

INFORMATION PACKET

Table of Contents

Friday, June 4, 2021



Item	Pages
Table of Contents	1
City of Casper Documents & Information	
The Grid - Schedule of Council Meetings & Addendum	2
Fire-EMS YTD Incident Report 06.02.21	5
FY21 Optional Sales Tax Report 06.04.21	6
FY21 Sales Tax Chart June 06.04.21	7
FY22 Budget Communication	8
WAM Documents & Information	
WAM Finance Report April 2021	9
WAM Finance Report May 2021	16
Agencies, Boards and Committees Documents & Information	
Wastewater Mgmt. Oversight Committee Packet 06.10.21	23

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

June 8, 2021 Councilmembers Absent: Engebretsen

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
Health Department Proposed Fee Schedule Changes	Direction Requested	15 min	4:35
2021 Fire & Building Code Updates	Information Only	15 min	4:50
Contractor Licensing	Information Only	15 min	5:05
Amendment to the Fiscal Year 2021 Budget	Move Forward for Approval	15 min	5:20
Scooter Business	Direction Requested	15 min	5:35
Agenda Review		20 min	5:50
Legislative Review		20 min	6:10
Council Around the Table		10 min	6:30
Approximate Ending Time:			6:40

June 15, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Charter Concerns					
Pre-Meeting: Sole Source Tasers					
Approve May 25 Special Meeting Minutes, June 1 Regular Meeting Minutes & June 1 Exec Session Minutes					
Bright Spot - Lemonade Day Proclamation					
Bright Spot - Central Wyoming Hospice & Transitions 40th Anniversary					
Establish Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision	C				
Public Hearing for FY 2021 Budget Amendment #5		N		N	
Public Hearing for FY 2021-2022 Budget		N		N	
Public Hearing for Limited Retail Liquor License No. 12 Casper Lodge #22 (Independent Order of Oddfellows) d/b/a Casper Lodge #22, Located at 2125 CY Avenue #101.		N			N
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). 3rd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, d/b/a Vast Broadband for the Construction and Operation of a Cable System. 3rd Reading			N		
Authorizing Amendment One to the Cooperative Agreement with the Wyoming Department of Transportation for the Poplar and West 1st Street Enhancements Project.				C	
Granting an Energy Efficient Commercial Building Deduction, in the Amount of \$28,954.80, to GPC Architects, as part of the Hogadon Lodge Project.				C	
Authorizing an Agreement with LAME LLC, in the Amount of \$106,425, for the Solid Waste Fiber Optics Extension Project.				C	

The Grid

A working draft of Council Meeting Agendas

June 15, 2021 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing an Agreement with Knife River, in the Amount of \$235,855, for the Events Drive Improvements Project.				C	
Authorizing an Agreement with Crown Construction in the Amount of \$256,060, for the Downtown 2nd Street and Centennial Hills Boulevard Street Resurfacing Project.				C	
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Taxes on Behalf of the City of Casper.				C	
Authorizing \$24,547.70 in Health, Social and Community Services Cash Funding to Support Community Promotions Events.					C
Authorizing the Sole Source Purchase of Taser "Model 7", from PROFORCE Law Enforcement Sales of Prescott, AZ, in the Amount of \$121,500, Paid in Annual Installments over Five (5) Years.					C
Rejcing All Bids Received for the City Hall Project SAFE Site Work and Exterior Improvements, Project No. 20-004.					C

June 22, 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
DEA	Information Only	30 min	4:35
Cable RFP	Direction Requested	30 min	5:05
Liquor Ordinance Changes & Limo Exemption	Move Forward for Approval	30 min	5:35
Agenda Review		20 min	6:05
Legislative Review		20 min	6:25
Council Around the Table		10 min	6:45
Approximate Ending Time:			6:55

July 6, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: MPO 5-Year Strategic Transit Development Plan Final Report					
Pre-Meeting PMCH Engagement Letter					
Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision		N	N		
Authorize an Engagement Letter for Professional Services with Porter, Muirhead, Cornia, Howard, in the Amount not to Exceed \$129,00 for the FY2021 Financial Statement Audit and in an Amount not to Exceed \$7,500, for the FY2021 Federal Programs Audit (per Program).				C	

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
Parkway Parking			After FY22
LGBTQ Safe Place			

Staff Items:

Sign Code Revision			
Blood Borne Pathogens			
21st Missouri to Kingsbury Speed Data			13-Jul
Landlord Utility Agreement Ordinance Modification			Summer 2021
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 July 1

Future Regular Council Meeting Items:

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Retreat Items:

Economic Development and City Building Strategy

From: Jennifer Scott <jescott@casperwy.gov>
Sent: Friday, June 4, 2021 11:37 AM
To: Fire Department <firedepartment@Casperwy.gov>
Cc: Zulima Lopez <zlopez@casperwy.gov>; Renee Jordan-Smith
<rjordansmith@casperwy.gov>
Subject: RE: CFD Monthly Activity Report

Hello!

The Monthly Activity Report has been update through 6/2/21.

[Casper Fire-EMS - YTD Incident Report](#)

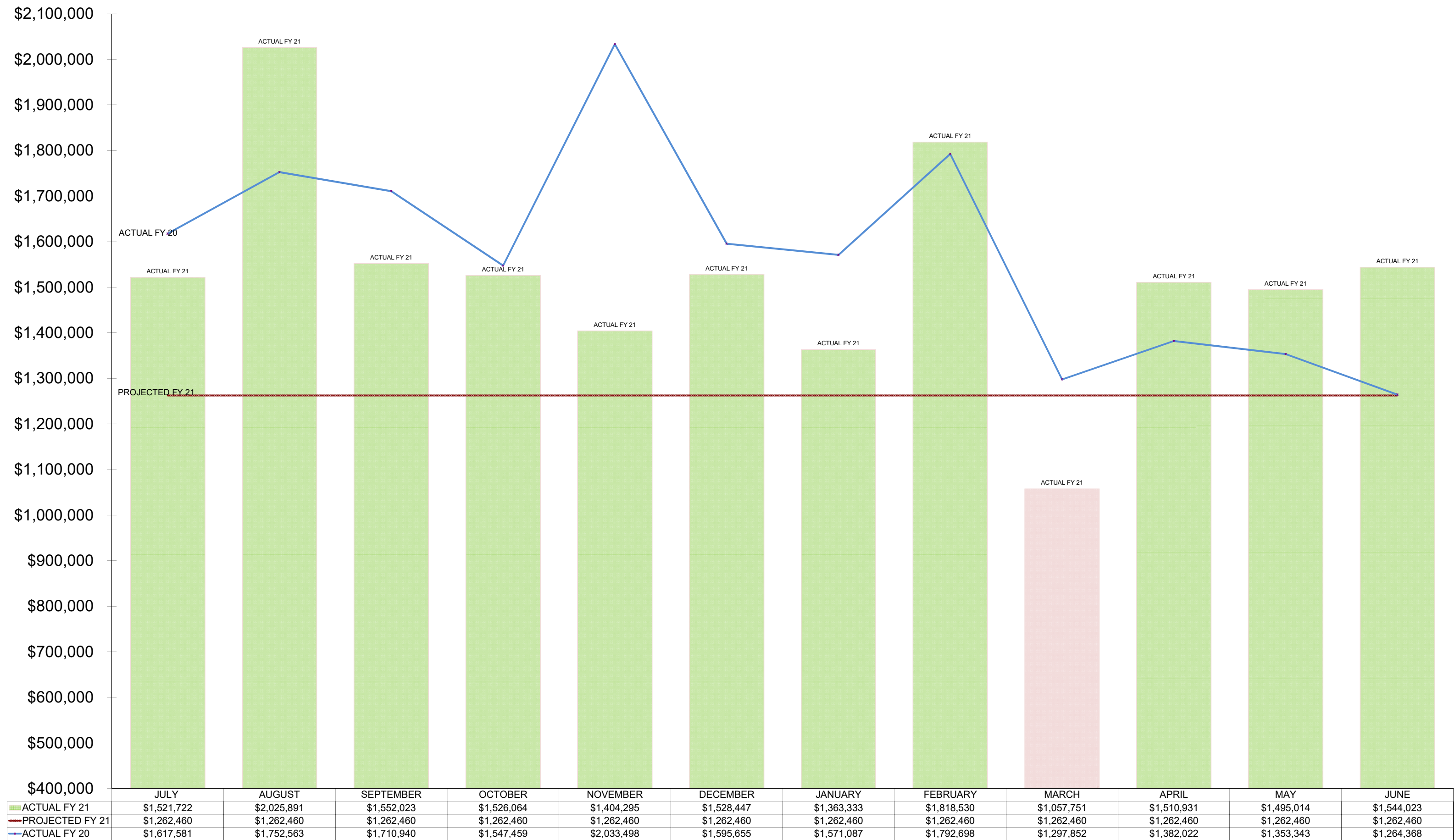
City of Casper
Optional 1% and State Shared Sales Tax Receipts
100% of Fiscal Year 2021 has Lapsed

Below is the optional Sales tax report for FY21 we are currently at 100.00% of the budget year.
 General Fund is up 21.11% from projected year to date which is at 121.11% of budget.
 1%16 is up 23.50% from projected year to date which is at 123.50% of budget.

State Shared Sales Tax

	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2021 General Fund	7/6/2020	\$ 1,521,722	\$ 1,262,460	\$ 259,263	10.04%
	8/10/2020	2,025,891	1,262,460	763,431	23.42%
	9/9/2020	1,552,023	1,262,460	289,563	33.66%
	10/6/2020	1,526,064	1,262,460	263,604	43.74%
	11/5/2020	1,404,295	1,262,460	141,835	53.00%
	12/4/2020	1,528,447	1,262,460	265,987	63.09%
	1/7/2021	1,363,333	1,262,460	100,873	72.09%
	2/4/2021	1,818,530	1,262,460	556,070	84.10%
	3/5/2021	1,057,751	1,262,460	(204,709)	91.08%
	4/5/2021	1,510,931	1,262,460	248,471	101.05%
	5/6/2021	1,495,014	1,262,460	232,554	110.92%
	6/4/2021	1,544,023	1,262,460	281,563	121.11%
	Total FY 2021		\$ 18,348,025	\$ 15,149,519	\$ 3,198,506
Optional 1% Tax					
FY 2021 1%16	7/6/2020	\$ 1,265,670	\$ 1,033,333	232,336	10.21%
	8/10/2020	1,677,982	1,033,333	644,649	23.74%
	9/9/2020	1,299,470	1,033,333	266,136	34.22%
	10/6/2020	1,282,918	1,033,333	249,585	44.56%
	11/5/2020	1,184,279	1,033,333	150,946	54.12%
	12/4/2020	1,272,486	1,033,333	239,152	64.38%
	1/7/2021	1,136,779	1,033,333	103,446	73.55%
	2/4/2021	1,517,479	1,033,333	484,146	85.78%
	3/5/2021	892,575	1,033,333	(140,758)	92.98%
	4/5/2021	1,254,151	1,033,333	220,817	103.10%
	5/6/2021	1,245,170	1,033,333	211,837	113.14%
6/4/2021	1,284,798	1,033,333	251,464	123.50%	
Total FY 2021		\$ 15,313,756	\$ 12,400,000	\$ 2,913,756	
Total		\$ 33,661,780	\$ 27,549,519	\$ 6,112,261	

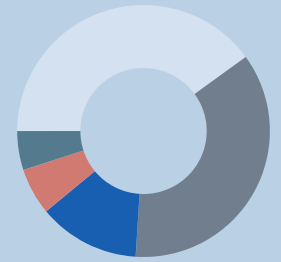
Sales Tax FY 2021 Versus Projection and Prior Year



	ACTUAL FY 20	PROJECTED FY 21	ACTUAL FY 21
YTD TOTAL	\$ 18,919,065	\$ 15,149,519	\$ 18,348,024
YTD VARIANCE			\$ 3,198,505
			% Difference
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			22.30%
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			21.11%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			22.12%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-3.02%
			In Dollars
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			\$281,563
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			\$3,198,505
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			\$279,655
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-\$571,041

CITY OF CASPER ANNUAL BUDGET

Breakdown by Fund

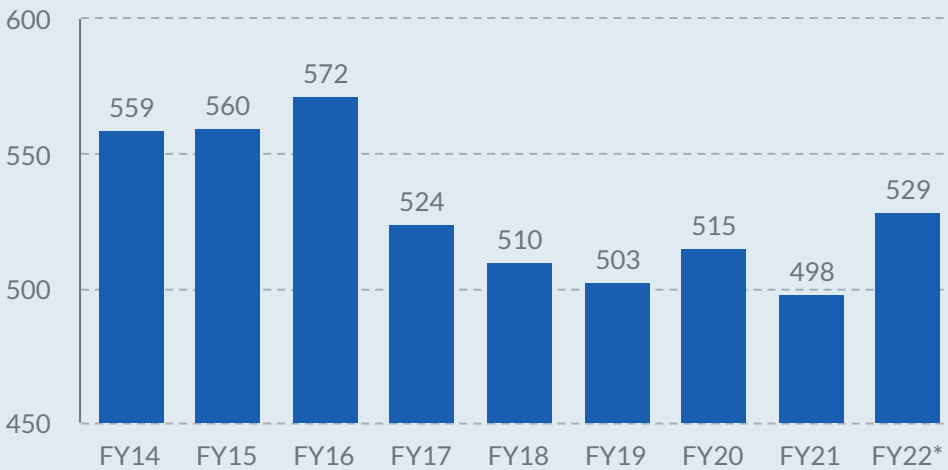


- Enterprise (40%)
- General Fund (36%)
- Capital (13%)
- Special Revenue (6%)
- Internal Services (5%)



Total Proposed Budget
\$147,046,429

Staff Count (Full-Time Employees)



*Includes addition of 24 full-time Transit employees.



\$54 mil
Operational budget tied to employee wages & benefits



1%
Increase to City's WRS contribution for sworn police per Graves Compensation study recommendations



5
New/repurposed full-time positions added to meet service demands

- Fire Training Captain
- Digital Media Specialist
- Equipment Operator
- Cyber Security Analyst
- Marketing Generalist

WHAT'S RETURNING?

Tuition Reimbursement Program:

- \$35,000 is included in the HR budget to encourage employees to continue their education.

Employee Events:

- Employee Golf Tournament
- Trick or Treating
- Holiday Breakfast
- Chili Skate Night

TO SHOW OUR GRATITUDE...

Every full-time employee (employed as of July 1st), will receive a **\$900 lump sum payment** (net of taxes) on July 7th via direct deposit.

Employees that would like their money deposited in a different account will need to submit a direct deposit form (located on SharePoint) to Payroll by June 30th.

Please note "one time payment only" on the form.



ADDITIONAL 1% TAX

The City of Casper does not use the 5th or 6th cent funding towards employee wages.

Please know that the job security of our employees is not tied to the passing of either additional tax.

CHANGES TO CAPITAL PROJECT FUNDING

This fiscal year marks the first full year that all capital projects were planned and approved based on dollars that are already "in the bank".

Upcoming capital projects include:

- Replacing water/sewer lines and improving lighting and sidewalks at Poplar & 1st Street (in collaboration with WYDOT)
- Boiler replacement at the Waste Water Treatment Plant
- Miscellaneous street improvements to several downtown streets
- Addition to Parkway Trails from Paradise Valley to Robertson Road Bridge



QUESTIONS?

The City Manager would be happy to visit with various workgroups about their questions and/or concerns related to the budget.

Ask your supervisor to call Renee at ext. 224 to set-up an appointment!

Wyoming Association of Municipalities



Wyoming Association
of Municipalities
Building Strong Communities

April 30, 2021 Finance Report

Distributed To:

WAM Board

5/10/2021

WAM Balance Sheet as of April 30, 2021

ASSETS

Current Assets

Petty Cash	100
WMEF Investments	16,836
WAM Checking	30,784
RBC Wealth Mgt - Cash Acct. - 41845	7,217
RBC Wealth Mgt - Investments - 41845	224,913
RBC Wealth Mgt - Cash Acct. - 25434	375,339
RBC Wealth Mgt - Investments - 25434	325,886
Adjustments to Investments	-97,979
Accounts Receivable-General	<u>6,527</u>

Total Current Assets 889,623

Property and Equipment

Equipment	119,853
Land	93,975
Buildings	864,984
Landscaping	514
WAM Vehicle	33,860
Accum.Depr	<u>(512,872)</u>

Total Property and Equipment 600,314

Total Assets 1,489,937

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable- General	2,880
Sales Tax Payable	0
Payroll Tax Liability	0
SUTA Payable	0
Worker Comp	0
FUTA Payable	310
Accrued Leave	<u>23,783</u>

Total Current Liabilities 26,973

Long-Term Liabilities

Mortgage-Balance	0
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Total Long-Term Liabilities 0

Total Liabilities 26,973

Capital



WAM Balance Sheet as of April 30, 2021

Net Assets	1,306,078	
Net Income	<u>156,886</u>	
Total Capital		<u>1,462,964</u>
Total Liabilities & Capital		<u><u>1,489,937</u></u>



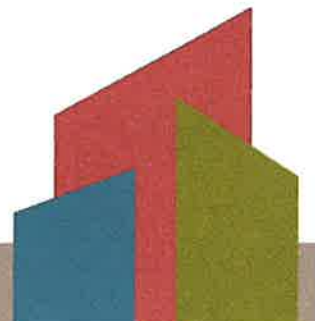


Wyoming
Association of
Municipalities
Building Strong Communities

TO: WAM Board of Directors
FROM: Earla Checchi, Finance Manager
DATE: April 30, 2021 Finance Report

We are Ten (10) months into our fiscal year with a net income of \$156,886. For more detailed information, please review the attached spreadsheet, or if you have specific questions please call me at 307-632-0398.

- **We are at 78% of our income goal.**
- **We are at 59% of our expense goal.**
- **Notable Line Items income or expenses**
 1. **Income line item 3 – Membership Dues are at 94%. Rock Springs dues invoice was voided.**
 2. **Income line item 5 – Interest & Investments at 153%. Conservative Estimate.**
 3. **Income line item 7 – Annual Sponsorship is at 83%. Several sponsors dropped out due to economy this last year.**
 4. **Income line item 12 – WGIF Income is at 163%. We had some delayed payments.**
 5. **Expense line item 23 – Insurance/taxes/bonds is at 77%. Renewal of D&O and Crime Policies.**
 6. **Expense line item 24 – Custodial/lawn care/snow removal is at 86%. Recent winter weather for snow removal.**
 7. **Expense line item 26 – IT operations/Maintenance/Software is at 76%. Renewed Capitol Impact database, Legislative tracking on website and website maintenance contract.**
 8. **Expense line item 40-Furniture/IT Equipment is at 99%. IPAD and Laptop for Justin.**
 9. **Expense line item 44 – Other Expenses is at 156%. This includes car expenses, books and periodicals, bank charges and investment fees, marketing.**



WAM Income Statement
as of April 30, 2021

	A	B	C	D	H
1		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to Actual
2	INCOME	FY 2020	FY 2020	FY 2020	
3	Membership Dues ***	0	400,722	428,047	94%
4	Building Office Space Rental	0	8,757	11,676	75%
5	Interest & Investments	261	9,178	6,000	153%
6	Summer/Winter Conventions	8,705	16,655	100,000	17%
7	Annual Sponsorship	1,000	63,302	76,000	83%
8	WAM-JPIC Administrative Fees	11,011	135,033	200,000	68%
9	Workshops/Training (HR, City Mgr/Admin, Regions, FD, BD)	0	152	5,000	3%
10	Contractor Testing Fees	0	30	0	0%
11	Wyoming Community Gas	0	3,000	3,000	100%
12	Wyoming Government Investment Fund	0	13,043	8,000	163%
13	Energy Lease Program	0	0	0	0%
14	Publication Sales	0	40	500	8%
15	Total	20,977	649,912	838,223	78%
16	***Dues paid except Rock Springs (2017,2018,2019,2020) Mills will pay for June 2020.				

WAM Income Statement
as of April 30, 2021

	A	B	C	D	H
		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to Actual
17					
18	EXPENSES	FY 2020	FY 2020	FY 2020	
19	Personnel (Salaries, Taxes, Retirement, Part-Time Staff)	26,585	257,633	317,000	81%
20	Group Health Insurance Premiums	7,721	69,791	100,000	70%
21	Educational Services/Training	1,500	1,500	20,000	8%
22	Utilities	554	5,903	7,500	79%
23	Building Maintenance	90	847	4,000	21%
24	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O, Crime Policy)	2,860	16,501	21,500	77%
25	Custodial/Lawn care/Snow removal	815	10,379	12,000	86%
26	Telephone/Internet/Website	296	5,394	20,000	27%
27	IT Operation/Maintenance/Software	0	16,660	22,000	76%
28	Office Supplies	66	1,737	5,000	35%
29	Postage	0	1,495	3,000	50%
30	Printing (Directory, WAM Connection & Copies)	56	5,112	10,000	51%
31	Equipment Leases (Postage Meter/Copy Machine)	418	3,079	6,500	47%
32	Dues/Memberships/Sponsorships	0	1,829	17,000	11%
33	Interstate Travel (Workshops/Training/Meals out of state)	0	142	25,000	1%
34	Audit and Report	0	9,250	9,100	102%
35	Outside Counsel	1,500	15,006	22,000	68%
36	Legislative Relations (Legislative Fees, Travel, Meals)	8,090	47,119	68,000	69%
37	Meals	0	0	2,000	0%
38	Scholarships (Convention Registration/Lodging)	0	0	3,000	0%
39	Intrastate Workshops/Training/Travel/Meals (Regions, FD/Managers Retreats)	0	8,386	25,000	34%
40	Summer/Winter Conventions	-600	-600	100,000	-1%
41	Furniture/IT Equipment	0	3,941	4,000	99%
42	Staff Training/Professional Development Planning	0	304	7,000	4%
43	Special Projects (Municipal Finance Report)	0	0	0	0%
44	ED Search Expenses from reserves	0	0	0	0%
45	Other Expenses **	1,115	11,619	7,623	152%
46	Total	51,066	493,026	838,223	59%
47	Net Income/Loss	-30,088	156,886	0	
48	**Other Expenses - Bank Charges, Books/Periodicals/Car Expenses				

WAM FY 2021
Approved Budget

	A	E	F	G	J	L	M
1		Audited	Audited	Audited	YTD	Proposed	Variance
2	INCOME	FY 2018	FY 2019 *	FY 2020	FY 2021	FY 2021	Difference
3	Membership Dues	380,820	392,347	396,318	400,722	428,047	94%
4	Building Office Rental Space	11,280	10,340	12,649	8,757	11,676	75%
5	Interest & Investments	1,981	13,996	12,416	9,178	6,000	153%
6	Summer/Winter Conferences	95,139	103,916	42,255	16,655	100,000	17%
7	Annual Sponsorship	77,370	77,650	74,151	63,302	76,000	83%
8	WAM-JPIC Administrative Fees	178,507	176,141	157,068	135,033	200,000	68%
9	Workshops & Training (HR, City Mgr/Admin, Regions, Finance Directors, Board of Directors)	3,056	4,225	2,441	152	5,000	3%
10	Contract Testing	30	30	30	30	0	0%
11	Wyoming Community Gas	3,000	3,000	3,000	3,000	3,000	100%
12	Wyoming Government Investment Fund	8,107	6,834	11,115	13,043	8,000	163%
13	Energy Lease Program	0	0	0	0	0	0%
14	Publication Sales	545	539	728	40	500	8%
15	Total	759,835	789,018	712,171	649,912	838,223	78%
16	*Not included in 2017, 2018, 2019, 2020 Dues (Rock Springs) (2019 & most of 2020 Mills)						
17		Audited	Audited	Audited	YTD	Proposed	Variance
18	EXPENSE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2021	Difference
19	Personnel Expense (Salaries, Taxes, Retirement, PT Staff)	331,626	284,394	295,906	257,633	317,000	81%
20	Group Health Insurance Premiums	73,737	74,542	85,507	69,791	100,000	70%
21	Educational Services	9,480	13,334	3,197	1,500	20,000	8%
22	Utilities	7,800	12,341	1,913	5,903	7,500	79%
23	Building Maintenance	1,169	1,169	1,386	847	4,000	21%
24	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O Crime Policy, Car Registration & Taxes)	14,453	14,307	19,066	16,501	21,500	77%
25	Custodial/Lawn Care/Snow Removal	10,593	11,635	15,173	10,379	12,000	86%
26	Telephone/Internet/Website	18,572	7,254	7,353	5,394	20,000	27%
27	IT Operations/Maintenance/Software	11,832	19,186	25,121	16,660	22,000	76%
28	Office Supplies	2,781	3,356	2,660	1,737	5,000	35%
29	Postage	2,215	2,012	1,966	1,495	3,000	50%
30	Printing (Directory, WAM Connection, Copies)	8,153	5,854	6,323	5,112	10,000	51%
31	Equipment Leases (Postage Meter, Copy Machine)	7,226	3,888	3,967	3,079	6,500	47%
32	Dues & Memberships/Sponsorship	10,998	9,993	13,052	1,829	17,000	11%
33	Interstate Travel (includes NLC, Mileage, Meals, Lodging, Car Rental /Membership Travel)	3,461	5,552	12,806	142	25,000	1%
34	Auditing (Anton Collins Mitchell)	6,600	7,000	10,000	9,250	10,000	93%
35	Outside Counsel	18,906	19,045	18,579	15,006	22,000	68%
36	Legislative Relations (Legislative Fees, Travel, Meals)	12,095	39,079	54,049	47,119	68,000	69%
37	Meals	215	308	259	0	2,000	0%
38	Scholarships (Convention Registration, Lodging)	0	0	0	0	3,000	0%
39	Intrastate Workshops/Training/Travel/Meals	12,933	9,543	25,065	8,386	25,000	34%
40	Summer/Winter Conferences	84,359	90,792	54,099	-600	100,000	-1%
41	Furniture/IT Equipment	1,214	434	865	3,941	4,000	99%
42	Staff Training/Professional Development & Planning	10,891	3,081	3,154	304	7,000	4%
43	Special Projects	16,786	0	0	0	0	0%
44	Executive Director Search (Includes new Vehicle & Moving Expense for ED, Expenses for candidates)	0	48,292	0	0	0	0%
45	Other Expenses**	1,112	4,666	45,171	11,619	6,723	173%
46	Total	679,207	691,057	706,638	493,026	838,223	59%
47	Net Income/Loss	80,628	97,961	5,532	156,886	0	
48	** Other Expenses - Bank Charges, Books/Periodicals/Car Expenses, marketing.						

Wyoming Association of Municipalities



Wyoming Association
of Municipalities
Building Strong Communities

May 31, 2021 Finance Report

Distributed To:

WAM Board

6/9/2021

WAM
Balance Sheet as of
May 31, 2021

ASSETS

Current Assets

Petty Cash	100
WMEF Investments	16,836
WAM Checking	57,388
RBC Wealth Mgt - Cash Acct. -320-41845	7,217
RBC Wealth Mgt - Cash Acct. -309-25434	182,779
RBC Wealth Mgt - Investments - 320-41845	375,339
RBC Wealth Mgt - Investments - 309-25434	318,248
Adjustments to Investments	-98,043
Accounts Receivable-General	5,732

Total Current Assets 865,597

Property and Equipment

Equipment	119,853
Land	93,975
Buildings	864,984
Landscaping	514
WAM Vehicle	33,860
Accum.Depr	(512,782)

Total Property and Equipment 600,404

Total Assets 1,466,001

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable- General	2,880
Sales Tax Payable	0
Payroll Tax Liability	0
SUTA Payable	0
Worker Comp	0
FUTA Payable	310
Accrued Leave	23,782

Total Current Liabilities 26,973

Long-Term Liabilities

Mortgage-Balance	0
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Total Long-Term Liabilities 0

Total Liabilities 26,973

WAM
Balance Sheet as of
May 31, 2021

Capital		
Beginning Balance Equity	0	
Net Assets	1,306,175	
Net Income	<u>132,853</u>	
Total Capital		<u>1,439,028</u>
Total Liabilities & Capital		<u>1,466,001</u>

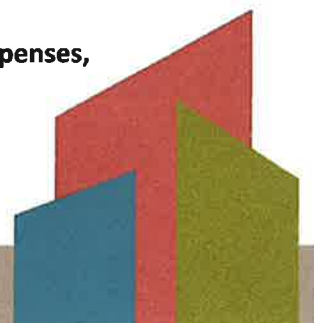


Wyoming
Association of
Municipalities
Building Strong Communities

TO: WAM Board of Directors
FROM: Earla Checchi, Finance Manager
DATE: May 31, 2021 Finance Report

We are Eleven (11) months into our fiscal year with a net income of \$132,853. For more detailed information, please review the attached spreadsheet, or if you have specific questions please call me at 307-632-0398.

- We are at 81% of our income goal.
- We are at 65% of our expense goal.
- Notable Line Items income or expenses
 1. Income line item 3 – Membership Dues are at 94%. Rock Springs dues invoice was voided.
 2. Income line item 5 – Interest & Investments at 156%. Conservative Estimate.
 3. Income line item 7 – Annual Sponsorship is at 91%.
 4. Income line item 8 – WAM-JPIC Admin Fees is at 76%. \$5,500 is put into Convention/Winter Workshop per our agreement with JPIC for sponsorship.
 5. Income line item 12 – WGIF Income is at 163%. We had some delayed payments.
 6. Expense line item 22 – Utilities is at 85%.
 7. Expense line item 24 – Insurance/taxes/bonds is at 77%. Renewal of D&O and Crime Policies.
 8. Expense line item 25 – Custodial/lawn care/snow removal is at 94%.
 9. Expense line item 27 – IT operations/Maintenance/Software is at 81%. Renewed Capitol Impact database, Legislative tracking on website and website maintenance contract.
 10. Expense line item 24 – Audit Report is at 102%. 990 report was done after the audit.
 11. Expense line item 41-Furniture/IT Equipment is at 99%. IPAD and Laptop for Justin.
 12. Expense line item 45 – Other Expenses is at 155%. This includes car expenses, books and periodicals, bank charges and investment fees, marketing.



WAM
Income Statement as of
May 29, 2021

	A	B	C	D	H
1		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to Actual
2	INCOME	FY 2021	FY 2021	FY 2021	
3	Membership Dues ***	0	400,722	428,047	94%
4	Building Office Space Rental	973	9,730	11,676	83%
5	Interest & Investments	165	9,344	6,000	156%
6	Summer/Winter Conventions	11,393	23,058	100,000	23%
7	Annual Sponsorship	1,000	69,052	76,000	91%
8	WAM-JPIC Administrative Fees	16,224	151,256	200,000	76%
9	Workshops/Training (HR, City Mgr/Admin, Regions, FD, BD)	0	152	5,000	3%
10	Contractor Testing Fees	0	30	0	0%
11	Wyoming Community Gas	0	3,000	3,000	100%
12	Wyoming Government Investment Fund	0	13,043	8,000	163%
13	Energy Lease Program	0	0	0	0%
14	Publication Sales	34	74	500	15%
15	Total	29,789	679,461	838,223	81%
16	***Dues paid except Rock Springs (2017,2018,2019,2020) Mills will pay for June 2020.				

WAM
Income Statement as of
May 29, 2021

	A	B	C	D	H
		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to
		FY 2021	FY 2021	FY 2021	
17					
18	EXPENSES				
19	Personnel (Salaries, Taxes, Retirement, Part-Time Staff)	25,122	282,755	317,000	89%
20	Group Health Insurance Premiums	7,721	77,512	100,000	78%
21	Educational Services/Training	0	1,500	20,000	8%
22	Utilities	497	6,400	7,500	85%
23	Building Maintenance	0	847	4,000	21%
24	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O, Crime Policy)	0	16,501	21,500	77%
25	Custodial/Lawn care/Snow removal	845	11,224	12,000	94%
26	Telephone/Internet/Website	505	5,899	20,000	29%
27	IT Operation/Maintenance/Software	1,188	17,848	22,000	81%
28	Office Supplies	0	1,737	5,000	35%
29	Postage	499	1,994	3,000	66%
30	Printing (Directory, WAM Connection & Copies)	561	5,673	10,000	57%
31	Equipment Leases (Postage Meter/Copy Machine)	237	3,316	6,500	51%
32	Dues/Memberships/Sponsorships	8,753	10,582	17,000	62%
33	Interstate Travel (Workshops/Training/Meals out of state)	910	142	25,000	1%
34	Audit and Report	0	9,250	9,100	102%
35	Outside Counsel	1,500	16,506	22,000	75%
36	Legislative Relations (Legislative Fees, Travel, Meals)	3,417	50,536	68,000	74%
37	Meals	0	0	2,000	0%
38	Scholarships (Convention Registration/Lodging)	0	0	3,000	0%
39	Intrastate Workshops/Training/Travel/Meals (Regions, FD/Managers Retreats)	0	9,296	25,000	37%
40	Summer/Winter Conventions	0	-600	100,000	-1%
41	Furniture/IT Equipment	0	3,941	4,000	99%
42	Staff Training/Professional Development Planning	1,595	1,899	7,000	27%
43	Special Projects (Municipal Finance Report)	0	0	0	0%
44	ED Search Expenses from reserves	0	0	0	0%
45	Other Expenses **	219	11,849	7,623	155%
46	Total	53,569	546,608	838,223	65%
47	Net Income/Loss	-23,781	132,853	0	
48	**Other Expenses - Bank Charges, Books/Periodicals/Car Expenses				

WAM FY 2021
Approved Budget

	A	E	F	G	J	L	M
1		Audited	Audited	Audited	YTD	Proposed	Variance
2	INCOME	FY 2018	FY 2019 *	FY 2020	FY 2021	FY 2021	Difference
3	Membership Dues	380,820	392,347	396,318	400,722	428,047	94%
4	Building Office Rental Space	11,280	10,340	12,649	9,730	11,676	83%
5	Interest & Investments	1,981	13,996	12,416	9,344	6,000	156%
6	Summer/Winter Conferences	95,139	103,916	42,255	23,058	100,000	23%
7	Annual Sponsorship	77,370	77,650	74,151	69,052	76,000	91%
8	WAM-JPIC Administrative Fees	178,507	176,141	157,068	151,256	200,000	76%
9	Workshops & Training (HR, City Mgr/Admin, Regions, Finance Directors, Board of Directors)	3,056	4,225	2,441	152	5,000	3%
10	Contract Testing	30	30	30	30	0	0%
11	Wyoming Community Gas	3,000	3,000	3,000	3,000	3,000	100%
12	Wyoming Government Investment Fund	8,107	6,834	11,115	13,043	8,000	163%
13	Energy Lease Program	0	0	0	0	0	0%
14	Publication Sales	545	539	728	74	500	15%
15	Total	759,835	789,018	712,171	679,461	838,223	81%
16	*Not included in 2017, 2018, 2019, 2020 Dues (Rock Springs) (2019 & most of 2020 Mills)						
17		Audited	Audited	Audited	YTD	Proposed	Variance
18	EXPENSE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2021	Difference
19	Personnel Expense (Salaries, Taxes, Retirement, PT Staff)	331,626	284,394	295,906	282,755	317,000	89%
20	Group Health Insurance Premiums	73,737	74,542	85,507	77,512	100,000	78%
21	Educational Services	9,480	13,334	3,197	1,500	20,000	8%
22	Utilities	7,800	12,341	1,913	6,400	7,500	85%
23	Building Maintenance	1,169	1,169	1,386	847	4,000	21%
24	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O Crime Policy, Car Registration & Taxes)	14,453	14,307	19,066	16,501	21,500	77%
25	Custodial/Lawn Care/Snow Removal	10,593	11,635	15,173	11,224	12,000	94%
26	Telephone/Internet/Website	18,572	7,254	7,353	5,899	20,000	29%
27	IT Operations/Maintenance/Software	11,832	19,186	25,121	17,848	22,000	81%
28	Office Supplies	2,781	3,356	2,660	1,737	5,000	35%
29	Postage	2,215	2,012	1,966	1,994	3,000	66%
30	Printing (Directory, WAM Connection, Copies)	8,153	5,854	6,323	5,673	10,000	57%
31	Equipment Leases (Postage Meter, Copy Machine)	7,226	3,888	3,967	3,316	6,500	51%
32	Dues & Memberships/Sponsorship	10,998	9,993	13,052	10,582	17,000	62%
33	Interstate Travel (includes NLC, Mileage, Meals, Lodging, Car Rental /Membership Travel)	3,461	5,552	12,806	142	25,000	1%
34	Auditing (Anton Collins Mitchell)	6,600	7,000	10,000	9,250	10,000	93%
35	Outside Counsel	18,906	19,045	18,579	16,506	22,000	75%
36	Legislative Relations (Legislative Fees, Travel, Meals)	12,095	39,079	54,049	50,536	68,000	74%
37	Meals	215	308	259	0	2,000	0%
38	Scholarships (Convention Registration, Lodging)	0	0	0	0	3,000	0%
39	Intrastate Workshops/Training/Travel/Meals	12,933	9,543	25,065	9,296	25,000	37%
40	Summer/Winter Conferences	84,359	90,792	54,099	-600	100,000	-1%
41	Furniture/IT Equipment	1,214	434	865	3,941	4,000	99%
42	Staff Training/Professional Development & Planning	10,891	3,081	3,154	1,899	7,000	27%
43	Special Projects	16,786	0	0	0	0	0%
44	Executive Director Search (Includes new Vehicle & Moving Expensefor ED, Expenses for candidates)	0	48,292	0	0	0	0%
45	Other Expenses**	1,112	4,666	45,171	11,849	6,723	176%
46	Total	679,207	691,057	706,638	546,608	838,223	65%
47	Net Income/Loss	80,628	97,961	5,532	132,853	0	
48	** Other Expenses - Bank Charges, Books/Periodicals/Car Expenses, marketing.						

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING AGENDA**

**Sam H. Hobbs Regional Wastewater Plant
Thursday, June 10, 2021
9:00 a.m.**

AGENDA:

- * 1. Consider Minutes of the June 11, 2020 Meeting
- * 2. Regional Wastewater System 2020-2021 Cost Schedule – July 2020 – March 2021
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY 21-22 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. Method of Allocation of Regional Costs
 - c. New and Replacement Capital Improvement Projects
- 5. WWTP Operations Update
- 6. Project Updates (Not covered in FY21 Budget)
 - a. WWTP Emergency Power Project – Under Construction
 - b. MCC Replacement Project –Designed – On Hold
 - c. Secondary Rehabilitation Project – Under Construction
 - d. NPSS Interceptor Project – Under Design
- 7. Adjournment

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

REPRESENTATIVES:

City of Casper: Liz Becher – Secretary – Member, City of Casper P & CD
Bruce Martin – Member, City of Casper Public Utilities
Andrew Beamer – Public Services Director
Megan Lockwood – WWTP Manager
Krista Johnston – Wastewater Collection/Stormwater Manager
Randy Ogden – Industrial Pretreatment Supervisor
Janette Brown – Administrative Technician

Evansville:

Mills:

Natrona County: Mike Haigler – Member

Wardwell: James Bogart – Member

Bar Nunn: Ray Catellier – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

ABSENT: Ron Emond – Member
Mike Coleman – Chairman – Member

TIME, DATE: 10:00 a.m., June 11, 2020
Sam Hobbs Regional Wastewater Treatment Plant
Video Conference

AGENDA:

- * 1. Consider minutes of the June 13, 2019 meeting
- * 2. Regional Wastewater System 2019-2020 Cost Schedule – July 2019 – March 2020
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY20-21 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. New and Replacement Capital Improvement Projects
- * 5. Discuss Industrial Pretreatment – Local Limits and Ordinance/Rules & Regulations
 - a. Local Limits/Ordinance Changes Approval by EPA

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- b. Local Limits/Ordinance Changes Inclusion into Other Agency Ordinance and/or Rules and Regulations
6. WWTP Operations Update
7. Update of Projects (Not covered in FY20 Budget)
 - a. WWTP Emergency Power Project – Under Construction
 - b. MCC Replacement Project – Designed – On Hold
 - c. Boiler Installation Project – Under Design by HDR
 - e. Secondary Rehabilitation Project – Under Construction
8. Adjournment

Vice Chairman Catellier called the meeting to order at 10:08 a.m.

Due to the meeting being held by video conference, roll call was taken as follows:

Mike Coleman – Absent
Mike Haigler – Present
Ray Catellier – Present
Charlie Chapin – Present
Ron Emond – Absent
Liz Becher – Present
James Bogart – Present
Bruce Martin – Present
Andrew Beamer – Present
Megan Lockwood – Present
Krista Johnston – Present
Randy Ogden – Present
Janette Brown – Present

1. Vice Chairman Catellier asked for a motion to approve the minutes from the June 13, 2019 meeting. A motion was made by Board Member Haigler and seconded by Board Member Bogart to approve the minutes of the June 13, 2019 meeting. Motion passed.
2. Mr. Martin asked the Committee to reference the 2019-2020 Cost Schedule as of March 31, 2020. Mr. Martin stated that the Cost Schedule shows the actual budget spent for the first three quarters of the fiscal year. Mr. Martin stated that since the 4th Quarter is not over yet, estimated expense totals are shown. Mr. Martin stated that the 3rd Quarter is slightly above the estimate.
3. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that each meter station has an ultrasonic flow meter that is monitored continuously by the WWTP Operators. Mr. Martin stated that the flows are recorded daily and the meter is calibrated monthly. Mr. Martin stated that if anything doesn't look right on the readings, the meter is checked.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

4. Mr. Martin asked the Committee to reference the Budget Narrative for Fiscal Year 2021. Mr. Martin stated that staff has made serious efforts to minimize increases and institute decreases where possible in the FY21 WWTP Operations budget. Mr. Martin stated that due to these efforts, the operations budget is 6.3% lower than the FY20 operations budget.

Mr. Martin stated that the WWTP Budget is driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the WWTP Fund 10-year Capital Improvement Plan (CIP).

Mr. Martin reviewed the Preliminary WWTP FY21 Budget:

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$120,000 – This represents a \$40,000 increase for Septic Tank Waste Charge revenue and status quo for Sump Waste Charge revenue. Mr. Martin stated there has been a decline in hauled waste due to COVID-19.
- b) Intergovernmental User Charges - \$5,581,809 – These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement.”

Personnel Services

- a) Personnel Costs - \$1,458,968 – This is an increase of \$13,068 from the FY2020 budget. There have been some personnel cost decreases due to a couple of newer employees at a lower certification level, no COLA increases, the elimination of accrued leave pay-off, and furloughs approved by City Council. Overall, the personnel line has increased due mainly to increased health insurance costs.

Materials and Supplies

- a) General Supplies and Materials - \$138,500 – This amount is unchanged from the FY20 budget. 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

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

- \$35,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$1,500 – This amount is unchanged from the FY2020 budget.
- c) Electricity - \$350,000 – This amount is unchanged from the FY2020 budget.
- d) Natural Gas - \$71,000 – This amount is unchanged from the FY2020 budget.
- e) Gas/Fuel - \$14,980 – This amount is a decrease of \$1,020 from the FY2020 budget.
- f) Chemicals - \$348,000 – This represents a decrease of \$84,000 from the FY2020 budget. Mr. Martin stated that Ms. Lockwood has been working with the chemical vendors to get the best pricing.
- g) Lift Station Supplies - \$14,000 – This represents a \$6,000 decrease from the FY2020 budget.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY2020 budget. This line is for instrumentation repair.
- b) Investment Services - \$14,516 – This is an increase of \$3,792 from the FY2020 budget.
- c) Maintenance Agreements - \$21,160 – This amount is unchanged from the FY2020 budget. 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 – Mr. Martin stated annual crane inspections are required by OSHA.
 - \$1,500 – Copier Maintenance/Lease
 - \$1,000 – Lab Equipment Certification
 - \$2,000 – Instrumentation - Contractual
- d) Other Contractual - \$39,500 – This amount is unchanged from the FY2020 budget. Other Contractual contains the following:

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- \$ 1,000 – Legal Services
 - \$30,000 – NCCD Funding Agreements
 - \$ 1,500 – Railroad Easements
 - \$ 4,000 – Other Misc. Contractual
 - \$ 4,000 – Public Outreach – No Wipes in the Pipes
- e) Interdepartmental Services - \$456,254 – This is a decrease of \$75,795 from the FY2020 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. Mr. Martin stated there were budget cuts across the board.
- f) Laundry and Towel Service - \$8,000 – This amount is unchanged from the FY2020 budget.
- g) Testing - \$30,000 – This amount is unchanged from the FY2020 budget and is for DEQ/EPA lab testing requirements.

Other Costs

- a) Travel/Training - \$7,500 – This amount is unchanged from FY2020.
- b) Insurance and Bonds - \$30,734 – This is a \$1,088 increase from the FY2020 budget.

Utility Expense

- a) Communication - \$28,800 – This amount is unchanged from FY2020. This is for the internet, phone, remote lift stations, and meter stations.

Debt Service

- a) Principal Payment - \$715,931 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

• CWSRF Loan #27 (2008 WWTP Imp.)	- \$552,810
• CWSRF Loan #128 (Biosolids Turner)	- \$ 13,737
• CWSRF Loan #127 (Phase I WWTP Imp)	- \$ 90,802
• CWSRF Loan #127S (Emergency Power Supply)	- \$ 58,582

- b) Interest Expense - \$344,967 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

• CWSRF Loan #27 (2008 WWTP Imp.)	- \$120,735
• CWSRF Loan #128 (Biosolids Turner)	- \$ 0

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- CWSRF Loan #127 (Phase I WTP Imp) - \$122,278
- CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Board Member Bogart asked what the railroad easements were for. Mr. Martin stated that there are several sewer lines crossing railroad tracks.

Capital Revenues

- a) State Loans - \$8,000,000 – This represents the following:
 - CWSRF Loan – NPSS Rehabilitation
- b) System Development Charges – \$190,000 – This amount is unchanged from the FY2020 budget. Mr. Martin stated that this is a one-time fee for new connections to the system. Mr. Martin stated that this amount may not be realized due to the economy at this time.

Capital – New

- a) Improvements Other Than Buildings – None for FY21.
- b) Intangibles – \$50,000 – Based on recommendations from the March 2019 CPU Advisory Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District. Mr. Martin stated that the CPU Advisory Board recommended not providing funds for selenium mitigation since this section of the river has been delisted.
- c) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, Light Equipment, or Technologies for FY21.

Capital – Replacement

- a) Buildings – \$80,000 – This is for the following:
 - Lighting Renovations – \$10,000 – This will upgrade lighting fixtures in several areas of the facility.
 - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities, including the WWTP, took place in FY14. This will cover additional needs including secure doors to several of the buildings.
 - Digester Control Building Roof Replacement – \$40,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY21.
- b) Improvements Other Than Buildings – \$9,085,000 – This includes:

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- NPSS Interceptor Project – \$7,100,000 – This project is to rehabilitate sections of the NPSS Interceptor that were identified as in critical need of rehab in the 2012 NPSS assessment. Mr. Martin stated that \$900,000 of the loan for this project will go to the design consultant.
- Sludge Grinder - \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
- UV Disinfection Equipment – \$50,000 – The UV Disinfection System has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
- Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out. Mr. Martin stated that this project has been moved out farther on the Capital Budget a couple of times.
- Airport Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at the Airport No. 2 Lift Station is 32 years old and requires 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.
- Aeration Basin Air Piping Recoating - \$70,000 – The existing coating system on the external piping is failing.
- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the Dewatering building. Mr. Martin stated there are five units on this building and one will be replaced each year.
- Grit System No. 2 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of Grit System No. 2. Mr. Martin stated that Grit System No. 1 was rehabilitation in FY2020.
- Sewage Lift Station Communication Upgrade - \$25,000 – This project is to upgrade five lift stations to radio communication. Mr. Martin stated that this upgrade will decrease the amount spent in the Communications line item.
- Centrifuge Sludge Feed Pump Rebuild - \$10,000
- RAS Room Piping Replacement - \$1,200,000 – This project is re-budgeted from FY2020 and is to replace the piping in the RAS room. Mr. Martin stated that this was included in the Secondary Rehabilitation Project, but bids received were over the budgeted amount. Mr. Martin stated that Secondary Rehabilitation Project was broke out into several projects. Secretary Becher asked what RAS stands for. Mr. Martin stated it stands for Return Activated Sludge.
- Gas Compressor #2 Replacement - \$10,000 – This is to upsize and replace the unit.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- Turblex Blower Service - \$40,000 – Scheduled Manufacturer Service. Mr. Martin stated that the Turblex Blower provides air to the Aeration Basin and is a critical piece of equipment.
 - Centrifuge #1 Rehabilitation - \$90,000 – Rehab damaged centrifuge. Mr. Martin stated that the old centrifuge was damaged by strevite build up, and will be sent out for inspection and repair.
- c) Intangibles – None this year.
- d) Light Equipment – \$179,000 – 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 - \$10,000 – There are four utility carts used at the WWTP. This is to replace one utility cart.
 - Compost Aerator - \$30,000 – Skidsteer attachment for aerating the drying beds.
 - Roll-off Box Replacement - \$12,000 – Three roll-off boxes are used at the WWTP in Dewatering. The Solid Waste Department hauls off the boxes when they are full. Board Member Haigler asked if these roll-off boxes are rented from Solid Waste. Mr. Marin stated that the WWTP owns the roll-off boxes.
- e) Heavy Equipment – None this year.
- f) Technologies – \$10,000 – This is for computer replacements.

Summary

The WWTP FY21 operations budget is 6.3% lower than the FY2020 operations budget due to decreases costs in Chemicals, Interdepartmental Services, and Lift Station Supplies.

Capital projects for FY21 include the NPSS Interceptor Project, the RAS Room Piping Replacement Project, and several smaller dollar equipment replacement projects.

The total FY21 WWTP budget shows a surplus of approximately \$800,000. After subtracting out \$900,000 of funding for previously budgeted projects, the F21 budget shows a deficit of \$100,000. Mr. Martin stated that Reserves will be spent down to cover the deficit. Based on the most recent rate model, WWTP Fund Reserves will be approximately \$5.3 M at the end of FY21. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$3.9 M.

On the horizon, in the next 10 – 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

Mr. Martin reviewed the FY21 Budget Computation of 201 Regional Wastewater System Charges with the Committee.

Mr. Martin stated that calculations are based on the Interagency Agreement with the amounts to be allocated to the member entities.

Mr. Martin stated that Direct Costs for Operation & Maintenance decreased approximately \$196,000 from FY2020, which equates to a 3.4% decrease.

Mr. Martin stated that the total budgeted amount for Hauled Waste may not be realized in FY21.

Mr. Martin stated that the Total 201 Charges to be Allocated in FY2021 is \$5,581,809. Mr. Martin stated that this is a decrease of \$196,000 from last year.

Mr. Martin stated that the anticipated costs to each Agency for FY2021 are based on percentage of flows from January – December 2019 actual flows.

Vice Chairman Catellier asked if the percentage of flows has increased for each entity. Mr. Martin stated that the percentage of flows has increased over the last couple of years.

5. Mr. Martin stated that the Federal Industrial Pretreatment Program (IPP), which is part of the Clean Water Act, requires Industrial Dischargers and Municipalities to use treatment techniques and management practices to reduce or eliminate the discharge of harmful pollutants to sanitary sewers and wastewater treatment plants. Mr. Martin stated that the allowable amount of metals discharged to the sewer system is set by “Local Limits”, which are contained in City Ordinances. Mr. Martin stated that the original Industrial Pretreatment Ordinances were adopted by the City of Casper in 1984, and in 1999 these Sections were substantially revised in order to comply with new Environmental Protection Agency (EPA) requirements. Mr. Martin stated that in 2007, and again in 2016, more modest revisions were made. Mr. Martin stated that the IPP permit is renewed every five years.

Mr. Martin stated that the WWTP discharge permit was renewed in November 2018. Mr. Martin stated that this permit renewal triggers the need for an evaluation of the existing Local Limits. Mr. Martin stated that staff, following EPA guidelines, compiled and submitted data that was used in determining new Local Limits. Mr. Martin stated that EPA has approved the new limits and staff is now in the process of updating Casper Ordinances to reflect these changes. Mr. Martin stated that once completed, the new limits will need to be adopted by all Regional Wastewater System members as well.

The following table shows existing and proposed limits:

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

Pollutant	Existing Limits (mg/L)	Proposed Limits (mg/L)
Arsenic	5.984	6.4217
Cadmium	1.20	3.4820
Chromium - Total	98.20	39.4433
AtCopper	98.98	27.6626
Lead	39.41	6.8443
Mercury	1.02	0.4852
Molybdenum	8.77	4.1124
Nickel	41.75	20.4931
Selenium	7.97	3.0829
Silver	45.66	18.0756
Zinc	99.61	43.5953

Mr. Martin turned the time over to Ms. Lockwood and Mr. Ogden.

Mr. Ogden stated that EPA has approved the revised Local Limits, and the first reading of the updated ordinance by Casper City Council will take place soon at an upcoming meeting. Mr. Ogden stated that after the first reading of the updated ordinance, the revisions will be advertised by EPA for comments before the second reading will take place. Mr. Ogden stated that after that, the revised limits will be enforced.

Mr. Beamer asked if Mr. Ogden foresaw issues with any entity not meeting the new limits. Mr. Ogden stated that he did not foresee any issues with entities meeting the new limits. Mr. Ogden stated that most of the Significant Industrial Users have been evaluated for several years and he doesn't foresee any problems with them meeting the new limits.

Vice Chairman Catellier asked what the reasoning was behind the drastic limit decreases. Mr. Ogden stated that the drastic limit changes were due to EPA recommending a higher safety and expansion factor in the calculations. Mr. Ogden stated that in the event of more industry entering the system, he will have the ability to have those industries be able to discharge without any issues for the WWTP. Ms. Lockwood stated that the limits have more flexibility to have more flow as the limits are not flow based. Ms. Lockwood stated that if an industry came in that had very large discharge flows that could impact the WWTP, the local limits won't change. Ms. Lockwood stated that the WWTP is the expansion factor and has the flexibility to allocate different flows while staying within the parameters.

Mr. Martin stated that once the updated Local Limits have been approved by City Council, staff will reach out to the entities to help get them included in their ordinances.

Ms. Lockwood stated that amendments will be sent out for the current permits with the updated Local Limits.

Committee Member Bogart asked if the entities will enforce the limits. Mr. Ogden stated that these updated Local Limits will only affect the Significant Industrial Users.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

Ms. Lockwood stated that Mr. Ogden is the enforcer, and Mr. Martin issues/signs the permits. Committee Member Bogart stated that they have had users underestimate their usage/discharge. Mr. Ogden stated that he inspects all new Industrial Users.

6. Mr. Martin turned the time over to Ms. Lockwood for the WWTP Operations Update.

Ms. Lockwood stated that there are no operational issues and the WWTP is in full compliance with DEQ limits.

Ms. Lockwood stated that a new nightshift Operator was recently hired, so the WWTP is fully staffed at this time.

Ms. Lockwood stated that 1,000 dry metric tons of biosolids were taken to the Balefill to use as cover over the past year.

Ms. Lockwood stated that the emergency generator that was installed last year has had a few set-backs. Ms. Lockwood stated that generator manufacturer workers should be here next week to start the punch list for the project, and the generator will be tested in the next few weeks.

Ms. Lockwood stated that a meeting for the Secondary Treatment Rehabilitation Project is coming up in June.

7. In Project Updates:

- a) Mr. Martin stated that the WWTP Emergency Power Project has been awarded to ITC Electrical Technologies and is under construction. Mr. Martin stated that this project is for one generator at the head of the WWTP and will replace three old generators. Mr. Martin stated that there have been delays with the project construction.
- b) Mr. Martin stated that the design of the MCC Replacement Project is underway by Jacobs (CH2M). Mr. Martin stated that this project will be completed after the Secondary Process Project.
- c) Mr. Martin stated that the Boiler Installation Project is to install a new boiler to heat the digesters. Mr. Martin stated that this project is having the same issues with the updated Fire Code. Mr. Martin stated that the Digester Control Building must have six air changes per hour, and a new HVAC system may be required. Mr. Martin stated that bids came in at \$834,000, which is significantly over budget. Mr. Martin stated that all bids were rejected for the project. Mr. Martin stated that the project will be rebid, and it might be combined with another project.
- d) Mr. Martin stated that the Secondary Rehabilitation Project is under design by Jacobs. Mr. Martin stated that this project includes replacing RAS Room piping

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

and valves in the Secondary Treatment Building, and installation of isolation gates in the aeration basins. Mr. Martin stated that a section of the steel pipe is in poor condition and needs replaced. Mr. Martin stated that this is a critical replacement, and design estimates the project to be \$2.4 M. Mr. Martin stated that the project should be completed in October 2020.

8. A motion was made by Secretary Becher and seconded by Committee Member Bogart to adjourn the meeting at 11:00 a.m. Motion passed.

Secretary

**201 REGIONAL WASTEWATER SYSTEM
2020-21 COST SCHEDULE
(As of March 31, 2021 - 4th Quarter is Estimated)**

Identification of Cost Bases	FY 20-21 Budget	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Estimate 4th Quarter	Estimate FY 20-21 Final
Capital Recovery Cost						
Capital Recovery Costs						
North Platte Sewer						
Other Capital Requirements:						
Debt Service						
WWTP Improvements						
1) 2008 WWTP Imp.	\$673,545.00	\$168,386.25	\$168,386.25	\$168,386.25	\$168,386.25	\$673,545.00
2) WWTP - Phase I Imp.	\$257,352.00	\$64,338.00	\$64,338.00	\$64,338.00	\$64,338.00	\$257,352.00
Direct Costs for O & M						
Wastewater Plant:						
Personnel Services	\$1,458,968.00	\$348,860.21	\$398,768.28	\$350,655.18	\$366,095.00	\$1,464,378.67
Contractual Services	\$943,004.00	\$201,374.40	\$152,902.36	\$232,633.91	\$195,637.00	\$782,547.67
Materials and Supplies	\$540,480.00	\$95,472.37	\$91,977.12	\$110,959.60	\$99,470.00	\$397,879.09
LESS: Administrative Fee from Sewer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collection	\$91,709.00	\$22,819.50	\$25,284.76	\$25,312.55	\$25,299.00	\$98,715.81
Replacement Capital Requirements	\$2,011,000.00	\$502,750.00	\$502,750.00	\$502,750.00	\$502,750.00	\$2,011,000.00
Management and Overhead of System	\$75,750.33	\$6,085.42	\$5,018.10	\$10,020.93	\$7,042.00	\$28,166.45
Administrative Services Billing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS:						
Septage Receiving Revenue	(\$470,000.00)	(\$144,896.76)	(\$115,843.66)	(\$84,260.16)	(\$88,222.00)	(\$433,222.58)
LESS:						
Industrial Pretreatment Program Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$5,581,808.33</u>	<u>\$1,265,189.39</u>	<u>\$1,293,581.21</u>	<u>\$1,380,796.26</u>	<u>\$1,340,795.25</u>	<u>\$5,280,362.11</u>
Quarterly Budget	\$1,395,452.08					\$5,280,362.11

201 REGIONAL WASTEWATER SYSTEM
FIVE YEAR FLOW MEASUREMENTS
 April 2016 - March 2021

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
Apr	2016	13.3801	5.57%	9.5039	3.96%	Combined with Mills	4.5986	1.91%	2.4124	1.00%	204.7915	85.25%
May	2016	14.6636	5.48%	8.4356	3.15%	Combined with Mills	4.7204	1.77%	2.7904	1.04%	228.9953	85.63%
Jun	2016	17.0762	7.18%	10.3526	4.35%	Combined with Mills	4.3746	1.84%	2.4854	1.05%	197.8616	83.21%
Jul	2016	16.7835	7.68%	11.0429	5.05%	Combined with Mills	4.599	2.10%	2.6678	1.22%	178.2008	81.52%
Aug	2016	14.9653	7.14%	9.3752	4.47%	Combined with Mills	4.834	2.31%	2.7957	1.33%	172.4631	82.28%
Sep	2016	13.9295	6.52%	8.4689	3.97%	Combined with Mills	4.729	2.22%	2.7629	1.29%	178.5586	83.64%
Oct	2016	12.1705	5.74%	9.2561	4.36%	Combined with Mills	4.8075	2.27%	2.2100	1.04%	179.1978	84.50%
Nov	2016	10.9678	5.38%	7.59	3.72%	Combined with Mills	4.871	2.39%	2.0011	1.00%	174.2434	85.42%
Dec	2016	11.2254	5.30%	7.5261	3.56%	Combined with Mills	4.9304	2.33%	1.8831	0.89%	181.5397	85.78%
Jan	2017	15.6314	7.42%	7.8635	3.73%	Combined with Mills	4.9025	2.33%	2.0670	0.98%	174.2084	82.73%
Feb	2017	13.5445	7.15%	8.137	4.30%	Combined with Mills	4.2461	2.24%	1.8633	0.98%	156.8621	82.83%
Mar	2017	14.7909	7.09%	8.1581	3.90%	Combined with Mills	4.8215	2.31%	1.7033	0.82%	174.0442	83.40%
Apr	2017	13.3652	6.41%	8.6076	4.13%	Combined with Mills	4.7374	2.27%	1.9384	0.93%	174.6263	83.80%
May	2017	11.0629	5.00%	8.3636	3.78%	Combined with Mills	5.0226	2.27%	1.6854	0.76%	189.7225	85.78%
Jun	2017	10.5800	4.82%	8.5708	3.90%	Combined with Mills	4.7143	2.15%	1.8874	0.86%	189.2498	86.13%
Jul	2017	13.4170	5.79%	10.4836	4.53%	Combined with Mills	4.921	2.12%	1.5983	0.69%	195.9558	84.58%
Aug	2017	10.2043	4.80%	10.1485	4.77%	Combined with Mills	4.762	2.24%	2.4591	1.16%	179.7697	84.48%
Sep	2017	9.8700	4.97%	10.3767	5.22%	Combined with Mills	4.3807	2.20%	2.2069	1.11%	167.1556	84.12%
Oct	2017	12.9650	6.51%	8.9551	4.50%	Combined with Mills	4.533	2.28%	2.6311	1.32%	164.4268	82.59%
Nov	2017	12.6617	6.71%	7.4792	3.96%	Combined with Mills	4.2585	2.26%	2.5863	1.37%	156.9360	83.11%
Dec	2017	10.3579	5.37%	8.2087	4.25%	Combined with Mills	4.4216	2.29%	2.8203	1.46%	162.2805	84.11%
Jan	2018	12.5179	6.41%	9.0123	4.61%	Combined with Mills	4.6035	2.36%	3.0537	1.56%	161.7003	82.75%
Feb	2018	11.1029	6.27%	8.4534	4.77%	Combined with Mills	4.0874	2.31%	2.6578	1.50%	146.8142	82.87%
Mar	2018	13.6365	6.76%	9.1165	4.52%	Combined with Mills	4.3651	2.16%	2.4966	1.24%	167.6877	83.08%
Apr	2018	12.3976	6.56%	7.75	4.10%	Combined with Mills	4.1663	2.20%	2.2044	1.17%	157.6988	83.41%
May	2018	13.6191	6.17%	9.4093	4.27%	Combined with Mills	4.2995	1.95%	2.3748	1.08%	185.8936	84.26%
Jun	2018	13.0744	6.36%	9.0016	4.38%	Combined with Mills	4.0705	1.98%	2.3436	1.14%	172.5764	83.93%
Jul	2018	11.9510	5.43%	9.5599	4.34%	Combined with Mills	4.2262	1.92%	1.8370	0.83%	188.0404	85.39%
Aug	2018	9.5974	4.75%	8.4248	4.17%	Combined with Mills	4.5458	2.25%	1.6630	0.82%	172.4940	85.40%
Sep	2018	9.4550	4.95%	7.1385	3.74%	Combined with Mills	4.4855	2.35%	1.5840	0.83%	164.0098	85.81%
Oct	2018	9.2269	4.54%	6.4393	3.17%	Combined with Mills	4.4076	2.17%	2.4856	1.22%	174.8904	86.12%
Nov	2018	9.8857	5.02%	6.8572	3.48%	Combined with Mills	4.7756	2.42%	1.9705	1.00%	168.2721	85.42%
Dec	2018	11.7958	6.03%	7.4791	3.82%	Combined with Mills	5.2757	2.70%	2.0370	1.04%	163.4575	83.55%
Jan	2019	12.2379	6.49%	5.7422	3.04%	Combined with Mills	2.3369	2.83%	2.1997	1.17%	157.7036	83.57%
Feb	2019	11.9547	6.81%	6.1274	3.49%	Combined with Mills	4.7807	2.72%	1.8428	1.05%	145.8999	83.14%
Mar	2019	13.4864	6.99%	7.9841	4.14%	Combined with Mills	5.4021	2.80%	2.1317	1.11%	157.9900	81.93%
Apr	2019	13.2467	7.04%	9.0618	4.81%	Combined with Mills	4.6326	2.46%	1.9597	1.04%	154.6592	82.14%
May	2019	12.9781	6.01%	7.9288	3.67%	Combined with Mills	4.7994	2.22%	2.3843	1.10%	181.8422	84.23%

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
Jun	2019	12.8508	6.02%	7.5464	3.54%	Combined with Mills	4.5526	2.13%	2.2231	1.04%	180.1392	84.45%
Jul	2019	12.6031	5.79%	9.2477	4.25%	Combined with Mills	4.6553	2.14%	2.5477	1.17%	182.9543	83.99%
Aug	2019	13.3525	6.55%	8.2566	4.05%	Combined with Mills	4.9952	2.45%	2.0725	1.02%	169.0487	82.96%
Sep	2019	11.8684	5.94%	7.4035	3.70%	Combined with Mills	4.9036	2.45%	1.9352	0.97%	168.4127	84.24%
Oct	2019	12.3282	5.88%	8.4157	4.01%	Combined with Mills	4.9789	2.37%	2.2526	1.07%	175.0725	83.45%
Nov	2019	12.4630	5.93%	7.6993	3.66%	Combined with Mills	5.3001	2.52%	1.6590	0.79%	177.0522	84.21%
Dec	2019	13.3980	6.37%	8.292	3.94%	Combined with Mills	5.3646	2.55%	1.1920	0.57%	175.9485	83.67%
Jan	2020	13.5449	6.49%	6.6011	3.16%	Combined with Mills	5.2181	2.50%	1.1951	0.57%	176.2683	84.42%
Feb	2020	13.4832	7.04%	7.5054	3.92%	Combined with Mills	4.2466	2.22%	1.7968	0.94%	158.5388	82.79%
Mar	2020	14.4884	6.73%	7.7773	3.61%	Combined with Mills	4.3576	2.02%	1.5806	0.73%	179.7567	83.53%
Apr	2020	13.8458	6.63%	7.3704	3.53%	Combined with Mills	4.1376	1.98%	1.2316	0.59%	175.3693	84.02%
May	2020	14.2192	6.78%	9.9600	4.75%	Combined with Mills	4.1171	1.96%	0.9242	0.44%	174.5628	83.29%
Jun	2020	13.6680	6.45%	9.0962	4.29%	Combined with Mills	3.9297	1.85%	1.2444	0.59%	178.3572	84.15%
Jul	2020	13.1576	6.01%	9.5132	4.35%	Combined with Mills	4.9643	2.27%	1.5284	0.70%	183.9865	84.08%
Aug	2020	12.6669	5.81%	7.5864	3.48%	Combined with Mills	4.8449	2.22%	1.9386	0.89%	185.6392	85.19%
Sep	2020	11.4909	5.52%	7.0531	3.39%	Combined with Mills	4.9364	2.37%	2.4292	1.17%	176.4718	84.84%
Oct	2020	12.8927	5.68%	7.2688	3.20%	Combined with Mills	5.6051	2.47%	1.3345	0.59%	194.1836	85.51%
Nov	2020	10.6682	5.02%	5.4634	2.57%	Combined with Mills	5.3153	2.50%	1.3106	0.62%	183.9705	86.56%
Dec	2020	10.1471	4.78%	6.9881	3.29%	Combined with Mills	5.6698	2.67%	2.3612	1.11%	181.2902	85.41%
Jan	2021	10.8592	5.85%	7.8254	4.21%	Combined with Mills	5.7462	3.09%	1.6641	0.90%	154.2795	83.06%
Feb	2021	9.8932	5.69%	6.8081	3.91%	Combined with Mills	4.8646	2.80%	1.8963	1.09%	145.3823	83.60%
Mar	2021	11.5563	5.39%	8.7773	4.09%	Combined with Mills	4.9177	2.29%	2.4574	1.15%	181.4615	84.61%

201 REGIONAL WASTEWATER SYSTEM

FIVE YEAR FLOW MEASUREMENTS

April 2016 - March 2021

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
Apr	2016	0.9078	0.38%	2.1724	0.90%	0.1605	0.07%	1.9344	0.81%	0.2802	0.12%	0.0743	0.03%
May	2016	1.1647	0.44%	2.4034	0.90%	0.1610	0.06%	3.6686	1.37%	0.3595	0.13%	0.0745	0.03%
Jun	2016	0.7947	0.33%	1.9198	0.81%	0.1637	0.07%	2.4413	1.03%	0.2453	0.10%	0.0758	0.03%
Jul	2016	0.8380	0.38%	1.8712	0.86%	0.1693	0.08%	2.0993	0.96%	0.2587	0.12%	0.0784	0.04%
Aug	2016	0.7051	0.34%	1.7523	0.84%	0.1692	0.08%	2.2461	1.07%	0.2177	0.10%	0.0784	0.04%
Sep	2016	0.6547	0.31%	1.803	0.84%	0.1704	0.08%	2.1339	1.00%	0.2002	0.09%	0.0789	0.04%
Oct	2016	0.5770	0.27%	1.9146	0.90%	0.1683	0.08%	1.5106	0.71%	0.1768	0.08%	0.0779	0.04%
Nov	2016	0.5813	0.29%	1.9521	0.96%	0.1690	0.08%	1.3587	0.67%	0.1744	0.09%	0.0783	0.04%
Dec	2016	0.5476	0.26%	1.9714	0.93%	0.1584	0.07%	1.6084	0.76%	0.1682	0.08%	0.0733	0.03%
Jan	2017	1.7171	0.82%	2.0658	0.98%	0.1584	0.08%	1.3595	0.65%	0.5300	0.25%	0.0734	0.03%
Feb	2017	0.9239	0.49%	2.0657	1.09%	0.1584	0.08%	1.2146	0.64%	0.2852	0.15%	0.0734	0.04%
Mar	2017	0.9584	0.46%	2.0865	1.00%	0.1584	0.08%	1.5939	0.76%	0.2944	0.14%	0.0734	0.04%
Apr	2017	0.9960	0.48%	2.2171	1.06%	0.1583	0.08%	1.3459	0.65%	0.3075	0.15%	0.0733	0.04%
May	2017	0.9391	0.42%	2.3057	1.04%	0.1608	0.07%	1.5068	0.68%	0.3211	0.15%	0.0745	0.03%
Jun	2017	0.7451	0.34%	2.0178	0.92%	0.1616	0.07%	1.4833	0.68%	0.2300	0.10%	0.0748	0.03%
Jul	2017	0.7618	0.33%	2.0016	0.86%	0.1694	0.07%	2.0346	0.88%	0.2605	0.11%	0.0784	0.03%
Aug	2017	0.8078	0.38%	2.06	0.97%	0.1678	0.08%	2.0738	0.97%	0.2762	0.13%	0.0777	0.04%
Sep	2017	0.6877	0.35%	1.9179	0.97%	0.1585	0.08%	1.6535	0.83%	0.2352	0.12%	0.0734	0.04%
Oct	2017	0.9425	0.47%	2.2676	1.14%	0.1586	0.08%	1.8165	0.91%	0.3184	0.16%	0.0735	0.04%
Nov	2017	0.8515	0.45%	1.9996	1.06%	0.1587	0.08%	1.5543	0.82%	0.2707	0.14%	0.0735	0.04%
Dec	2017	0.6916	0.36%	1.9373	1.00%	0.1588	0.08%	1.7564	0.91%	0.2365	0.12%	0.0735	0.04%
Jan	2018	0.6596	0.34%	1.9959	1.02%	0.1587	0.08%	1.4029	0.72%	0.2236	0.11%	0.0735	0.04%
Feb	2018	0.5279	0.30%	1.8795	1.06%	0.1587	0.09%	1.2353	0.70%	0.1805	0.10%	0.0735	0.04%
Mar	2018	0.7358	0.36%	2.0989	1.04%	0.1586	0.08%	1.2164	0.60%	0.2516	0.12%	0.0734	0.04%
Apr	2018	0.9647	0.51%	1.9197	1.02%	0.1587	0.08%	1.4030	0.74%	0.3262	0.17%	0.0735	0.04%
May	2018	0.6747	0.31%	2.0907	0.95%	0.1582	0.07%	1.7922	0.81%	0.2307	0.10%	0.0733	0.03%
Jun	2018	0.5352	0.26%	1.7733	0.86%	0.1584	0.08%	1.8203	0.89%	0.1830	0.09%	0.0733	0.04%
Jul	2018	0.6758	0.31%	1.5853	0.72%	0.1582	0.07%	1.8769	0.85%	0.2311	0.10%	0.0733	0.03%
Aug	2018	0.8221	0.41%	1.6028	0.79%	0.1586	0.08%	2.3226	1.15%	0.2795	0.14%	0.0734	0.04%
Sep	2018	0.6755	0.35%	1.6602	0.87%	0.1587	0.08%	1.6513	0.86%	0.2310	0.12%	0.0735	0.04%
Oct	2018	0.6657	0.33%	2.037	1.00%	0.1585	0.08%	2.4674	1.22%	0.2251	0.11%	0.0734	0.04%
Nov	2018	0.5362	0.27%	2.1146	1.07%	0.1585	0.08%	2.1707	1.10%	0.1833	0.09%	0.0734	0.04%
Dec	2018	0.6741	0.34%	2.1352	1.09%	0.1587	0.08%	2.3257	1.19%	0.2305	0.12%	0.0735	0.04%
Jan	2019	0.6858	0.36%	2.1729	1.15%	0.1589	0.08%	2.0922	1.11%	0.3037	0.16%	0.0736	0.04%
Feb	2019	0.6018	0.34%	2.0804	1.19%	0.1587	0.09%	1.6872	0.96%	0.2759	0.16%	0.0735	0.04%
Mar	2019	0.6946	0.36%	2.1942	1.14%	0.1588	0.08%	2.4114	1.25%	0.3181	0.17%	0.0735	0.04%
Apr	2019	0.4937	0.26%	1.9192	1.02%	0.1587	0.08%	1.8643	0.99%	0.2237	0.12%	0.0735	0.04%
May	2019	0.8562	0.40%	2.1683	1.00%	0.1583	0.07%	2.3973	1.11%	0.2959	0.14%	0.0733	0.03%
Jun	2019	0.6482	0.30%	1.9309	0.91%	0.1582	0.07%	2.8536	1.34%	0.3328	0.16%	0.0733	0.03%
Jul	2019	0.5722	0.26%	1.7999	0.83%	0.1583	0.07%	3.0015	1.38%	0.2208	0.10%	0.0733	0.03%
Aug	2019	0.4713	0.23%	1.8776	0.92%	0.1585	0.08%	3.2848	1.61%	0.1759	0.09%	0.0734	0.04%
Sep	2019	0.5655	0.28%	1.6753	0.84%	0.1585	0.08%	2.7094	1.36%	0.2095	0.10%	0.0734	0.04%
Oct	2019	0.8821	0.42%	2.1042	1.00%	0.1584	0.08%	3.1726	1.51%	0.3605	0.17%	0.0734	0.04%
Nov	2019	0.5705	0.27%	2.0789	0.99%	0.1583	0.08%	2.9470	1.40%	0.2475	0.12%	0.0733	0.03%
Dec	2019	0.5866	0.28%	1.9705	0.94%	0.1584	0.08%	3.0598	1.46%	0.2492	0.12%	0.0734	0.03%

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
Jan	2020	0.5813	0.28%	1.9602	0.94%	0.1584	0.08%	2.9560	1.42%	0.2522	0.12%	0.0734	0.04%
Feb	2020	0.6113	0.32%	2.0682	1.08%	0.1585	0.08%	2.7445	1.43%	0.2642	0.14%	0.0734	0.04%
Mar	2020	0.7151	0.33%	2.5448	1.18%	0.1583	0.07%	3.4495	1.60%	0.3083	0.14%	0.0733	0.03%
Apr	2020	0.7296	0.35%	2.2691	1.09%	0.1583	0.08%	3.1872	1.53%	0.3527	0.17%	0.0733	0.04%
May	2020	0.6832	0.33%	2.0948	1.00%	0.1584	0.08%	2.4468	1.17%	0.3382	0.16%	0.0734	0.04%
Jun	2020	0.5753	0.27%	2.0526	0.97%	0.1582	0.07%	2.5521	1.20%	0.2510	0.12%	0.0733	0.03%
Jul	2020	0.5424	0.25%	1.9566	0.89%	0.1582	0.07%	2.7027	1.24%	0.2367	0.11%	0.0733	0.03%
Aug	2020	0.6768	0.31%	1.4290	0.66%	0.1582	0.07%	2.5736	1.18%	0.3220	0.15%	0.0733	0.03%
Sep	2020	0.5783	0.28%	1.5246	0.73%	0.1583	0.08%	3.0118	1.45%	0.2663	0.13%	0.0733	0.04%
Oct	2020	0.6185	0.27%	2.3336	1.03%	0.0158	0.07%	2.3219	1.02%	0.2961	0.13%	0.0732	0.03%
Nov	2020	0.6264	0.29%	1.8027	0.85%	0.1582	0.07%	2.8403	1.34%	0.2971	0.14%	0.0733	0.03%
Dec	2020	0.5547	0.26%	1.9621	0.92%	0.1584	0.07%	2.7998	1.32%	0.2484	0.12%	0.0733	0.03%
Jan	2021	0.6281	0.34%	1.7439	0.94%	0.1589	0.09%	2.4703	1.33%	0.2908	0.16%	0.0736	0.04%
Feb	2021	0.6118	0.35%	1.8140	1.04%	0.1588	0.09%	2.1095	1.21%	0.2889	0.17%	0.0735	0.04%
Mar	2021	0.5302	0.25%	2.1356	1.00%	0.1583	0.07%	2.1494	1.00%	0.2590	0.12%	0.0733	0.03%

Figures are in million gallons per month and percentage of monthly flow.

June 1, 2021

MEMO TO: Mike Coleman, Chairman
Members, 201 Management Oversight Committee

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 Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2022.

The Public Utilities Division made serious efforts to minimize increases in the FY22 operations budget. 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.

The WWTP Budget is driven by new and replacement capital projects much more than by operational expenditures. The new and replacement capital expenditures generally follow the WWTP Fund Capital Improvement Plan (CIP). The CIP has been updated to contain projects identified in the recent WWTP Preliminary Facilities Plan. There are carryover capital projects in the FY22 budget from FY21 because of delays in engineering design caused by project complexity and/or funding acquisition problems.

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
- c) 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

FY22 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.

On the horizon, in the next 10 - 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

201 REGIONAL WASTEWATER SYSTEM

PRELIMINARY 2021-22 BUDGET

Procedures For Computation of 201
Regional Wastewater System Charges

A) Capital Recovery Charges			\$0
B) Capital Recovery Charges North Platte Sanitary Sewer			\$0
C) Other Capital Requirements			
WWTP Improvements			
1) Existing 2008 WWTP Improvements	\$673,545		
2) WWTP - Phase I Improvements	\$257,352		
		<u> </u>	\$930,897
D) Direct Costs For Operation & Maintenance			
1) Wastewater Treatment Plant			
a) Personnel	\$1,538,149		
b) Contractual Services*	\$853,806		
c) Materials & Supplies	\$1,074,700		
		<u> </u>	\$3,466,655
* Less Sewer - Admin. 201 Charges			
Less:			
a) Adm. Fee from Sewer Fund (Inst. Tech. Svcs.)		<u> </u>	\$0
			\$0
			\$3,466,655
2) Wastewater Collection			
a) Personnel	\$854,421		
b) Contractual Services	\$74,900		
c) Materials & Supplies	\$64,800		
		<u> </u>	\$994,121
Less:			
a) Power Lift Stations	(\$6,500)		
b) Telemetry	(\$1,400)		
c) Sewer Mains	\$0		
d) Lift Stations	(\$6,200)		
		<u> </u>	(\$14,100)
			\$980,021
30.34 miles RWWS Sewer X	\$980,021	=	\$99,959
297.46 miles RWWS and Casper Sewer			
E) Replacement Capital Expense			\$2,111,000

F) Management and Overhead of Regional System

1) Sewer Administration

a) Personnel	\$61,156
b) Contractual**	\$353,481
c) Materials & Supplies	\$2,000
	<u>\$416,637</u>

** Less 201 WWTP Charges

Less:

a) Administrative Services	(\$161,486)
b) Risk Mgmt./Human Resources	(\$8,691)
c) Engineering Services	\$0
d) Insurance & Bonds	(\$23,084)
e) Legal Fees	(\$26,392)
f) City Adm. Charges	(\$59,319)
g) Investment Fees	(\$11,493)
	<u>(\$290,465)</u>

Total Administration Cost to be allocated to RWWS \$126,172

2) Regional 201 Direct Costs

a) Wastewater Plant D) 1)	\$3,466,655
b) Wastewater Collection D) 2)	\$99,959
	<u>\$3,566,614</u>

3) Total Casper Sewer Function Costs

a) Wastewater Plant D) 1)	\$3,466,655
b) Wastewater Collection	\$994,121
c) Sewer Expenditures not allocated to RWWS	\$290,465
	<u>\$4,751,241</u>

4) Percent of Administration Costs allocated to RWWS

$$\frac{\$3,566,614}{\$4,751,241} \times \$126,172 = \$94,713.54$$

5) Add Direct Costs For Administration Billing

\$0

SUBTOTAL

\$6,703,225

G) Less:

Septage Receiving and Non-Hazardous Industrial Waste (\$440,000)

H) Less:

Industrial Pretreatment Program Cost Recovery \$0

TOTAL 201 CHARGES FOR 2017-18 TO BE ALLOCATED

\$6,263,225

Prepared in general accordance to "201 Regional Wastewater System Procedures for Computation of Regional Wastewater System Charges" approved by Management Oversight Committee at February 22, 1995 meeting.

201 REGIONAL WASTEWATER SYSTEM

PRELIMINARY 2021-22 BUDGET

METHOD OF ALLOCATION OF REGIONAL COSTS

	FY 20-21 Budget		Proposed FY 21-22 Budget	
A. Total annual costs for regional system		\$5,581,809		\$6,263,225
B. Total annual wastewater flow (MG)		2,439		2,451
C. Wholesale Treatment Cost per 1,000 gallons		\$2.289		\$2.556
D. Anticipated Cost to Each Agency				
Mills	6.32%	\$352,770	6.08%	\$380,779
Evansville	3.86%	\$215,458	3.63%	\$227,324
Bar Nunn	2.47%	\$137,871	2.25%	\$141,173
Wardwell	1.01%	\$56,376	0.74%	\$46,642
Casper	83.50%	\$4,660,810	84.48%	\$5,291,366
Airport	0.99%	\$55,260	0.95%	\$59,187
Westland Park/Red Butte Village	0.31%	\$17,304	0.30%	\$18,489
Ardon	0.08%	\$4,465	0.07%	\$4,685
Vista West/Westgate Park	1.29%	\$72,005	1.32%	\$82,950
Skyline Ranches	0.13%	\$7,256	0.14%	\$8,468
Six Mile	0.04%	\$2,233	0.03%	\$2,173
	100.00%	\$5,581,809	100.00%	\$6,263,237
		\$5,581,809		\$6,263,225

Budgeted Flow Measurements Based on January 2020 - December 2020 Percentage of Flows

Current as of February 19, 2021

FY22 WWTP Fund Capital Projects

Work Group	Funding Source	Project Listing	2022	Total
Wastewater Treatment	WWTP CUR	2040017068 - WWTP Digester Boiler	(\$1,400,000)	(\$1,400,000)
Wastewater Treatment	WWTP CUR	2040022001 - Bar Nunn #1 Lift Station	(\$90,000)	(\$90,000)
Wastewater Treatment	WWTP CUR	2040022002 - FY22 Plant Valves and	(\$75,000)	(\$75,000)
Wastewater Treatment	WWTP CUR	2040022003 - FY22 Equipment	(\$125,000)	(\$125,000)
Wastewater Treatment	WWTP CUR	2040022004 - Meter Station Upgrade	(\$10,000)	(\$10,000)
Wastewater Treatment	WWTP CUR	2040022005 - FY22 Dewatering Building	(\$150,000)	(\$150,000)
Wastewater Treatment	WWTP CUR	2040022006 - FY22 UV Disinfection	(\$50,000)	(\$50,000)
Wastewater Treatment	WWTP CUR	2040022008 - FY22 Lighting Renovations	(\$10,000)	(\$10,000)
Wastewater Treatment	WWTP CUR	2040022009 - FY22 Security Upgrades	(\$30,000)	(\$30,000)
Wastewater Treatment	WWTP CUR	2040022010 - Roll-off Box Replacement	(\$12,000)	(\$12,000)
Wastewater Treatment	WWTP CUR	2040022011 - Lift Station Communication	(\$25,000)	(\$25,000)
Wastewater Treatment	WWTP CUR	2040022012 - Utility Cart Replacement	(\$12,000)	(\$12,000)
Wastewater Treatment	WWTP CUR	2040022013 - FY22 Computer	(\$7,500)	(\$7,500)
Wastewater Treatment	WWTP CUR	2040022014 - Industrial Riding Mower	(\$12,000)	(\$12,000)
Wastewater Treatment	WWTP CUR	2040022015 - DAFT Pressure Tank	(\$40,000)	(\$40,000)
Wastewater Treatment	WWTP CUR	2040022016 - Primary Sludge Pump	(\$15,000)	(\$15,000)
Wastewater Treatment	WWTP CUR	2040022018 - Centrifuge Sludge Feed	(\$10,000)	(\$10,000)
Report Total:			(\$2,073,500)	(\$2,073,500)