	\$4,019	\$3,830	\$5,686	\$5,686	\$4,187	\$5,686	\$8,980	58%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$5,630	\$6,786	\$6,200	\$6,200	\$5,097	\$6,200	\$6,760	9%
<b>61 - Materials &amp; Supplies</b>	<b>\$588,977</b>	<b>\$532,614</b>	<b>\$727,980</b>	<b>\$733,709</b>	<b>\$493,413</b>	<b>\$733,709</b>	<b>\$853,200</b>	<b>16%</b>
6101 - General Supplies and Materials	\$88,236	\$90,649	\$138,500	\$137,358	\$78,007	\$137,358	\$120,000	-13%
6103 - Postage and Printing	\$466	\$1,485	\$1,500	\$1,500	\$550	\$1,500	\$1,500	0%
6111 - Electricity	\$292,169	\$276,877	\$350,000	\$350,000	\$244,341	\$350,000	\$350,000	0%
6112 - Natural Gas	\$61,536	\$44,590	\$71,000	\$71,000	\$73,390	\$71,000	\$71,000	0%
6113 - Gas/Fuel	\$4,338	\$3,933	\$14,980	\$14,980	\$1,523	\$14,980	\$15,000	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6117 - Chemicals	\$142,231	\$115,081	\$152,000	\$158,871	\$95,602	\$158,871	\$152,000	-4%
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	999%
6150 - Maint/Repair (non contract)	\$0	\$0	\$0	\$0	\$0	\$0	\$135,000	999%
6160 - Uniform Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	999%
<b>62 - Contractual Services</b>	<b>\$638,695</b>	<b>\$561,238</b>	<b>\$482,720</b>	<b>\$534,720</b>	<b>\$360,521</b>	<b>\$494,720</b>	<b>\$802,379</b>	<b>50%</b>
6210 - Professional Services	\$14,614	\$3,495	\$20,000	\$60,000	\$3,285	\$20,000	\$20,000	-67%
6213 - Investment Services	\$9,656	\$8,023	\$14,516	\$14,516	\$4,504	\$14,516	\$14,231	-2%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6230 - Maintenance Agreements	\$19,464	\$16,540	\$21,160	\$38,160	\$31,910	\$38,160	\$38,160	0%
6240 - Testing	\$6,204	\$10,690	\$15,000	\$10,000	\$9,541	\$10,000	\$15,000	50%
6251 - Laundry/Towel	\$5,783	\$6,562	\$8,000	\$8,000	\$5,976	\$8,000	\$8,000	0%
6255 - Other Contractual	\$99,801	\$5,038	\$39,500	\$39,500	\$1,519	\$39,500	\$149,500	278%
6256 - Internal Services	\$483,174	\$510,890	\$364,544	\$364,544	\$303,786	\$364,544	\$557,488	53%
<b>63 - Capital Outlay</b>	<b>\$203,629</b>	<b>\$1,977,096</b>	<b>\$9,279,000</b>	<b>\$14,128,510</b>	<b>\$1,679,637</b>	<b>\$2,215,924</b>	<b>\$1,831,000</b>	<b>-87%</b>
6303 - Buildings	\$424	\$121,984	\$80,000	\$132,512	\$36,949	\$83,259	\$0	-100%
6305 - Improvements Other Than Bldgs	\$140,073	\$1,781,530	\$8,960,000	\$13,701,252	\$1,608,182	\$1,862,304	\$1,645,000	-88%
6307 - Intangibles	\$50,000	\$0	\$50,000	\$65,964	\$15,790	\$50,000	\$0	-100%
6311 - Light Equipment	\$0	\$1,100	\$179,000	\$179,000	\$6,140	\$179,000	\$125,000	-30%
6312 - Light Equipment - Replacement	\$946	\$67,932	\$0	\$31,255	\$0	\$31,255	\$36,000	15%
6320 - Technology - Capital	\$0	(\$12,843)	\$0	\$0	\$0	\$0	\$0	0%
6321 - Technology - Replacement	\$12,186	\$17,394	\$10,000	\$18,527	\$12,576	\$10,106	\$25,000	35%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>64 - Depreciation / Amort</b>	\$2,332,701	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$2,332,701	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>65 - Debt Service</b>	\$181,920	\$132,089	\$1,060,898	\$1,060,898	\$683,848	\$1,060,898	\$1,060,898	0%
6501 - Principal	\$0	\$0	\$715,931	\$715,931	\$572,381	\$715,931	\$729,751	2%
6510 - Interest	\$181,920	\$132,089	\$344,967	\$344,967	\$111,467	\$344,967	\$331,147	-4%
<b>66 - Transfers Out</b>	\$113,368	\$26,021	\$756	\$756	\$756	\$756	\$0	-100%
6601 - Transfers Out	\$113,368	\$26,021	\$756	\$756	\$756	\$756	\$0	-100%
<b>67 - Other Costs</b>	\$33,791	\$31,963	\$36,734	\$36,734	\$26,308	\$36,734	\$45,841	25%
6720 - Travel/Training	\$3,166	\$2,317	\$6,000	\$6,000	\$696	\$6,000	\$6,000	0%
6780 - Insurance/Bonds	\$30,625	\$29,646	\$30,734	\$30,734	\$25,612	\$30,734	\$39,841	30%
<b>68 - Utility Expense</b>	\$37,267	\$44,631	\$56,000	\$56,000	\$20,844	\$56,000	\$56,000	0%
6731 - Communication	\$7,443	\$3,813	\$6,000	\$6,000	\$3,362	\$6,000	\$6,000	0%
6733 - Refuse Collection	\$29,823	\$40,818	\$50,000	\$50,000	\$17,482	\$50,000	\$50,000	0%
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2040037 - WWTP Pretreatment</b>	<b>\$123,007</b>	<b>\$168,860</b>	<b>\$148,486</b>	<b>\$152,129</b>	<b>\$111,715</b>	<b>\$150,286</b>	<b>\$150,675</b>	<b>-1%</b>
<b>60 - Personnel Services</b>	<b>\$112,382</b>	<b>\$127,607</b>	<b>\$130,486</b>	<b>\$132,329</b>	<b>\$106,743</b>	<b>\$130,486</b>	<b>\$132,675</b>	<b>0%</b>
6001 - Salaries and Wages - FT	\$76,022	\$84,047	\$84,802	\$86,471	\$69,582	\$84,802	\$86,463	0%
6004 - Overtime	\$3	\$1	\$245	\$245	\$2	\$245	\$245	0%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$1,030	\$1,402	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$382	\$318	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$5,659	\$6,443	\$6,323	\$6,451	\$5,173	\$6,323	\$6,633	3%
6030 - Retirement Contributions	\$6,503	\$7,448	\$7,691	\$7,691	\$6,263	\$7,691	\$8,125	6%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$2,487	\$1,799	\$2,234	\$2,280	\$1,516	\$2,234	\$2,445	7%
6051 - Health Insurance	\$19,449	\$25,315	\$28,430	\$28,430	\$23,533	\$28,430	\$27,858	-2%
6054 - Other Insurance	\$368	\$319	\$557	\$557	\$264	\$557	\$685	23%
6080 - Other Employee Compensation	\$480	\$515	\$204	\$204	\$410	\$204	\$221	8%
<b>61 - Materials &amp; Supplies</b>	<b>\$0</b>	<b>\$8</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$639</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>0%</b>
6101 - General Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6103 - Postage and Printing	\$0	\$8	\$1,500	\$1,500	\$639	\$1,500	\$1,500	0%
<b>62 - Contractual Services</b>	<b>\$9,609</b>	<b>\$41,245</b>	<b>\$15,000</b>	<b>\$16,800</b>	<b>\$4,333</b>	<b>\$16,800</b>	<b>\$15,000</b>	<b>-11%</b>
6240 - Testing	\$9,609	\$9,820	\$15,000	\$16,800	\$4,333	\$16,800	\$15,000	-11%
6255 - Other Contractual	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	0%
6256 - Internal Services	\$0	\$1,425	\$0	\$0	\$0	\$0	\$0	0%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
<b>67 - Other Costs</b>	\$1,016	\$0	\$1,500	\$1,500	\$0	\$1,500	\$1,500	0%
6720 - Travel/Training	\$1,016	\$0	\$1,500	\$1,500	\$0	\$1,500	\$1,500	0%

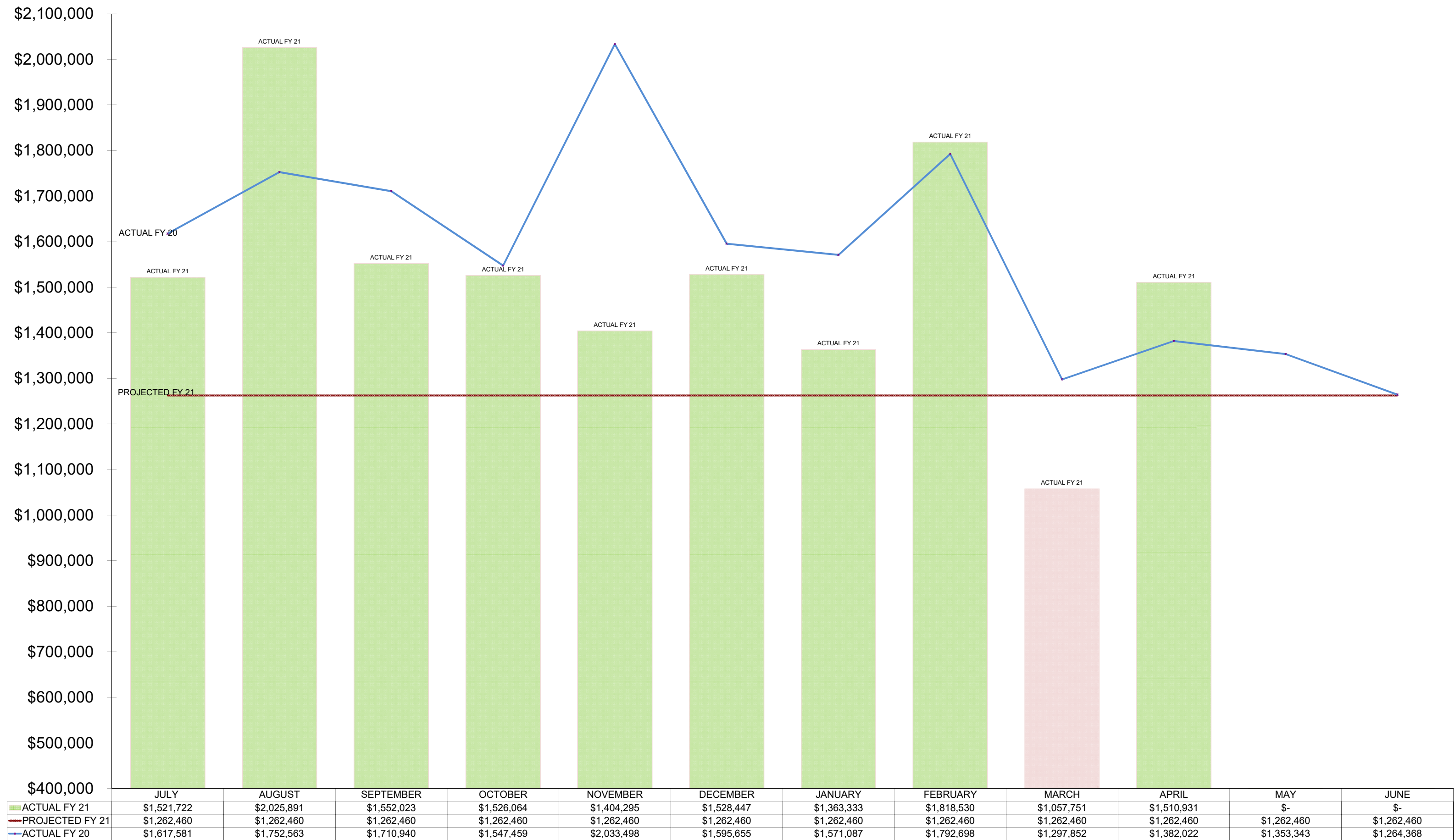
	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2040038 - WWTP Regional Interceptors</b>	<b>\$402,420</b>	<b>\$413,787</b>	<b>\$482,764</b>	<b>\$521,649</b>	<b>\$285,623</b>	<b>\$521,216</b>	<b>\$467,342</b>	<b>-10%</b>
<b>60 - Personnel Services</b>	<b>\$28,783</b>	<b>\$39,406</b>	<b>\$28,255</b>	<b>\$28,688</b>	<b>\$32,628</b>	<b>\$28,255</b>	<b>\$29,583</b>	<b>3%</b>
6001 - Salaries and Wages - FT	\$19,789	\$27,358	\$18,647	\$19,039	\$20,094	\$18,647	\$19,441	2%
6004 - Overtime	\$241	\$637	\$487	\$487	\$344	\$487	\$500	3%
6005 - Standby Pay	\$486	\$503	\$0	\$0	\$246	\$0	\$0	0%
6007 - Accrued Leave	\$79	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$260	\$398	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$97	\$90	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$1,577	\$2,200	\$1,402	\$1,432	\$1,472	\$1,402	\$1,526	7%
6030 - Retirement Contributions	\$1,716	\$2,459	\$1,700	\$1,700	\$1,857	\$1,700	\$1,869	10%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$845	\$593	\$501	\$512	\$465	\$501	\$562	10%
6051 - Health Insurance	\$3,597	\$4,892	\$4,990	\$4,990	\$7,741	\$4,990	\$5,111	2%
6054 - Other Insurance	\$96	\$105	\$118	\$118	\$67	\$118	\$129	9%
6080 - Other Employee Compensation	\$0	\$171	\$410	\$410	\$342	\$410	\$445	9%
<b>61 - Materials &amp; Supplies</b>	<b>\$254,633</b>	<b>\$251,060</b>	<b>\$210,000</b>	<b>\$239,753</b>	<b>\$140,888</b>	<b>\$239,753</b>	<b>\$220,000</b>	<b>-8%</b>
6116 - Booster/lift station supplies	\$7,107	\$3,903	\$14,000	\$14,000	\$2,561	\$14,000	\$14,000	0%
6117 - Chemicals	\$247,526	\$247,157	\$196,000	\$225,753	\$138,327	\$225,753	\$196,000	-13%
6150 - Maint/Repair (non contract)	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	999%
<b>62 - Contractual Services</b>	<b>\$85,886</b>	<b>\$103,194</b>	<b>\$96,709</b>	<b>\$96,709</b>	<b>\$80,113</b>	<b>\$96,709</b>	<b>\$104,959</b>	<b>9%</b>
6210 - Professional Services	\$2,186	\$0	\$5,000	\$5,000	\$3,689	\$5,000	\$5,000	0%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Revised</b>	<b>2021 Actual YTD</b>	<b>2021 Projected</b>	<b>2022 Proposed</b>	<b>Change Vs. Rev</b>
6256 - Internal Services	\$83,700	\$103,194	\$91,709	\$91,709	\$76,424	\$91,709	\$99,959	9%
<b>63 - Capital Outlay</b>	<b>\$11,637</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$133,699</b>	<b>\$14,213</b>	<b>\$133,699</b>	<b>\$90,000</b>	<b>-33%</b>
6305 - Improvements Other Than Bldgs	\$11,637	\$0	\$125,000	\$133,699	\$14,213	\$133,699	\$90,000	-33%
<b>64 - Depreciation / Amort</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>68 - Utility Expense</b>	<b>\$21,482</b>	<b>\$20,127</b>	<b>\$22,800</b>	<b>\$22,800</b>	<b>\$17,781</b>	<b>\$22,800</b>	<b>\$22,800</b>	<b>0%</b>
6731 - Communication	\$21,482	\$20,127	\$22,800	\$22,800	\$17,781	\$22,800	\$22,800	0%



	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
<b>2040039 - WWTP Industrial/Sump Waste</b>	<b>\$6,283</b>	<b>\$6,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
60 - Personnel Services	\$6,283	\$6,189	\$0	\$0	\$0	\$0	\$0	0%
6001 - Salaries and Wages - FT	\$4,203	\$4,054	\$0	\$0	\$0	\$0	\$0	0%
6004 - Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6005 - Standby Pay	\$16	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$90	\$68	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$33	\$15	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$320	\$311	\$0	\$0	\$0	\$0	\$0	0%
6030 - Retirement Contributions	\$359	\$360	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$189	\$87	\$0	\$0	\$0	\$0	\$0	0%
6051 - Health Insurance	\$1,050	\$1,247	\$0	\$0	\$0	\$0	\$0	0%
6054 - Other Insurance	\$21	\$16	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$0	\$30	\$0	\$0	\$0	\$0	\$0	0%
<b>Report Total</b>	<b>(\$323,075)</b>	<b>\$1,178,462</b>	<b>(\$793,590)</b>	<b>\$4,153,900</b>	<b>\$124,548</b>	<b>(\$798,686)</b>	<b>(\$364,917)</b>	<b>-109%</b>

# Sales Tax FY 2021 Versus Projection and Prior Year



	ACTUAL FY 20	PROJECTED FY 21	ACTUAL FY 21
YTD TOTAL	\$ 16,301,354	\$ 12,624,599	\$ 15,308,988
YTD VARIANCE			\$ 2,684,388
			<b>% Difference</b>
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			19.68%
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			21.26%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			9.33%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-6.09%
			<b>In Dollars</b>
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			\$248,471
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			\$2,684,388
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			\$128,909
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-\$992,366

**CENTRAL WYOMING REGIONAL WATER SYSTEM  
JOINT POWERS BOARD**

**MEETING PROCEEDINGS**

March 23, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 23, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Waters, and Board Members Cathey, and Knell. Treasurer Bertoglio and Board Members Freel and Powell were absent.

**City of Casper –** Cathey, Knell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Scott Baxter, Terry Cottenoir

**Natrona County –**

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —**

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the February 23, 2021 Regular and Executive meetings. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the minutes from the February 23, 2021 Regular and Executive meetings. Motion put and carried.
3. Mr. Martin informed the Board that six additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8264 for Mountain West Valuations, LLC in the amount of \$2,500 for the Murphy Parcel Appraisal Report; Voucher 8265 for West Plains Engineering in the amount of \$4,907.50 for the WTP HVAC Chiller Replacement Project No. 20-030; Voucher 8266 for Automation & Electronics, Inc. in the amount of \$63,600.35 for the WTP Raw Water Building MCC's & Switchgear Replacement Project No. 18-078; Voucher 8267 for Rexel in the amount of \$317.44 for Tools; Voucher 8268 for Long Building Technologies, Inc. in the amount of \$3,802.00 for the North Chem Air Handler Unit HVAC Motor Replacement; Voucher 8269 Wyoming Office of State Lands and Investments in the amount of \$43,843.72 for DWSRF#213 Loan Payment. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the March 2021 vouchers. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the March 2021 voucher listing to include voucher numbers 8254 through 8269 in the amount of \$570,528.85. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for February 2021 was 151 MG, which is 5.7 MG more than the five-year average of 146 MG. Mr. Martin stated that year to date production is 2.7 BG, which is 105 MG more than the five-year average of 2.59 BG.

Mr. Martin asked the Board to reference the Balance Sheet in the monthly compilation. Mr. Martin stated that the Fund Balance includes the updated Reserve Policy. Mr. Martin stated that the Undesignated Fund Balance is \$1.9 M. Mr. Martin stated that once you subtract Inventory and Pre-Paid Expenses, it leaves an Undesignated Fund Balance of approximately \$1.4 M.

Mr. Martin stated that Water Utility Charges for FY2021 is \$5.473 M, which is an increase of approximately \$369,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,350,601 which is approximately \$17,000 more than last year. Mr. Martin stated that this due to the timing of chemical purchases, and is right about where staff expected it to be.

Chairman King asked for a motion to approve the February 2021 Financial Report as presented. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the February 2021 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that the Water Distribution staff has been doing routine weekly testing, and booster checks. Mr. Schroeder stated that they have also been working on fire hydrants.

Mr. Schroeder stated that Water Distribution staff has completed the repair work on the Pioneer Tank drain. Mr. Schroeder stated that the work on the drain was mandated by the Bureau of Land Management to stop erosion.

Mr. Schroeder stated that Great Plains Structures (Great Plains) showed up for the roof inspection on the Wardwell Tank. Mr. Schroeder stated that Great Plains told staff they would have a roof panel ordered to replace the faulty roof panel on the tank. Mr. Schroeder stated that there is not a report on the condition of the rest of the roof yet.

Mr. Martin stated that there were some emails going back and forth this morning, and Great Plains is planning on being in town tomorrow to replace the cracked roof panel. Mr. Martin stated that this does not address the long-term fix, whether it needs more bracing, or what. Mr. Martin stated that the idea is to get the cracked panel replaced, get the tank back in service, and then take a closer look at what needs to be done for further engineering on the roof design. Mr. Martin stated that Great Plains said in their emails that this is one of three tank they are having issues with the roof; this one, one in Taiwan, and one in Japan.

Mr. Schroeder stated that Water Distribution staff has made repairs to a backflow preventer at Salt Creek Booster, and pump bearings at Pioneer Booster.

Mr. Schroeder gave the following update for the Water Treatment Plant.

Mr. Schroeder stated that the contractor is working on the Motor Control Centers (MCC) and Variable Frequency Drives (VFD) in the Raw Water Building. Mr. Schroeder stated that the MCCs and VFDs are from the original plant. Mr. Schroeder stated that there are only a couple of outstanding items left on this project. Mr. Schroeder stated that testing will start tomorrow, by running water through the building to make sure it runs in auto.

Mr. Schroeder stated that the new Lead Operator started on March 15<sup>th</sup> and is doing really well. Mr. Schroeder stated that the new Lead Operator came from Washington, and is currently working with the Operators to learn WTP Operations.

Mr. Schroeder stated that Maguire Iron will start staging equipment, etc. for the removal and replacement of the 2.6 MG Tank roof on April 19<sup>th</sup>. Mr. Schroeder stated that by the end of April, the roof of the tank should be replaced. Mr. Schroeder stated that once Maguire Iron has replaced the tank roof, the painters will come back to coat the tank inside and out.

Mr. Schroeder stated that the WTP is still in wintertime operations.

Chairman King stated that he heard a report on the radio that the next three months are supposed to be very dry, and asked if the WTP will be ready to supply water to the residents. Mr. Schroeder stated that the WTP will be ready. Mr. Schroeder stated that further in the agenda is the snowpack report. Mr. Schroeder stated that this last storm really boosted the water supply so there will be good levels in the reservoirs.

Board Member Cathey asked if the panel on the tank is the same one from a few years ago. Mr. Martin stated that it is.

Board Member Knell asked what kind of roof is on the tank. Mr. Martin stated that the roof is an aluminum dome. Mr. Martin stated that the first roof lasted approximately five years, and was replaced last year. Mr. Martin stated that the current roof is under warranty.

Board Member Cathey stated that the roof was designed for ground level, and as the altitude increases, wind speed increases. Board Member Cathey stated that the roof panels were blown off, or sucked off.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Mr. Martin stated that the FY21 Budget includes funds for the Filter Gallery roof replacement. Mr. Martin stated that four bids were received, with Contract West Roofing, Inc. being the low bid at \$73,300. Mr. Martin stated that a contingency amount of \$4,000 is recommended, for a total project amount of \$77,300. Mr. Martin stated that the new roof will have a twenty year warranty, and the project is scheduled to be completed by October 22, 2021. Mr. Martin stated that the City Engineering Division estimate for the project was \$84,000. Mr. Martin stated that no bid preference was given as the lowest bid received by a Wyoming Resident Contractor was not within five percent of the low bid.

Mr. Martin stated that Mr. Terry Cottenoir with the City Engineering Department is in attendance to answer any questions the Board may have on this project.

Chairman King asked where Contract West Roofing is from. Mr. Cottenoir stated that they are from Salt Lake City, UT.

Board Member Knell asked what type of roof will be installed. Mr. Cottenoir stated that it is a membrane roof. Mr. Cottenoir stated that since the Filter Gallery has some open water in it, they will be mechanically fastening the edges and fully adhering the middle of the roof, which will be a fiber type roof. Mr. Cottenoir stated that this is the same type of roof that is over the conference room part of the

building.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the contract with Contract West Roofing, Inc. for the RWS Roof Replacements, Project No. 20-051 in the amount of \$73,300 with a contingency amount of \$4,000, for a total project amount of \$77,300. Motion put and carried.

- b. Mr. Martin stated that the Board entered into contracts with West Plains Engineering to design the WTP Raw Water Building MCC and Switchgear Replacements Project, and with Automation and Electronics (A&E) for the construction of the project.

Mr. Martin stated that the MCC switchgear was ordered in one combined unit. Mr. Martin stated that once it was installed by A&E, they realized that there were a couple of pumps that were shown as 60HP on the as-built drawings, but they were actually 100HP. Mr. Martin stated that the entire bucket, that includes the breakers, has to be upsized to accommodate the larger horsepower pumps. Mr. Martin stated that this is an increased cost, but if it had been caught at the beginning of the project, the same cost would have been on the original agreement.

Mr. Martin stated that the first bucket cannot be exchanged for the upsized bucket, but will be put in inventory as they can be used for other equipment in different locations in the WTP.

Mr. Martin stated that the contractor is not charging additional labor on this change order.

Secretary Waters asked if he was talking about breakers. Mr. Martin stated that it is the breakers and associated hardware, as well as some upsizing on the wire.

Board Member Knell asked who made the mistake. Mr. Martin stated that it was missed by West Plains in their design, but it was also missed by staff when the review was done. Mr. Martin stated that the original as-built drawings show 60HP, but they were apparently changed out at some time. Mr. Martin stated that this whole time, the pumps have not been protected properly.

Board Member Knell stated for clarification that if the pump size had been caught up front in the design, the Board would still have had the increased cost for the project. Mr. Martin stated that was correct. Mr. Martin stated that the bad thing is that the smaller bucket cannot be returned, but it can be used elsewhere in the WTP.

Chairman King stated that at least there is an adequate use for the smaller bucket for other equipment.

Board Member Cathey stated that West Plains design called for 60HP, and asked if that was a mistake on their design, or was the 60 HP the appropriate design and someone mis-ordered and ordered the 100HP. Mr. Martin stated that they were original 100HP and for whatever reason, they were listed as 60HP in the as-builts.

Mr. Martin stated that Mr. Baxter, with City Engineering is in attendance today and can give a better explanation.

Mr. Baxter stated that he can just speak to what he saw. Mr. Baxter stated that they went to look at the pumps as Mr. Martin was scrutinizing this change order and wanted to know how this happened. Mr. Baxter stated that they don't know for sure if the pumps were installed as 100HP back in the 1970's, or if they were replaced over the years. Mr. Baxter stated that only two of the pumps are 100HP. Mr. Baxter stated that he had the same question as to how this was missed. Mr. Baxter stated that he was walking around in Raw Water looking for the pump plates, but they were hard to read. Mr. Baxter stated that it is possible that if they had scrutinized each pump plate really well, it would have been caught, but there was no indication to anyone that those pumps had ever been upsized to 100HP in the first place. Mr. Baxter stated that staff presented original as-built drawings to West Plains to be used for their design.

Board Member Cathey stated for clarification that right now there is mixed 60HP and 100HP pumps, and no one knows for sure when the 100HP pumps were installed. Mr. Baxter stated that was correct. Mr. Baxter stated that the MCCs were all ordered as 60HP and now the 100HP are needed.

Board Member Knell asked how this can be prevented in the future. Mr. Martin stated that staff will stress to the design consultants that they will need to pay attention and check every piece of equipment, and staff will have to do the same during design review.

Board Member Knell stated that the one thing that makes him feel better, is that if this had been caught in the beginning, the cost would have been increased by this amount then.

A motion was made by Board Member Knell and seconded by Board Member Cathey to approve Change Order No. 1 to the contract with Automation & Electronics, Inc. for the WTP Raw Water Building MCC and Switchgear Replacements, Project No. 18-078 in the amount of \$9,470. Motion put and carried.

- c. Mr. Martin stated that past contracts for audit services with Skogen, Cometto and Associates have been for two years at a time. Mr. Martin stated that the current contract ended with FY2020, so now services are needed for FY2021 and FY2022. Mr. Martin stated that an agreement with an auditing firm for the next two fiscal years will be needed. Mr. Martin asked the Board if they wanted to



continue with Skogen, Cometto and Associates, who has worked with the Board for a number of years, or if the Board wished to put out a Request for Proposal (RFP) to look at other firms. Mr. Martin stated that he spoke with Mr. Pitlick with the City Finance Department about this and he stated that there are benefits with staying with Skogen, Cometto and Associates if there are no concerns with price. Mr. Martin stated that if the Board Members think the price isn't right, an RFP could be sent out and could look at other firms, either local or statewide. Mr. Martin stated that he wanted to see how the Board felt about this before a lot of legwork was done. Mr. Martin stated that one thing to keep in mind is that these firms book up rather quickly for audits. Mr. Martin stated that in order to get someone booked for the upcoming audit, an RFP would have to go out soon if that is how the Board wants to go.

Board Member Knell stated that coming into a budgeting situation where the money is getting tighter and tighter, he thinks it should go out for bid. Board Member Knell stated that he understands the ideology of staying with the same audit firm, but the Board doesn't know where they are at moneywise, if they are giving a fair price. Board Member Knell stated that he believes in keeping things close with the local community, but the Board needs to be fiscally responsible and budget conscious. Board Member Knell stated that if the auditors are giving the Board their best price then they shouldn't have any issue with competition, as it is always a good thing.

Board Member Cathey stated that it makes sense to a point to go out for RFP, as not everyone does governmental auditing, so it narrows the field down.

Secretary Waters stated that he agrees that is the biggest issue. Secretary Waters stated that he is sure there are other firms in the State of Wyoming that do governmental auditing.

Vice-Chairman Keffer stated that he thinks Skogen, Cometto and Associates have given the Board a very decent price for the services they have provided compared to what the audit is for Wardwell Water. Vice-Chairman Keffer stated that he would be willing to go with Skogen, Cometto and Associates again.

Board Member Knell asked Mr. Martin what staff thought. Mr. Martin stated that it seems to make sense to stay with the current auditors and they know the Board's system and they already have the report template for the audit built. Mr. Martin stated that it seems to him that they might be able to come in with a lower price, but there is no guarantee on that.

Mr. Martin stated that he knows that the City of Casper uses Porter, Muirhead for their auditing and some City staff feel they are high priced. Board Member Knell stated that they are extremely expensive.

Board Member Knell asked if it is legal for the Board to approach Skogen,

Cometto and Associates and let them know that the Board is comfortable with their work and ask if the price could be negotiated without going out for an RFP. Mr. Martin stated that since this would be a professional services contract, the price could be negotiated. Board Member Knell stated that since a majority of the Board is comfortable with Skogen, Cometto and Associates, it wouldn't hurt to ask them to review their price. Board Member Knell stated that everyone is facing budget cuts right now, including the Board, and he thinks it would be worthy of the Board to ask about the price. Board Member Knell stated that the Board isn't asking anyone to work for free by any means.

Chairman King stated that Skogen, Cometto and Associates knows the Board's business and has followed the Board through all these years and can keep track of things without any added effort. Chairman King stated that it wouldn't hurt to approach them to see if they could cut the price a bit.

Mr. Martin stated that he will reach out to Skogen, Cometto and Associates.

- d. Mr. Martin asked the Board to reference the map of the different basins in the State. Mr. Martin stated that this map is updated from what was originally sent out in the agenda packet. Mr. Martin stated that the Upper North Platte basin is at 98% of average, the Lower North Platte basin is at 113% of average, and the Sweetwater basin is 75% of average. Mr. Martin stated that this is a good increase from just a couple of weeks ago. Mr. Martin stated that the last couple of snowstorms have really added to the snowpack.

Mr. Martin stated he also gets the forecast from the U.S. Bureau of Reclamation. Mr. Martin stated that their March 4<sup>th</sup> forecast for the inflow to the reservoirs through July advises that they do not expect an allocation on the river. Mr. Martin stated that they will update this forecast in April.

- e. Mr. Martin stated that this is the time of year when the Board starts looking at budget and rates. Mr. Martin stated the before the Board today is the preliminary list of Capital Improvement Project for FY2022. Mr. Martin stated that he would just go down the list of projects for the Board.

Filter Monorail Hoist Safety System - \$50,000 – Entrant Hoist Safety System for Confined Space Entry into the filters. This is required by OSHA. Mr. Martin stated that this has been put off for a year or two.

Plant Landscaping - \$20,000 – Landscape around new tank and generator site. Mr. Martin stated that this is another project from prior years that had to be put off.

Groundwater Well VFD's - \$32,000 – Install VFD's on 5 Wells. A few will be installed each year over the next few years. Mr. Martin stated that this will allow the wells to be controlled from the SCADA.

Shop Tools - \$10,000 – Tool and Equipment Purchase for WTP Maintenance.

Roof Replacements - \$300,000 – Actiflo Area Roof Replacement. Mr. Martin stated that this is a good sized roof area that has developed some leaks.

Security Improvements - \$25,000 – On-going Security Improvements. Mr. Martin stated that this has been in the budget for the last few years. Mr. Martin stated that staff tries to do some security improvements every year. Mr. Martin stated that this year staff is looking at the Risk Assessment and Emergency Response Plans as well as some internal security needs and improvements.

Pipe Gallery Lighting Upgrades - \$15,000 – Upgrade Lighting to LED.

Pipe Chase #2 Concrete Sealing - \$25,000 – Reseal Concrete to Stop Leaks.

Annual Equipment Replacement Allocation - \$100,000 – Unanticipated Equipment and Valve Replacement. Mr. Martin stated that this item is in the budget every year to cover the cost of critical equipment failures that need replaced immediately.

Groundwater Well Turbidimeters - \$30,000 – On-going Project to Replace Failing Turbidimeters. Chairman King asked if staff is going to maintain using the turbine meters, or if they have moved on to something else. Mr. Martin stated that staff has gone from using the Hach meters to Krohne meters. Mr. Schroeder stated that the Krohne meters are a new style of meter and staff has had really good luck using them.

Actiflo Sand Pump Replacements - \$45,000 – Purchase 3 Spare Pumps. Mr. Martin stated that the spare pumps are kept on hand to use as the pumps fail throughout the summer.

Well Pump Replacements - \$65,000 – Three Spare Well Pumps. Mr. Martin stated that these pumps are also kept on hand so there is no lead time needed to replace them.

Magnetic Water Meter Replacements - \$50,000 – On-going Project to Replace Failing Mag Meters.

Well Rehabilitation - \$350,000 – Rehabilitate Caisson No. 2. Mr. Martin stated that the Board entered into a contract a couple of months ago to rehabilitate a couple of the vertical wells. Mr. Martin stated that the Caissons are much more expensive to rehabilitate. Mr. Martin stated that it is expected to have Well Rehabilitation in the budget for the next few years.

High Service Pump VFD Replacement - \$100,000 – Replace One High Service Pump VFD. Mr. Marin stated that these VFD's are 20 years old.

Ozone Contactor Actuated Control Valve Replacement - \$6,000 – Replace Failing Valve.

Decant Pump Station Check Valve Replacement - \$24,000 – Replace Failing Check Valves.

SW High Service Valve Actuator Replacement - \$75,000 – Replace Failing Actuator.

Disinfection System Upgrade Design Report - \$80,000 – UV System Design Report (EPA Requirement). Mr. Martin stated that this is the first step in the UV Disinfection Project.

Service Truck Replacement - \$100,000 – Service Truck w/Snow Plow, Air Compressor, and Crane. Mr. Martin stated that the current service truck was purchased in 2001 and has a lot of problems.

Board Member Knell asked how much rollover there is of the speculative money from last year. Mr. Martin stated that there is not much, as several projects have been reallocated as different things come up.

Mr. Martin stated that the total Preliminary Capital Improvement Projects FY2022 are \$1,502,000. Mr. Martin stated that this is in line with the rate model, and where it was expected to be. Mr. Martin stated that this is just a preliminary look at the Capital Projects for FY22. Mr. Martin stated that as we go through the fiscal year, if the revenues are down, then adjustments will be made as to what will be completed. Mr. Martin stated that the capital will be brought back to the Board to review again during the budget presentation and approval in June.

- f. Ms. Brown handed out the annual financial disclosure letters to Board Members Cathey and Knell. Ms. Brown informed them the letters must be signed in open session. The financial disclosure letters were completed and signed by Board Member Cathey and Board Member Knell.
  - g. There was no Other New Business.
9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn into Executive Session at 12:12 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Board Member Knell and seconded by Secretary Waters to adjourn from Executive Session at 12:45 p.m. Motion put and carried.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to open the Regular Session at 12:45 p.m. Motion put and carried.

A motion was made by Board Member Knell and seconded by Board Member Cathey to have staff tender the appraised offer as approved in Executive Session. Motion put and carried.

A motion was made by Board Member Knell and seconded by Secretary Waters to give Mr. Chapin authorization to form a letter as discussed in Executive Session. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on April 20, 2021.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 12:48 p.m. Motion put and carried.

  
Chairman

  
Secretary