

Council Information Packet  
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Friday, May 11, 2018

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**The Grid**

A working draft of Council Meeting Agendas

**May 29, 2018**

**Councilmembers Absent:**

<b>Special Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Executive Session - Personnel		20 min	4:30
(conduct judge interviews)		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

**June 1-8: Mayor makes an offer and Support Services Director will assist with initiating executive level background check, negotiating/writing employment agreement.**

**June 5, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - May 15 & May 29 Personnel					
Pre-meeting: Cemetery Fee Increase					
Approve May 15 Regular Meeting and May 15 & May 29 Executive Session minutes					
Bright Spot in Reverse: CNFR presenting plaque to City Council for 20th Anniversary (Dave Park and Roger Walters)					
Establish Public Hearing for Review of Eight Ordinances Adopting the Various 2018 Editions of the International Building Codes.	C				C
Establish Public Hearing on FY18 Budget Amendments.	C				C
Establish Public Hearing on FY19 Budget Adoption	C				C
Establish Public Hearing for the Transfer of Ownership for Retail Liquor License No. 7, Owned by Love Holdings LLC, d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street	C				C
Wireless Communication Ordinance Amendments.		C	C		
MVPP 3rd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370 (Minors-Possession of Alcohol or Public Intoxication). 3rd reading			C		
Authorizing a Collective Bargaining Agreement for 2018-2020 between the City of Casper and the Fire Fighters Local Union 904, I.A.F.F., AFL-CIO.				C	

**The Grid**

A working draft of Council Meeting Agendas

Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.				C	
Wyoming Smart Capital Network Amendment.				C	
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No. 13-236.				C	
Authorizing an Amendment to the Lease Agreement with the State of Wyoming Department of Administration and Information, Construction Management for Property Located in the Downtown Area to be Used as a Parking Lot.				C	
Authorizing an Agreement with CUES, Inc., in the Amount of \$21,390.00, for the CCTV Push Camera System Project.				C	
Authorizing an Agreement with Mountain West Telephone, in the Amount of \$26,798.50, for the Fiber Communication Line Installation for Casper Fire-EMS Station #5.				C	
Authorizing a General Service Contract with Rocky Mountain Power, in the Amount of \$29,868.00, for the Baler Building Expansion and Materials Recovery Facility Electrical				C	
Authorizing an Underground Right of Way Easement with Rocky Mountain Power for the Baler Building Expansion and Materials Recovery Facility Electrical Service Upgrade.				C	
Authorizing a Contract for Outside-City Water Service with the Church of the Holy Family.				C	
Authorizing an Agreement with HiTek Communications, in an Amount not to Exceed \$90,455, for the Purchase and Installation of Video Surveillance Cameras.				C	
Approving the Adoption of the Americans with Disabilities Act Grievance Policy, in Compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.				C	
Authorizing the Release of Local Assessment District Liens on the Properties Listed on the Exhibit Dated May 10, 2018.					C
Authorizing the Inclusion of Fiscal Year 2018-2019 Summary Proposed Budget into the Minutes of the June 5, 2018, Regular Council Meeting.					C
Authorizing the Discharge of \$9,010.92 Uncollectible Accounts Receivable Balances, Aged between the Date of January 1, 2013 and March 31, 2013.					C
Authorize the Purchase of Three (3) New Mid-Size Police Utility Vehicles, in the Total Amount of \$110,785.38, Before the Trade-in Allowance, for Use by the Casper Police Department.					C
Rejecting the Bid from Western States Fire Protection for the LifeSteps Campus Building "F" Fire Suppression and Campus Fire Alarm System Replacement Project.					C

**June 12, 2018**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
FY18 Budget Amendment (Tom Pitlick)	Move Forward for Approval	20 min	4:30
CEC Audit Review (Tom Pitlick)		20 min	4:50
International Building Code Changes (Liz Becher)	Move Forward for Approval	20 min	5:10

**The Grid**

A working draft of Council Meeting Agendas

Casper Area Transportation Coalition (C.A.T.C.) (Liz Becher, Aaron Kloke)		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Direction Requested	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

**June 19, 2018****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent                      N = Item is <u>not</u> on Consent</b>					
Pre-meeting: Agenda Review					
Public Hearing on Building Code Amendments.		C	C		
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	
Public Hearing on Transfer of Ownership for Retail Liquor License No. 7, Owned by Love Holdings LLC, d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street.		C			C
Authorizing an Agreement with Sheet Metal Specialties, Inc., in the amount of \$56,700.00, for the WWTP HVAC Improvements.				C	
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing a Contract for Professional Services with Hopper Disposal, Inc., in the amount of \$317,500, to shred or remove tires from the Casper Regional Landfill.				C	
Authorizing a Contract for Professional Services with FORTERRA, in the amount of \$23,625 to manufacture 50 concrete bin blocks to be used in the compost products yard at the Casper Regional Solid Waste Facility.				C	
Adopting the Water, Sewer, and Wastewater Treatment Plant System Investment Charge Fee Schedule.				C	
Requesting Natrona County Continue to Collect 8 Mills of Property Taxes on Behalf of the City of Casper.				C	
Authorizing a Lease to Casper Area Transportation Coalition, Inc., (CATC), A Wyoming Non-Profit Corporation, for Two buildings, Parking Area and Adjacent Land at 1715 East 4th Street, in an Amount of \$8,436, Commencing July 1, 2018 through June 30, 2019.				C	
Authorizing a Professional Services Contract with Casper Area Transportation Coalition, Inc., (CATC), a Wyoming Non-Profit Corporation, for Fiscal Year 2019, in an Amount not to Exceed \$1,544,016.				C	
Authorizing a Lease for the Use of Certain City-Owned Vehicles to Casper Area Transportation Coalition, Inc., (CATC), A Wyoming Non-Profit Corporation, for the Transportation of the Elderly, Disabled, and General Public For Fiscal Year 2019 in an Amount of \$25, Commencing July 1, 2018 through June 30, 2019.				C	



**The Grid**

A working draft of Council Meeting Agendas

**July 10, 2018**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted</b>	<b>Beginning</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
I-25 Marginal - Cooperative Agreement		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:40
Agenda Review		20 min	6:00
Legislative Update	Direction Requested	20 min	6:45
Council Around the Table	Information Only	45 min	7:05
Approximate Ending Time			7:50

**July 17, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Public Hearing on Building Code Amendments. 3rd reading					

**July 24, 2018**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted</b>	<b>Beginning</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:40
Agenda Review		20 min	6:00
Legislative Update	Direction Requested	20 min	6:45
Council Around the Table	Information Only	45 min	7:05
Approximate Ending Time			7:50

**The Grid**

A working draft of Council Meeting Agendas

**August 7, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent	N = Item is <u>not</u> on Consent					

**August 14, 2018**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:40
Agenda Review		20 min	6:00
Legislative Update	Direction Requested	20 min	6:45
Council Around the Table	Information Only	45 min	7:05
Approximate Ending Time			7:50

<b>Upcoming Work Session Agenda Items</b>
UBER (Taxi Ordinance Change)
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalites for Impound
Downtown Parking Study Implementation
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan
Goodstein Lot Lease (Long Term Plan)
Lifeflight Service Insurance

## The Grid

A working draft of Council Meeting Agendas






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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 	28	29	30 <u>1:00p</u> -Civil Service Commission	31	1 <u>6:00p</u> -David Street Station Phase 2 Grand Opening	2
3	4 <u>5:00 p.m.</u> - CNFR (Parkway Plaza)	5 <u>6:00p</u> -Council Meeting	6 <u>11:30a</u> -Drug Court	7 <u>7:00p</u> -Youth Empowerment	8 <u>11:30a</u> -Chamber Coordination/ Infoshare	9
10	11 <u>8:30a</u> -Historic Preservation	12 <u>4:30p</u> -Council Work Session	13 <u>11:30a</u> -DDA <u>2:00p</u> -Senior Advocacy Committee <u>6:00p</u> -Amoco Reuse JPB	14 Flag Day <u>7:00a</u> -CAEDA <u>4:30p</u> -Leisure Services Board <u>7:00p</u> -Youth Empowerment	15	16 
17 Father's Day 	18 <u>12:30p</u> -Senior Services <u>4:00p</u> -OYD Advisory Committee	19 <u>11:30a</u> -Regional Water JPB <u>4:00p</u> -Chamber of Commerce <u>6:00p</u> -Council Meeting	20 <u>7:00a</u> -Mayor/ Commissioner	21 First day of summer <u>10:30a</u> -Housing Authority <u>4:00p</u> -Contractors' Licensing Board <u>5:30p</u> - City County Board of Health <u>6:00p</u> - Planning & Zoning <u>7:00p</u> -Youth Empowerment	22	23
24	25 <u>2:00p</u> -CATC	26 <u>11:30a</u> -Travel & Tourism <u>1:00p</u> -NIC <u>4:30p</u> -Council Work Session	27 <u>7:00a</u> -CPU Advisory Board <u>12:00p</u> -Meth Committee <u>5:15p</u> -CAP	28 <u>7:00p</u> -Youth Empowerment	29 	30



**BP Project Notice**  
Casper, Wyoming  
May 30, 2018

BP is undertaking a project that will require temporary closure of a half-mile section of the recreational trail on the south side of the North Platte River starting in early June 2018. The trail will reopen late this fall with a temporary gravel surface after the project is completed. The trail will then be repaved when the weather allows in the spring of 2019. We apologize for the inconvenience of the trail closure. A map showing a detour around the closed portion of the trail is included on the opposite side of this sheet.

The project involves installing a secondary subsurface barrier wall between the former Amoco Refinery property and the river. The new barrier – called a slurry wall – will provide the river with additional protection against potential migration of remaining hydrocarbons from the former refinery site.

The slurry wall will be installed using a state-of-the-art process called one-pass trenching. The one-pass process eliminates the need for an open trench during the installation of the wall, which will be comprised of a mixture of native soil and bentonite clay. The one-pass process is also up to five times faster than the traditional open-trenching process.

The result will be a protective wall 30 inches wide that extends from just below the ground surface down to bedrock. Following the construction completion, access along the riverfront will be the same as it has been prior to construction.

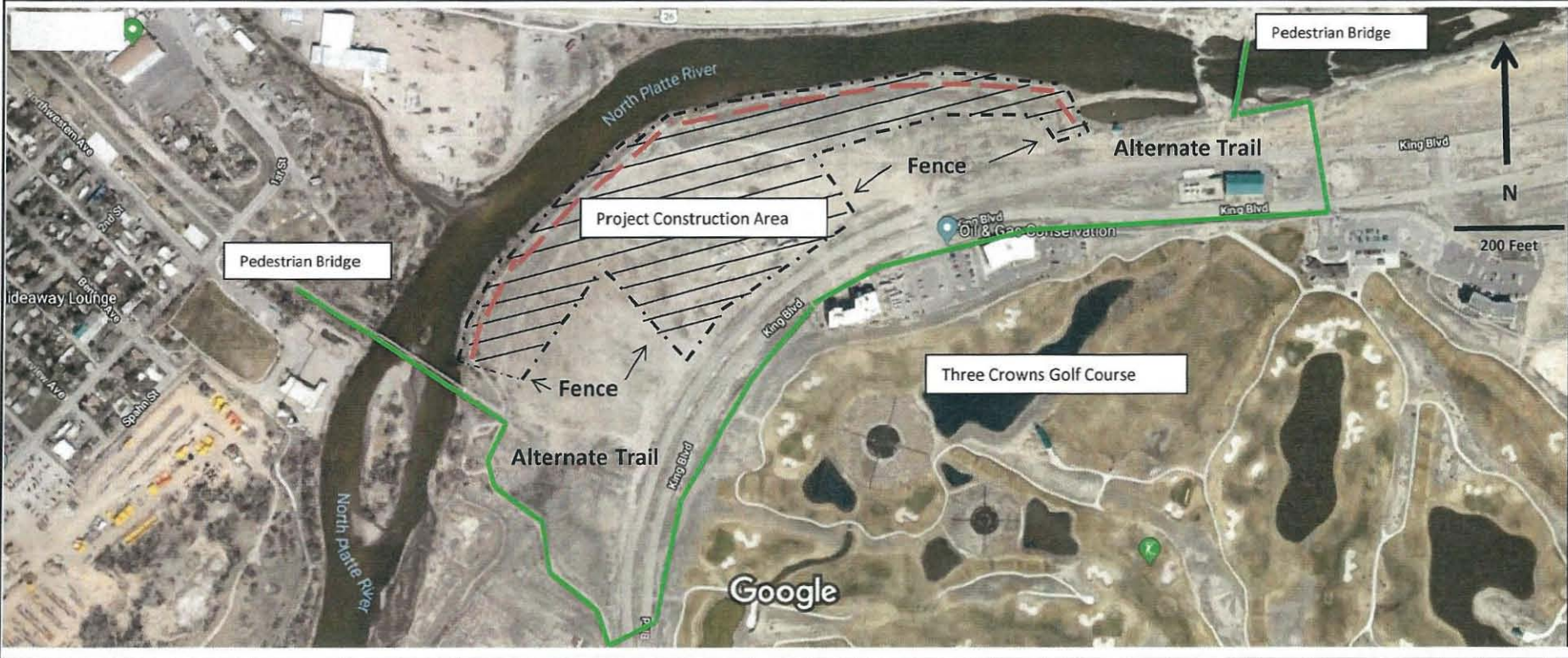
BP has coordinated its efforts for this project with the Amoco Reuse Agreement Joint Powers Board (ARAJPB) and Wyoming Department of Environmental Quality (WDEQ). We will use local contractors whenever possible for the project, with one exception being the specialty contractor who will install the wall itself.

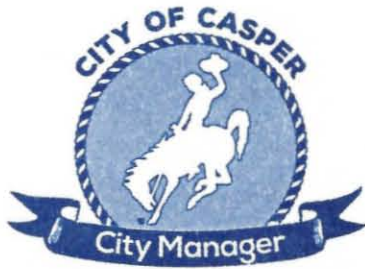
Our highest priority is the safety of residents, site neighbors, and our own workers and contractors throughout the construction.

If you have any questions about the project or the temporary trail closure, please call:  
Renee Hahn, ARAJPB, (307) 472-5591  
Amber Gifford, Refined Properties, (307) 268-7146  
Ron Rybarczyk, BP America Communication & External Affairs, (816) 536-1328

###

Temporary Trail Closure - Alternate Route





# CITY OF CASPER

200 N. David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8224  
Fax: (307) 235-8313

May 25, 2018

Kris Gaddis  
Gaddis Custom Building, LLC  
1011 Goodstein Drive  
Casper, WY 82601

**RE: HERITAGE HILLS ADDITION NUMBER 5  
NOTICE TO STOP WORK AND RECLAIM DISTURBED LAND**

Dear Mr. Gaddis:

Casper Municipal Code 12.20.030 requires an erosion and sediment control permit for any construction activity that disturbs areas over an acre in size. There has been a large disturbance of ground (more than one acre) in the area of the proposed Heritage Hills Addition No. 5. An erosion and sediment control permit has not been issued. The disturbance of ground is a violation of the Casper Municipal Code.

You are hereby ordered to stop all construction activity and reclaim all disturbed ground with Type 2 seed in accordance with Section 203 of the City of Casper Standard Specifications and pursuant to section 12.20.140 of the Municipal Code. You are also to commence and complete remedial procedures within 14 calendar days of the date of this letter.

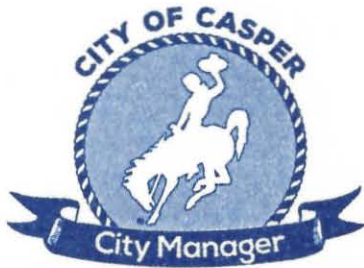
In accordance with Municipal Code Section 12.20.190, this violation is a misdemeanor and each day such violation occurs is a separate offence. If remedial actions are not undertaken and completed within 14 calendar days of the date of this letter, by May 30, 2018, the City intends to cite you for these violations of the Casper Municipal Code.

Sincerely,

J. Carter Napier  
City Manager

cc: Andrew Beamer, P.E., Public Services Director  
Lewis James P.E., JKC  
Ethan Yonker, P.E., Associate Engineer





# CITY OF CASPER

200 N. David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8224  
Fax: (307) 235-8313

May 25, 2018

Kris Gaddis  
Gaddis Custom Building, LLC  
1011 Goodstein Drive  
Casper, WY 82601

RE: **HERITAGE HILLS ADDITION NUMBERS 3 AND 4**

- **NOTICE TO STOP WORK;**
- **NOTICE OF REVOCATION OF THE EROSION CONTROL PERMIT NUMBER 17-001S**

Dear Mr. Gaddis:

A Notice of Violation was issued to Gaddis Custom Building, LLC, on January 22, 2018, pursuant to Municipal Code section 12.20.170, for failure to install, maintain and enforce best management practices for Erosion Control for the Heritage Hills Addition No. 3 & 4. The notice allowed fourteen (14) days to correct the violation. Numerous letters were provided by City staff to Gaddis Custom Building, LLC, in attempts to achieve compliance with the Casper Municipal Code; yet, to date, Gaddis Custom Building, LLC, remains in violation of Casper Municipal Code Chapter 12.20.

In Accordance with Casper Municipal Code section 12.20.140, Gaddis Custom Building, LLC, is ordered to stop all construction activities under the Erosion Control Permit number 17-001S.

Furthermore, in accordance with Casper Municipal Code section 12.20.110, City of Casper Erosion Control Permit number 17-001S is hereby revoked. The City of Casper will work with the Surety for the project to reclaim all disturbed ground and provide erosion control until the site has been fully reclaimed.

Sincerely,

J. Carter Napier  
City Manager

cc: Andrew Beamer, P.E., Public Services Director  
Ethan Yonker, P.E.  
Lewis James P.E., JKC





## Coffee Talk!

### City of Casper Community Development Department

Thursday, June 21st, 2018, 7:00 a.m.

City Hall/Council Chambers

**WE'RE PROVIDING COFFEE  
& DOUGHNUTS - PLEASE RSVP:**

Dee Hardy  
Administrative Support Technician  
Community Development  
Phone: 307-235-8241  
dhardy@casperwy.gov

- [One-Cent Project Presentation](#)—City of Casper One-Cent Education Committee

\*Free Penny to the First 50 Attendees!!



- [New State Office Building Update](#)-  
Lyle Murtha, Stateline No. 7 Architects

**As we continue to improve our distribution list, please feel free to invite anyone else you think would benefit and have them let us know they're coming!**

*Plan Ahead...*  
Next Forum Date:  
September, 2018

**From:** David Street Station [mailto:info=davidstreetstation.com@mail206.atl81.rsgsv.net] **On Behalf Of** David Street Station  
**Sent:** Wednesday, May 30, 2018 11:51 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** It's Time. David Street Station Phase 2 Opens June 1!



## **It's Time. David Street Station Phase 2 Opens June 1!**

Please join us for the Grand Opening of Phase 2, including the Hilltop National Bank Splashpad, on Friday, June 1, 2018 at 6 PM. This evening will mark the launch of the Splash Pad and kickoff the Summer Concert Series featuring opening band, Static Nebulus, and headliner, Barrel House. Food and beverage vendors will be nearby to add to the celebration.

We have a summer packed full of events and excitement. You won't want to miss out. Hope to see you as we kickoff our inaugural summer!

COOPERATIVE AGREEMENT BETWEEN CITY OF CASPER

And

NATRONA COUNTY WEED AND PEST CONTROL DISTRICT.

This Agreement with attachments entered into this 17th day of August, 1976, between the above-named City and County pursuant to provisions of Wyoming Statute 11-69.1 through 11-69.21, inclusive, entitled, "The Wyoming Weed and Pest Control Act of 1973".

The purpose of this Agreement is to develop and implement a coordinated Weed and Pest Control Program for all of Natrona, County.

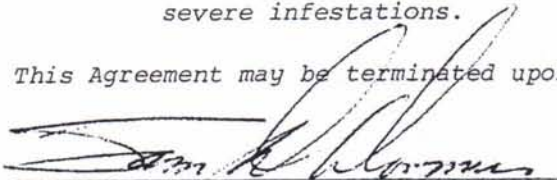
The City agrees as follows to:

1. Submit an annual budget to the County Weed and Pest Control District by May 15 of each year.
2. Submit Weed and Pest Control Summary to Weed and Pest Control District in January of each year.
3. When possible, attend the monthly meeting of District Board of Directors.
4. Coordinate city and suburban program with Weed and Pest Supervisor.
5. Draft short and long-range programs.

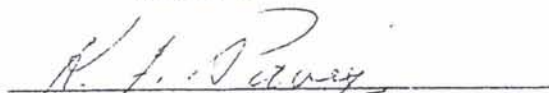
Weed and Pest Control District Agrees To:

1. Render technical assistance to the city or town.
2. Coordinate District Program in suburban areas with the City Program.
3. Make available chemicals on designated weed and pest control at bid prices.
4. Cooperate on educational programs.
5. Notify and advise the city of all Board of Directors meetings.
6. Coordinate emergency control programs upon request for control of severe infestations.

This Agreement may be terminated upon mutual consent of both parties.

  
Signature

August 17, 1976  
Date

  
Signature

Aug 20 1976  
Date



**201 MANAGEMENT OVERSIGHT COMMITTEE  
MEETING AGENDA**

**Sam H. Hobbs Regional Wastewater Plant  
Wednesday, June 6, 2018  
10:00 a.m.**

AGENDA:

1. Election of Officers
- \* 2. Consider minutes of the June 7, 2017 meeting
- \* 3. Regional Wastewater System 2017-2018 Cost Schedule – July 2017 – March 2018
- \* 4. 201 RWWS Flow Measurement Update
- \* 5. Discuss Proposed FY 18-19 Regional Wastewater Budget
  - a. 201 RWWS Budget
  - b. New and Replacement Capital Improvement Projects
- \* 6. Discuss System Investment Charge Fee Schedule Update
7. Operations Update
  - a. WWTP
  - b. Interceptor Sewers
8. Update of Projects (Not covered in FY19 Budget)
  - a. WWTP Emergency Power Project – Awarded to ITC Electrical Technologies
  - b. MCC Replacement Project – Design underway by CH2M
  - c. Lift Station Emergency Generator Replacement Project – Design underway by West Plains Engineering
  - d. Boiler Installation Project – Design underway by HDR Engineering
  - e. Headworks Building Roof Handrails
  - f. Grit Mechanism Replacement
9. Adjournment

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

#### REPRESENTATIVES:

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

Evansville: Dan Adcock – Member

Mills: Mike Coleman – Member

Natrona County: Mike Haigler – Chairman – Member

Wardwell: Larry Keffer – Member

Bar Nunn: Bill Johnston – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

#### ABSENT:

TIME, DATE: 10:00 a.m., June 6, 2017  
Sam Hobbs Regional Wastewater Treatment Plant

#### AGENDA:

- \* 1. Consider minutes of the June 8, 2016 meeting
2. Regional Wastewater System 2016-2017 Cost Schedule – July 2016 – March 2017
- \* 3. 201 RWWS Flow Measurement Update
- \* 4. Discuss Proposed FY 17-18 Regional Wastewater Budget
  - a. 201 RWWS Budget
  - b. New and Replacement Capital Improvement Projects
- \* 5. Discuss WWTP Facilities Plan Update
- \* 6. Discuss System Investment Charge Study Update
- \* 7. Update of Projects (Not covered in FY18 Budget)
  - a. North Platte Sanitary Sewer Rehabilitation Project
  - b. WWTP Emergency Power Project – Awarded to ITC Electrical Technologies

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

- c. NPSS Corrosion Control Facility – Under Construction
  - d. Digester No. 2 Cover Replacement – Completed
  - e. Primary Clarifier Renovations – Awarded to Carr Coatings
  - f. Primary Sludge Pump Replacements
  - g. PLC/SCADA Project – Completed
  - h. 33 Mile Sewer System – Under Construction
8. Other Business
9. Adjournment

Chairman Haigler called the meeting to order at 10:02 a.m.

1. Chairman Haigler asked for a motion to approve the minutes from the June 8, 2016 meeting. A motion was made by Committee Member Keffer and seconded by Committee Member Adcock to approve the minutes of the June 8, 2016 meeting. Motion passed.
2. Mr. Martin asked the Committee to reference the 2016-2017 Cost Schedule as of March 31, 2017 in their agenda packets. Mr. Martin stated that he expects the fourth quarter costs to be close to \$1 M.  
  
Mr. Martin stated that Septage Revenue is down this year.
3. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that each meter station has a 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.
4. In Budget Discussion:
  - a. Mr. Martin asked the Committee to reference the Preliminary FY17-18 Regional Wastewater Budget. Mr. Martin stated that the RWWS Budget is based on the cost accounting methodology agreed on in the 1980's and updated in 1995.  
  
Mr. Martin stated that the budget expenses have been held close to the FY17 budget.  
  
Mr. Martin stated that an additional \$150,000 was added to Chemicals for the North Platte Sanitary Sewer Corrosion Control Facility.  
  
Mr. Martin stated that \$90,000 was added for cleaning Digester No. 3. Mr. Martin stated that this is a maintenance issue and was removed from capital expenditures.

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

Mr. Martin stated that the increase to Personnel was due to the Lead Operator retiring and was not re-budgeted when it should have been.

Mr. Martin stated that this is an old WWTP and requires a large amount of equipment maintenance and replacements.

Mr. Martin stated that Hauled Waste and Septage Received have both slowed down due to less non-hazardous waste received from the Oil Industry.

Mr. Martin stated that the total charges to be allocated to the member entities are \$4,610,131. Mr. Martin stated that the allocated costs are based on the previous twelve month percentage of flow measurements. Mr. Martin stated that the flow percentages move up and down and are based on actual flows for the upcoming quarters.

- b. Mr. Martin asked the Committee to reference the New and Replacement Capital projects.

In Replacement Capital Projects, Mr. Martin gave an overview of the following projects:

Buildings – Mr. Martin stated that this line item covers lighting renovations, security upgrades, and the Digester Building roof replacement.

Improvements Other Than Buildings – Mr. Martin stated that this line item includes replacements of a sludge grinder, lab equipment, UV Disinfection equipment, WWTP valves and piping, Roll Off Boxes, Headworks Building roof handrails, Bar Nunn Lift Station No. 2 generator, a strainer for the PW2 water system, one Primary Sludge pump, MCC replacements which will be done in phases, and a large boiler for the digesters will also be replaced.

Mr. Martin stated that funds have also been budgeted for unanticipated equipment replacements and for computer replacements.

In New Capital Projects, Mr. Martin gave an overview of the following projects:

Shop Equipment – Mr. Martin stated that funds have been budgeted for a press for working on unit processes equipment.

Middle North Platte Watershed – Mr. Martin stated that this is the payment to the Natrona County Conservation District for selenium mitigation.

5. Mr. Martin stated that CH2M was retained a little over a year ago to complete the WWTP Facilities Plan Update. Mr. Martin stated that CH2M is close to completing the report.

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

Mr. Martin stated that currently CH2M is reviewing current flows and loadings to the WWTP and comparing that to the design. Mr. Martin stated that they are projecting flows and loadings out for the next twenty years.

Mr. Martin stated that CH2M is working with EPA and DEQ to try and understand what regulations will be changing over the next several years. Mr. Martin stated that CH2M is looking particularly at nutrient and selenium removal requirements. Mr. Martin stated that upgrades to meet nutrient and selenium removal requirements could cost upwards of \$20 M.

Mr. Martin stated that CH2M has evaluated the existing secondary treatment processes at the WWTP and will be recommending what capital upgrades could be done over the short term that would still be usable after a major upgrade.

Mr. Martin stated that CH2M will provide treatment alternatives that could be used to meet future flows/loadings and regulations.

Mr. Martin stated that CH2M will provide a cost estimate for short and long term capital projects, including major upgrades.

Mr. Martin stated that CH2M is wrapping up the facilities plan and should be ready to present to a combined meeting of the 201 MOC and the CPU Advisory Board in August, after which they will give a presentation to the Casper City Council.

6. Mr. Martin stated that Raftelis Financial Consultants Inc. (Raftelis) was retained to provide a system investment charge study and cost of services study. Mr. Martin stated that this study will look at our system and current capital improvement plans and make recommendations on system investment charges.

Mr. Martin stated that the kick off meeting for the system development charge study was held on March 1<sup>st</sup> at a combined meeting of the 201 Management Oversight Committee, the CPU Advisory Board, and the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that data was collected during March and April. Mr. Martin stated that since that time, Raftelis has been compiling the data and working it into models that will help them with their recommendations. Mr. Martin stated that currently, Raftelis is working to gain a better understanding of our systems and the data.

Mr. Martin stated that Raftelis should have some system investment charge and financial plans for the City to review in about three weeks. Mr. Martin stated that the cost of services portion will take about six weeks to complete.

Mr. Martin stated that the information will be presented at another combined meeting of the board in late August or early September. Mr. Martin stated that any comments

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

or concerns that the boards have will be addressed and then the final study will be presented to the Casper City Council.

#### 7. In Project Updates:

- a. Mr. Martin stated that the assessment of the North Platte Sanitary Sewer (NPSS) Rehabilitation Project was completed in 2012. Mr. Martin stated that this project will cost approximately \$8 M and may need SRF funding.
- b. Mr. Martin stated that the WWTP Emergency Power Project was awarded to ITC Electrical Technologies. Mr. Martin stated that this project is for one generator at the head of the WWTP. Mr. Martin stated that the current generator is over thirty years old. Mr. Martin stated that the kick off meeting for this \$2 M project will be held soon.
- c. Mr. Martin stated that the NPSS Corrosion Control Building is under construction. Mr. Martin stated that this project will add ferrous to the North Platte Sanitary Sewer and should be completed in July or August. Mr. Martin stated that this is an \$850,000 project.
- d. Mr. Martin stated that the Digester No. 2 Cover Replacement Project has been completed and is back on line.  
  
Mr. Martin stated that Digester No. 3 will be cleaned and will have valves replaced this year.
- e. Mr. Martin stated that the Primary Clarifier Renovations Project was awarded to Carr Coatings. Mr. Martin stated that Clarifier No. 1 was completed in FY17 and Clarifier No. 2 will start this month. Mr. Martin stated that the project should be completed before the eclipse.
- f. Mr. Martin stated that the Primary Sludge Pump Replacements Project will replace the piston style pumps.
- g. Mr. Martin stated that the PLC/SCADA Project has been completed. Mr. Martin stated that this 20 year old equipment was replaced at eleven remote meter stations. Mr. Martin stated that the contractor still needs to submit schematics for the project.
- h. Mr. Martin stated that the 33 Mile Sewer System is under construction. Mr. Martin stated that the project is behind schedule but should be completed next month. Chairman Haigler asked if this is an injection sewer line. Mr. Martin stated that it is gravity flow. Ms. Johnston stated that the fencing, grading, and SCADA still need completed. Mr. Beamer clarified that the SCADA still needs tied in to the existing SCADA at the WWTP.

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

8. In Other Business, Mr. Martin turned the time over to Ms. Johnston to discuss plan review for 201 Sewer tie ins. Ms. Johnston stated that the City of Casper is responsible for the maintenance of the 201 sewer lines. Ms. Johnston stated that some contractors have installed drop manholes on the 201 sewer lines which help create H<sub>2</sub>S that corrodes the sewer lines. Ms. Johnston requested that all member entities of the 201 Sewer System submit plans to the City for any work that includes 201 sewer lines for a curtesy review.
9. A motion was made by Vice Chairman Johnston and seconded by Committee Member Coleman to adjourn the meeting at 10:34 a.m. Motion passed.

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Secretary

**201 REGIONAL WASTEWATER SYSTEM  
2017-18 COST SCHEDULE  
(As of March 31, 2018)**

Identification of Cost Bases	FY 17-18 Budget	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Actual FY 17-18 Final
Capital Recovery Cost						
Capital Recovery Costs						
North Platte Sewer						
Other Capital Requirements:						
Debt Service						
WWTP Improvements						
1) 2008 WWTP Imp.	\$647,268.00	\$161,817.00	\$161,817.00	\$161,817.00		\$485,451.00
2) WWTP - Phase I Imp.	\$227,330.00	\$56,832.50	\$56,832.50	\$56,832.50		\$170,497.50
Direct Costs for O & M						
Wastewater Plant:						
Personnel Services	\$1,339,511.00	\$299,944.93	\$332,107.67	\$304,848.66		\$936,901.26
Contractual Services	\$885,553.00	\$143,601.30	\$198,706.23	\$194,504.21		\$536,811.74
Materials and Supplies	\$454,500.00	\$53,828.65	\$139,398.77	\$102,338.20		\$295,565.62
LESS: Administrative Fee from Sewer Fund	(\$19,344.00)	(\$4,928.00)	(\$4,928.00)	(\$4,928.00)		(\$14,784.00)
Wastewater Collection	\$83,875.00	\$18,288.63	\$19,167.17	\$17,388.95		\$54,844.75
Replacement Capital Requirements	\$1,261,000.00	\$315,250.00	\$315,250.00	\$315,250.00		\$945,750.00
Management and Overhead of System	\$163,149.00	\$33,022.56	\$33,242.64	\$50,527.63		\$116,792.83
Administrative Services Billing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS:						
Septage Receiving Revenue	(\$360,000.00)	(\$110,558.25)	(\$98,549.76)	(\$177,705.65)		(\$386,813.66)
LESS:						
Industrial Pretreatment Program Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS:						
Correction to First Quarter Billing						\$0.00
	\$4,682,842.00	\$967,099.32	\$1,153,044.22	\$1,020,873.50	\$0.00	\$3,141,017.04
Quarterly Budget	\$1,170,710.50					\$3,141,017.04



201 REGIONAL WASTEWATER SYSTEM  
FIVE YEAR FLOW MEASUREMENTS  
 April 2013- March 2018

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
Apr	2013	10.7587	5.42%	8.3541	4.21%	Combined with Mills	3.8361	1.93%	4.3200	2.17%	166.5156	83.83%
May	2013	14.5110	7.01%	8.6215	4.16%	Combined with Mills	4.0645	1.96%	2.6860	1.30%	172.4047	83.23%
June	2013	14.2745	7.25%	9.6997	4.93%	Combined with Mills	4.0915	2.08%	2.3487	1.19%	161.9156	82.25%
July	2013	14.6396	7.10%	11.2225	5.44%	Combined with Mills	4.3446	2.11%	2.6826	1.30%	168.5425	81.69%
Aug.	2013	14.2211	6.82%	11.051	5.30%	Combined with Mills	4.037	1.94%	3.5521	1.70%	170.7738	81.87%
Sep	2013	13.2036	6.44%	10.0355	4.89%	Combined with Mills	4.0312	1.96%	3.6401	1.77%	169.5080	82.62%
Oct	2013	12.7538	5.69%	9.2243	4.11%	Combined with Mills	4.8401	2.16%	3.7969	1.69%	187.7618	83.69%
Nov	2013	13.3466	6.27%	8.1243	3.82%	Combined with Mills	4.1801	1.96%	3.0255	1.42%	179.0180	84.07%
Dec.	2013	14.2373	6.68%	6.3543	2.98%	Combined with Mills	4.1571	1.95%	1.6869	0.79%	181.5356	85.21%
Jan.	2014	13.6757	6.32%	7.3695	3.41%	Combined with Mills	4.5301	2.09%	2.4485	1.13%	183.0724	84.64%
Feb.	2014	13.5154	6.64%	7.9208	3.89%	Combined with Mills	4.0963	2.01%	2.4574	1.21%	170.9964	84.02%
Mar.	2014	14.2567	6.36%	9.5792	4.27%	Combined with Mills	4.5522	2.03%	2.1524	0.96%	188.1041	83.92%
Apr.	2014	12.7635	5.76%	8.6461	3.90%	Combined with Mills	4.0682	1.84%	2.2376	1.01%	188.3760	85.05%
May	2014	13.6218	5.85%	9.0677	3.89%	Combined with Mills	4.1177	1.77%	2.3513	1.01%	198.8045	85.34%
June	2014	14.3149	6.01%	10.4179	4.38%	Combined with Mills	4.3891	1.84%	2.6255	1.10%	201.4422	84.60%
July	2014	15.3726	6.17%	10.903	4.38%	Combined with Mills	5.1065	2.05%	3.0507	1.23%	209.4052	84.10%
Aug.	2014	12.8051	5.25%	10.3176	4.23%	Combined with Mills	5.1337	2.11%	2.5637	1.05%	207.5098	85.12%
Sept.	2014	12.4768	5.42%	9.7051	4.22%	Combined with Mills	5.4488	2.37%	2.2869	0.99%	195.0703	84.74%
Oct.	2014	14.1866	6.15%	9.4469	4.09%	Combined with Mills	5.5306	2.40%	2.1449	0.93%	193.9392	84.02%
Nov.	2014	11.8862	5.46%	9.3429	4.29%	Combined with Mills	5.3575	2.46%	2.1110	0.97%	184.0636	84.52%
Dec.	2014	10.5790	4.92%	8.4013	3.91%	Combined with Mills	5.4386	2.53%	1.9695	0.92%	183.7181	85.52%
Jan.	2015	10.7901	4.98%	8.5722	3.96%	Combined with Mills	5.7047	2.63%	1.7445	0.81%	185.0265	85.43%
Feb.	2015	9.5384	4.92%	7.4404	3.84%	Combined with Mills	5.0796	2.62%	1.2727	0.66%	166.4746	85.82%
Mar.	2015	10.3386	4.89%	8.9942	4.25%	Combined with Mills	5.4137	2.56%	1.9918	0.94%	180.1184	85.20%
Apr	2015	10.5563	5.15%	7.5956	3.71%	Combined with Mills	4.972	2.43%	1.6112	0.79%	175.5083	85.64%
May	2015	12.9090	5.25%	8.9461	3.64%	Combined with Mills	4.4662	1.82%	3.6773	1.50%	210.6653	85.65%
Jun.	2015	14.1586	6.06%	10.0495	4.30%	Combined with Mills	4.3057	1.84%	3.8477	1.65%	196.5117	84.04%
July	2015	14.5757	6.22%	10.6967	4.56%	Combined with Mills	4.1578	1.77%	3.4184	1.46%	196.8967	83.98%
Aug.	2015	14.9336	6.57%	11.0786	4.87%	Combined with Mills	4.2945	1.89%	3.2817	1.44%	188.7966	83.08%
Sept.	2015	13.2212	6.26%	10.7846	5.10%	Combined with Mills	4.3273	2.05%	3.3762	1.60%	175.1063	82.84%
Oct.	2015	12.7888	5.97%	9.8566	4.60%	Combined with Mills	4.7505	2.22%	3.6783	1.72%	177.8190	83.03%
Nov.	2015	12.9202	6.30%	10.0309	4.89%	Combined with Mills	4.9902	2.43%	2.5461	1.24%	169.9027	82.81%
Dec.	2015	11.5787	5.47%	9.2156	4.35%	Combined with Mills	4.5963	2.17%	2.4822	1.17%	178.9560	84.56%
Jan.	2016	10.6698	4.96%	8.5626	3.98%	Combined with Mills	4.7	2.18%	2.6509	1.23%	183.7521	85.34%
Feb.	2016	9.8150	5.03%	7.3577	3.77%	Combined with Mills	4.3217	2.22%	2.8049	1.44%	165.9263	85.07%
Mar	2016	12.2316	5.49%	8.0383	3.61%	Combined with Mills	4.7726	2.14%	2.5873	1.16%	190.0040	85.36%
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%

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
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%

201 REGIONAL WASTEWATER SYSTEM

**FIVE YEAR FLOW MEASUREMENTS**

April 2013 - March 2018

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
Apr	2013	0.7400	0.37%	1.8579	0.94%	0.1585	0.08%	1.8434	0.93%	0.2296	0.12%	0.0250	0.01%
May	2013	0.9239	0.45%	1.8281	0.88%	0.1584	0.08%	1.6371	0.79%	0.2866	0.14%	0.0250	0.01%
June	2013	0.6234	0.32%	1.6141	0.82%	0.1594	0.08%	1.9162	0.97%	0.1919	0.10%	0.0252	0.01%
July	2013	0.5093	0.25%	1.6122	0.78%	0.1593	0.08%	2.4314	1.18%	0.1557	0.08%	0.0251	0.01%
Aug.	2013	0.5596	0.27%	1.6454	0.79%	0.1584	0.08%	2.3839	1.14%	0.1727	0.08%	0.0250	0.01%
Sep	2013	0.5704	0.28%	1.5785	0.77%	0.1592	0.08%	2.2465	1.09%	0.1761	0.09%	0.0251	0.01%
Oct	2013	0.5098	0.23%	2.3871	1.06%	0.1712	0.08%	2.7136	1.21%	0.1574	0.07%	0.0270	0.01%
Nov	2013	0.6640	0.31%	1.9062	0.90%	0.1712	0.08%	2.2693	1.07%	0.2029	0.10%	0.0270	0.01%
Dec.	2013	0.5748	0.27%	1.9377	0.91%	0.1583	0.07%	2.2127	1.04%	0.1774	0.12%	0.0250	0.01%
Jan.	2014	0.6255	0.29%	2.0358	0.94%	0.1582	0.07%	2.1493	0.99%	0.1931	0.12%	0.0250	0.01%
Feb.	2014	0.5793	0.28%	1.8518	0.91%	0.1581	0.08%	1.7419	0.86%	0.1788	0.09%	0.0250	0.01%
Mar.	2014	0.7101	0.32%	2.0928	0.93%	0.1581	0.07%	2.3021	1.03%	0.2192	0.10%	0.0250	0.01%
Apr.	2014	0.8304	0.37%	1.9711	0.89%	0.1580	0.07%	2.1299	0.96%	0.2563	0.12%	0.0498	0.02%
May	2014	0.7993	0.34%	1.9235	0.83%	0.1587	0.07%	1.8046	0.77%	0.2467	0.11%	0.0500	0.02%
June	2014	0.7992	0.34%	1.8865	0.79%	0.1680	0.07%	1.7792	0.75%	0.2426	0.10%	0.0530	0.02%
July	2014	0.6731	0.27%	1.8927	0.76%	0.1699	0.07%	2.1688	0.87%	0.2078	0.08%	0.0536	0.02%
Aug.	2014	0.7135	0.29%	1.724	0.71%	0.1666	0.07%	2.5643	0.90%	0.2203	0.09%	0.0525	0.02%
Sept.	2014	0.6676	0.29%	1.766	0.77%	0.1694	0.07%	2.3419	1.02%	0.2040	0.09%	0.0642	0.03%
Oct.	2014	0.6671	0.29%	2.1801	0.94%	0.1687	0.07%	2.2863	0.99%	0.2045	0.09%	0.0781	0.03%
Nov.	2014	0.7520	0.35%	1.9097	0.88%	0.1618	0.07%	1.8955	0.87%	0.2308	0.11%	0.0749	0.03%
Dec.	2014	0.6062	0.28%	2.0155	0.94%	0.1583	0.07%	1.6801	0.78%	0.1871	0.09%	0.0733	0.03%
Jan.	2015	0.5550	0.26%	2.08	0.96%	0.1544	0.07%	1.6630	0.77%	0.1713	0.08%	0.0733	0.03%
Feb.	2015	0.5338	0.28%	1.7751	0.92%	0.1583	0.08%	1.4751	0.76%	0.1618	0.08%	0.0733	0.04%
Mar.	2015	0.6392	0.30%	1.975	0.93%	0.1544	0.07%	1.5181	0.72%	0.1973	0.09%	0.0733	0.03%
Apr.	2015	0.8047	0.39%	2.0239	0.99%	0.1583	0.08%	1.3803	0.67%	0.2471	0.12%	0.0733	0.04%
May	2015	0.7498	0.30%	2.2212	0.90%	0.1599	0.07%	1.8469	0.75%	0.2314	0.09%	0.0741	0.03%
Jun.	2015	0.7877	0.34%	2.0685	0.88%	0.1681	0.07%	1.6004	0.68%	0.2432	0.10%	0.0779	0.03%
July	2015	0.7671	0.33%	1.8967	0.81%	0.1622	0.07%	1.5759	0.67%	0.2368	0.10%	0.0751	0.03%
Aug.	2015	0.7832	0.34%	1.7176	0.76%	0.1624	0.07%	1.8908	0.83%	0.2418	0.11%	0.0752	0.03%
Sept.	2015	0.7763	0.37%	1.5995	0.76%	0.1629	0.08%	1.7019	0.81%	0.2353	0.11%	0.0756	0.04%
Oct.	2015	0.7570	0.35%	1.8828	0.88%	0.1669	0.08%	2.1520	1.00%	0.2337	0.11%	0.0773	0.04%
Nov.	2015	0.5562	0.27%	1.8395	0.90%	0.1719	0.08%	1.9711	0.96%	0.1695	0.08%	0.0796	0.04%
Dec.	2015	0.5289	0.25%	1.8567	0.88%	0.1583	0.07%	2.0236	0.96%	0.1633	0.08%	0.0733	0.04%
Jan.	2016	0.6200	0.29%	1.9771	0.92%	0.1583	0.07%	1.9744	0.92%	0.1914	0.09%	0.0733	0.03%
Feb.	2016	0.6698	0.34%	1.9138	0.98%	0.1584	0.08%	1.7981	0.92%	0.2068	0.11%	0.0734	0.04%
Mar.	2016	0.7871	0.35%	1.9545	0.88%	0.1582	0.07%	1.7516	0.79%	0.2406	0.11%	0.0733	0.03%
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%

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
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%

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

May 29, 2018

MEMO TO: Michael Haigler, President  
Members, 201 Management Oversight Committee

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

SUBJECT: Fiscal Year 2018–19 Budget

### **Budget Narrative**

Find below the narrative regarding the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2019.

The Public Utilities Division made serious efforts to minimize increases in the FY19 WWTP operations budget. Due to these efforts, most minor operational line items are unchanged from FY18. While there will be no COLA in FY19, personnel costs did increase slightly mainly due to advancement in wastewater certifications. Contractual Services has increased mainly due to a revised method used for calculating Interdepartmental Fees. Materials and Supplies costs increased mainly because of an increase in chemical usage.

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 FY19 budget from FY18 because of delays in obtaining regulatory approval for projects and/or 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 – \$300,000 and \$72,000 – This represents no change for the Septic Tank Waste Charge revenue and an increase of \$12,000 for Sump Waste Charge revenue. There has been a slight increase in the amount of sump waste received at the WWTP.
- b) Intergovernmental User Charges – \$5,401,452 – This represents an increase of \$791,321 from the FY18 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.

- c) Administrative Fees – \$17,088 – This line item covers personnel fees transferred to the WWTP Fund from the Sewer Fund for 0.2 FTE of the WWTP Instrumentation/Electronics Technician. This position assists Wastewater Collection with City lift stations.

#### Personnel Services

- a) Personnel Costs – \$1,334,337 – This is an increase of \$29,372 from the FY18 budget. The increase can mainly be contributed to natural progression of employees as they gain increased wastewater certifications.

#### Contractual Services

- a) Refuse Collection – \$50,000 – This amount is unchanged from the FY18 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services – \$304,708 – The FY19 budget represents an increase of \$163,771 from the FY18 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees.
- c) Administration and Management Fees – \$216,081 – These fees (Sewer Collection Charges, Sewer Administration Charges, and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund. These charges also represent a transfer to the City General Fund for the WWTP Fund’s proportional share of the PSD Director and PSD Administrative Assistant.
- d) Energy – Natural Gas – \$71,000 – This line item is unchanged from FY18.
- e) Energy–Electricity – \$350,000 – This line item is unchanged from FY18. Current projections show that even after a rate increase by RMP, the current budgeted amount will meet anticipated electricity costs.
- f) Bulk Fuel - \$16,000 – This is a \$10,000 increase from the FY18 budget due to the new emergency generator fuel requirements.

#### Materials and Supplies

- a) Chemicals – \$432,000 – This reflects an increase of \$167,000 from the FY18 budget. The additional funds will cover the cost of ferrous chloride which will be dosed into

the North Platte Sanitary Sewer for corrosion control. Additionally, ferric chloride is now fed into the centrifuge feed sludge stream.

- b) Other Materials and Supplies – \$138,500 – This amount is unchanged from the FY18 budget. Other Materials and Supplies contain the following:
- Office Supplies – \$ 3,000 – Paper, Toner, Etc.
  - Other Materials & Supplies – \$ 5,000 – General Expenses
  - Safety Equipment/Supplies – \$10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
  - Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
  - Machinery Supplies – \$60,000 – Filters, Bearings, Seals, Etc.
  - Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
  - Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.
  - Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures
- c) Instrumentation – \$25,000 – This amount is unchanged from the FY18 budget. The WWTP is an old plant. A sufficient amount of money is needed to be able to purchase electronic/instrumentation supplies for the SCADA/PLC/MCC, etc. equipment.

#### Other Expenses

- a) Depreciation – \$750,000 – This amount is unchanged from FY18.

#### Debt Service

- a) Principal Payment – \$540,202 – This reflects the Principal amounts for two CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 526,465
  - CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
- b) Interest Expense – \$147,080 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 147,080
  - CWSRF loan #128 (Biosolids Turner) – \$ 0  
(Green Project)
- c) The debt service payments for CWSRF Loan #127 (WWTP Improvements – Phase I – Bar Screen Replacement and Emergency Generator Project) will not start until one year after substantial completion (FY20 or FY21).

## Capital Revenues

- a) System Development Charges – \$87,000 – This is an increase of \$15,000 from the FY18 budget and is the projected FY18 fund revenue.

## Capital – New

- a) Improvements Other Than Buildings – None for FY19.
- b) Intangibles – \$50,000 – This is for Middle North Platte Watershed BMP Control. A yearly funding agreement is consummated between the City and the Natrona County Conservation District where capital monies would be available to the District to help construct BMP projects throughout the watershed. These projects would help control selenium from entering the watershed which could help alleviate future mandated selenium removal by the WWTP.
- c) Light Equipment – \$5,000 – This is for specialized tools and equipment needed for the WWTP equipment and unit processes.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

## Capital – Replacement

- a) Buildings – \$140,000 – This is for the following:
  - Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility.
  - Security Improvements – \$15,000 – 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.
  - Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings would take place. In most cases the work would be accomplished by WWTP personnel.
  - Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY19.
- b) Improvements Other Than Buildings – \$2,052,000 – This includes:
  - 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.
  - Lab Equipment – \$12,000 – Standard lab equipment replacements.
  - 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. This project was re-budgeted from FY17.
  - Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at Bar Nunn No. 2 Lift Station is 31 years old and requires replacement.
  - Primary Sludge Pump Replacement – \$60,000 – 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. One pump was upgraded in FY17; one will be upgraded in FY18, and one in FY19.
  - Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing
  - Aeration Basin Isolation Gates - \$500,000 – This is to install isolation gates at each of the four aeration basins.
  - Dewatering Pipe Connection Replacement - \$75,000 – This is to replace the failing connection in the secondary building.
  - Large Diameter Steel Pipe Inspection - \$10,000 – This is to inspect the condition of the large diameter piping in the secondary building.
  - RAS Valve and Piping Replacement - \$900,000 – This is to replace the RAS room piping.
  - HVAC System Replacements - \$50,000 – This is to replace HVAC units on the dewatering building.
  - Regional Interceptor Replacement/Rehabilitation - \$100,000 – This will become an annual allotment to address issues in the RWWS Interceptor sewers.
- c) Intangibles – None this year.
- d) Light Equipment – \$145,000 – 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 - \$20,000.
- e) Heavy Equipment – None this year.
- f) Technologies – \$79,614 – This represents
- Computer Replacements - \$14,660.
  - ERP Software (GEMS Replacement) - \$64,954.

## Summary

The WWTP FY19 operations budget is 1.5% greater than the FY18 operations budget primarily due to increased chemical cost associated with the new North Platte Sanitary Sewer chemical feed facility and increased Interdepartmental Charges.

Major capital projects for FY19 include the projects associated with the secondary treatment process equipment (RAS Piping Replacement, Isolation Gate Installation, Dewatering Connection Replacement, Air Piping Recoating). Many of these projects were identified in the recent WWTP Facilities Plan.

The total FY19 WWTP budget shows a deficit of \$272,540 with depreciation added back in. At the end of FY19, the reserves in the WWTP Fund are projected to be \$4.58 M. The minimum required reserves per the CPU Minimum Fund Reserve Policy are \$2.29 M. The use of 1%#14 and 1%#15 monies in FY16, FY17 and FY18 has continued to help the cash flow and reserve balance of the WWTP Fund.

Rehabilitation of the North Platte Sanitary Sewer (\$8.0 M) will have to be accomplished in the near future. Its funding source has yet to be identified. Also 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 2018-19 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	\$227,330		
		<hr/>	\$900,875
D) Direct Costs For Operation & Maintenance			
1) Wastewater Treatment Plant			
a) Personnel	\$1,334,337		
b) Contractual Services*	\$969,807		
c) Materials & Supplies	\$631,500		
		<hr/>	\$2,935,644
* Less Sewer - Admin. 201 Charges			
Less:			
a) Adm. Fee from Sewer Fund (Inst. Tech. Svcs.)		<hr/>	
			(\$17,088)
			(\$17,088)
			\$2,918,556
2) Wastewater Collection			
a) Personnel	\$697,778		
b) Contractual Services	\$76,329		
c) Materials & Supplies	\$39,650		
		<hr/>	\$813,757
Less:			
a) Power Lift Stations	(\$6,500)		
b) Telemetry	(\$1,376)		
c) Sewer Mains	(\$6,000)		
d) Lift Stations	(\$4,200)		
		<hr/>	(\$18,076)
			\$795,681
30.34 <u>miles RWWS Sewer X</u>	\$795,681	=	\$81,157
297.46 miles RWWS and Casper Sewer			
E) Replacement Capital Expense			\$1,761,000

F) Management and Overhead of Regional System

1) Sewer Administration	
a) Personnel	\$0
b) Contractual**	\$429,438
c) Materials & Supplies	\$2,000
	<u>\$431,438</u>

\*\* Less 201 WWTP Charges

Less:

a) Administrative Services	(\$172,972)
b) Risk Mgmt./Human Resources	(\$15,783)
c) Engineering Services	\$0
d) Insurance & Bonds	(\$20,875)
e) Legal Fees	(\$22,116)
f) City Adm. Charges	(\$41,547)
g) Investment Fees	(\$5,835)
	<u>(\$279,128)</u>

Total Administration Cost to be allocated to RWWS \$152,310

2) Regional 201 Direct Costs	
a) Wastewater Plant D) 1)	\$2,918,556
b) Wastewater Collection D) 2)	\$81,157
	<u>\$2,999,713</u>

3) Total Casper Sewer Function Costs	
a) Wastewater Plant D) 1)	\$2,918,556
b) Wastewater Collection	\$813,757
c) Sewer Expenditures not allocated to RWWS	\$279,128
	<u>\$4,011,441</u>

4) Percent of Administration Costs allocated to RWWS

$$\frac{\$2,999,713}{\$4,011,441} \times \$152,310 = \$113,896$$

5) Add Direct Costs For Administration Billing \$0

SUBTOTAL \$5,775,484

G) Less:

Septage Receiving and Non-Hazardous Industrial Waste (\$372,000)

H) Less:

Industrial Pretreatment Program Cost Recovery \$0

TOTAL 201 CHARGES FOR 2017-18 TO BE ALLOCATED \$5,403,484

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.

**Current as of May 29, 2018**

## Wastewater Treatment Plant Fund (WWTP)

Wastewater Treatment Plant FY 2019 Capital Summary			
Replacement Capital		New Capital	
RAS Valve and Piping	\$ 900,000	Selenium Control	\$ 50,000
Aeration Isolation Basin Gates	500,000	Small Equipment and Vehicles	5,000
Equipment Replacement	137,000		-
Misc. Upgrades/Projects	110,000		-
North Platte Sanitary Sewer Rehabilitation	100,000		
Lift Station Generator	90,000		
Roof Replacements	80,000		
Dewatering Pipe Connection	75,000		
Valve Replacement	75,000		
Aeration Basin Air Piping Recoating	60,000		
Primary Sludge Pump	60,000		
Automatic Strainer	50,000		
UV System	50,000		
HVAC Systems	50,000		
Computer/Techonology Replacements	79,614		
<b>Total</b>	<b>\$ 2,416,614</b>		<b>\$ 55,000</b>

Inside-City System Investment Charge Fee Schedule						
Meter Size (inches)	Water System Investment Charge		Sewer System Investment Charge		201 (WWTP) System Investment Charge	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
¾	\$1,010	\$949	\$285	\$282	\$500	\$1,516
1	1,690	1,518	475	451	835	2,426
1 ½	3,360	1,898	945	564	1,670	3,032
2	5,385	6,074	1,520	1,805	2,665	9,702
3	10,775	12,147	3,040	3,610	5,335	19,405
4	21,210	18,980	5,985	5,640	10,500	30,320
6	47,135	37,960	13,300	11,280	23,335	60,460
8	80,800	60,736	22,800	18,048	40,000	97,024

Outside-City System Investment Charge Fee Schedule						
Meter Size (inches)	Water System Investment Charge		Sewer System Investment Charge		201 (WWTP) System Investment Charge	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
¾	\$1,515.00	\$1,423.50	\$427.50	\$423.00	\$750.00	\$2,274.00
1	2,535.00	2,277.00	712.50	676.50	1,252.50	3,639.00
1 ½	5,040.00	2,847.00	1,417.50	846.00	2,505.00	4,548.00
2	8,077.50	9,111.00	2,280.00	2,707.50	3,997.50	14,553.00
3	16,162.50	18,220.50	4,560.00	5,415.00	8,002.50	29,107.50
4	31,815.00	28,470.00	8,977.50	8,460.00	15,750.00	45,480.00
6	70,702.50	56,940.00	19,950.00	16,920.00	35,002.50	90,690.00
8	121,200.00	91,104.00	34,200.00	27,072.00	60,000.00	145,536.00

# SICs – Utility Survey

## 3/4” Inside City Single Family Connection



\*Average water SIC is \$2,301. Average sewer SIC is \$1,615.

\*\*Proposed Casper SICs include proposed CWRWS fee of \$1,869.

\*\*\*Cody does not charge a water SIC.

