

INFORMATION PACKET

Wednesday, June 7, 2023



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum2
Assistance Paying Utility Bills 8
Commercial Development Report May 2023 11
FY23 Optional Sales Tax Report June 14
FY23 Sales Tax Chart June 15

AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

201 WWTP Management Oversight Committee packet 06.14.23 16

C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
Working Draft of Council Meeting Agendas
Meetings Move to the Lyric

| June 6, 2023 Councilors Absent: | | | | | |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: Judge's Quarterly Update | | | | | |
| Pre-Meeting: Youth Empowerment Council | | | | | |
| Pre-Meeting: Energy Efficiency Conservation Block Grant Application | | | | | |
| Approval of 5/16 Minutes | | | | | C |
| Bright Spot: Rotary Donations for Various City Parks | | | | | |
| Est. PH - Adopt FY24 Budget | C | | | | |
| Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3 | C | | | | |
| Public Hearing - Adoption of 2023 National Electric Code | | N | | | |
| Public Hearing - Chinook LAD No. 160 | | N | | | |
| Authorize Amendment No. 1 to the Contract for Professional Services with Civil Engineering Professionals, Inc. (CEPI) in the amount of \$131,582.46 for the Poplar and 1st Street Utility Improvements, Project No. 17-072. | | | | C | |
| Authorize a purchase order to Aqua Smart, Inc., for procurement of SeaQuest corrosion inhibitor for use at the WTP, in an amount not to exceed \$158,062.50 | | | | C | |
| Authorizing an Agreement with 71 Construction, in the amount of \$216,680.00 for the Police Department Impound Lot Improvements, Project No. 21-037. | | | | C | |
| Authorize an Agreement with Crown Construction, LLC., in the Amount of \$268,230.00 for the Solid Waste Surfacing Improvements, Project. 22-060. | | | | C | |
| Authorize an Agreement with Crown Construction, LLC., in the Amount of \$484,165.00 for the Ford Wyoming Center (FWC) South Walkway Replacement, Project. 22-025. | | | | C | |
| Authorize an Agreement with Treto Construction, LLC., in the Amount of \$295,200.00 for the Wolf Creek Road Improvements (West 38th Street to West 40th Street) – Phase I, Project. 21-066 | | | | C | |
| Amending Various Utility Billing and Water Metering Fees | | | | C | |
| A Resolution Authorizing Amendment No. 1 to the Contract for Professional Services Between the City of Casper and Foxter OPCO LLC, dba CTS Software, for Transit Dispatch Software. | | | | C | |
| Authorizing Amendment Three to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (Regional Response Grant #19) | | | | C | |
| Nicolaysen Contract Amendment | | | | C | |
| Authorize a Partial Refund, in the Amount of Two Hundred Twenty-five Dollars (\$225), for the Parkway Parking Permit Issued at 1140 South Center Street. | | | | | C |
| Authorize the Purchase of One (1) New Haul Truck in the Total Amount of \$176,200.00, to be Used by the Solid Waste Division of the Public Services Department. | | | | | C |
| Authorizing the Purchase of One (1) New Skid Steer Loader in the Total Amount of \$65,350, Before Trade, and \$42,350.00 after Trade to be Used by the Waste Water Treatment Plant of the Public Services Department. | | | | | C |
| Authorizing the Purchase of One (1) Water Truck in the Total Amount of \$144,773.00, to be Used by the Solid Waste Division of the Public Services Department. | | | | | C |
| Authorizing the Purchase of Three (3) New Half-Ton Extended Cab 4x4 Pickup Trucks with 8' Beds in the Total Amount of \$139,332.00, Before Trades, and \$119,192.00 After Trades, to be Used by the Casper Metro Division. | | | | | C |
| Reject All Bids Received for the Center Street Underpass Painting Project No. 23-008 | | | | | C |

| | | | | | |
|--|--|--|--|--|---|
| Authorizing the Inclusion of Fiscal Year 2023-2024 Summary Proposed Budget into the Minutes of the June 6, 2023 Regular Council Meeting. | | | | | C |
| Executive Session: Personnel & Security | | | | | |

| June 13, 2023 Councilors Absent: Pollock | | | |
|--|---------------------------|------------|---------------|
| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| MPO's Electric Fleet Feasibility Study Final Report | Information Only | 4:35 | 20 min |
| Rec Enterprise Business Plans Part 1--Golf and Fort Caspar | Direction Requested | 5:15 | 45 min |
| Fiscal Year 2023 Budget Amendment #3 | Move Forward for Approval | 6:45 | 20 min |
| Banner Health and Fire Agreement | Move Forward for Approval | 7:05 | 20 min |
| I-25 Enhancement Updates | Direction Requested | 7:25 | 20 min |
| Agenda Review | | 7:45 | 20 min |
| Legislative Review | | 8:05 | 20 min |
| Council Around the Table | | 8:25 | 20 min |
| Approximate Ending Time: | | | 8:45 |

| June 20, 2023 Councilors Absent: | | | | | |
|--|---------------------|----------------|------------|-------------|---------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: Impact Fee Final Report (30 min) | | | | | |
| Approval of 6/6 Minutes | | | | | C |
| Approval of 6/6 Executive Session Minutes | | | | | C |
| Public Hearing - Adopt FY24 Budget | | N | | | |
| Public Hearing - Budget Amendment #3 | | N | | | |
| 2nd Reading - Adoption of 2023 National Electric Code | | | N | | |
| 2nd Reading - Chinook LAD | | | N | | |
| Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Tax on Behalf of the City of Casper. | | | | C | |
| Agreement for Elevator Maintenance Services with Kone Corporation (tentative) | | | | C | |
| 1% #17 Community Projects | | | | C | |
| Sponsorship & Naming Rights Global Spectrum (tentative) | | | | C | |
| Authorize Revocable License Agreement with Centurylink Communications, LLC., dba Lumen Technologies Group, for Installation and Maintenance of a Fiber Optic Line. | | | | C | |
| Authorize Revocable License Agreement with Zayo Group, LLC., for Installation and Maintenance of a Fiber Optic Line. | | | | C | |
| Approving the Senior Center Lease | | | | C | |

| June 27, 2023 Councilors Absent: | | | |
|--|---------------------|------------|---------------|
| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| Optional 1% Tax | Direction Requested | 4:35 | 60 min |
| Homeless Coalition | Direction Requested | 5:35 | 40 min |
| Ordinance Regarding Feeding Turkeys | Direction Requested | 6:15 | 30 min |
| Rec Enterprise Business Plans Part 2 | Direction Requested | 6:45 | 45 min |
| Agenda Review | | 7:30 | 20 min |
| Legislative Review | | 7:50 | 20 min |
| Council Around the Table | | 8:10 | 20 min |
| Approximate Ending Time: | | | 8:30 |

| WEDNESDAY, July 5, 2023 Councilors Absent: | | | | | |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: | | | | | |
| Approval of 6/20 Minutes | | | | | C |
| 3rd Reading - Adoption of 2023 National Electric Code | | | N | | |
| 3rd Reading - Chinook LAD | | | N | | |

| July 11, 2023 Councilors Absent: | | | |
|--|-----------------------|-------------------|----------------------|
| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| Code Enforcement – Potential Code Changes | Direction Requested | 4:35 | 40 min |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

| Tuesday, July 18, 2023 Councilors Absent: | | | | | |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: | | | | | |
| Approval of 7/5 Minutes | | | | | C |

| July 25, 2023 Councilors Absent: | | | |
|--|-----------------------|-------------------|----------------------|
| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| | | 4:35 | |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

Future Agenda Items

Council Items:

| Item | Date | Estimated Time | Notes |
|--|------|----------------|-------------|
| Formation of Additional Advisory Committees | | | |
| Excessive Vehicle Storage | | | |
| Graffiti Abatement & Alternatives | | | |
| Safe Place Program Implementation & Resolution | | | |
| Livability/Marketing Follow-up | | | |
| Special Event Permitting Process | | | |
| Camping Ordinance & SOP Follow-up | | | |
| One Cent Funding Application Process Debrief | | | |
| One Cent Allocation Compliance Follow-up | | | |
| General Businesses Licenses | | | |
| Snow Route Declarations | | | Late Summer |
| Snow Plow Ordinance | | | Late Summer |
| Funding for Sidewalk Repairs/Homeowner | | | |
| Parking Garage Update from Republic | | | |
| Naming City Equipment | | | Summer |
| Liquor License Incentive and Responsible Sales Program | | | |
| Wyoming 211 | | | |
| Youth Commission (Discrimination) | | | |

Staff Items:

| | | | |
|--|---------------------------|------------|------------------|
| CBC Public Safety Design | | | July |
| Downtown Parking Kiosks | | | |
| City Inspectors Authority/Oversight of Licensed Contractors | | | |
| Speed Limit Ordinance Review | | | |
| Unpaid Utility Ordinance Amendment | | | |
| Part 2 Ford Wyoming Center | | | |
| Judge's Quarterly Update | September 5 December 5 | 15 minutes | Recurs Quarterly |
| Parks Master Plans MOU's | | | |
| Community Readiness Application for Utility Installation Around FWC/Sports Ranch | | | |
| Casper Mountain Property Easement Request | | | |
| North Platte Development Plan | | | August |
| | | | |

Potential Topics-- Council Thumbs to be Added:

Future Regular Council Meeting Items:

| | | | |
|------------------------------|-----------|--|--|
| Executive Session: Personnel | 9/19/2023 | | |
|------------------------------|-----------|--|--|

Retreat Items:

| |
|---|
| Economic Development and City Building Strategy |
|---|

June 5, 2023

MEMO TO: J. Carter Napier, City Manager

FROM: Jill Johnson, CPA, Financial Services Director

SUBJECT: Resources for Citizens Needing Assistance Paying Utility Bills from the City of Casper

The City of Casper provides information to Citizens who are interested in seeking assistance for paying their utility bill. Attached to this memo are both the protocol the City of Casper Customer Service division follows to arrange payments, but also organizations which provide assistance based on eligibility. The organizations highlighted in yellow provide assistance specifically for utilities.

We hope this information is useful to both our Citizens and our Council. Please let me know if you would like additional information.



Utility Billing Payment Arrangement Protocol

Effective 1/3/23

The City of Casper offers payment arrangements on utility accounts, which extends a customer's timeline for paying owed funds. This helps our qualified customers avoid disconnection of services.

Utility bills are due upon receipt. The City allows thirty (30) days to pay, therefore on the 31st day the bill will be considered delinquent, a notice is produced and the account is subject to a fee. On the 45th day from the bill date, the customer will be subject to water disconnection and additional fees, unless a payment arrangement is on file.

Standard payment arrangement

If a customer is unable to pay their past due balance before their disconnection date, a payment arrangement may be made that will allow them to skip the current shut-off period for their district, therefore allowing up to 30 days to bring the account current, depending on when they contact a Customer Service Representative. The customer must meet the following criteria:

1. They paid as agreed on all previous payment arrangements.
2. They have had no more than two payment arrangements in the previous rolling year period.
3. The bill causing the delinquency cannot be the first bill on the account.
 - a. Payment arrangements are not allowed on deposits. Deposits must be paid in full before the water will be turned on.
4. The services are not already disconnected.

Disconnected Services payment arrangements

Generally, all disconnected customers must pay their full past-due balance before the service is reconnected. However, if the customer has a good payment history and their missed payment is due to a justifiable reason, such as health reasons or loss of job, an arrangement may be made.

Assistance Programs for Housing, Food, Healthcare, and Miscellaneous Needs

| Assistance Category | Company Name | Address | Phone Number | Alternate Number |
|---|---------------------------------|--------------------------------|--------------|------------------|
| Food | Holy Cross | 1030 N. Lincoln Street | 307-577-1041 | |
| Food | Joshua's Storehouse | 1700 W 1st Street | 307-265-0242 | |
| Food | Salvation Army | 441 S Center Street | 307-234-2002 | |
| Food | St. Mark's | 710 S Center Street | 307-234-0831 | |
| Food | Oasis Food & Clothing Pantry | 1927 S Walnut Street | 307-224-4111 | |
| Food | Poverty Resistance Thrift Store | 342 E K Street | 307-232-8725 | |
| Health Care & Miscellaneous | 12th Street Clinic (HCH) | 1514 E 12th Street BLDG E #201 | 307-235-6116 | |
| Health Care & Miscellaneous | Wyoming Legal Aid | | 877-432-9955 | |
| Health Care & Miscellaneous | Legal Aid (Casper Office) | | 307-232-9827 | |
| Health Care & Miscellaneous | Fair Housing | | 800-877-7353 | |
| Housing assistance | Casper Housing Authority | 140 E K Street | 307-266-1388 | |
| Housing to Purchase | Habitat for Humanity | 442 W Collins | 307-234-1438 | |
| Long-Term Elderly or Disabled Housing | Laurel Gardens Apts | 222 W B Street | 307-234-9139 | |
| Long-Term Elderly or Disabled Housing | St. Anthony's Manor | 211 E 6th Street | 307-237-0843 | |
| Long-Term Elderly or Disabled Housing | Skyline Towers Sr Apts | 300 E Collins Drive | 307-234-2654 | |
| Long-Term Elderly or Disabled Housing | Central Pines | 2600 Fleetwood Place | 307-232-1414 | |
| Long-Term Elderly or Disabled Housing | Legacy Apts | 1005 North Elma | 307-265-2663 | |
| Long-Term Elderly or Disabled Housing | Garden Square | 1950 S Beverly Street | 307-472-1153 | |
| Long-Term Elderly or Disabled Housing | Meadows Apts | 2955 Central Drive | 307-472-1160 | |
| Low Income Housing Rent | Eastward Court | 1437 S Missouri Street | 307-472-4527 | |
| Low Income Housing Rent | Gail Gardens Apts | 300 W BC Street | 307-234-3434 | |
| Low Income Housing Rent | Platte View Apts | 600 E M Street | 307-234-9932 | |
| Low Income Housing Rent | Spring Hill Apts | 650 S Walsh Drive | 307-265-5660 | |
| Low Income Housing Rent | Village Gardens Apts | 2288 S McKinley Street | 307-234-1155 | |
| Low Income Housing Rent | Aspen Court Apts | 760 Landmark Drive | 307-472-2181 | |
| Low Income Housing Rent | Prairie Sage Apts | 2055 S Beverly Street | 307-472-1160 | |
| Low Income Housing Rent | Wyoming Nat'l Apts | 204 East 2nd Street | 307-472-1312 | |
| Low Income Housing Rent | Amber Valley Estates | 500 Badger, Mills, WY | 307-266-6151 | |
| Low Income Housing Rent | WHN Two LLC | 330 S Center Street #200 | 307-266-9112 | |
| Low Income Housing Rent | Elkhorn Apts | 2957 Central Drive | 307-472-4444 | |
| Low Income Housing Rent | Cottonwood Estates | 3585 Gila Bend | 307-234-2222 | |
| Low Income Housing Rent | Cornerstone | 915 North Elma | 307-265-2663 | 888-298-0888 |
| Share Program Information & Participation Sites | St. Anthony's #168 | 218 E 7th Street | 307-235-7936 | |
| Share Program Information & Participation Sites | St. Stephen's #154 | 4700 S Poplar Street | 307-234-7070 | |
| Short-Term Emergency Housing/Assistance | Community Action Partnership | 800 Werner Court #201 | 307-232-0124 | |
| Short-Term Emergency Housing/Assistance | Interfaith | 304 N Center Street | 307-235-8043 | |
| Short-Term Emergency Housing/Assistance | Central Wyoming Rescue Mission | 230 N Park | 307-265-2251 | |
| Short-Term Emergency Housing/Assistance | Salvation Army | 441 S Center Street | 307-234-2002 | |
| Short-Term Emergency Housing/Assistance | Seton House | 910 N Durbin | 307-234-1119 | |
| Short-Term Emergency Housing/Assistance | Self Help Center | 441 S Center Street | 307-235-2814 | |
| Short-Term Emergency Housing/Assistance | Transitional Housing | 1514 E 12th Street BLDG E #200 | 307-235-4703 | |
| Short-Term Emergency Housing/Assistance | Transformation Center | 132 N Kimball Street | 307-233-6925 | |
| Utility Assistance - Energy, Water, and Sewer | LIEAP/LIHWAP | | 800-246-4221 | |



Memo to: Liz Becher; Community Development Director

From: Justin Scott, Building Inspector II
Craig Collins, AICP, City Planner, Interim C.B.O.

Subject: May - Commercial Development Report

Date: June 1, 2023

Permitting Update:

For the month of May, 6 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 9 with a value of construction of \$4,258,985.00. The Building Division issued 116 Building, 51 Electrical, 65 Mechanical, and 65 Plumbing permits with a value of construction of \$10,854,128.73, and with a permit revenue of \$101,545.11. A large portion of this month's revenue came in from the issuance of the Jump Craze building permit.

Calendar year: January 1st through May 31st

Permit total = 1249 permits issued for a value of \$28,408,622.25, and with a revenue of \$443,002.67.

Fiscal Year: July 1st through May 31st

Permit total = 3109 permits issued for a value of \$71,330,151.14, and with a revenue of \$5,817,714.34.

May Inspection Update:

The Building Division completed 147 building, 212 electrical, 113 plumbing, and 62 mechanical inspections, plus 1 plan review.

Commercial Construction Update:

Below is a breakdown of the 12 major commercial projects that are in progress:

Note: All projects are not included in this list; smaller projects including remodeling, alterations and additions may not be listed.

- LDS Temple (3011 Independence Dr.) Interior connections and finish are in process. Stone veneer is being installed and the steeple structure is being framed.



- Liberty Square Apartment Complex, 60 units (1100 S. Beverly St), Bld. A is complete and waiting on the electrical service gear to energize the building. Building B Towers 1-3, and the Community Center, interior finishes are in process. The anticipated completion for this project is the end of June 2023 for Building A and the Community Center, and the end of June to beginning of July 2023 for Building B. The availability of the electrical service equipment is the reason that this project is being held up.
- Wal-Mart East Interior Remodel (4400 E. 2nd St.) Fire pump and sprinkler piping in process.
- Casport Mint, (170 Star Lane) Phase 1 is nearing completion, mezzanine office areas are in trim phases, this project has been divided into 7 phases. The 2nd machine is installed and operational. Phase II is being designed and scheduled to begin shortly.
- La Cocina Restaurant (4110 Centennial Hills) Interior and exterior finishes are in process. Kitchen equipment is currently holding up the completion date which is anticipated to be near the end of June.
- Alma Business Bld. (260 W. 1st St, Old Bakery) T.C.O. was issued for the front business portion of the building. The residential portion is anticipated to be finished shortly.
- Nolan Phase II (225 S. David St. Condominiums) Interior and exterior finishes are in process for all three units.
- Jump Craze (SE Wyoming Blvd near E 21st St) The permit has been issued. Site work and foundation is in process.
- Harbor Freight Expansion (Sunrise Mall) Final finishes are in process.
- Discount Tire (4990 E. 2nd St near the Residence Inn) Site work is in process and the foundation has been poured, CMU walls are in process.
- Johnstone Supply (3100 E. Yellowstone) A T.C.O. for occupancy was issued. They are awaiting service gear for permanent power. Once permanent power is established they will be issued a C.O.
- 307 Chiropractic (5980 Enterprise Dr near Menards) Site work is in process and the foundation has been poured. Framing is in process.

Projects Completed:

- There were no major commercial projects completed this month.

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Wyoming Food for Thought (Old North Casper School)
- City Hall Project SAFE



New Projects Submitted for Approval:

- Core/Shell Building (Next to Marshals, Newport Rd.)
- Fairfield by Marriott (West D St)

Anticipated Projects:

- WYO Sports Ranch (near the Events Center) 133,000 sq. ft. indoor sports facility.

Demolition Projects:

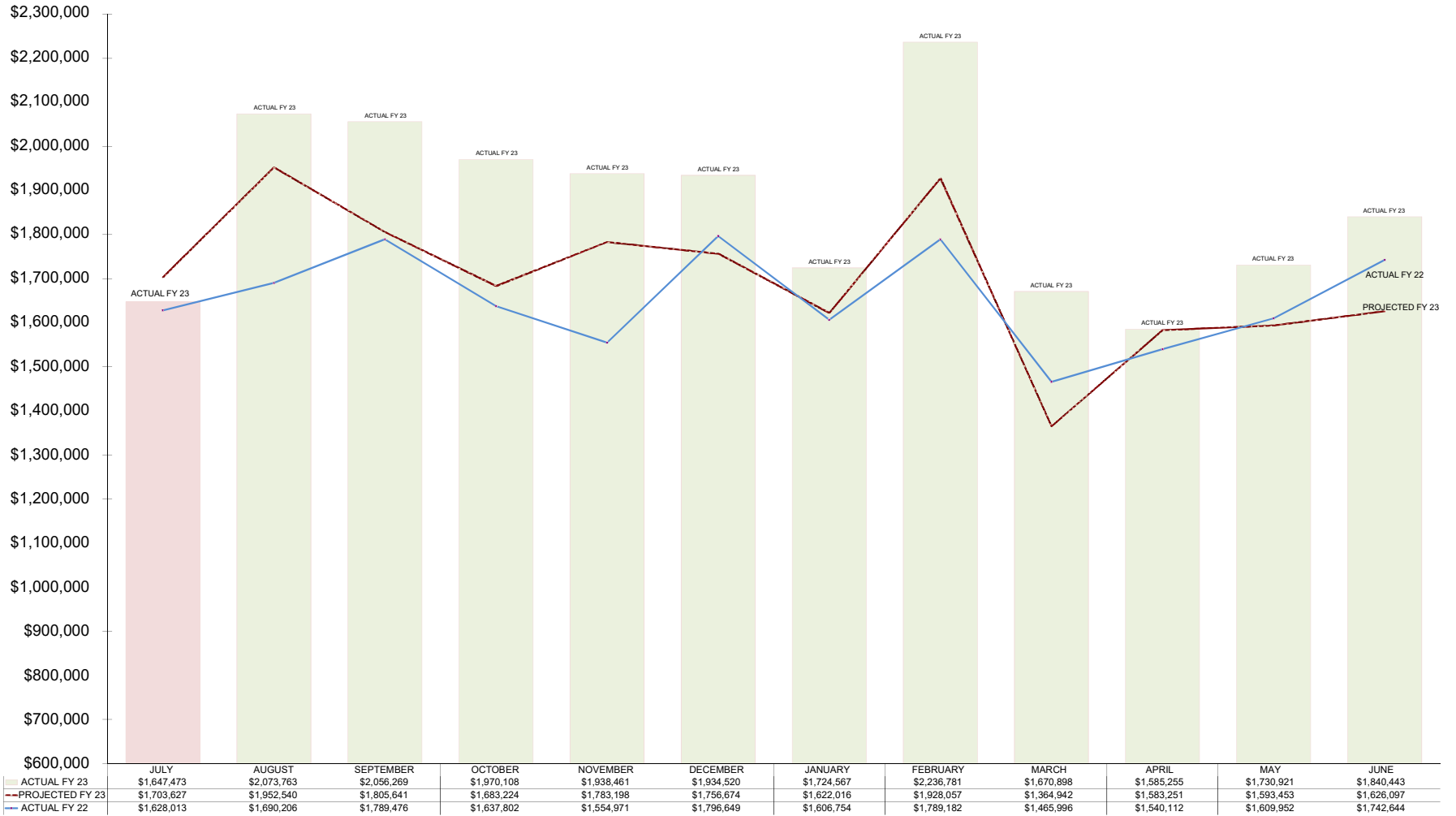
- YMCA – Old YMCA is in the process of being demolished. The site will be paved for additional parking and the East existing gym is to remain.

City of Casper
Optional 1% and State Shared Sales Tax Receipts
100.00% of Fiscal Year 2023 has lapsed

Below is the Optional Sales tax report for FY23. We are currently at 100% of the budget year.
 General Fund is up 9.84% from projected year to date which is at 109.84% of budget.
 1%17 us up 11.23% which is at 111.23% of budget.

| State Shared Sales Tax | | | | | |
|--|----------------------|------------------------|------------------------|----------------------|---------------------------------|
| | Date Received | Amount Received | Amount Budgeted | Actual-Budget | Percent of Annual Budget |
| FY 2023 General Fund | 7/7/2022 | \$ 1,647,473 | \$ 1,703,627 | \$ (56,154) | 8.07% |
| | 8/4/2022 | 2,073,763 | 1,952,540 | 121,223 | 18.24% |
| | 9/8/2022 | 2,056,269 | 1,805,641 | 250,629 | 28.32% |
| | 10/6/2022 | 1,970,108 | 1,683,224 | 286,884 | 37.97% |
| | 11/8/2022 | 1,938,461 | 1,783,198 | 155,263 | 47.47% |
| | 12/6/2022 | 1,934,520 | 1,756,674 | 177,846 | 56.96% |
| | 1/9/2023 | 1,724,567 | 1,622,016 | 102,551 | 65.41% |
| | 2/6/2023 | 2,236,781 | 1,928,057 | 308,724 | 76.37% |
| | 3/6/2023 | 1,670,898 | 1,364,942 | 305,956 | 84.56% |
| | 4/10/2023 | 1,585,255 | 1,583,251 | 2,004 | 92.33% |
| | 5/5/2023 | 1,730,921 | 1,593,453 | 137,469 | 100.82% |
| | 6/5/2023 | 1,840,443 | 1,626,097 | 214,346 | 109.84% |
| | Total FY 2023 | \$ 22,409,460 | \$ 20,402,721 | \$ 2,006,739 | |
| Optional 1% Tax | | | | | |
| FY 2023 1%16--1%17 as of 3/1/23 | 7/7/2022 | \$ 1,379,329 | \$ 1,404,112 | (24,783) | 8.17% |
| | 8/4/2022 | 1,734,317 | 1,611,691 | 122,626 | 18.45% |
| | 9/8/2022 | 1,725,549 | 1,495,244 | 230,305 | 28.67% |
| | 10/6/2022 | 1,655,049 | 1,400,736 | 254,312 | 38.48% |
| | 11/8/2022 | 1,629,011 | 1,480,055 | 148,956 | 48.13% |
| | 12/6/2022 | 1,616,348 | 1,451,365 | 164,982 | 57.71% |
| | 1/9/2023 | 1,442,838 | 1,339,982 | 102,856 | 66.26% |
| | 2/6/2023 | 1,869,735 | 1,594,814 | 274,921 | 77.34% |
| | 3/6/2023 | 1,397,790 | 1,134,090 | 263,700 | 85.62% |
| | 4/10/2023 | 1,328,935 | 1,306,229 | 22,706 | 93.50% |
| | 5/5/2023 | 1,450,948 | 1,316,355 | 134,593 | 102.09% |
| | 6/5/2023 | 1,542,071 | 1,341,669 | 200,401 | 111.23% |
| | Total FY 2023 | \$ 18,771,920 | \$ 16,876,343 | \$ 1,895,577 | |
| Total | \$ 41,181,380 | \$ 37,279,064 | \$ 3,902,316 | | |

Sales Tax FY 2023 Versus Projection and Prior Year



| | <u>ACTUAL FY 22</u> | <u>PROJECTED FY 23</u> | <u>ACTUAL FY 23</u> |
|--|---------------------|------------------------|---------------------|
| YTD TOTAL | \$ 19,851,757 | \$ 20,402,721 | \$ 22,409,460 |
| YTD VARIANCE | | | \$ 2,006,739 |
| | | | % Difference |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH | | | 13.18% |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE | | | 9.84% |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH | | | 5.61% |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE | | | 12.88% |
| | | | In Dollars |
| | | | \$214,346 |
| | | | \$2,006,739 |
| | | | \$97,800 |
| | | | \$2,557,703 |

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING AGENDA**

**Sam H. Hobbs Regional Wastewater Plant
Wednesday, June 14, 2023
11:00 a.m.**

AGENDA:

- * 1. Consider Minutes of the June 15, 2022 Meeting
- * 2. Regional Wastewater System 2022-2023 Cost Schedule – July 2022 – March 2023
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY2023-2024 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. Method of Allocation of Regional Costs
- 5. WWTP Operations Update
- 6. Project Updates (Not covered in FY24 Budget)
 - a. NPSS Interceptor Project – Under Construction
 - b. Boiler Installation – Under Construction
 - c. Transformer Replacement – Design Phase
 - d. Secondary Rehabilitation Project Phase 2 – Designed and Bidding
- 7. Other Business
- 8. Adjournment

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

REPRESENTATIVES:

City of Casper: Bruce Martin – Member, City of Casper Public Utilities
Krista Johnston – Wastewater Collection/Stormwater Manager
Megan Lockwood – Wastewater Treatment Plant Manager
Janette Brown – Administrative Secretary III

Evansville: Robert Lewallen, Member

Mills: Casey Coates – Member
Mike Coleman

Natrona County: Mike Haigler – Member

Wardwell: Dan Sabrosky – Chairman – Member

Bar Nunn: Ray Catellier – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

ABSENT: Liz Becher – Secretary – Member, City of Casper P & CD
Andrew Beamer – Public Services Director

TIME, DATE: 9:00 a.m., June 15, 2022
Sam Hobbs Regional Wastewater Treatment Plant

AGENDA:

- * 1. Consider minutes of the June 10, 2021 meeting
- * 2. Regional Wastewater System 2021-2022 Cost Schedule – July 2021 – March 2022
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY22-23 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. Method of Allocation of Regional Costs
- 5. WWTP Operations Update
- 6. Update of Projects (Not covered in FY22 Budget)
 - a. WWTP Emergency Power Project – Completed
 - b. NPSS Interceptor Project – Awarded
 - c. Boiler Installation – Awarded

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

7. Adjournment

Chairman Coleman called the meeting to order at 9:00 a.m. and introductions of those in attendance were made.

1. Chairman Coleman announced that he is no longer able to serve on the Committee as his role with the City of Mills has changed. Chairman Coleman introduced Mr. Casey Coates, Public Works Supervisor for the City of Mills and stated that Mr. Coates will be his replacement on the Committee. Chairman Coleman stated that Chairman elections will need to take place.

A motion was made by Vice Chairman Catellier and seconded by Committee Member Haigler to nominate Committee Member Sabrosky as Chairman. Motion passed.

The meeting was turned over to Chairman Sabrosky.

2. Chairman Sabrosky asked for a motion to approve the minutes from the June 10, 2021 meeting. A motion was made by Vice Chairman Catellier and seconded by Committee Member Lewallen to approve the minutes of the June 10, 2021 meeting. Motion passed.
3. Mr. Martin asked the Committee to reference the 2021-2022 Cost Schedule as of March 31, 2022. Mr. Martin stated that the FY21-22 Budget is \$6.265 M. Mr. Martin stated that the Cost Schedule shows the actual budget spent for the first three quarters of the fiscal year based on the "Interagency Agreement." Mr. Martin stated that since the 4th Quarter is not over yet, estimated expense totals are shown. Mr. Martin stated that the estimate for the fiscal year is expected to be \$300,000 less than expected.

Vice Chairman Catellier asked why the budget estimate will be \$300,000 less. Mr. Martin stated that chemicals for the Indian Paintbrush lift station have been difficult to get, less electricity has been used, and some capital items have been moved into the Operations Budget.

4. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that these are the percentages of flows by month for each entity. Mr. Martin stated that the 201 billing is based on the total flow. 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. Mr. Martin stated that the recorded flows are used to determine the flow percentages for each entity.
5. Mr. Martin asked the Committee to reference the Budget Narrative for Fiscal Year 2023. 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

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

the new and replacement capital expenditures generally follow the WWTP Fund Capital Improvement Plan (CIP).

Mr. Martin reviewed the Preliminary WWTP FY23 Budget:

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$90,000 – These amounts are unchanged from the FY22 budget and represents the Septic Tank Waste Charge and Sump Waste Charge revenue. This is hauled waste brought to the WWTP.
- b) Intergovernmental User Charges - \$6,277,805 – This represents an increase of \$14,568 from the FY22 Budget.

Personnel Services

- a) Personnel Costs - \$1,688,237 – This is an increase of \$150,088 from the FY2022 budget. The increase anticipates a 3.5% COLA, raises, and natural progressions. There are newer Operators that will be gaining their licenses.

Materials and Supplies

- a) General Supplies and Materials - \$129,000 – This is an increase of \$9,000 from the FY22 budget. Slight increases were seen in lubricants, machinery supplies, and other structures/building supplies. General Supplies and Materials includes the following:
 - \$ 3,000 – Office Supplies
 - \$ 5,000 – Misc. Supplies
 - \$10,000 – Safety Equipment and Supplies
 - \$ 9,000 – Lubricants
 - \$65,000 – Machinery Supplies
 - \$ 5,000 – Small Tools and Supplies
 - \$12,000 – Lab Supplies
 - \$20,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$3,000 – This amount is unchanged from the FY2022 budget.
- c) Electricity - \$360,000 – This is an increase of \$10,000 from the FY2022 budget.
- d) Natural Gas - \$72,000 – This is an increase of \$1,000 from the FY2022 budget. Mr. Martin stated that everyone has seen an increase in this line item, but the WWTP is able to use digester gas to help heat the WWTP.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- e) Gas/Fuel - \$15,000 – This amount is unchanged from the FY2022 budget.
- f) Chemicals - \$356,000 – This is an increase of \$8,000 from the FY2022 budget. Chemicals have seen a large increase in costs.
- g) Lift Station Supplies - \$14,000 – This amount is unchanged from the FY2022 budget.
- h) Technology Supplies - \$7,500 – This amount is unchanged from the FY2022 budget.
- i) Maintenance/Repair - \$170,000 – This is an increase of \$25,000 from the FY2022 budget. The increase is seen in the UV disinfection equipment line. Included are:
 - \$75,000 – UV Disinfection Equipment – was \$50,000
 - \$10,000 – Meter Station Components
 - \$75,000 – Plant Valves and Piping – for failing valves
 - \$10,000 – Lighting System Components – upgrading to LEDThese items were included in Capital, but were moved to Operations.
- j) Clothing Allowance - \$2,000 – This is an increase of \$8000 from FY2022. More employees are using, and there was a change in the policy.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY2022 budget. This line is for instrumentation repair.
- b) Investment Services - \$6,121 – This is a decrease of \$8,110 from the FY2022 budget.
- c) Maintenance Agreements - \$46,000 – This is an increase of \$7,840 from the FY2022 budget. Slight increases are seen in all of the following items that includes:
 - \$ 6,000 – CMMS Software – corrective maintenance
 - \$ 3,000 – Operations Data Tracking Software
 - \$ 1,000 – Laser Alignment Tool Calibration
 - \$ 2,000 – Fire Sprinkler System Inspection
 - \$ 2,000 – Fire Extinguisher Inspection/Exchange – mandatory testing
 - \$ 3,000 – HVAC Service
 - \$ 4,000 – Crane Inspections – mandated by OSHA

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- \$ 2,000 – Copier Maintenance/Lease
 - \$ 1,000 – Lab Equipment Certification – required annually
 - \$ 2,000 – Instrumentation – Contractual – Outside Contractor
 - \$20,000 – Professional Cleaning Services
- d) Other Contractual - \$46,000 – This amount is a decrease of \$103,500 from the FY2022 budget. While increases were seen in most of the items listed below, FY22 included digester cleaning in the amount of \$110,000. Other Contractual contains the following:
- \$ 1,000 – Legal Services
 - \$ 35,000 – NCCD Funding Agreements
 - \$ 2,000 – Railroad Easements
 - \$ 5,000 – Other Misc. Contractual
 - \$ 3,000 – Public Outreach

Vice Chairman Catellier asked how often the digester cleaning takes place. Mr. Martin stated that digester cleaning takes place every five years.

- e) Interdepartmental Services - \$547,048 – The FY2023 budget represents a decrease of \$110,399 from the FY22 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 that this is the Fund share of work completed and is based on number of employees or number of work orders.
- f) Laundry and Towel Service - \$8,200 – This is an increase of \$200 over the FY2022 budget.
- g) Testing - \$40,000 – This is a \$10,000 increase from the FY2022 budget and is for DEQ/EPA lab testing requirements. There has been a spike in lab costs.

Other Costs

- a) Travel/Training - \$8,000 – This is a \$500 increase from the FY2022 budget. The increase is for new Operator training to gain certifications. This is a Level IV WWTP and all Operators must have Level IV certifications.
- b) Insurance and Bonds - \$54,802 – This represents an increase of \$14,961 from the FY2022 budget.

Utility Expense

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- a) Communication - \$28,000 – This is a decrease of \$800 from the FY2022 budget. The decrease is from converting some remote stations to radio from CenturyLink.

Debt Service

- a) Principal Payment - \$743,917 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$580,796
- CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
- CWSRF Loan #127 (Phase I WWTP Imp–Bar Screen) - \$ 90,802
- CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582

- b) Interest Expense - \$316,981 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$ 92,749
- CWSRF Loan #128 (Biosolids Turner) - \$ 0
- CWSRF Loan #127 (Phase I WTP 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 FY2022 budget.

Capital – New

- a) Light Equipment - \$90,000 – Dump Truck Purchase – Small dump to haul dried waste to the Landfill.

Capital – Replacement

- a) Buildings – None for FY2023.

- b) Improvements Other Than Buildings – \$2,210,000 – This includes:

- Lift Station Generator Replacement – \$90,000 – The existing emergency generators are 30+ years old and require replacement.
- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building. These are rooftop units.
- DAFT Pressure Tank Replacement - \$40,000 – This is to replace one DAFT pressure tank. One DAFT tank was replaced in FY22 and one will be replaced in FY23.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- AB Basin Cleaning and Diffuser Replacement - \$80,000 – These have not been able to be isolated in the past. Valve gates were installed, and one Diffuser will be replaced each year.
 - Sludge Conveyor - \$100,000 – This amount is to rehab the existing sludge conveyor and augers. This is very maintenance intensive.
 - Secondary Rehab Phase 2 - \$1,500,000 – This is to replace the 48-inch mixed liquor piping. Phase 1 Rehab – may be able to use ARPA funds as the MCC project is designed and ready to bid out.
 - Transformer Replacement - \$75,000 – This is to replace the Operations building transformer. This transformer is at the end of life and is critical equipment.
 - Secondary Concrete Repair - \$25,000 – This is to repair the concrete stairs on the Secondary building. Critical replacements are to be done. More concrete repairs are to be done in the out years.
 - RWWS Interceptor Rehab - \$150,000 – This annual amount is for rehabilitation on RWWS interceptors and manholes.
- c) Intangibles – None this year.
- d) Light Equipment – \$227,000 – 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 - \$15,000 – There are four utility carts used at the WWTP for sampling, maintenance, etc. This is to replace one utility cart.
 - Skidsteer - \$75,000
 - Roll-off Box Replacement - \$12,000 – The WWTP owns three of these roll-off boxes that are used to haul dewatering sludge to the Landfill.
- e) Heavy Equipment – None this year.
- f) Technologies – \$175,000 – Computers were moved to the Operations budget, larger technologies are in the Capital Budget. This is for the following:
- AB Blower Control Upgrade - \$150,000 – This is to upgrade the existing HMI's and PLC's for the blowers. These will be upgraded to Ethernet.
 - Lift Station Upgrade to Radio - \$25,000 – Sewage Lift Station Communication Upgrade. Communications failures with current equipment.

Summary

Anticipated Operating Revenue for the WWTP Fund decreased by \$14,952 from the FY22 budget. The decrease is due to a reduction of earned interest on investments.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

While User Fees increased slightly, that amount was offset by the reduced interest amount. The FY23 WWTP Fund operations expenses are 0.35% above the FY22 budget. Increases are projected for personnel expense, materials and supplies, electricity, and equipment repair. These increases are offset by a significant decrease in Interdepartmental expense.

Major capital projects for FY23 include the second phase of the Secondary Rehabilitation Project, HVAC unit replacement, and the Aeration Blower Controls Upgrade Project. The FY23 WWTP Fund capital budget is \$781,000 more than last fiscal year.

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. DEQ estimates this may be ten years out.

Mr. Martin reviewed the FY23 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 the RWWS Expense budget detail is a big component, along with the Capital expenses.

Mr. Martin stated that Direct Costs for Operation & Maintenance is \$3,454,969.

Mr. Martin stated that costs for Wastewater Collection for work done on the RWWS system is \$1,026,989.

Mr. Martin stated that Replacement Capital Expense is \$2,111,000.

Mr. Martin stated that Sewer Administration costs are calculated per the “Interagency Agreement” and are \$468,094 less City of Casper fees of \$309,695, for a total Administration Cost to be allocated of \$158,399.

Mr. Martin stated that credit is applied for Revenue.

Mr. Martin stated that the Total 201 Charges to be Allocated in FY2023 is \$6,277,805. Mr. Martin stated that this is close to the same as last year.

Chairman Sabrosky asked if the Committee needed to approve or recommend approval of the budget. Mr. Martin stated that it would be appreciated if the Committee would make a motion to accept the budget.

A motion was made by Vice Chairman Catellier and seconded by Committee Member Haigler to accept the FY2023 RWWS budget. Motion passed.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

Mr. Martin asked the Committee to reference the Method of Allocation of Regional Costs. Mr. Martin stated that this has the breakdown of costs that will be allocated to each entity based on percentage of flows.

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

Ms. Lockwood stated that two new Operators were hired in March to replace two resigning Operators. Ms. Lockwood stated that the WWTP is now fully staffed.

Ms. Lockwood stated that the WWTP had no permit violations and remained in full compliance for the year. Ms. Lockwood stated that the WWTP is continuing to remove over 85% BOD, TSS, and ammonia.

Ms. Lockwood stated that the WWTP is operating on one centrifuge due to the second centrifuge being out for repair. Ms. Lockwood stated that after working out paperwork issues, the centrifuge is estimated to be returned in October. Mr. Martin stated that because of the dollar amount for the repairs to the centrifuge, a contract had to be approved before the work could proceed. Mr. Martin stated that once the contract made it through Council, the centrifuge repairs were put at the bottom of the contractor's repair list. Mr. Martin stated that they are now waiting on parts to complete the repairs.

Ms. Lockwood stated that the WWTP is currently operating on one wasting pump. Ms. Lockwood stated that a second pump was ordered last fall and a ship date is expected at any time.

Ms. Lockwood stated that Phillips 66 conducted a hydrotest on a pipeline from here to Billings. Ms. Lockwood stated that the water was tested and the IPP Supervisor gave permission to discharge to the sanitary sewer to be received at the WWTP as the test results were well below limits.

Ms. Lockwood stated that the WWTP permitted a new Significant Industrial User, which is a truck tank washing facility. Ms. Lockwood stated that it was originally permitted to Polar, which was purchased by Quala.

The time was turned over to Ms. Johnston for the RWWS Lift Station and Pipeline Update.

Ms. Johnston stated that staff performed some Quickview inspections of regional lines and some manhole inspections of regional manholes to identify Capital project needs and priorities.

Ms. Johnston stated that staff is hoping to install some equipment on one of the sewer trucks so that larger diameter pipe can be cleaned. Ms. Johnston stated that the equipment will allow for decanting to a downstream manhole while vacuuming up debris.

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

Ms. Johnston stated that the North Platte Sanitary Sewer Project is starting.

7. In Project Updates:

- a) Mr. Martin stated that the WWTP Emergency Power Project has been completed. Mr. Martin stated that this project took a couple of years to complete. Mr. Martin stated that there were issues when the emergency generator was started up, but they were worked out.
- b) Mr. Martin stated that the North Platte Sanitary Sewer Project was awarded to Insituform. Mr. Martin stated that this is another project that could be submitted for ARPA funding.
- c) Mr. Martin stated that the Boiler Installation was awarded to Sheet Metal Specialties. Mr. Martin stated that during the bid process, fire code issues were discovered. Mr. Martin stated that the project bids came in very high so funds were added to the project and it was rebid. Mr. Martin stated that bids came in over budget and additional funds had to be added to the project once again.

8. Mr. Martin stated that Ms. Lockwood is available after the meeting if any Committee Members are interested in taking a tour of the WWTP.

A motion was made by Vice Chairman Catellier and seconded by Committee Member Haigler to adjourn the meeting at 9:40 a.m. Motion passed.

Secretary

**201 REGIONAL WASTEWATER SYSTEM
2022-23 COST SCHEDULE
(As of March 31, 2023 - 4th Quarter is Estimated)**

| Identification of Cost Bases | FY 22-23 Budget | Actual 1st Quarter | Actual 2nd Quarter | Actual 3rd Quarter | Estimated 4th Quarter | Estimated Estimate FY 22-23 |
|---|-----------------|-----------------------|-----------------------|-----------------------|--------------------------|--------------------------------|
| Capital Recovery Cost | | | | | | |
| Capital Recovery Costs | | | | | | |
| North Platte Sewer | | | | | | |
| Other Capital Requirements: | | | | | | |
| Debt Service | | | | | | |
| WWTP Improvements | | | | | | |
| 1) 2008 WWTP Imp. | \$673,545 | \$168,386 | \$168,386 | \$168,386 | \$168,386 | \$673,545 |
| 2) WWTP - Phase I Imp. | \$257,352 | \$64,338 | \$64,338 | \$64,338 | \$64,338 | \$257,352 |
| Direct Costs for O & M | | | | | | |
| Wastewater Plant: | | | | | | |
| Personnel Services | \$1,688,237 | \$399,054 | \$366,546 | \$458,477 | \$357,598 | \$1,581,675 |
| Contractual Services | \$638,232 | \$185,452 | \$237,860 | \$240,167 | \$274,573 | \$938,051 |
| Materials and Supplies | \$1,128,500 | \$146,775 | \$197,883 | \$156,644 | \$291,298 | \$792,600 |
| LESS: Administrative Fee from Sewer Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Wastewater Collection | \$103,312 | \$23,731 | \$22,505 | \$21,228 | \$24,215 | \$91,679 |
| Replacement Capital Requirements | \$2,111,000 | \$527,750 | \$527,750 | \$527,750 | \$527,750 | \$2,111,000 |
| Management and Overhead of System | \$117,627 | \$13,470 | \$15,277 | \$31,785 | \$24,206 | \$84,737 |
| Administrative Services Billing | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| LESS: | | | | | | |
| Septage Receiving Revenue | (\$440,000) | (\$113,862) | (\$120,473) | (\$111,950) | (\$108,715) | (\$455,000) |
| LESS: | | | | | | |
| Industrial Pretreatment Program Revenues | \$0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$6,277,805 | \$1,415,093.19 | \$1,480,072.67 | \$1,556,824.92 | \$1,623,648.82 | \$6,075,639.59 |
| | | | | | | <u>\$6,075,639.59</u> |
| Quarterly Budget | \$1,569,451 | | | | | |

201 REGIONAL WASTEWATER SYSTEM
FIVE YEAR FLOW MEASUREMENTS
 April 2018 - March 2023

| | | Mills | | Evansville | | Brooks | Bar Nunn | | Wardwell | | Casper | |
|-----|------|---------|-------|------------|-------|---------------------|----------|-------|----------|-------|----------|--------|
| 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% |
| 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% |
| Apr | 2021 | 11.6211 | 5.70% | 6.2088 | 3.04% | Combined with Mills | 4.0694 | 2.00% | 1.2954 | 0.64% | 174.3298 | 85.49% |
| May | 2021 | 12.6143 | 6.03% | 5.1524 | 2.46% | Combined with Mills | 4.4452 | 2.13% | 1.0423 | 0.50% | 180.2569 | 86.19% |

| | | Mills | | Evansville | | Brooks | Bar Nunn | | Wardwell | | Casper | |
|-----|------|---------|-------|------------|-------|---------------------|----------|-------|----------|-------|----------|--------|
| Jun | 2021 | 12.2582 | 5.67% | 7.2014 | 3.33% | Combined with Mills | 4.2777 | 1.98% | 0.9042 | 0.42% | 185.5317 | 85.82% |
| Jul | 2021 | 12.7793 | 5.39% | 8.7484 | 3.69% | Combined with Mills | 4.7103 | 1.99% | 1.0388 | 0.44% | 203.6752 | 85.93% |
| Aug | 2021 | 12.3492 | 5.55% | 6.8421 | 3.07% | Combined with Mills | 4.7465 | 2.13% | 1.0586 | 0.48% | 192.0111 | 86.27% |
| Sep | 2021 | 11.6285 | 5.41% | 5.8195 | 2.71% | Combined with Mills | 4.4998 | 2.09% | 1.2143 | 0.56% | 186.3122 | 86.63% |
| Oct | 2021 | 11.6566 | 4.95% | 8.3357 | 3.54% | Combined with Mills | 4.6403 | 1.97% | 1.8470 | 0.78% | 202.6443 | 86.09% |
| Nov | 2021 | 11.3087 | 5.33% | 7.6326 | 3.60% | Combined with Mills | 4.2881 | 2.02% | 1.4803 | 0.70% | 181.5422 | 85.60% |
| Dec | 2021 | 12.0584 | 5.53% | 6.5072 | 2.99% | Combined with Mills | 4.3655 | 2.00% | 1.8709 | 0.86% | 187.1620 | 85.89% |
| Jan | 2022 | 9.7323 | 4.37% | 8.6965 | 3.90% | Combined with Mills | 5.1815 | 2.33% | 1.7049 | 0.77% | 191.3838 | 85.87% |
| Feb | 2022 | 7.3499 | 3.80% | 7.7986 | 4.04% | Combined with Mills | 4.6333 | 2.40% | 1.9138 | 0.99% | 166.1267 | 85.96% |
| Mar | 2022 | 10.7588 | 5.25% | 9.8242 | 4.79% | Combined with Mills | 4.4744 | 2.18% | 1.7667 | 0.86% | 171.5204 | 83.63% |
| Apr | 2022 | 12.5578 | 6.13% | 8.1272 | 3.97% | Combined with Mills | 4.4755 | 2.19% | 2.5270 | 1.23% | 170.8005 | 83.41% |
| May | 2022 | 11.8920 | 5.75% | 8.6677 | 4.19% | Combined with Mills | 4.6591 | 2.25% | 2.3851 | 1.15% | 172.4435 | 83.44% |
| Jun | 2022 | 11.9286 | 5.78% | 10.6676 | 5.17% | Combined with Mills | 4.4371 | 2.15% | 2.3132 | 1.12% | 170.4347 | 82.55% |
| Jul | 2022 | 14.5783 | 6.36% | 8.3621 | 3.65% | Combined with Mills | 4.5958 | 2.01% | 1.9381 | 0.85% | 193.4147 | 84.40% |
| Aug | 2022 | 14.7449 | 5.84% | 8.574 | 3.40% | Combined with Mills | 4.6937 | 1.86% | 2.2639 | 0.90% | 215.7014 | 85.49% |
| Sep | 2022 | 11.8874 | 5.39% | 6.8283 | 3.10% | Combined with Mills | 4.5144 | 2.05% | 2.0029 | 0.91% | 189.2430 | 85.86% |
| Oct | 2022 | 12.2298 | 5.49% | 5.7906 | 2.60% | Combined with Mills | 4.7869 | 2.15% | 1.8324 | 0.82% | 192.0318 | 86.22% |
| Nov | 2022 | 13.2736 | 6.06% | 6.9384 | 3.17% | Combined with Mills | 4.5448 | 2.07% | 1.5283 | 0.70% | 187.0499 | 85.37% |
| Dec | 2022 | 13.5037 | 6.00% | 8.5695 | 3.81% | Combined with Mills | 4.5946 | 2.04% | 1.6509 | 0.73% | 189.7921 | 84.29% |
| Jan | 2023 | 13.8006 | 6.52% | 7.6185 | 3.60% | Combined with Mills | 4.6297 | 2.19% | 2.2822 | 1.08% | 177.4849 | 83.81% |
| Feb | 2023 | 11.8764 | 6.15% | 6.801 | 3.52% | Combined with Mills | 4.1711 | 2.16% | 2.1177 | 1.10% | 162.9029 | 84.30% |
| Mar | 2023 | 14.0012 | 7.06% | 6.0812 | 3.07% | Combined with Mills | 4.6828 | 2.36% | 2.2899 | 1.16% | 164.5513 | 83.02% |

201 REGIONAL WASTEWATER SYSTEM

FIVE YEAR FLOW MEASUREMENTS

April 2018 - March 2023

| | | Westland Park | | Airport | | Ardon | | Vista West/Westgate | | Skyline Ranches | | Six Mile | |
|-----|------|---------------|-------|---------|-------|--------|-------|---------------------|-------|-----------------|-------|----------|-------|
| 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% |
| 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% |
| Apr | 2021 | 0.7137 | 0.35% | 2.0365 | 1.00% | 0.1584 | 0.08% | 3.0679 | 1.50% | 0.3532 | 0.17% | 0.0734 | 0.04% |
| May | 2021 | 0.7113 | 0.34% | 2.0190 | 0.97% | 0.1584 | 0.08% | 2.3249 | 1.11% | 0.3498 | 0.17% | 0.0734 | 0.04% |
| Jun | 2021 | 0.5114 | 0.24% | 1.7921 | 0.83% | 0.1582 | 0.07% | 3.2177 | 1.49% | 0.2611 | 0.12% | 0.0732 | 0.03% |
| Jul | 2021 | 0.5590 | 0.24% | 1.6456 | 0.69% | 0.1579 | 0.07% | 3.3263 | 1.40% | 0.2907 | 0.12% | 0.0805 | 0.03% |
| Aug | 2021 | 0.5147 | 0.23% | 1.7288 | 0.78% | 0.1582 | 0.07% | 2.8097 | 1.26% | 0.2696 | 0.12% | 0.0806 | 0.04% |
| Sep | 2021 | 0.6832 | 0.32% | 1.5605 | 0.73% | 0.1582 | 0.07% | 2.7399 | 1.27% | 0.3684 | 0.17% | 0.0806 | 0.04% |
| Oct | 2021 | 0.5515 | 0.23% | 1.9839 | 0.84% | 0.1580 | 0.07% | 3.2068 | 1.36% | 0.2704 | 0.11% | 0.0805 | 0.03% |
| Nov | 2021 | 0.6109 | 0.29% | 1.7734 | 0.84% | 0.1582 | 0.07% | 2.9020 | 1.37% | 0.2990 | 0.14% | 0.0806 | 0.04% |
| Dec | 2021 | 0.5754 | 0.26% | 1.9847 | 0.91% | 0.1582 | 0.07% | 2.8601 | 1.31% | 0.2790 | 0.13% | 0.0806 | 0.04% |

| | | Westland Park | | Airport | | Ardon | | Vista West/Westgate | | Skyline Ranches | | Six Mile | |
|-----|------|---------------|-------|---------|-------|--------|-------|---------------------|-------|-----------------|-------|----------|-------|
| Jan | 2022 | 0.5739 | 0.26% | 1.9401 | 0.87% | 0.1582 | 0.07% | 3.1376 | 1.41% | 0.2757 | 0.12% | 0.0806 | 0.04% |
| Feb | 2022 | 0.6145 | 0.32% | 1.8842 | 0.97% | 0.1583 | 0.08% | 2.3986 | 1.24% | 0.3084 | 0.16% | 0.0807 | 0.04% |
| Mar | 2022 | 0.6569 | 0.32% | 2.0889 | 1.02% | 0.1585 | 0.08% | 3.4298 | 1.67% | 0.3357 | 0.16% | 0.0808 | 0.04% |
| Apr | 2022 | 0.7258 | 0.35% | 1.9987 | 0.98% | 0.1584 | 0.08% | 2.9428 | 1.44% | 0.3858 | 0.19% | 0.0807 | 0.04% |
| May | 2022 | 0.6941 | 0.34% | 2.1299 | 1.03% | 0.1585 | 0.08% | 3.1964 | 1.55% | 0.3690 | 0.18% | 0.0807 | 0.04% |
| Jun | 2022 | 0.6484 | 0.31% | 1.8981 | 0.92% | 0.1583 | 0.08% | 3.5597 | 1.72% | 0.3446 | 0.17% | 0.0807 | 0.04% |
| Jul | 2022 | 0.6454 | 0.28% | 1.837 | 0.80% | 0.1581 | 0.07% | 3.2180 | 1.40% | 0.3431 | 0.15% | 0.0805 | 0.04% |
| Aug | 2022 | 0.7401 | 0.29% | 1.7254 | 0.68% | 0.1577 | 0.06% | 3.2495 | 1.29% | 0.3920 | 0.16% | 0.0803 | 0.03% |
| Sep | 2022 | 0.7551 | 0.34% | 1.7395 | 0.79% | 0.1581 | 0.07% | 2.8059 | 1.27% | 0.3999 | 0.18% | 0.0805 | 0.04% |
| Oct | 2022 | 0.7204 | 0.32% | 1.846 | 0.83% | 0.1582 | 0.07% | 2.8634 | 1.29% | 0.3789 | 0.17% | 0.0806 | 0.04% |
| Nov | 2022 | 0.7386 | 0.34% | 1.8659 | 0.85% | 0.1581 | 0.07% | 2.5362 | 1.16% | 0.3838 | 0.18% | 0.0805 | 0.04% |
| Dec | 2022 | 0.7370 | 0.33% | 1.9812 | 0.88% | 0.1581 | 0.07% | 3.7109 | 1.65% | 0.3903 | 0.17% | 0.0806 | 0.04% |
| Jan | 2023 | 0.6599 | 0.31% | 1.9764 | 0.93% | 0.1584 | 0.07% | 2.7453 | 1.30% | 0.3464 | 0.16% | 0.0807 | 0.04% |
| Feb | 2023 | 0.4920 | 0.25% | 1.8216 | 0.94% | 0.1583 | 0.08% | 2.5697 | 1.33% | 0.2587 | 0.13% | 0.0807 | 0.04% |
| Mar | 2023 | 0.6008 | 0.30% | 2.0313 | 1.02% | 0.1586 | 0.08% | 3.4076 | 1.72% | 0.3204 | 0.16% | 0.0808 | 0.04% |

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

June 7, 2023

MEMO TO: Dan Sabrosky, Chairman
Members, 201 Management Oversight Committee

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

SUBJECT: Fiscal Year 2023–24 Budget

Budget Narrative

Below is the narrative regarding the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2024. The WWTP budget is a key component used in the calculation of 201 Regional Wastewater System (RWWS) Charges. The RWWS consists of eleven wholesale customers who's monthly charges are based on percentage of flow contributed to the system.

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).

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges – \$360,000 and \$80,000 – The total amount is unchanged from the FY23 budget and represents the Septic Tank Waste Charge and Sump Waste Charge revenue.
- b) Intergovernmental User Charges – \$6,981,355 – This represents an increase of \$703,550 from the FY23 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 – \$1,694,252 – This is an increase of \$6,015 from the FY23 budget. The increase anticipates a 3.5% pay increase; however, newer operators starting out lower on the pay scale offsets some of the overall personnel cost increase.

Materials and Supplies

- a) General Supplies and Materials – \$140,000 – This is an increase of \$11,000 from the FY23 budget. Slight increases were seen in lubricants, machinery supplies, and other structures/building supplies. General supplies and materials includes the following:
- \$ 3,000 – Office Supplies (unchanged)
 - \$15,000 – Misc Supplies (increase of \$10,000)
 - \$10,000 – Safety Equipment and Supplies (unchanged)
 - \$10,000 – Lubricants (increase of \$1,000)
 - \$85,000 – Machinery Supplies (increase of \$20,000)
 - \$ 5,000 – Small Tools and Supplies (unchanged)
 - \$12,000 – Lab Supplies (unchanged)
 - \$ 0 – Other Structures/Building Supplies (decrease of \$20,000)
- b) Postage and Printing – \$2,200 – This amount is a decrease of \$800 from the FY23 budget.
- c) Electricity – \$360,000 – This is amount is unchanged from the FY23 budget.
- d) Natural Gas – \$82,000 – This is an increase of \$10,000 from the FY23 budget.
- e) Gas/Fuel – \$20,000 – This is an increase of \$5,000 from the FY23 budget.
- f) Chemicals – \$625,000 – This is an increase of \$269,000 from the FY23 budget.
- g) Lift Station Supplies – \$10,000 – This amount is a \$4,000 decrease from the FY23 budget.
- h) Technology Supplies – \$1,000 – This amount is a decrease of \$6,500 from the FY23 budget. Computer replacements are now included in interdepartmental services.
- i) Maintenance/Repair – \$192,000 – This is an increase of \$22,000 from the FY23 budget. Maintenance and Repair includes:
- \$75,000 – UV Disinfection Equipment (unchanged)
 - \$12,000 – Meter Station Components (\$2,000 increase)
 - \$75,000 – Plant Valves and Piping (unchanged)
 - \$10,000 – Lighting System Components (unchanged)
 - \$20,000 – Machinery Repair (new, \$20,000 increase)
- j) Clothing Allowance – \$2,000 – This is unchanged from FY23.

Contractual Services

- a) Professional Services – \$30,000 – This amount is an increase of \$5,000 from the FY23 budget. This line is for instrumentation repair.
- b) Investment Services – \$12,079 – This is an increase of \$5,958 from the FY23 budget.
- c) Maintenance Agreements – \$54,200 – This is an increase of \$8,200 from the FY23 budget. This line includes the following items:
- \$ 6,200 – CMMS Software (\$200 increase)
 - \$ 3,000 – Operations Data Tracking Software (unchanged)
 - \$ 1,500 – Laser Alignment Tool Calibration (\$500 increase)
 - \$ 2,500 – Fire Sprinkler System Inspection (\$500 increase)
 - \$ 2,500 – Fire Extinguisher Inspection/Exchange (\$500 increase)
 - \$ 3,000 – HVAC Service (unchanged)
 - \$ 4,000 – Crane Inspections (unchanged)
 - \$ 2,500 – Copier Maintenance/Lease (\$500 increase)
 - \$ 1,000 – Lab Equipment Certification (unchanged)
 - \$ 2,000 – Instrumentation – Contractual (unchanged)
 - \$20,000 – Professional Cleaning Services (unchanged)
 - \$ 6,000 – IPP Linko Software
- d) Other Contractual – \$56,000 – This is a \$10,000 increase from FY23. Other Contractual contains the following:
- \$ 1,000 – Legal Services (unchanged)
 - \$45,000 – NCCD Funding Agreements (\$10,000 increase)
 - \$ 2,000 – Railroad Easements (unchanged)
 - \$ 5,000 – Other Misc. Contractual (unchanged)
 - \$ 3,000 – Public Outreach (unchanged)
- c) Interdepartmental Services – \$386,400 – This represents an increase of \$60,291 from the FY23 budget. This line item represents the following transfers to the General Fund for services provided:
- \$ 46,910 – Information Technology (\$9,214 increase)
 - \$ 44,276 – Finance (\$6,683 increase)
 - \$167,370 – Customer Service (\$44,985 increase)
 - \$ 23,376 – Human Resources (\$2,507 decrease)
 - \$ 11,360 – City Council (\$2,132 decrease)
 - \$ 35,262 – City Manager (\$8,206 decrease)
 - \$ 33,795 – City Attorney (\$6,287 increase)
 - \$ 18,797 – Central Garage (\$5,578 increase)
 - \$ 5,255 – Building and Structures (\$389 increase)

- f) Laundry and Towel Service – \$9,000 – This is an increase of \$800 over the FY23 budget.
- g) Testing – \$40,000 – This is unchanged from the FY23 budget and is for DEQ/EPA lab testing requirements.

Other Costs

- a) Travel/Training – \$8,500 – This is a \$500 increase from the FY23 budget. The increased amount is for new operator training.
- b) Insurance and Bonds – \$241,272 – This represents an increase of \$186,470 from the FY23 budget. The building and equipment schedule of values was adjusted as well as facilities added to the insurance policy that were not previously covered.

Utility Expense

- a) Communication – \$27,000 – This is a decrease of \$1,000 from the FY23 budget. The decrease is from converting some remote stations to radio from CenturyLink.
- b) Refuse - \$50,000 – This amount is unchanged from the FY23 budget.

Debt Service

- a) Principal Payment – \$709,114 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) – \$595,315
 - CWSRF Loan #128 (Biosolids Turner) – \$ 13,768
 - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$100,031
- b) Interest Expense – \$137,183 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) – \$ 78,229
 - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$ 58,954

Capital Revenues

- a) System Development Charges – \$190,000 – This amount is unchanged from the FY23 budget.
- b) ARPA Funding - \$2,000,000 – WWTP MCC Project

Capital – New

- a) There are no budget expenditures for New Capital in FY23.

Capital – Replacement

- a) \$3,500,000 – MCC Replacements
- b) \$175,000 – HVAC Replacements
- c) \$40,000 – N DAFT Pressure Tank and Controls Replacement
- d) \$25,000 – N DAFT Tank Chain Replacement
- e) \$80,000 – AB Diffuser Replacement
- f) \$12,000 – Dewatering Building Sludge Grinder
- g) \$20,000 – Centrifuge Sludge Feed Pump #1
- h) \$100,000 – Bar Nunn #2 Lift Station Generator
- i) \$150,000 – RWWS Interceptor Improvements
- j) \$125,000 – Equipment Replacements
- k) \$15,000 – Utility Cart – 660243
- l) \$15,000 – IPP Linko Software

Summary

Budgeted Operating Revenue for the WWTP Fund is anticipated to increase by \$857,598 from the FY23 budget. The increases are expected to come from user fees and earned interest. The FY24 WWTP Fund operations expenses are 15.7% above the FY23 budget. The majority of the increase is coming from chemicals, insurance, and internal services with smaller increases seen in materials, fuel, and maintenance repair.

Major capital projects for FY24 include the MCC replacement project, HVAC unit replacement, emergency generator replacement, and RWWS interceptor rehabilitation. At \$4,257,000, the FY24 WWTP Fund capital budget is \$1,555,000 more than last fiscal year. A \$2 M ARPA grant has been approved for the MCC Replacement Project.

The total FY24 WWTP budget shows a gain of \$500,000. This is mainly due to the receipt of ARPA funding, much of which will be seen in FY24. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

201 REGIONAL WASTEWATER SYSTEM

PRELIMINARY 2023-24 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 | \$1,694,252 | | |
| b) Contractual Services* | \$914,451 | | |
| c) Materials & Supplies | \$1,434,200 | | |
| | | <u> </u> | \$4,042,903 |
| * Less Sewer - Admin. 201 Charges | | | |
| Less: | | | |
| a) Adm. Fee from Sewer Fund (Inst. Tech. Svcs.) | | <u> </u> | \$0 |
| | | | \$0 |
| | | | \$4,042,903 |
| 2) Wastewater Collection | | | |
| a) Personnel | \$838,636 | | |
| b) Contractual Services | \$111,943 | | |
| c) Materials & Supplies | \$76,600 | | |
| | | <u> </u> | \$1,027,179 |
| Less: | | | |
| a) Power Lift Stations | (\$7,000) | | |
| b) Telemetry | (\$1,400) | | |
| c) Sewer Mains | \$0 | | |
| d) Lift Stations | (\$7,000) | | |
| | | <u> </u> | (\$15,400) |
| | | | \$1,011,779 |
| 30.34 miles RWWS Sewer X | \$1,011,779 | = | \$103,198 |
| 297.46 miles RWWS and Casper Sewer | | | |
| E) Replacement Capital Expense | | | \$2,236,000 |

F) Management and Overhead of Regional System

| | |
|-------------------------|------------------|
| 1) Sewer Administration | |
| a) Personnel | \$94,927 |
| b) Contractual** | \$352,015 |
| c) Materials & Supplies | \$2,000 |
| | <u>\$448,942</u> |

** Less 201 WWTP Charges

| | |
|-------------------------------|--------------------|
| Less: | |
| a) Administrative Services | (\$192,591) |
| b) Risk Mgmt./Human Resources | (\$13,149) |
| c) Engineering Services | \$0 |
| d) Insurance & Bonds | (\$22,156) |
| e) Legal Fees | (\$30,752) |
| f) City Adm. Charges | (\$42,425) |
| g) Investment Fees | (\$7,306) |
| | <u>(\$308,379)</u> |

Total Administration Cost to be allocated to RWWS \$140,563

| | |
|--------------------------------|--------------------|
| 2) Regional 201 Direct Costs | |
| a) Wastewater Plant D) 1) | \$4,042,903 |
| b) Wastewater Collection D) 2) | \$103,198 |
| | <u>\$4,146,101</u> |

| | |
|---|--------------------|
| 3) Total Casper Sewer Function Costs | |
| a) Wastewater Plant D) 1) | \$4,042,903 |
| b) Wastewater Collection | \$1,027,179 |
| c) Sewer Expenditures not allocated to RWWS | \$308,379 |
| | <u>\$5,378,461</u> |

4) Percent of Administration Costs allocated to RWWS

$$\frac{\$4,146,101}{\$5,378,461} \times \$140,563 = \$108,355.99$$

5) Add Direct Costs For Administration Billing \$0

SUBTOTAL \$7,421,354

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 \$6,981,354

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.

| Project Listing | 2024 | Total |
|--|----------------------|----------------------|
| Wastewater Treatment Plant | | |
| 2040021025 - MCC Replacement Project | (\$3,500,000) | (\$3,500,000) |
| 2040024002 - FY24 Equipment Replacements | (\$125,000) | (\$125,000) |
| 2040024004 - FY24 Dewatering Building HVAC Repla | (\$175,000) | (\$175,000) |
| 2040024007 - Bar Nunn 2 Lift Station Generator | (\$100,000) | (\$100,000) |
| 2040024008 - Utility Cart - 660243 | (\$15,000) | (\$15,000) |
| 2040024009 - North DAFT Pressure Tank and Contro | (\$40,000) | (\$40,000) |
| 2040024010 - North DAFT Tank Chain Replacement | (\$25,000) | (\$25,000) |
| 2040024012 - FY24 AB Basin Diffuser Replacement | (\$80,000) | (\$80,000) |
| 2040024013 - Dewatering Building Sludge Grinder | (\$12,000) | (\$12,000) |
| 2040024014 - FY24 RWWS Interceptor Improvements | (\$150,000) | (\$150,000) |
| 2040024015 - Centrifuge Sludge Feed Pump #1 | (\$20,000) | (\$20,000) |
| 2040024017 - Industrial Pretreatment Software | (\$15,000) | (\$15,000) |
| | (\$4,257,000) | (\$4,257,000) |

Report Total: **(\$4,257,000)** **(\$4,257,000)**

201 REGIONAL WASTEWATER SYSTEM

PRELIMINARY 2023-24 BUDGET

METHOD OF ALLOCATION OF REGIONAL COSTS

| | FY 22-23 Budget | | Proposed FY 23-24 Budget | |
|---|-----------------|-------------|--------------------------|-------------|
| A. Total annual costs for regional system | \$6,277,805 | | \$6,981,354 | |
| B. Total annual wastewater flow (MG) | 2,408 | | 2,420 | |
| C. Wholesale Treatment Cost per 1,000 gallons | \$2.607 | | \$2.885 | |
| D. Anticipated Cost to Each Agency | | | | |
| Mills | 5.54% | \$347,790 | 5.52% | \$385,278 |
| Evansville | 3.39% | \$212,818 | 3.81% | \$266,303 |
| Bar Nunn | 2.21% | \$138,739 | 2.14% | \$149,346 |
| Wardwell | 0.71% | \$44,572 | 0.92% | \$64,170 |
| Casper | 85.42% | \$5,362,501 | 84.71% | \$5,913,646 |
| Airport | 0.88% | \$55,245 | 0.89% | \$61,812 |
| Westland Park/Red Butte Village | 0.29% | \$18,206 | 0.32% | \$22,140 |
| Ardon | 0.08% | \$5,022 | 0.07% | \$5,105 |
| Vista West/Westgate Park | 1.30% | \$81,611 | 1.42% | \$99,400 |
| Skyline Ranches | 0.14% | \$8,789 | 0.17% | \$11,554 |
| Six Mile | 0.04% | \$2,511 | 0.04% | \$2,601 |
| | 100.00% | \$6,277,805 | 100.00% | \$6,981,355 |
| | | \$6,277,805 | | \$6,981,354 |

Budgeted Flow Measurements Based on January 2022 - December 2022 Percentage of Flows

Current as of June 7, 2023

**Agenda Item
4 b**