



Star Valley Ranch Town

2010 Objectives and Accomplishments

1. Census

- A. Primary Contract for our Town's Census activities
 - **Done**
- B. Continue census preparation
 - **Done**
- C. Promote local involvement with the census process
 - **Done**

2. Community Wellness & Involvement

- A. Work to enhance our image internally and externally
 - **Contacted unsuccessfully the USPS District Manager in Colorado regarding obtaining a ZIP Code for the Town of Star Valley Ranch.**
 - **Completed front entrance project. Installed five Town signs, 13 streetlights and street paving.**
 - **Coordinated with Lincoln County paving of Vista and Plats 1, 2 & 3 entrances.**
 - **Wellness Pathways have been cut in, equipment ordered, 4 16x16 pads have been installed for shelters.**
 - **Relocated over 40 trees to golf course and wellness area.**

- B. Nurture partnership with neighboring Town/County/State Officials
- **Formal and informal meetings were conducted with neighboring towns.**
 - **County and State officials were frequently contacted and a positive exchange of ideas and information transacted.**
 - **Mayor conducted periodic mayor's luncheons with neighboring towns.**
 - **Mayor initiated Economic Development process for local area and Lincoln County.**
- C. Assist with "Candidate Nights" for 2010 elections: Senate/County/School/Town
- **Town hosted Gubernatorial, State, County and local candidates. Recognition was provided at Town Hall meetings. Participated in other events countywide Candidate.**
- D. Ensure Town representation at SVRA meetings and functions.
- **Town Councilmen have attended all SVRA functions/meetings and most workshops.**
 - **Encouraged SVRA Directors to attend Town Council meeting.**
- E. Enhance and expand the "First Responders" program
- **Aggressively researched and pursued the addition of a pumper truck as a first response unit.**
 - **As part of overall compensation packages, continued to discuss incentives for program expansion of volunteers**
- F. Support as appropriate the "Gaudy Maude" event.
- **Event was cancelled, primarily due to lack of volunteer support. Event supplies and funds were split between the Town and Association.**
- G. Coordinate Town wide "clean-up" event
- **Not conducted. Exploratory discussions have been conducted with the Association GM regarding a joint sponsored clean-up day.**
- H. Coordinate Town celebrations.
- **Celebrated Founders Day, the Town's 5th birthday on November 8th.**

3. Communications

- A. Maintain Open Communication with all Town Citizens using:
Official Town Website (starvalleyranchwy.org),
E-mail (svrtown@silverstar.com),
The Ranch News (Periodic Newsletter),
Various other meetings possibilities and opportunities.

- **All the above items were used to communication with Town Citizens. A new method of communication was instituted in September. The monthly water bills now have an insert included in them. This insert is called a Bulletin covering monthly up-to-date Town information.**
- **Town meetings have become paperless. The Town Council meeting binders have been replaced by computers and information such as the agenda and backup information is now being shown by projector onto a screen for the benefit of the audience.**
- **The Town Council continues to encourage Town residents to attend all town meetings.**

- B. Obtain and put into place a Town Marquee (Bulletin Board) for Town announcements.

- **Discussions took place regarding a Town Bulletin Board. It was decided that this item would be carried over to 2011.**

- C. Place Census Information in Newsletter, E-mail and Website

- **Census Information was placed on all the above communication methods**

- D. Rename the BLM land

- **This item was carried forward to 2011**

- E. Coordinate Town Celebrations

- **This item was moved to Community Wellness & Involvement**

4. Domestic Waste Water Program

- A. Monitor our growth in relationship to our wastewater management strategy (*MPO*)
- **The Town held a formal review of Town's growth and total build-out versus projected potential problem levels.**
 - **Results of this review indicated very low risk at this time as well as for the foreseeable future.**
 - **Town published an opinion statement of condition regarding these results in the Town's January water bill bulletin #5 and is also available on the Town's website under "Public Announcements" or the complete, original report at:
<http://www.starvalleyranchwy.org/MiscDocs/SepticAssessmentReport.pdf>**

5. Facilities

- A. Continue to prioritize and plan for essential land and buildings (*MPO*)
- **Ongoing**
- B. Work on construction of wellness improvements on BLM land as time and workforce allows (*MPO*)
- **Paths roughed in, pads poured for shelter, exercise equipment on order**
- C. Develop and implement a NPU Building maintenance strategy
- **Nothing Accomplished**

6. Financial

- A. Establish a realistic and fiscally sound 2010-2011 Budget
- **Budget process was completed and effectively incorporated input from all departments**
- B. Continue "Open Book" Accounting
- **Reports continue to be improved for understanding and are presented at the monthly Town Council meetings**
 - **Reconciliation of Treasurers Cash Report and the Administrators Budget Report is complete and ongoing**

- C. Complete Audits in a timely manner.
- **Completed Audit/Reviews results were presented during a regularly scheduled Town Council meeting. The Town has consistently received satisfactory Audit/Reviews**
 - **2009/2010 was the first time a full Audit was required by law, meeting federal requirements. The Audit was satisfactory and consistent with all prior Reviews**
- D. Work towards establishing Franchise Fees as appropriate.
- **Franchise fees were pursued and evaluated. Town liabilities outweighed perceived benefit**
- E. Incorporate Grant Accounting within budget process.
- **Completed and is part of the monthly financial reports**
- F. Review needs for business licenses for those coming onto the ranch to conduct business or work
- **Still under consideration**
- G. Monitor Caselle installation.
- **Successfully completed with minor disruptions. Four vendors were interviewed regarding this important function. The package includes General Ledger, Accounts Payable, Cash Receipting, Payroll and Utility Management**

7. Grants

- A. Research and become familiar with general grant rules, guidelines, qualifications, dates, deadlines, requirements, etc. Learn what is available to the Town.
- B. Establish Grant Needs and Priorities for:
- Water
 - Roads
 - Land
 - Town Facilities
 - Safety
 - Town Entrances
 - Other potential grants that would benefit all Town citizens (Infants to Senior Citizens)
- Assist and provide guidance to any Town Councilman that has a specific grant application.
- C. Schedule and hold quarterly workshops with possible Funding Agencies.

D. Concentrate on possible grants for BLM land as follows:

Landscaping

Trails/Paths

Equipment

Restrooms

Picnic Structures

Signage: - Entrance, Paths and Roads such as Hardman.

• **List of Grant Projects and Status for 2010 is as follows:**

○ **Wyoming Water Development Commission (WWDC)**

• **Combined Level III Phase 1 & 2 - Grants and Loans for most of the Source, Storage and Transmission Lines**

• **Project Cost: \$6.0 Million**

• **2/3 Grant, 1/3 Low Cost Loan (30 Year, 4% Interest)**

• **On target for a 2012/13 Completion date**

○ **WWDC Level III – Phase I**

• **Completed Well (TSVR #2) Development & transmission line (MPO)**

• **Completed additional 400,000 gallon Prater Canyon Tank (MPO)**

• **Complete the installation of transmission line from Green Canyon area to Prater Tank**

○ **Wyoming Business Council – Business Ready Development Grant**

• **Completed the WBC Front Entrance Infrastructure grant on time and under budget.**

• **The grant consisted of a 12” Transmission Line, the Commercial Area Lines including fire hydrants, front entrance road, signage, electrical work and landscaping.**

• **Project Cost: \$1.5 Million**

• **90% Grant, 10% Town share**

• **Applied for Combination State and Federal Grants supporting plans to replace, improve and upgrade the culinary water distribution system, including water meters.**

○ **WWDC Level III application– Phase 2 Grant**

• **Application submitted and funding approved**

• **Pump Station for Green Canyon area to Prater Tank Transmission Line**

○ **Engineering Drawings near completion**

• **Additional 400 gallon storage Tank (MPO)**

○ **Purchase completed summer of 2010**

• **8” Transmission Line along Muddy String Road from front entrance (Vista Drive) to Plat 20**

○ **Engineering Drawings near completion**

○ **Redevelop / Enhance / Drill Prater Canyon Spring for additional water volume**

- **The Town filed an application with the Office of State Lands & Investments. Funding was received for the replacement of about 10,000 feet (30%) of steel pipe**
 - **Funding: SRF (State Revolving Fund) 100% Loan**
 - **Project Cost: \$900,000**
 - **20 Year, 2.5% Interest**
 - **50% Principle forgiveness**
- **Lincoln County Recreational Grant**
 - **Received funding from Lincoln County**
 - **Amount of \$12,500**
 - **2010/2011 Wellness Path Shelters**

8. Planning

- **Planning is a major element of almost every Town meeting, workshop or activity.**
- A. Continue to provide interface to Town Council for Planning and Zoning Board Activities.
 - **The Planning and Zoning Board continued to be very active and supportive of Town planning activities. These activities include almost all of the planning objectives identified below**
- B. Support Town / County planning activities
 1. Support obtaining professional services to define County and Town Overlay Zones for entire upper Star Valley
 2. Start the “Roads” planning for systematic, future growth
 - **Priority schedule for snow plowing of roads has been established**
- C. Assist in establishing ordinances that direct and ensure the overall enhancement of safety and good for the citizens of our Town
- D. Incorporate present Town Ordinances into a Town Code Book (MPO)
 - **Successfully established a Town Code that has incorporated all present regulatory Town Ordinances. The Town Code can be located on the Town website**
- E. Coordinate and establish schedule for Community Assessment
 - **Coordinated, arranged for accomplishment, and participated in a Community Assessment. The Assessment resulted in separate recommendation for the Town and the Star Valley Ranch Association**

- F. Work with DEQ and Lincoln County Planning Office to define requirements and establish schedule for providing training, and assuming responsibility for septic tank approval and permit process
- **The DEQ has rejected the plan for the Town to assume this duty so the Lincoln County Planning office will continue to retain the approval and permit process for septic tanks**
- G. Establish Culinary Water Service Fees that increase yearly at a rate that will make the Water Utility self-sustaining and meet requirements of the Wyoming Water Development Commission within three years
- **To obtain grants for improvements and expansion of the water system, the Town has committed to the Wyoming Water Development Commission that it will raise water rates by 10% to 15% per year until the Water Utility is self-sufficient. The Town will continue to raise rates and is working to better define what the long-range rates will be but this is difficult to finalize until water usage rates are better defined. The water meter project was completed in September 2010 and we now have 3 months of water usage data. We need to have water usage data for at least one year to gain better knowledge of annual water use and what revenue may be produced by its sale. We are on target to define the long-range rates within the next year. It may take several years of rate increase before the water utility is self-sufficient.**
- H. Establish Utility Franchise Fees
- **Draft franchise agreements were developed and provided to the electrical service and telephone service providers. Activity to pursue these agreements has been suspended because the liability to the Town, as suggested by the service providers outweighed the benefit of the agreements**
- I. Implement Master Plan Activities
- Continue to develop and define the “future” Town of Star Valley Ranch
 - Expand resident population and tax base of the Town of Star Valley Ranch
 - a. Consider the annexation of any commercial properties in the immediate vicinity of the Town
 - b. Support the establishment of additional businesses in the Town
 - **A Town Economic Development Board has been established to explore what may be done to attract businesses into the Town**
 - c. Research annexation of section of State School Section land
 - d. Research annexation of BLM land east of Cedar Creek Fairway No. 4
 - Develop a community trail system that improves accessibility within Town as well as connects to Bridger-Teton National Forest, proposed Hardman Ditch Trail and Lincoln County bike lanes (MPO)

- a. Continue investigation of potential locations for trail system
- b. Establish location for trails on BLM property and establish as many of these trails as funding will permit
 - **The establishment of trails on the BLM property is well underway**
- c. Continue to coordinate with Lincoln County in an effort to widen county road widths to accommodate future bike lanes (*MPO*)
 - **The County has established walking/bike paths on Muddy String Road from the RV Park to Vista Drive and the Town has installed a similar path along Vista Drive from Muddy String Road to Vista West Drive**
- o Define and designate routes for emergency vehicular access to the National Forest
 - a. Coordinate with Forest Service
 - b. Define routes

9. Public Safety / Security

- A. Be safety conscientious and support programs providing community safety.
 - **Continue to encourage and financially support the states Firewise program.**
- B. Support and expand, as fiscally possible, coverage by the Lincoln County Sheriff's Dept
 - **Met with County Sheriff Shane Johnson regarding expansion of Town coverage. This resulted in increased Sheriff visibility**
- C. Support our community's "FireWise" program (*MPO*)
 - **The Firewise program continues to be encouraged**
 - **Publicly recognized Alpine Fire Chief Terry Potter for her support of the Town with the Firewise program**
- D. Support Lincoln County Safety initiatives
 - **Efforts resulted included road stripping at Muddy String @ Vista and improvements to Muddy String and Clark Lane.**
- E. Protection of Town property
 - **Continue to review necessary procedures and available cost effective automation.**

F. Support the Fire District initiatives

- **Ongoing – obtained a Fire District Identification Number (Mid Valley Fire District) from the State Fire Marshall, in preparation**

G. Support the Special Municipal Officer

- **Provided the SMO with identifiable vehicles for better resident interaction.**
- **Currently have 4 backup SMO's.**

H. Work with Homeland Security for Protection of Town's culinary water source

- **Continue to review necessary procedures and available cost effective automation**

I. Continue work with parents with school age children and LCSD#2 for SVR bus stop safety (MPO)

- **Completed efforts with the County have improved current bus stops along Muddy String.**

J. Early Response: Identify, encourage, and train First Responders, and Establish incentives, as appropriate, for commitment

- **Need has been identified and encouragement of Town employees continues through financial compensation.**

10. Roads / Water-Operations

A. Roads

1. Continue to maintain and improve the Town's roads in superior fashion.

- **The roads have been improved. Snow Forest Drive and Redwood Drive both had major improvements. The split road on Snow Forest Drive was eliminated with major grade changes. Redwood Drive was filled in, in the low area**

2. Increase and upgrade equipment as financially feasible.

- **We have made good improvements in our equipment as far as the funds would go**

3. Design and construct Vista Drive project

- **Project completed**

B. Water

1. Upgrade and improve the quality of the Town's culinary water employees and equipment.
 - **We now have a very good water crew**
2. Continue to address system leaks as required and increase hydraulic capacity of water distribution system (MPO)
 - **We have repaired leaks as required**
3. Prepare for various culinary water problem contingencies
 - **The crew has done an excellent job keeping problems under control**

11. Water-Development (Culinary)

A. Protect the Town's culinary water sources

1. Confirm and ensure that all property assets are legally recorded
 - **Town responded to State of Wyoming, State Engineers Office because of a review required during the permitting of Well #2. All requirements, including updates to previous transaction were completed and accepted by the State Engineers Office.**

B. Concentrate on the Town's culinary water development and expansion in 2010

1. Monitor and work for the timely completion of existing water projects
 - **With the close cooperation and assistance of Clarence Kemp and his staff of Forsgren and Associates' engineers, acting as the project engineers and the Town's Engineer, all projects came in "on time" and "under budget".**
 - **Funding:**
 - **Combined Level III Phase 1 & 2 - Grants and Loans for most of the Source, Storage and Transmission Lines**
 - **Project Cost: \$6.0 Million**
 - **2/3 Grant, 1/3 Low Cost Loan (30 Year, 4% Interest)**
 - **On target for a 2012/13 Completion date**
- a. WWDC Level III – Phase I
 - **We have installed the following transmission lines all with fire hydrants:**

- a 12” line from Green Canyon Tank to the point of distribution at the corner of Vista Drive and Vista East Drive
- an 8” line from Well #2 to the point of distribution at the corner of Alpine Way and Ridgecrest Drive
- an 8” line along Vista Drive in the new commercial area
- a 10” crossover line between the Green Canyon Tank and the Prater Canyon Tanks

1. Complete Well (TSVR #2) Development & transmission line (MPO)

- **Completed**

2. Complete additional 400,000 Prater Canyon Tank (MPO)

- **Completed**

3. Install transmission line from Green Canyon area to Prater Tank

- **Completed**

4. Continue installing SCADA system

- **Continued implementation with the installation of each of the pieces of the overall system**

b. WBC Front Entrance Infrastructure

1. Complete electrical and signage

- **Completed**

2. Complete final landscaping and end project

- **Completed**

- **Funding**

- **WBC (Wyoming Business Council) – “Business Ready Development Grant”**
- **The 12” Transmission Line, the Commercial Area Lines including fire hydrants, Front Entrance Road**
- **Project Cost: \$1.5 Million**
- **90% Grant, 10% Town share**
- **Completed “On-Time, Under Budget”**

2. Complete the water meter project with a target of July 1st to replace our flat water rate billing with a metered usage billing system.

- **As part of our initial agreement with the State funding agencies, we committed that the Town would aggressively pursue installing water meters.**
- **In turn, the agencies agreed to waive the requirement to have the meters installed before approving our grant requests.**
 - **Billing will be based on actual water usage starting this spring**
 - **Billing rates have been posted on-line at <http://www.starvalleyranchwy.org/Ordinances/Title4.pdf> at Town Hall and included in monthly water bills**
- **Funding:**
 - **Federal Funding via the American Recovery & Re-investment Act**
 - **Meter Project: \$1.39 Million**
 - **We have installed over 1,000 meters**
 - **Loan (20 Year, No Interest) with 50% Principal Forgiveness**
 - **“On-Time” Completion Date and, “Under Budget”**
- **The Town has been assisting Citizens with identification of existing leaks in both the Town and Citizen’s systems.**

3. Apply for combination State and Federal Grants supporting our plans to replace, improve and upgrade our culinary water distribution system, including water meters

a. Monitor WWDC Level III application– Phase 2 Grant

- **Application submitted and funding approved**

1. Pump Station for Green Canyon area to Prater Tank Transmission Line

- **Engineering Drawings near completion**

2. Additional 400k storage Tank (MPO)

- **Purchase completed summer of 2010**

3. 8” Transmission Line along Muddy String Road from front entrance (Vista Drive) to Plat 20

- **Engineering Drawings near completion**

4. Redevelop / Enhance / Drill Prater Canyon Spring for additional water volume (MPO)

- **Once we have secured sufficient water system backup, this portion of the project will be started**

b. Monitor the opportunities to implement our strategy for Distribution System upgrade and expansion.

- **There are approximately 167,000 feet of distribution line in our current water system**
 - **Of which, there are approximately 34,000 feet of steel pipe**
 - **All steel pipe is rusted, leaking and maybe undersized which needs to be replaced**
 - **The Town had prepared in advance all engineering drawings and bid specs for total replacement of all steel pipe**

 - **With the guidance and encouragement of the Grants and Loan Program Director of the Office of State Lands & Investments, the Town filed an application and received funding for the replacement of about 10,000 feet (30%) of steel pipe**

- **Funding**
 - **SRF (State Revolving Fund) 100% Loan**
 - **Project Cost: \$900,000**
 - **20 Year, 2.5% Interest**
 - **50% Principle forgiveness**
 - **Completed on-time and under budget**

- **We continue to monitor, attend grant briefings and meet with key state executives to enhance our Town's ability to leverage our water need's construction costs**

- **Funding Sources - (project requirements – seek maximum contributions to enhance our infrastructure projects thus minimizing our citizen's costs)**

(MPO) Master Plan Objective