

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

October 13, 2009

Present: **Boyd Siddoway, Mayor**
Kent Harker, Councilman
George "Al" Redlin, Councilman
Edwin Koch, Councilman
Carol Warren, Councilman

Call to Order, Roll Call of Councilmen, and Statement of Quorum: The forty-seventh regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held October 13, 2009 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 p.m., and with all councilmen in attendance, declared the existence of a quorum.

A list of attendees (sign-in sheet) is on file and available for inspection at the Town Clerk's Office.

Recognition: **Mayor Siddoway** recognized Mason O'Brien a local Boy Scout going for his Citizenship Merit Badge and will lead us in the Pledge of Allegiance.

Pledge of Allegiance: After welcoming everyone **Mason O'Brien** lead the recitation of ***The Pledge of Allegiance***.

Adopt the Agenda:

Mayor Siddoway removed item 8H (5th Penny Sales Tax Continuation Ordinance) and 8A (2008-09 Budget Review) from the Agenda.

Councilman Harker made a motion to approve the agenda as amended. Councilman Koch seconded the motion. The motion carried unanimously.

Adopt the Consent Agenda:

Councilman Redlin made a motion to approve the consent agenda as written. Councilman Warren seconded the motion. The motion carried unanimously.

*Copies of the latest minutes, as well as archived agendas and minutes from all previous Town Meetings and other public hearings may be found on the Town's website at **www.starvalleyranchwy.org** as well as at the Town Hall during regular business hours or by appointment.*

Correspondence: The Town has all correspondence on file and if anyone would like to review the correspondence, please contact the Town Clerk. This month's correspondence:

- **Thayne Ambulance Service Letter**
- **State Land & Investments Letter**

- **WAM Heads Up – Sept 10th**
- **Wyoming Dept of Education Letter**
- **WARS – Quick Tap**
- **Chamber of Commerce – Health Insurance**
- **WAM Heads Up – Sept 17th**
- **Chamber of Commerce – Open Houses**
- **Department of Workforce – Labor Law Posters**
- **WAM-WCCA Energy Lease Program**
- **WAM Heads Up – Sept 23rd**
- **WAM Update – Sept 24th**
- **LGLP Letter**
- **USDA – Grey’s River Ranger District Update**
- **WAM Newsletter**
- **WARWS – Training Class Schedule**
- **Chamber of Commerce – Leadership Institute**
- **ARRA Training Information**
- **WAM Heads Up – Oct 1st**
- **WAM – School Contest**
- **Chamber of Commerce Newsletter**
- **Chamber of Commerce – Girl Scout Project**
- **Chamber of Commerce – Healthcare Amendment**

Treasures Report

In the General Fund in CD’s this month there is \$903,450.000 last month there was \$1,033,450.00 for a difference of -\$130,000.00. In the checking this month there is \$34,989.00 last month there was \$36,319.00 for a difference of -\$1,330.00.

In the Water Fund CD’s there is \$575,000 this month last month there was \$575,000.00 for no change. In the checking this month there is \$31,721.00 last month there was 36,026.00 for a difference of -\$4,305.00.

Total cash on Hand this month is \$1,545,160.00, last month there was \$1,680,795.00 for a difference of -\$132,635.00.

Financial Highlights

For the month of September in the general fund, we started with \$36,319.32. The Town received \$2,123.29 in Interest, \$ 171,202.68 from the state, \$294.00 from Post Office Boxes, \$35.00 from Dog Registrations, \$703.00 in Court Fines, \$750.00 Liquor License Fee. The Town moved \$105,897.45 from a rolling CD to operating account, paid out \$44,664.03 in Payroll Expenses and \$236,498.59 in bills leaving a balance of \$34,862.12.

For the month of September in the water fund, we started with \$36,026.36. The Town received \$1,393.78 in Interest, \$7,877.20 in Water Payment and \$22,673.95 transferred from the Town account, received \$1,428.60 in Property Taxes. The Town paid out \$37,678.88 in bills leaving a balance of \$31,721.01.

Approve Accounts Payable and Payroll Disbursements: If anyone wants to know more detail about the accounts payable, they are more than welcome to visit the **Town Hall** and review a copy of the report.

TOWN

Sept 1st to Sept 8th

Ricky Jackson	3600	Building Permit Refund	\$ 1,800.00
Dennis Perry	3601	Building Permit Refund	\$ 1,000.00
VOID	3602		
Bowers Law Firm	3603	Legal Counsel	\$ 1,005.67
Corey R Miles CPA	3604	Accounting counsel	\$ 372.60
Forsgren Associates, Inc	3605	Contract	\$ 46,541.19
Greenline Equipment	3606	Parts	\$ 1,643.94
Gregg Wilkes	3607	Expense Report	\$ 720.82
Hansen Oil Company	3608	Gas & Diesel	\$ 1,895.19
Honnen Equipment	3609	Parts	\$ 391.66
Johnson Electric	3610	Electrical Work	\$ 788.65
Katherine Wilkes	3611	Skirt Making Labor	\$ 150.00
Kathy Logan	3612	Expense Report	\$ 155.77
Kendall Jenkins	3613	Sand	\$ 16,869.24
Lincoln County Sheriff's Office	3614	Aug 2009 Communication	\$ 725.00
NorMont Equipment	3615	Parts	\$ 717.94
Paperworks Plus	3616	Office Supplies	\$ 9.00
Peggy Parker	3617	Expense Report	\$ 35.49
Ridge Creek Investment Co.	3618	Town Hall Rent	\$ 3,650.00
Robert J Logan	3619	Judge Fees	\$ 327.50
Rocky Mountain Professional Con	3620	consulting	\$ 2,400.00
Roscoe Steel & Culvert	3621	Parts	\$ 1,049.75
Silver Star Communication	3622	Phone/Fax/Contract	\$ 1,697.29
Staples	3623	Office Supplies	\$ 269.84
Steel Systems, Inc	3624	Contract – PW Building	\$ 64,506.46
Valley Market	3625	Food for WBC	\$ 10.36
Valley Tech, LLC	3626	Consulting	\$ 111.55
WAMCAT	3627	Yearly Registration Fees	\$ 100.00
Yolanda Navarrete	3628	Expense Report	\$ 41.25
All-Star Auto Parts	3629	Parts	\$ 3,270.28
AFLAC	3630	Contribution	\$ 216.77
Star Valley Disposal	3631	Trash Removal	\$ 375.00
Void	3632		
Star Valley Independent	3633	Advertisements	\$ 60.00
TOTAL			\$ 152,908.21

Sept 9th to Sept 30th

Payroll Expense	3634-3653	Payroll Expense	\$ 17,503.45
United States Treasury	on-line	Payroll Taxes	\$ 4,693.52
Jere Kovach	3654	Building Permit Refund	\$ 500.00
"A" Locksmith Inc	3655	Repairs	\$ 140.00
Casper Star Tribune	3656	Advertisement	\$ 592.40
Jones Simkins PC	3657	Review	\$ 9,688.53
Kilroy, LLC	3658	1 st Draw Front Entrance	\$ 74,584.03
Star Valley Independent	3659	Advertisement	\$ 540.00
Andru Anders	3660	Reimbursement of Phone Charges	\$ 45.23
Donald Overfield	3661	Building Permit Refund	\$ 500.00
Lower Valley Energy	3662	Electricity	\$ 120.84
Payroll expense	3663-3677	Payroll Expense	\$ 14,234.05
United States Treasury	on-line	Payroll Taxes	\$ 3,924.64
Wyoming Retirement System	3678	Payroll Contribution	\$ 3,395.73
Wyoming Retirement System	3679	Payroll Contribution	\$ 207.03
Wyoming Child Support	3680	Wage garnish	\$ 705.61
Lower Valley Energy	3681	Power to PW Building	\$ 679.35
TOTAL			\$ 132,054.41

Oct 1 to Oct 8

Robert Jolley	3682	Building Permit Refund	\$ 2,000.00
Ridge Creek Investment	3683	Oct Lease	\$ 3,650.00
Blue Cross/Blue Shield	3684	Health Insurance	\$ 5,531.30
Henry Blaettler	3685	Building Permit Refund	\$ 500.00
Payroll	3686-3705	Payroll	\$ 18,078.90
Aflac	3706	Insurance	\$ 67.36
Anything Business	3707	Web Hosting	\$ 207.00
Bowers Law Firm	3708	Legal Counsel	\$ 1,994.78
Brenda Bauer	3709	Expense Report	\$ 34.81
Carol Warren	3710	Expense Report	\$ 564.96
CAN Surety	3711	Treasurer Bond	\$ 125.00
Corey Miles CPA	3712	Accounting Counsel	\$ 287.50
Dry Creek Enterprises, Inc	3713	Toilet Rental	\$ 128.00
Ed Koch	3714	Expense Report	\$ 71.94
Farmers Feed Store	3715	Pasture Mix	\$ 250.00
George Redlin	3716	Expense Report	\$ 84.50
Gregg Wilkes	3717	Expense Report	\$ 605.14
Hansen Oil Company	3718	Fuel	\$ 2,186.11
J Boyd Siddoway	3719	Expense Report	\$ 55.68
Jenkins Ace Home Center	3720	Supplies	\$ 178.03
Jones Simkins	3721	Audit Consultation	\$ 3,443.64
Lincoln County Sheriff's Office	3722	Sept Contribution	\$ 725.00
Little America Hotel	3723	Room – Wilkes	\$ 188.00
National Band & Tag	3724	Dog Tags 2010	\$ 78.06
Open Season Enterprises	3725	Lift Rental	\$ 210.00
Paperworks Plus	3726	Supplies	\$ 1985.98
Robert Logan	3727	Judge Fees	\$ 113.90
Void	3728		
Rocky Mountain Professional	3729	Consulting	\$ 2,400.00
Salsbury Industries	3730	PO Locks	\$ 159.00
Silver Star Communications	3731	Phone/Fax	\$ 287.96
Staples Credit Plan	3732	Supplies	\$ 398.29
Star Valley Cleaning	3733	Cleaning	\$ 800.00
Star Valley Disposal	3734	Trash Removal	\$ 588.69
Star Valley Independent	3735	Advertising	\$ 150.00
Steel Systems Inc	3736	Next Draw	\$106,578.16
Valley Market	3737	Town Image Supplies	\$ 17.95
Valley Tech, LLC	3738	Consulting	\$ 847.50
Wagner's Flower Shop	3739	Lamb Funeral	\$ 53.00
WAM	3740	LTS Breakfast	\$ 10.00
Wyoming Dept of Revenue	3741	Sales Tax	\$ 14.00
Wyoming Dept of Transportation	3742	Advertising for Sand	\$ 164.88
Robinson Motors	3743	Repairs	\$ 528.72
All Star Auto Parts	3744	Parts	\$ 1,116.64
Total			\$157,460.38

WATER**September 1st to 8th**

Bowers Law Firm	2434	Legal Council	\$ 495.33
Corey Miles CPA	2435	Accounting Council	\$ 144.90
Forsgren Associates	2436	Contract	\$ 21,303.11
Hansen Oil Company	2437	Gas & Diesel	\$ 892.56
Honnen Equipment	2438	Parts	\$ 225.00
Kendall Jenkins	2439	Sand	\$ 1,466.68
NorMont Equipment Co.	2440	Parts	\$ 358.46
Silver Star Communications	2441	Telephone/Fax/Contract	\$ 683.33
Staples	2442	Office Supplies	\$ 119.90
Waterworks Industries	2443	Parts	\$ 342.00
Wyoming Assn of Rural Water	2444	Fall Training	\$ 450.00
Yolanda Navarrete	2445	Expense Report	\$ 41.25
All Star Auto Parts	2446	Parts	\$ 2,007.71
Valley Tech, LLC	2447	Computer Consulting	\$ 54.95
Waterworks Industries	2448	Parts	\$ 2,030.00

TOTAL			\$ 30,615.18
Sept 9th to Sept 30th			
Yolanda Navarrete	2449	Postage	\$ 105.26
Jones Simkins, PC	2450	Review	\$ 4,771.97
Andru Anders	2451	Phone Charge Reimburse	\$ 22.27
Lower Valley Energy	2453	Electricity	\$ 1,912.20
Postmaster	2454	Postage	\$ 252.00
TOTAL			\$ 7,063.70
Oct 1st to Oct 8th			
Postmaster	2455	Postage Meter Letter	\$ 484.00
Aflac	2456	Insurance	\$ 175.93
All Star Auto	2457	Parts	\$ 954.11
Void	2458		\$
Bowers Law Firm	2459	Legal Counsel	\$ 537.99
Void	2460		\$
Gregg Wilkes	2461	Expense Report	\$ 139.44
Hansen Oil Company	2462	Fuel	\$ 858.24
Honnen Equipment	2463	Parts/Repairs	\$ 354.58
Jones Simkins	2464	Audit Consultation	\$ 1,696.12
Paperworks Plus	2465	Supplies	\$ 128.72
Robert Logan	2466	Judge	\$ 56.10
Robinson Motors	2467	Repairs	\$ 528.73
Ronald Hartley	2468	Expense Report	\$ 26.35
Silver Star Communications	2469	Phone/Fax	\$ 163.07
Staples Credit Plan	2470	Supplies	\$ 171.90
Star Valley Cleaning	2471	Cleaning	\$ 100.00
Star Valley Disposal	2472	Trash Removal	\$ 68.31
Thayne True Value	2473	Supplies	\$ 87.16
Town of Afton	2474	Water Tests	\$ 75.00
Warren Webb	2475	Expense Report	\$ 177.08
Waterworks Industries	2476	Parts	\$ 546.00
Yolanda Navarrete	2477	Expense Report	\$ 46.66
Anything Business	2478	Web Hosting	\$ 23.00
Donald Austin	2479	Expense Report	\$ 31.79
Frontier Fence	2480	Posts	\$ 131.72
All Star Auto Parts	2481	Parts	\$ 981.37
TOTAL			\$ 8,543.37

Activities Participated In:

- County's Bond Meeting – Cokeville – Sept 15
- LGLP Safety Review – Sept 15
- Chamber of Commerce Luncheon – Sept 23
- Workforce Wellness Summit – Cheyenne – Sept 24 & 25 (Redlin/Wilkes)
- WAM Fall Committee Meeting – Wheatland – Sept 24 & 25
 1. September 24th – Combined: Energy, Environment & Natural Resources & Transportation, Public Works & Communications (Warren)
 2. September 25th – Public Safety (Koch)
- Bid Opening Water Meters – Sept 25
- Steel Systems Meeting – Sept 28
- Laserfiche Software Demonstration – Sept 29
- Water Meters & Billing System Presentation – Sept 30
- Bid Opening – WWDC Well Project – Oct 2
- Kelly Lamborn Visit – Oct 8
- Wyoming Retirement Meeting – Employees – Oct 9

PRIOR BUSINESS:

Gaudy Maude Update:

Mayor Siddoway explained **JC Colley** had put together an accounting outline of what the costs were for the Gaudy Maude Festival. There was a total of \$33,180.50 donated; the total expenditures were \$28,640.62 leaving a balance of \$11,140.65 to go toward next year's festival.

Councilman Koch made a motion for the Town of Star Valley Ranch continue its support of the Gaudy Maude Festival and Balloon Rally for the fall of 2010. We acknowledge the investment of both moral and "in-kind" support but with no additional cash outlay being required. **Councilman Warren** seconded the motion. The motion carried unanimously.

Snow Removal Ordinance

A copy of Ordinance 2009-06 is available on the Town website <http://www.starvalleyranchwy.org/Ordinances/Ordinance200906.pdf>

Ron Mueller asked if you can put snow into private property across the road. **Mayor Siddoway** explained don't do it but call the Public Works department to see if there is another alternative to this.

Bud Culliton asked about his area and how it becomes a one way road and it becomes very dangerous and wanted to know if the Town was going to keep this road a two way road. **Mayor Siddoway** asked Mr. Culliton to work with the Public Works Department.

Councilman Warren made a motion that the Town of Star Valley Ranch approve the second reading of Ordinance 2009-06, Chapter 3, Article 3, Snow Removal as amended that will replace Ordinance 2006-07. **Councilman Redlin** seconded the motion. The motion carried unanimously.

Registration and Regulations Ordinance

A copy of Ordinance 2009-05 is available on the Town website www.starvalleyranchwy.org/Ordinances/Ordinance200905.pdf

Mayor Siddoway requested this ordinance be postponed until the issues about the vicious dog is worked out. The County no longer accepts vicious dogs and the Town has no one to pick up a vicious dog or where to take it to.

Dave Johnson asked where a person would get a tag, license and rabies certificate. **Mayor Siddoway** explained the rabies would be a certificate from their veterinarian and the tag and license would be issued here at the Town.

Councilman Koch asked if the second reading could continue if there may be a resolution by the next reading. **Mayor Siddoway** explained due to the language of euthanizing a dog that does not have tags and how strongly some people feel about that he would rather have more time for people to read the changes before it was approved in the third reading.

Carolyn Koch wanted clarification on a vicious dog. **Mayor Siddoway** read Article 7-7 K & L.

Dave Johnson asked about a dog that has been licensed and is vicious and is a repeated offender. Mayor Siddoway explained that a repeat offender would continue to get citations and the Judge would have the final decision. .

Administrator Wilkes has spoken with a local town, which would be willing to pick-up the dog at the time of an incident, and house it until a veterinarian could be contacted. The Mayor explained we are trying to avoid unnecessary expenses in picking up vaccinating, spaying or neutering, and destroying.

Councilman Redlin made a motion that the Town of Star Valley Ranch postpone the second reading of the Ordinance 2009-05 until November Council meeting, Councilman Warren seconded the motion. The motion carried unanimously.

NEW BUSINESS:

Town's Water Board Confirmation

Councilman Harker made a motion that the Town of Star Valley Ranch as provided in resolution 08-07-08-001 the appointment of members to the Water Board and the confirmation by the town Council, the Council confirm Mayor Siddoway's appointment of Curtis Cheshier, Chairman of the Board of Directors of the Star Valley Ranch Association and Utilities Committee Chairman, as a member of the Town's Water Board. Councilman Koch seconded the motion. The motion carried unanimously.

Liquor License

Councilman Redlin made a motion that the Town of Star Valley Ranch approve the application filed by the Star Valley Ranch Association dba as the Silo Lounge for the renewal of the liquor license. Councilman Harker seconded the motion. The motion carried unanimously.

Founder Day Plans

On November 8, 2009 the Town will be 4 years old; we are proposing to hold a celebration on Monday November 9, 2009. The Mayor has asked Councilman Koch to head up this celebration. Councilman Koch accepted the offer to assist in the program.

P&Z Board Organization Ordinance Amendment

A copy of Ordinance 2009-07 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200907.pdf>

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as written the first reading of Ordinance 2009-07, Chapter 2-Administration, Article 6-Planning and Zoning Board Organization to authorize the Town Planning and Zoning Board to take action on variance requests. Councilman Koch seconded the motion. The motion carried unanimously.

Mayor Siddoway explained this is being put in place to help speed up the process so applicants do not have to wait up to a month before a decision could be made.

Building & Construction Site Requirements Ordinance Amendment

A copy of Ordinance 2009-08 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200908.pdf>

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as written the first reading of Ordinance 2009-08, Chapter 11 – Buildings, Article 1-Appendix 11-1 to authorize the Town Planning and Zoning Board to take action on variance requests. **Councilman Harker** seconded the motion. The motion carried unanimously.

Dave Johnson asked why the Town only allowed 10 days to appeal

Ron Thacker questioned the “non-action” statement, Mayor Siddoway clarified Mr. Thacker’s question, and Mr. Thacker agreed with the explanation.

Commercial Zoning Ordinance

A copy of Ordinance 2009-09 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200909.pdf>

Councilman Redlin Spoke on the exceptional job by the planning and Zoning Board, and thanked them for their work in development, and dedication to develop this Ordinance over the past year.

Ron Thacker spoke on the actions to develop the Zoning Ordinance. Per request of the Town Council a Zoning ordinance was developed, for the business district. Mr. Thacker explained the ordinance and its sections. Mr. Thacker also explained the public survey, its contents, and the wonderful response there was.

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as written the first reading of Ordinance 2009-09, Chapter 9 – Zoning, providing guidance and regulation relating to commercial development within the Town. **Councilman Warren** seconded the motion. The motion carried unanimously.

Delinquent Account Status:

Town Clerk Bauer reported the second quarter of the 2009-2010 Fiscal year billing went out Oct 1, 2009. 580 bills were mailed for a total of \$54,700.00

There are approximately 107 customers who still owe for the first quarter. These customers will be charged penalties and interest if they do not pay by November 10. A reminder statement was mailed to these customers who are two quarters delinquent, for possible disconnection if no payments **are** received. The 10 day disconnect letter, for the last quarter delinquent accounts were mailed out 9/11/09 for **disconnection** on 9/22/09 and two accounts were disconnected. One account has reconnected and paid extra reconnect fees. The other account has remained disconnected and it is a vacant residence.

There are now six accounts which remain disconnected for nonpayment, and will be charged accordingly when services are restored. These accounts were vacant homes at the time they were disconnected, and remain vacant.

The residents are more aware of billing procedures, and are paying in a timelier manner, with less aggressive collection actions.

To date 98% of our budgeted water revenues have been received.

Planning & Zoning Report

Councilman Redlin provided the report. The main focus of the Planning & Zoning Board continues to be drafting a TSVR commercial zoning ordinance. The Board had a public hearing on September 22, 2009. The meeting was not well attended and there were no comments presented for further inclusion in the commercial zoning ordinance. The Board had another meeting for finalization of the commercial zoning ordinance and is prepared to pass the ordinance on to the Town Council for the first reading in early October as planned.

The Board has received information that Star Valley Ranch is eligible to join the National Flood Insurance Program (administered by FEMA) without having a mapped flood plain. The Board is still pursuing information that will be passed on to the Town Council for further consideration.

Since the last Council meeting on 9/08/09, the Board has approved one building permit for a house addition, one for extending a deck, one for a roof extension and one for a retaining wall. Permits for new home construction YTD remain at two.

The public is again reminded of the need to obtain a building permit from the Town for new construction and any construction project that involves exterior modifications or structural modifications to their residence.

The last P&Z Board meeting was held on October 7, 2009 and the next meeting will be held on October 21, 2009 at 6:00 PM at the Town Hall.

Court Report:

Town Clerk Bauer reported for the month of September there were two arraignments where both defendants pleaded guilty and paid fines of \$170.00 each. A sentencing hearing was held on September 8, 2009 and a fine of \$170.00 was given with \$500.00 suspended.

Special Municipal Officer:

During September, the Special Municipal Officer issued five written warnings, fourteen verbal warnings, and three water shut off notices. No regular citations were issued during the month. The SMO also continued investigation into three barking dog complaints, followed up on one fireworks complaint, and conducted general patrol for ordinance violations throughout Town. SMO enforcement activities in September are listed below and as detailed on the attached actions and activities log.

- **Animal Control Violations:**
 - 1 written warning issued for failing to maintain dogs on own property
 - 4 verbal warnings for failing to maintain dogs on own property
 - 2 verbal warnings issued for unleashed dogs
 - 1 verbal warning issued for unlicensed dog

- **Damaging Roads By Allowing Sprinklers to hit the roadway**
 - 3 written notices issued
 - 4 verbal notices issued

- **Construction Noise Violations:**
 - 1 written warning issued for construction noise prior to 7 a.m.
- **Unlicensed Drivers Operating Motorized Vehicles**
 - 2 verbal warnings issued to unlicensed drivers and their parents
- **Parking**
 - 1 verbal warning for parking on roadway and impeding traffic flow
- **Water Shut Off Notices**
 - 3 written water shut off notices issued for failure to pay

Lincoln County Sheriff’s Department Report:

2 citations were issued (down 2)
 4 warning were issued for moving violation (up 2)
 41 calls for services or incidents (down 35)
 15 special patrols (drive thru) (down 16)

2009-2010 Budget:

Town Administrator Wilkes provided us with information on the YTD Budget verses the YTD Actual.

Town's General Fund	YTD Budget	YTD Actual
Sources of Funds	\$725,989	\$566,979
Operating Expense Budget	\$331,368	\$268,246
Capital Investment Budget-General Fund	\$765,250	\$632,919
<u>Water Utility Fund</u>		
Sources of Funds	\$903,469	\$504,824
Operating Expense Budget	\$252,690	\$196,267
Capital Investment Budget-Water	\$643,335	\$421,487

There will also be a different format used to record month by month.
(Reports available on the website: www.starvalleyranchwy.org/Financials.html)

Road Operations Report:

Projects this month: Widening Vista West, Redwood Drive and Redwood Circle.

Started clearing brush from the walking paths on the BLM property.

Closing in the Water Department section of the Public Works storage building.

Ran power lines to the new Public Works maintenance building.

Removed brush along roads. We have started chipping the brush and smaller trees and will have wood chips available next spring.

Collected and hauled four truckloads of trees that were blown down during last week's windstorm.

Installed the septic tank and floor drain tank at the new Public Works building.

Water Operations Report:

During the past month the water crew:

Rebuilt two PRV vaults.

Removed the PRV vault by the Airport well and installed a new vault near Vista Drive and Muddy String Road.

Repaired three leaks.

Installed four blow off valves.

Did numerous locates for the construction projects.

Turned off many services for people leaving for the winter.

Adjusted valves to maintain pressure as required.

Standard Operating Procedure

**WATER SHUT - OFF FOR CONSTRUCTION OR REPAIRS
(Non-emergency)**

1. Water Operator - Locate the problem area.
2. Water Operator - Call Town Hall to call-in locates for utilities.
3. Water Operator - Locate valves available to lessen area affected.
4. Water Operator - Notify Town Hall to communicate to the residents affected.
 - a. 24 hours notice whenever possible.
 - b. Minimum 4 hours notice.
 - c. Have estimated time of completion.
 - d. What the problem is the crew is trying to fix.
 - e. Turn water back on and verify in good working order.
 - f. Notify Town Hall when the project has been completed.
5. Water Operator - Keep Town Hall abreast of the work-in-progress and issues that arise because of the water shut-off.
6. Public Works Director - Make certain that the water shut-off is necessary.
7. Water Operator - Have all the parts required for the project on-hand and on-site.
8. Public Works Director - The necessary employees need to be notified and ready to begin the project in order for the project to proceed and be completed in a timely manner.

In an **EMERGENCY situation**: Water Operator - Notify Town Hall as the situation arises; contact as many residences as possible through e-mail, website, or telephone calls. Water Operator - Keep Town Hall abreast to the estimated time of water outage, completion, and other problems that may have occurred. This is helpful; as residents call the Town Hall the office staff will have an assessment of the water situation, and can communicate this information.

In a **Project situation**: The Project Manager will be responsible for supplying the contractors with the SOP before beginning the project.

The Contractor will notify The Project Manager who will notify Town Hall, whenever there will be a water outage, and at that time all of the steps above will be initiated.

Facilities Report

Wyatt Johnson explained they are still working on the project as it is coming to the end. Started on June 4 – 3 weeks of rain in June, 16 weeks to complete. We are going to beat the initial goal. The contractor is planning on completion on or about the 15th of October.

The concrete drive apron on the east side of the building was poured last Tuesday.

Painting of NPU

Wyatt Johnson - The contract for painting the Postal unit was awarded, and will be painted when the temperature allows.

Water Projects' Status:

WBC Infrastructure Project:

When paved needs 4 more days of construction and then 2 days to dry out. Will be paved when appropriate. **Dave Miller** explained that to the end of the month 31% has been billed. 8" pipe line is up and running, there are 4 fire hydrants; they will be finishing 12" pipeline end of week.

Ron Mueller – Questioned the concrete curbs, it was found it looked good on paper, but was not wide enough.

WWDC Level III – Phase I:

The project consists of the BLM well, Transmission line, the Prater Canyon tank, and the crossover line, and SCADA System. The bids for the BLM well and transmission line were opened and the low bid was awarded to Kilroy LLC, who is now working on the front entrance. The high bid was for \$568,000, the projected cost of grant was \$369,000 and change, and the low bid came in at \$339,000 and change. Construction will start approximately next week. There were 6 fire hydrants in the request and were all denied by Wyoming Water development, they said they do not pay for fire hydrants. The costs for those fire hydrants are just under \$19,000, and the Town of Star Valley Ranch will put those in. The Hydrants are already in the bids and we will pay for them. This project should be completed by November 30th.

The tank and crossover lines will be two separate bids. The crossover line is a line between the Green Canyon Tank and The Prater Canyon Tank.

WWDC Level III – Phase II:

Application was submitted in September and the preliminary feedback is very positive. Councilman Harker and Mayor Siddoway will be attending the hearings in Cheyenne on November 5th & 6th for the final results. The Town is asking for Green Canyon Tank, crossover pump, new well, Muddy String transmission line and the Prater Spring redevelopment. The preliminary response to this is very promising.

Water Meter Project:

SCI was awarded the project, they are from Lyman, WY. The high bid was for \$2,500,000, the lowest bid was for \$1,048,000. Letters went out to all residents informing them of the project beginning Oct. 22nd. They will start in the North end with 5 crews. They are eager to get as many as possible completed this fall. The reason for all new meters is to be able to read all meters electronically from a vehicle, which will pick up readings by driving through, all at one time. It is a very sophisticated system. Next week we will be reviewing billing software. No one will be actually billed for usage until a few test billings have been completed to allow discovery of possible leaks in the customer’s system. We will do all that is possible to avoid sprinkler systems. They will use liquid nitrogen to freeze the lines that don’t presently have a shutoff valve. This will allow the meter installation without needing to shut of the water main. Meters will also be installed on empty lots that now have water connections. The contractor is very aware of our “snowbird” situation here and we will keep them informed of users who are away.

Website/Newsletter Report:

Reminder the website is www.starvalleyranchwy.org

Statistic:

	August	September	Increase/Decrease
Unique Visitors	933	828	-105
Average Pages Viewed per Visitor	2.5	2.5	N/C
Top 5 pages Viewed	1. Home 2. About Us 3. Documents 4. Community 5. Association Page	1. Home 2. About Us 3. Public Announcements 4. Town News 5. Planning & Zoning	
Total Hits	24,018	18,031	- 5,987

Newsletter Status:

The Ranch News, Volume 4, Number 2 Newsletter has been postponed until November.

Upcoming Activities:

- Black Mountain Software Demonstration – Oct 19
- Com Tech Software Demonstration – Oct 21
- Casell Software Demonstration – Oct 22
- WWDC Meeting & Hearing – Nov 4 to 6
- Project Listening Workshop – Nov 4

Adjournment: at 8:56 PM

Councilman Harker moved that The Town of Star Valley Ranch adjourn the meeting. Councilman Koch seconded the motion. The motion carried unanimously.

Respectfully Submitted

Approved

Brenda L Bauer, Town Clerk

Boyd Siddoway, Mayor