



City of Green River  
City Council Meeting  
Agenda Documentation

Preparation Date: June 28, 2016	Department: Public Works
Meeting Date: July 5, 2016	Department Head: Mark Westenskow
	Presenter: Mark Westenskow

**Subject:**

*WWTP Replacement Facility Design: SRF Loan Application for an additional \$1,200,000.*

**Background/Alternatives:**

*The City recently applied for and received conditional approval for a \$1.2 Million State Revolving Fund (SRF) Loan to develop the Design for a Wastewater Treatment Plant Replacement Facility. However, the City did not receive a requested Mineral Royalties Grant to match the loan. Given the current grant funding situation at the State, Public Works desires to apply for an additional \$1.2 Million SRF Loan to allow the project design to move forward in the 2016-2017 budget year. The new facility design is expected to take one year, and additional funding would be needed prior to any construction activities.*

**Attachments:**

*Application to SRF, including required Resolution*

**Fiscal Impact:**

*The total design costs are estimated to be \$2.4 Million. The additional \$1.2 Million SRF Loan would allow the City to begin with the design phase of the Treatment Plant Replacement Facility without depleting Wastewater Fund capital reserves.*

*The 11% Wastewater Utility rate increase approved in the 2016-2017 Budget anticipated the debt service for this loan.*

**Staff Impact:**

*If the SRF Loan is approved, staff from the Finance Department will administer the terms of the loan. Staff from the Public Works Department will administer any contracts resulting from the project.*

**Legal Review:**

*N/A*

**Suggested Motion:**

“I move to approve the Resolution Authorizing Submission of the application to the Wyoming State Revolving Fund Program for a \$1.2 million loan for the design phase of the Wastewater Treatment Plant Replacement Facility Project on behalf of the Governing Body for the City of Green River and authorize the Mayor to sign pertinent loan documents.”

Resolution No. 16-

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A PRE-APPLICATION FORM TO THE TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE

City of Green River

(NAME OF APPLICANT)

FOR THE PURPOSE OF Wastewater Treatment Plant Replacement Facility Design

(STATE TITLE AND PUPOSE OF PROJECT)

**WITNESSETH**

WHEREAS, the Governing Body for the City of Green River  
(NAME OF APPLICANT)

desires to participate in the State Revolving Fund program to assist in financing this project: and

WHEREAS, the Governing Body for the City of Green River  
(NAME OF APPLICANT)

recognizes the need for the project: and

WHEREAS, the STATE REVOLVING FUND program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the City of Green River  
(NAME OF APPLICANT)

plans to repay the requested STATE REVOLVING FUND LOAN from the following sources (s):  
(DESCRIBE THE SOURCE OF ALL REPAYMENT FUNDS)

The City adopted a wastewater utility rate increase of 11% through its annual budget process (effective July 1, 2016), that will be applicable to the debt service for the loan.

; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Green River  
(NAME OF APPLICANT)

that a loan application in the amount of \$ 1,200,000.00 be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding Wastewater Treatment Plant Replacem  
(name of project)

BE IT FURTHER RESOLVED, that Chris Meats, Finance Director & Mark Westenskow, DPW  
(name and title of persons)

are hereby designated as the authorized representatives of the City of Green River  
(name of applicant)

to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name & Title)

Attest:

\_\_\_\_\_  
(Name & Title)



# WYOMING CLEAN WATER STATE REVOLVING FUND

## LOAN PRE-APPLICATION FOR SPECIAL PROGRAM INCENTIVES

OFFICE OF STATE LANDS AND INVESTMENTS

Please submit 1 original, signed in Blue Ink by the authorized representative of the governing body, and 2 copies of the Loan Pre-application for Special Program Incentives; to:

Office of State Lands & Investments  
122 West 25th Street  
Herschler Bldg. 3W  
Cheyenne, WY 82002

If you need assistance in completing this form, please contact the following agencies:

Application and/or financial information:  
State Lands & Investments, 307-777-6046

Technical, Environmental, or project specific information:  
Wyoming Department of Environmental Quality  
Water Quality Division, 307-777-6371

**CWSRF Application Checklist (1 original of all items on list and all documents are to be signed in blue ink; and 2 copies of each item on list starting with "application")**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Application Cover Sheet (page 2)  |
| <input checked="" type="checkbox"/> | Application Summary Form (page 3)   |
| <input checked="" type="checkbox"/> | Application - Resolution authorizing submission of application (page 4)   |
| <input checked="" type="checkbox"/> | List of estimated project schedule and timelines. Upon Loan approval, this list will be attached to the Loan Agreement. (Page 5) - Project Timeline |

**OFFICE OF STATE LANDS AND INVESTMENTS  
Clean Water State Revolving Fund  
PRE-APPLICATION COVER SHEET**

Applicant: City of Green River Date: 07/08/2016

Address: 50 East 2nd North, Green River, WY 82935

Contact Person: Chris Meats

E-mail address: cmeats@cityofgreenriver.org Phone No.: (307) 872-6125

Engineer: Mark Westenskow, PE

E-mail address: mwestenskow@cityofgreenriver.org Phone No.: (307) 872-0525

Tax I.D. Number (required): 83-6000065

Population	12,515
Annual Median Household Income	71,766.00
Project Ranking on Intended Use Plan/Year of Intended Use Plan	99
Date of Mandatory Public Meeting	02/25/2016

Project Name: Wastewater Treatment Plant Replacement Facility Design

Brief Description: Perform design of a new facility to replace the City's existing wastewater treatment lagoons

Funding Source	Amount Requested	AMT OF PRINCIPAL FORGIVENESS REQUESTED
Clean Water SRF Loan (Core Program 2.5% Interest)		
Clean Water SRF Loan (Special Program 2.5% Interest)	\$1,200,000.00	\$300,000.00
Clean Water SRF Loan (Special Program-Green Project 0% Interest)	\$0.00	\$0.00

Total SRF Funding Requested \$ 1,200,000.00 (total from table above)

Applicant's Other Funding \$ 1,200,000.00 (total from table below)

Total Project Cost \$ \$2,400,000.00

\*List applicants other funding sources individually. Provide funding source, funding amount and status for each source:

Funding Source	Funding Amount	Funding Status		
CWSRF Loan	1,200,000.00	Approved	✓	Pending
		Approved		Pending

**PRE-APPLICATION SUMMARY FORM**

<b>Applicant:</b> City of Green River	<b>Project Name:</b> Wastewater Treatment Plant Replacement Facility Design	
<b>Water Rate Information</b>		
Current Number of Service Connections:	4,332	
Water Meters <input type="checkbox"/> Water Meters in Use?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Rate per 20,000 gallons or monthly flat rate if not metered:	60.41	
Rate Schedule as more water is used:	See attached rate schedule	
Attach rate schedule if necessary – Schedule attached?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Sewer Rate Information</b>		
Rate per 1,000 gallons or monthly flat rate	18.80	Monthly minimum 18.80
Assessed Valuation this FY:	\$81,796,169	
Assessed Valuation for each of the last three FY's:	2013	78,183,338.00
	2012	75,711,016.00
	2011	75,890,849.00
Total Mills levied this FY:	8 mills levied for the City of Green River	

**DETAILED PROJECT DESCRIPTION:**

The City of Green River is in a period of significant capital investment in its wastewater system. The City is engaged in a multi-year process of replacing three existing, aging and degraded lift stations in its wastewater collection system. At the same time, the City is facing more stringent discharge limits in its upcoming wastewater treatment plant permitting cycle with WyDEQ and EPA, scheduled for 2021. While the City's existing wastewater reserve funds are adequate for emergency repairs, the combination of upcoming infrastructure needs has the City seeking ways to stretch local dollars through available funding mechanisms.

The largest and most significant expected project will involve the replacement of the City's entire wastewater treatment plant to meet future expected discharge requirements. The City has prepared a Wastewater Treatment Plant Master Plan to identify the scope and extent of project needs for this facility. The WWTP Master Plan recommends the construction of a new activated sludge treatment plant to accommodate the current and projected flows and discharge limits. The WWTP serves 100% of the City's population of 12,515 (estimated mean income of \$71,766). The project is ranked #99 on the 2016 Intended Use Plan, and is estimated to cost \$30 million. Recognizing that this and other needed projects are beyond its current means, the City has looked forward to establish a strategic process whereby it can accomplish these projects through reasonable rate increases leveraged with available State and Federal funding.

To that end, the City has initiated its smaller wastewater capital projects with funding from State and local sources. In 2016 the City is replacing two aging sanitary sewer lift stations (Hutton Heights and Colliers) within the City of Green River. This project is funded by a Mineral Royalties Grant and State Revolving Fund Loan. The City also expects to replace its Northside lift station beginning in 2016. This lift station serves approximately one third of the City, including an area where significant economic development investment will be made in the upcoming years. The City has received a Business Ready Communities Grant to help fund this lift station replacement in conjunction with a broader community infrastructure investment. The City has begun raising wastewater rates to cover the required debt service for these projects, and is conducting a Rate Audit in 2016 to determine a systematic process to raise its utility rates to where they will need to be for expected debt service for the WWTP Replacement Facility project.

(Please see attachment for continuation.)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Pete Rust, Mayor

Name and Title (typed)	Signature	Date
Chris Meats, Director of Finance/City Clerk	Phone No. (307) 872-6125	
Name and Title of Contact Person	E-mail: cmeats@cityofgreenriver.org	

(continued)

## CURRENT PROPOSAL

The existing City of Green River Wastewater Treatment Plant consists of a lagoon system that treats approximately 1.1 million gallons of wastewater per day. The plant discharges to the Green River above Flaming Gorge Reservoir and is one of the largest lagoon systems in the entire Colorado River Basin. The original ponds that have become the current treatment plant were constructed in the 1960's, and have evolved into a modern treatment facility through periodic upgrades and modifications.

Discharges from the existing City of Green River Wastewater Treatment Plant are governed by conditions established through permits issued by the WyDEQ and EPA. The City's current discharge permit expires in 2021, at which time a new permit with more stringent conditions is expected. When the City began its Master Planning project for the treatment plant, it was thought that the current 2016 permit would include limitations on nutrients (nitrogen and phosphorous) that had not been in place previously, and that cannot be treated with the technology in use at the existing City of Green River WWTP. While the 2016 permit did not implement the expected nutrient discharge limits, it did establish a monitoring protocol for these substances. We now understand that these limitations are more likely to be imposed on the City's 2021 permit, which provides some measure of relief for the City's wastewater system. Instead of facing impending discharge permit violations, the City can now focus on proper planning and implementation of system improvements that can be designed, constructed, and operable before its 2021 permit is issued.

## FINANCIAL

The City has already completed its Master Plan for the WWTP using local funds, and is preparing to begin design of the new treatment plant. The design phase alone is estimated at \$2.4 million. To finance the design phase, the City obtained preliminary approval for a \$1.2 million Clean Water State Revolving Fund Loan, and is now proposing a second State Revolving Fund loan for the remaining 50% of the projected design costs. The City proposes to repay the full \$2.4 million SRF loan through an 11% rate increase adopted through its 2016-2017 fiscal year budgeting process, effective July 1, 2016. The City's ongoing Rate Audit is expected to identify a rate strategy that will continue to adjust rates as needed for debt service as the WWTP Replacement project moves forward.

Additional funding sources will be needed as the WWTP Replacement project moves from design into construction. The City is actively pursuing other funding sources, including Federal options, to enable this project to move forward.



Applicant:

City of Green River

Project Name:

Wastewater Treatment Plant Replacement Facility Design

**PROJECT TIMELINE**

Task	Date	Actual/Estimate
Selection of Consultant (for Planning Study)	2/4/2014	Actual
Receive Draft of Planning Study	2/2/2015	Actual
Receive Final copy of Planning Study	5/18/2015	Actual
Submit Planning Study to OSJI and DEQ for review and comment	10/1/2016	Estimate
Submit Revised Final copy of Planning Study to OSJI and DEQ	12/1/2017	Estimate
Selection of Consultant (for Design Phase)	1/1/2017	Estimate
Contract documents submitted to SRF Staff for Approval	1/1/2018	Estimate

Applicant:

City of Green River

Project Name:

Wastewater Treatment Plant Replacement Facility Design

**PROJECT TIMELINE**

Task	Date	Actual/Estimate
1. Contract documents submitted to SRF Staff for approval	01/01/2018	Estimate
a) Apply for DEQ Permit to Construct	02/01/2018	Estimate
b) All permits, easements, Right of Ways approved or finalized/signed	06/01/2018	Estimate
2. Publish call for bids approved by SRF Staff	06/01/2018	Estimate
3. Construction start date	09/01/2018	Estimate
4. Substantial completion date	06/01/2021	Estimate
5. Construction end date	08/01/2021	Estimate