

December 20, 2024

Mayor Eric Green
Town of Alpine
250 River Circle
PO Box 3070
Alpine, WY 83128

Subject: Alpine Capacity and Impact Fee Study

Dear Mayor Green,

Below is our response to the request for additional information received via email from Monica, dated November 20, 2024.

As outlined in our proposal, we have successfully completed numerous impact fee studies for towns similar to Alpine. For smaller towns with limited full-time staff, involving an engineering team for impact fee studies can be especially effective. Our familiarity with water and wastewater systems enables us to collaborate efficiently with your staff to gather the demand and capacity data that form the foundation of these studies.

Examples of Relevant Projects

The most recent impact fee studies by our Star Valley office were for Afton and Thayne. Although Alpine is a unique community with different challenges, Afton and Thayne are similar in population and region. Smaller communities often require a personalized approach to studies. We will work with your staff and the data you have available, filling in the information gaps where needed, to make the study successful.

Thayne Impact Fee Analysis (2023)

With increased development pressure in the Town of Thayne, the Town Council authorized Sunrise Engineering to prepare this study. We analyzed both the wastewater and water systems. Our existing knowledge of Thayne's infrastructure from previous engineering projects was key to developing an accurate and defensible study.

Afton Impact Fee Analysis (2024)

Similar to the Thayne study, this project focused on both the water and wastewater systems. With Afton's recent growth and development, the Town Council aimed to ensure that new water and wastewater users contributed fairly to system improvements, preventing undue financial burdens on existing users.

Please provide the list that you utilize for the initial data collection process.

Data Management

Water System

- Map of the water system in GIS format (if available)
- Capacity and age of each major component (tanks, wells, booster pumps, etc.)
- Water system demand data
- Existing water system loan data

Wastewater System

- Map of the wastewater system in GIS format (if available)
- Capacity and age of each major component (lift stations, wastewater treatment plant)
- Wastewater system flow data
- Existing wastewater system loan data

What if the data requested isn't available or easily accessible?

The necessary water system data will be available through the inventory and evaluation phase of the WWDC water study, which we are currently conducting.

We are less familiar with the wastewater system and will collaborate with town staff and Jorgenson to obtain the required data. If GIS data is unavailable, paper maps or as-built drawings will suffice. We will work with Craig to address any data gaps. Our final delivery will include system maps for both the water and wastewater systems, as stated in our proposal.

Do you anticipate involvement by the Town Engineers?

Anticipated Involvement of Town Engineers

We will coordinate with Jorgenson, Craig, and Monica to gather wastewater system data. Before our meetings, we can review available documents and drawings and then clarify any gaps with their assistance. We are also open to field visits with Craig to collect specific data if needed, such as lift station details.

Outline typical data collection issues that you anticipate.

Typical Data Collection Issues

One challenge with the water system that we are finding with the WWDC study is the limited flow data. Since meters are read annually, peak summer usage data is unavailable. Additionally, the primary flow meter in the well house estimates the total gallons pumped based on assumed well flow rates. As part of the WWDC study, we are analyzing tank fill rates to accurately estimate pumping rates. This will allow us to “back into” the well pumping rates. Through this process we will develop our best estimate of water use in Alpine. This information can then be used for the impact fee study.

We do not anticipate these same issues with getting accurate wastewater flows because the plant has a modern flow measurement system with reliable data logging.

Please outline the communication plan for the study.

Communication Plan

Meetings

- Kick-off meeting (in person)
- Coordination and data collection meetings (in person or virtual)
- Presentation of the draft study (in person)

Correspondence

- Monthly progress reports submitted with invoices
- Informal communication with Town staff as needed

Optional Task – Financial Plan Cash Flow Analysis

*Note**The Town of Alpine anticipates receipt of a Water Master Plan (Sunrise Engineering) in August of 2025. The Water Master Plan that may address some of the following items. Please determine the deliverables for the water master plan funded by the Wyoming Water Development Commission to avoid duplication of effort and submit or resubmit pricing information for a Financial Plan Cash Flow Analysis. Please delineate water vs. sewer within the submittal.*

- *Forecast revenue under existing rates, the calculated connection fees from Task 2 and other miscellaneous revenues. Connection fee revenues will be projected based on the growth estimates of infill and new development.*
- *Forecast operations and maintenance (O&M), repair and replacement (R&R) capital, expansion capital (based on master plan results or other engineering reports), and existing and proposed debt service. Incorporate new positions, changes in operating efficiencies, etc.*
- *Identify the projects eligible for bond or state loans based on timing, duration, and the amount of the project. Present financial plan alternatives considering specific projects financed through state loans or grants that have been secured by the Town.*
- *Develop 'optimal' revenue requirement financial plan balancing a mix of cash funding and debt financing capital projects (if applicable) while meeting reserve targets, debt service coverage requirements, while maintaining conservative debt capacity levels and minimizing revenue increases. Calculate annual rate revenue adjustments needed through the study period.*

The WWDC Water Master Plan contains the necessary data and analysis for this task. We will incorporate the WWDC data into the Capacity and Impact Fee Study at no additional cost.

Proposed Fee Summary

- **Alpine Development Impact and Capacity Fee Study:** \$27,800
- **Optional Task – Financial Plan Cash Flow Analysis (Water):** \$0
- **Optional Task – Financial Plan Cash Flow Analysis (Wastewater):** \$4,700

Thank you for considering our proposal. We look forward to working with you and your team to ensure a successful outcome for the Town of Alpine.

Sincerely,

A handwritten signature in blue ink that reads "Robert V Hood". The signature is written in a cursive, flowing style.

Robert Hood, P.E.
Service Center Manager
rhood@sunrise-eng.com