



# TOWN COUNCIL MEETING MINUTES

July 1, 2025 / 250 River Circle - Alpine, WY 83128

---

## CALL TO ORDER AND EXECUTIVE SESSION

Mayor Eric Green called the July 1<sup>st</sup>, 2025 Town Council Meeting to order at 6:02 PM. At 6:03 PM, Councilmember Larsen made a motion to enter into Executive Session, which was seconded by Councilmember Burchard. The Council entered Executive Session, during which no action was taken. At 7:05 PM, Councilmember Larsen made a motion to exit Executive Session, seconded by Councilmember Burchard, and the motion passed unanimously.

The meeting reconvened in Regular Session at 7:12 PM following the adjournment of the Executive Session.

**PLEDGE OF ALLEGIANCE:** Mayor Green led the Pledge of Allegiance.

**ROLL CALL:** Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

## ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

**APPROVAL OF CONSENT AGENDA:** Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

## CONSENT AGENDA

- (a) Bills to Pay: 06/17/2025 - 07/01/2025. Councilman Burchard made a motion to approve the Bills to Pay: 06/17/2025 - 07/01/2025. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (b) Financial Report. Councilman Burchard made a motion to approve the Financial Report. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

- (c) ARPA Grant No. LG-1098: Grant Draft Request No. 3. Councilman Burchard made a motion to approve the ARPA Grant No. LG-1098: Grant Draft Request No. 3. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

## **REPORTS**

### **Mayor's Report:**

Mayor Green announced that the boil water advisory has officially been lifted, which was met with appreciation.

He clarified rumors regarding the Fourth of July, stating that Alpine's Fourth of July festivities are not canceled and have, in fact, been in the planning stages for quite some time. Councilmember Larsen helped apply for funding to support the fireworks, which was approved.

Mayor Green summarized the schedule for the Fourth of July celebrations:

- Thursday, July 3rd: The Lynford Band will perform at the Farmers Market from 7:00–9:00 PM, kicking off the “Music in the Mountains” weekend.
- Friday, July 4th:
  - Noon: General vendors begin setting up at the Civic Center
  - 2:00 PM: Food vendors begin service
  - 3:00–5:00 PM: A scavenger hunt organized by community member Christa Tidwell
  - 7:00 PM: Parade
  - Dusk: Fireworks

Mayor Green expressed appreciation for community involvement and encouraged residents to volunteer for the parade and other events. A flyer was distributed requesting interested individuals to join the Special Events Committee and help manage future Fourth of July parades or other town events. He emphasized that there are opportunities for anyone willing to help, regardless of experience or specific interests.

### **Clerk/Treasurer Report – Monica Chenault:**

Clerk Treasurer Monica Chenault reported that the Town's single audit for the fiscal year ending June 30, 2024, conducted by Decoria and Company, is nearly complete. With the budget finalized, Ms. Chenault is now working on updates to the Town's financial policy, including a new vendor policy, employee spending limits, and purchasing procedures, which will be presented for Council review soon. She is also preparing for year-end financial processes, which will continue into the fall with assistance from the Town's accountant and completion of the required F-66 report. Ms. Chenault shared that the codification project—initiated in January 2023—is nearing completion, with proof documents now in the hands of the editors. The process involved organizing and standardizing all past ordinances and correcting one outdated ordinance



still on the books. Once finalized, the codified ordinances will be fully searchable and much more accessible to the public, replacing the current system of searching through physical binders.

#### **Public Works Director Report - Craig Leseberg:**

Public Works Director Craig Leseberg reported on the recent water main break that occurred at 10:15 PM on Thursday near the wellhouse, which caused the Town's water tanks to drain and ultimately led to a temporary system-wide pressure loss. Mr. Leseberg emphasized that the incident was not caused by construction crews and there were no positive E. coli test results, clarifying that the boil water advisory was issued solely as a precautionary measure due to pressure loss, per EPA requirements. Thanks were extended to Alpine Excavation, the Town's field crew, Star Valley Ranch, and Brolim's for their rapid and generous assistance. Water service was restored around 1:00 PM on Friday, and all EPA-required water samples tested negative for coliform and E. coli, officially clearing the advisory. Mr. Leseberg highlighted the importance of tying in the mega well, which would have allowed the tanks to refill from the opposite side and avoided this issue. He also noted that the Flying Saddle wells could serve as a viable backup with minimal repairs and permitting. Moving forward, the Town plans to create standard operating procedures for emergency water events and will encourage residents to sign up for "TextMyGov" alerts to improve communication. Additional updates included nearing completion of the radio-read meter installations by early next week, continued progress on the Core Main vault installations, and scheduling of the Water Master Plan special meeting for July 16 at 7:00 PM. He reported a potential issue with Well Three on Graves River Road, which may require either pump replacement or rebuild, and noted the possibility of pausing irrigation during any temporary downtime. Lastly, dust control for Sunset Terrace and surrounding dirt roads was scheduled for the following day, and the Fourth of July parade road closure will take place from 7:00–8:00 PM with alerts and signage planned.

#### **Code Enforcement Officer Report - submitted in writing**

### **WORK SESSION ITEMS**

#### **Water and Wastewater Capacity Fees and Financial Plan Presentation - Todd Cristiano with Raftelis**

Todd Cristiano of Raftelis presented a summary of the Town of Alpine's newly developed water and wastewater capacity fee study, which has been in progress for approximately six months. He explained that unlike many communities, Alpine did not previously have capacity (tap) fees in place, so the process required building the framework from the ground up. Mr. Cristiano outlined the legal basis for capacity fees, how they differ from connection fees, and the methodology used to calculate fair and proportional costs for new development. The proposed fees are designed to ensure that growth pays for growth, protecting existing ratepayers from bearing the financial burden of system expansion. The presentation detailed water capacity fees based on meter size and wastewater fees based on Equivalent Residential Units (ERUs), with scalable rates depending on usage and fixture counts. Mr. Cristiano also introduced Raftelis' capital project

delivery services, which help communities prioritize infrastructure projects for future planning and rate studies. He noted that the proposed fees represent the **maximum supportable amounts** based on available data, but Council retains discretion in setting the final adopted fees. Town staff confirmed that the connection fees will be adjusted to reflect actual installation costs, and the capacity fees will be implemented as a separate charge to support long-term system improvements.

*The full presentation was attached in the minutes as Attachment A.*

## **PUBLIC COMMENTS ON AGENDA ITEMS**

During public comment on agenda items, **Dan Schou of the Planning and Zoning Commission** responded to a question from Councilmember Scaffide, clarifying that there are currently no 30-acre parcels within the Town of Alpine, and most properties are comparable to quarter- or half-acre lots. **Mayor Green** added that if a large parcel such as 30 acres were annexed or developed, it is unlikely that a single large pipe (e.g., 8-inch) would be used to service the entire property; instead, individual units would be served separately. **Councilmember Scaffide** acknowledged the clarification and noted confidence that the Town's proposed utility fee structure would adequately cover new developments, such as hotels, based on the available information.

**Alek Ross Frye** raised two points during public comment. First, he referenced the recent U.S. Supreme Court decision in *Sheetz v. County of El Dorado*, noting its implications for municipalities imposing new fees under the Takings Clause. He recommended the Town be especially transparent and cautious as it implements new capacity fees. Mayor Green encouraged Mr. Frye to email any specific concerns to Ms. Chenault, who would distribute them to the Council and ensure Raftelis is consulted if needed. Mr. Frye's second question, directed to Public Works Director Craig Leseberg, suggested evaluating whether a pump being removed from a primary well could be rebuilt and repurposed for use at the Flying Saddle wells. Mayor Green responded that the removed pump is not compatible due to size differences, but the Town is actively gathering information to determine the feasibility of upgrading the Flying Saddle wells as a cost-effective backup solution. He added that the recent water main break—while unfortunate—has highlighted the Town's infrastructure challenges and strengthened the case for support through the upcoming Water Master Plan.

## **ACTION ITEMS**

### **Ordinance No. 2025-011 - Land Use and Development Code - 2nd Reading**

Councilmember Larsen made a motion to approve 2<sup>nd</sup> Reading of Land Use and Development Code. Councilmember Scaffide seconded the motion.

The Council conducted the second reading of **Ordinance No. 2025-011**, amending the Land Use and Development Code (LUDC). Clerk Monica Chenault noted that the single document before Council included updates made since the first reading. One key update addressed the repeal of Ordinance No. 59, as recommended by the Town's codification consultants. Mr. Sanderson confirmed that Ordinance No. 59 is outdated and redundant due to the subsequent adoption of the

LUDC. The Council also discussed potential additions related to short-term rental definitions and regulations. Councilmember Larsen presented draft language to clarify terms such as “hosted” and “non-hosted short-term rentals,” as well as related topics like parking, local representation, and neighborhood impact. While Council members acknowledged the importance of addressing short-term rentals, there was consensus that a more in-depth discussion—including public input and possible future ordinance development—was needed. The Council agreed not to incorporate these definitions into the ordinance at this time and to forward them to the Planning and Zoning Commission for review and recommendation. The existing changes to the ordinance were approved, and Ordinance No. 2025-011 passed on second reading by unanimous vote.

**Resolution No. 2025-024 - Authorizing The Acting Planning And Zoning Administrator To Extend The Expired Commercial Building Permit For The Wastewater Pretreatment Plant And To Waive Associated Building Permit Fees**

Councilmember Burchard made a motion to approve Resolution No. 2025-024, authorizing the Acting Planning and Zoning Administrator to extend the expired commercial building permit for the wastewater pretreatment plant and to waive associated building permit fees. Councilmember Larsen seconded.

The Council considered **Resolution No. 2025-024**, authorizing the Acting Planning and Zoning Administrator to extend the expired commercial building permit for the wastewater pretreatment plant and to waive associated building permit fees. The resolution was initially listed incorrectly as Resolution No. 2024-024 on the agenda. **Councilman Larsen made a motion to amend the resolution number to 2025-024**, and **Councilmember Burchard seconded** the motion. The amendment was approved unanimously. The Council then approved the amended resolution, which allows the Town to extend the expired permit for one year and waive its own permit fees due to internal project delays.

**Resolution No. 2025-025 – A Resolution Authorizing Staff To Prepare And Submit An Application To Cancel The Certificate Of Public Convenience And Necessity (CPCN) With The Public Service Commission (PSC):**

Councilmember Burchard made a motion to approve Resolution No. 2025-025 – A Resolution Authorizing Staff To Prepare And Submit An Application To Cancel The Certificate Of Public Convenience And Necessity (CPCN) With The Public Service Commission (PSC). Councilmember Scaffide seconded. Motion carried.

The Council considered Resolution No. 2025-025, a resolution authorizing staff to prepare and submit an application to cancel the Certificate of Public Convenience and Necessity (CPCN) with the Wyoming Public Service Commission (PSC). Clerk Monica Chenault explained that when the Town of Alpine purchased the NorthStar water system, it voluntarily operated under PSC oversight, which allowed the Town to petition for rate increases above the state’s statutory



cap of 125%. Since that time, the majority of the PSC-regulated system has been annexed into the Town, leaving only a small number of customers—primarily in the Air Park area—under PSC jurisdiction. Maintaining the CPCN requires extensive ongoing reporting and financial processes, which are no longer practical or beneficial for such a small customer base. Additionally, customers outside Town limits were discovered to be paying lower rates than in-town residents, contrary to the longstanding belief they were paying 1.5 times more. By canceling the CPCN, all customers will fall under a unified rate structure, allowing consistent and automatic rate adjustments. The Council unanimously approved the resolution.

**Resolution No. 2025-026 – A Resolution Assigning (Name) To Fill The Vacant Term On The Town Council For The Town Of Alpine:**

The Council considered Resolution No. 2025-026, a resolution to appoint an individual to fill the vacant term on the Alpine Town Council. Councilman Larsen made a motion to adopt the resolution with the name of the selected applicant, and Councilmember Burchard initially moved to amend the resolution, but the process was clarified and restarted. Councilman Larsen then moved to adopt Resolution No. 2025-026, appointing Amy Wierda to fill the vacant council seat. The motion was seconded by Councilmember Burchard and passed unanimously. Mayor Green noted that three individuals had applied for the position, and two were interviewed prior to the meeting. He and the Council expressed appreciation to all applicants for their interest in serving the community. Ms. Wierda will be sworn in at a future meeting.

**TABLED ITEMS:**

**Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual:**

The Council revisited Resolution No. 2025-022, a resolution adopting the updated Employee Policy and Procedure Manual. Councilman Jeremy Larsen made a motion to remove the resolution from the table, which was seconded by Councilmember Andrea Burchard and approved. Discussion centered around a newly added addendum outlining the transition from vacation and sick leave to a Paid Time Off (PTO) system, along with the inclusion of optional short-term disability insurance. The addendum applies only to full-time employees hired on or before April 21, 2025, and will be removed after two years. Councilman Larsen recommended titling the addendum as "Addendum A – Transition of Vacation and Sick Leave to PTO and Optional Short-Term Disability Insurance" and referencing it in the PTO section of the manual for clarity. Due to formatting inconsistencies and the desire to finalize a clean version of the manual, Councilman Larsen made a motion to table Resolution No. 2025-022 until the next regular meeting on July 15, seconded by Councilmember Burchard, and the motion passed unanimously.

## ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide. Motion carried. Meeting adjourned at 8:55 PM.

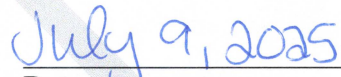
---

### MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

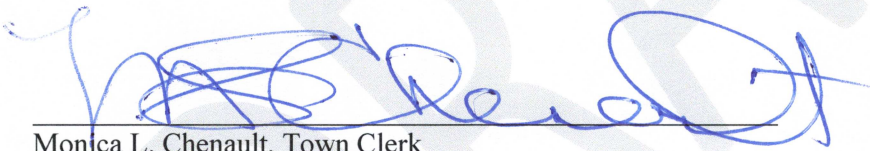


Sarah Greenwald, Town Assistant Clerk

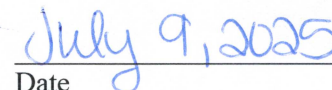


Date

Attest:



Monica L. Chenault, Town Clerk



Date

Minutes approved in a legally advertised meeting on July 15<sup>th</sup>, 2025

Signed:

Attest:

---

Eric Green, Mayor

---

Monica L. Chenault, Town Clerk

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/25	07/01/2025	20391	570	Broulims-Alpine	10-20100	695.21
07/25	07/01/2025	20392	860	Dry Creek Enterprises, Inc	10-20100	1,075.00
07/25	07/01/2025	20393	4090	Pacific Office Automation	10-20100	295.88
07/25	07/01/2025	20394	3110	Scott Wheeler Photography	10-20100	190.00
07/25	07/01/2025	20395	3990	Tara Bender	10-20100	15.95
07/25	07/01/2025	20396	2450	Valley Auto Supply	10-20100	249.32
07/25	07/01/2025	20397	2480	Valley Wide Cooperative, Inc	10-20100	531.28
07/25	07/01/2025	20398	3950	Williams, Porter, Day & Neville, P.C.	10-20100	25.50
07/25	07/01/2025	20399	4080	Austin Young	10-20100	250.00
07/25	07/01/2025	20400	4110	Badger Daylighting Corp	52-20100	3,749.43
07/25	07/01/2025	20401	670	Comtech Digital Solutions	10-20100	1,401.75
06/25	06/30/2025	20402	710	Core & Main	51-20100	1,931.25
06/25	06/30/2025	20403	980	FP Mailing Solutions	10-20100	30.93
07/25	07/01/2025	20404	980	FP Mailing Solutions	10-20100	277.42
07/25	07/01/2025	20405	4100	JP's Water & Sewer Service	52-20100	1,000.00
06/25	06/30/2025	20406	1610	Mission Communications, LLC	51-20100	611.35
07/25	07/01/2025	20407	3940	PEAC Solutions	10-20100	280.01
06/25	06/30/2025	20408	2870	Sanderson Law Office	10-20100	2,600.00
07/25	07/01/2025	20409	2870	Sanderson Law Office	10-20100	2,912.50
06/25	06/30/2025	20410	2190	Teton Media Works	10-20100	240.00
06/25	06/30/2025	20411	2390	USABlueBook	52-20100	679.72
07/25	07/01/2025	20412	2390	USABlueBook	52-20100	3,273.78
06/25	06/30/2025	20413	3530	Westbank Sanitation	10-20100	63.45
07/25	07/01/2025	20414	2700	Wyoming Department of Transportation	10-20100	10.00
07/25	07/01/2025	20415	3030	Young, Dylan	10-20100	500.00
06/25	06/30/2025	20416	200	Alarmlogix	10-20100	35.00
06/25	06/30/2025	20417	290	Alpine Excavation LLC	51-20100	1,629.86
06/25	06/30/2025	20418	710	Core & Main	51-20100	102,780.18
06/25	06/30/2025	20419	790	Depatco	51-20100	241.60
06/25	06/30/2025	20420	900	Falcon Enviromental Corp	52-20100	108.75
06/25	06/30/2025	20421	910	Fall River Propane	52-20100	20.50
07/25	07/01/2025	20422	1310	Jenkins Building Supply	10-20100	684.94
07/25	07/01/2025	20423	3475	Leseberg, Craig	51-20100	102.24
07/25	07/01/2025	20424	1530	Lincoln County Water Quality Lab	51-20100	81.00
06/25	06/30/2025	20425	1610	Mission Communications, LLC	52-20100	4,188.00
07/25	07/01/2025	20426	1610	Mission Communications, LLC	51-20100	811.34
06/25	06/30/2025	20427	1680	Norco, Inc	10-20100	40.92
06/25	06/30/2025	20428	1700	One Call of Wyoming	52-20100	118.65
06/25	06/30/2025	20429	4070	Raftelis	51-20100	9,642.50
06/25	06/30/2025	20430	1910	Servant Electric, PC	52-20100	10,190.41
07/25	07/01/2025	20431	1910	Servant Electric, PC	52-20100	1,186.44
06/25	06/30/2025	20432	2310	Town of Pinedale	52-20100	1,445.09
07/25	07/01/2025	20433	2310	Town of Pinedale	52-20100	1,016.16
06/25	06/30/2025	20434	3400	Fireworks West Internationale	10-20100	15,000.00
06/25	06/30/2025	20437	3475	Leseberg, Craig	10-20100	456.01
06/25	06/20/2025	256125	1940	Silver Star Communications	10-20100	683.02 M
07/25	07/01/2025	256128	1560	Lower Valley Energy	10-20100	258.60 M
07/25	07/01/2025	256129	1560	Lower Valley Energy	10-20100	19.78 M
07/25	07/01/2025	256130	1560	Lower Valley Energy	52-20100	18.00 M
07/25	07/01/2025	256131	1560	Lower Valley Energy	51-20100	2,029.61 M
07/25	07/01/2025	256132	1560	Lower Valley Energy	10-20100	52.48 M
07/25	07/01/2025	256133	1560	Lower Valley Energy	10-20100	26.54 M
07/25	07/01/2025	256134	1560	Lower Valley Energy	10-20100	29.15 M



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/25	07/01/2025	256135	1560	Lower Valley Energy	10-20100	54.16 M
07/25	07/01/2025	256136	1560	Lower Valley Energy	52-20100	3,705.62 M
07/25	07/01/2025	256137	1560	Lower Valley Energy	10-20100	23.46 M
07/25	07/01/2025	256138	1560	Lower Valley Energy	52-20100	109.49 M
07/25	07/01/2025	256139	1560	Lower Valley Energy	52-20100	81.04 M
07/25	07/01/2025	256140	1560	Lower Valley Energy	51-20100	21.85 M
07/25	07/01/2025	256141	1560	Lower Valley Energy	52-20100	18.06 M
07/25	07/01/2025	256142	1560	Lower Valley Energy	52-20100	37.98 M
07/25	07/01/2025	256143	1560	Lower Valley Energy	52-20100	188.78 M
07/25	07/01/2025	256144	1560	Lower Valley Energy	51-20100	82.73 M
07/25	07/01/2025	256145	1560	Lower Valley Energy	51-20100	19.48 M
07/25	07/01/2025	256146	1560	Lower Valley Energy	10-20100	67.16 M
07/25	07/01/2025	256147	1560	Lower Valley Energy	51-20100	74.93 M
07/25	07/01/2025	256148	1560	Lower Valley Energy	51-20100	336.36 M
07/25	07/01/2025	256149	1560	Lower Valley Energy	52-20100	24.17 M
07/25	07/01/2025	256150	1560	Lower Valley Energy	52-20100	40.53 M
07/25	07/01/2025	256151	1560	Lower Valley Energy	52-20100	44.09 M
07/25	07/01/2025	256152	1560	Lower Valley Energy	10-20100	18.00 M
07/25	07/01/2025	256153	1560	Lower Valley Energy	52-20100	186.62 M

Grand Totals:

180,921.01

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	160.73	29,006.18-	28,845.45-
10-33-135	190.00	.00	190.00
10-42-240	240.00	.00	240.00
10-42-315	5,225.50	.00	5,225.50
10-42-325	575.89	.00	575.89
10-42-335	901.75	.00	901.75
10-42-340	471.08	.00	471.08
10-42-370	18.72	.00	18.72
10-42-395	216.01	.00	216.01
10-42-405	149.85	118.92-	30.93
10-42-410	336.39	.00	336.39
10-45-311	312.50	.00	312.50
10-52-452	38.15	.00	38.15
10-54-333	23.98	.00	23.98
10-56-454	15.95	.00	15.95
10-58-330	110.78	.00	110.78
10-58-332	184.48	.00	184.48
10-58-334	58.64	.00	58.64
10-58-335	450.00	.00	450.00
10-58-380	29.15	.00	29.15
10-58-410	278.54	.00	278.54
10-58-411	175.05	14.82-	160.23
10-58-450	142.47	.00	142.47
10-58-452	891.72	.00	891.72
10-58-454	155.31	.00	155.31
10-65-332	595.96	.00	595.96
10-65-450	198.95	26.99-	171.96
10-65-452	43.24	.00	43.24
10-66-421	15,000.00	.00	15,000.00

GL Account	Debit	Credit	Proof
10-66-428	121.15	.00	121.15
10-66-429	29.97	.00	29.97
10-66-430	1,825.00	.00	1,825.00
51-20100	1,012.19	119,654.90-	118,642.71-
51-42-335	50.00	.00	50.00
51-80-320	89.47	.00	89.47
51-80-332	2,566.70	.00	2,566.70
51-80-395	102.24	.00	102.24
51-80-400	121.99	.00	121.99
51-80-452	1,555.39	.00	1,555.39
51-80-453	4,624.24	.00	4,624.24
51-90-545	105,723.62	1,012.19-	104,711.43
51-90-546	4,821.25	.00	4,821.25
52-20100	.00	33,432.85-	33,432.85-
52-82-332	16,127.69	.00	16,127.69
52-82-454	2,158.92	.00	2,158.92
52-83-454	186.62	.00	186.62
52-84-318	2,461.25	.00	2,461.25
52-84-320	679.72	.00	679.72
52-84-332	3,273.78	.00	3,273.78
52-84-454	3,723.62	.00	3,723.62
52-90-542	4,821.25	.00	4,821.25
Grand Totals:	183,266.85	183,266.85-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"



# Town of Alpine

---

## Water and Wastewater Capacity Fee Study

July 1, 2025

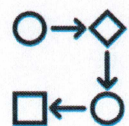




# Agenda



**Wyoming statutes**



**Capacity fees defined**



**Water capacity fee**



**Wastewater capacity fee**



**Capital project delivery**





# Who is Raftelis?

Helping local governments and utilities thrive



Finance



Executive services  
Strategic planning



Strategic planning/  
facilitation



Communication



Organization



Technology

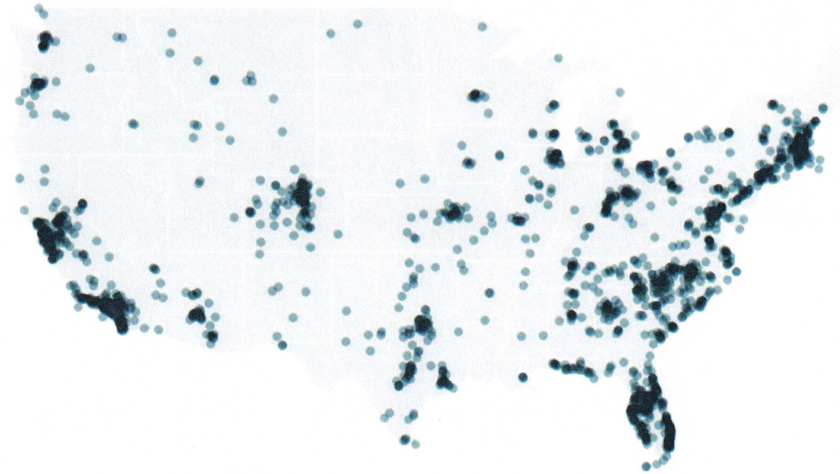


Solid waste  
services



Stormwater utility  
services

## National Experience



With more than...

**190+**

consultants across  
the U.S.

Raftelis has provided assistance to over

**1,700+**

public agencies  
and utilities



# Wyoming statutes

## Provide guidance on capacity fees

- **Section 15-1-503(a)**
  - Confers authority to municipalities to regulate land use matters
  - *“Master plan for the physical development of the municipality”*
  - *“Plan should be made for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the municipality which will best promote the general welfare as well as efficiency and economy in the process of development”*
- **Coulter v City of Rawlins**
  - Addressed whether a WY municipality has authority for connecting water and sewer lines
  - Courts held municipalities have the implied authority to impose such exactions



# Capacity fees defined

## Rational nexus



- A connection be established between new development and new or expanded facilities required to accommodate development



- Identification of the cost of new or expanded facilities needed to accommodate growth



- Appropriate apportionment of the cost to new development in relation to the benefits it reasonably receives



## Capacity fees defined continued



- One-time fee for capacity to serve new development
- Incremental fee for increased in capacity



- Fee based on the value of utility's capacity and the amount of capacity needed by new development



- Fee represents cost to reserve capacity in backbone facilities such as treatment plants, transmission mains, treated storage, etc.



- Fee balances equity between new and existing customers



# Capacity fees and connection fees

- **Connection fee**
  - Recovers the cost of the physical connection to the water and wastewater system
  - Includes mainline tap, service saddle, and other equipment
- **Capacity fee**
  - The cost of reserving capacity in a water or wastewater system that is required to meet the demands on new development
  - Provides a means of balancing equity between new and existing customers

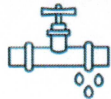


# Capacity fee methodology example

## Water utility



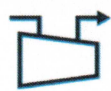
WTP



T&D



Storage

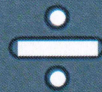


Pumping

Replacement Cost of  
Current Facilities (\$)



Expansion  
Projects Costs (\$)



Existing and/or Future System  
Capacity, \$ per mgd\*

*\*million gallons per day*



$\frac{3}{4}$ " Residential  
Demand, gpd\*



*\*gallons per day*



$\frac{3}{4}$ " Meter  
Capacity Fee (\$)



# Capacity fee assumptions and data sources



- Financial line item asset registers



- Facility costs based on current engineering bid tabulation estimates



- Water billing data
- Water and wastewater system production data



- A lot of discussions with Staff !



# Calculated maximum supportable water and wastewater capacity fees

## Water capacity fees

Meter Size	Meter Max Allowable Capacity	Meter Ratio	Calculated Fee
<i>Inches</i>	<i>gpm</i>		
3/4"	30	1.00	\$7,925
1"	50	1.67	13,210
1 1/2"	100	3.33	26,420
2" <sup>1</sup>	160	5.33	42,270
<i>1. Meter sizes greater than 2" assessed on an individual basis.</i>			

## Wastewater capacity fee

- \$9,080 per ERU



# Capital Project Delivery





# Capital project delivery

## Optimization and best practices



- In-depth review of current state of water and wastewater system



- Identifies uncertainty, gaps, and potential risks in meeting capital needs



- Comprehensive review of capital and operations benchmarked compare against industry best practices



- Identifies potential efficiencies, cost-saving measures, and alignment opportunities with established utility standards



# Capital project delivery

## Typical tasks

01

### Meeting with City Staff

Understand project needs, then translate them into capital project line items for the CIP.

02

### Evaluate Proposed Capital

Identify additional renewal projects or cost-saving alternatives to meet compliance and growth objectives. Benchmark against industry standards

03

### Access Management Tools

Review Town's asset management tools and software for gaps and recommend potential technology upgrades

04

### Budget Estimates

Estimate each project line item using available local and industry cost data - review with staff

05

### Develop CIP Scenarios

Achieve consensus with staff and develop CIP for use in the rate model





# Thank you!

**Contact:** Todd Cristiano  
303 305 1138 / [tcristiano@raftelis.com](mailto:tcristiano@raftelis.com)