

DISTRICT QUESTIONNAIRE

***Supplemental Information to Accompany the City of Gillette's WWDC
Level III Project Application for Regional Water System Extensions***

Gillette Regional Water Supply Project
May 31, 2011



1. INSTRUCTIONS

The City of Gillette Utilities Department, with assistance from the Campbell County Public Works Department, will submit a Level III Project Application to the Wyoming Water Development Commission (WWDC) in August 2011 requesting engineering design, permitting, easement and construction funding for 67% of the costs necessary to extend Regional Water Service from the new Gillette Madison Pipeline to surrounding Improvement and Service Districts and other Water Systems collectively referred to as "Water Districts" located within the Designated Service Area as established by the December 21, 2010 Regional Water Joint Powers Agreement between Campbell County and the City of Gillette. During a May 3, 2011 Special Election, Campbell County Voters approved \$20 million from future revenues received through a 1% Specific Purpose Excise Tax (Capital Facilities Tax) to pay for the 33% local match for the regional extension project.

The City of Gillette (City) and Campbell County (County) respectfully request your cooperation as we move forward with the WWDC application to request the 67% State grant funding.

The City, County and the WWDC request the following information be completed and returned to the City by **July 15, 2011** within the self-addressed, pre-paid postage envelope.

1. A notarized copy of a resolution supporting the regional extensions project by the board or other governing entity of your respective Water District. An example Resolution is enclosed.
2. Completion and execution (signature) of the following District Questionnaire. The person signing the Questionnaire must have authority to commit the entity to a binding contract.
3. A copy of your most recent (CY 2009 or CY 2010) Water Quality Consumer Confidence Report for your Water District.

The City, County and WWDC will use this information to prioritize our Level III funding request for future regional water service extensions. Responsive Water Districts with immediate water quality/quantity deficiencies will be prioritized higher than Water Districts with less water quality/quantity deficiencies. Non-responsive Water Districts will be prioritized last. Based upon availability of WWDC funding, it might take five or more years to receive funding and/or fully benefit from the 67% WWDC grant share for the regional extension project.

2. CONTACT INFORMATION

Type of Entity (please check one): _____ Improvement and Service District, *recognized per W.S. 18-12-101 thru 18-12-140*
 _____ Other Statutorily Recognized Special District (*i.e. Water or Irrigation District*)
 _____ Home Owner's Association or Subdivision Water Association
 _____ Private Water Provider
 _____ Other. Please explain: _____

(Name of Entity) _____ (P.O. Box or Street Address) _____

(City) _____ (County) _____ (State) _____ (Zip Code) _____ (Phone) _____

(Authorized Official - Type or Print Name) _____ (Signature of Authorized Official) _____ (Date) _____

(Contact Person – Type or Print Name)

(Phone Number*)

(E-mail address)

*The best time to reach the contact person is from _____ to _____ o'clock on _____ days of the week.

If the questionnaire was prepared by someone other than the contact person, please provide:

Name _____ Phone Number _____ E-mail _____

3. EXTENSION PRIORITIES (WATER DELIVERY SCHEDULE)

Please check one of the following that best describes your desired timeframe to be connected to the Regional Water System.

_____ Immediately (by December 31, 2013)

_____ Less Urgent (after December 31, 2013, but before December 31, 2015)

_____ No Urgency (after January 1, 2016)

_____ Never.

Space provided for further explanation, if necessary: _____

4. INITIAL LEVEL OF SERVICE (LOS)

Please check one of the following that best describes the type of water service you would like to receive upon execution of water service agreement with the City within the first five years after being connected to the Regional Water System.

_____ LOS A – continuous, year-round wholesale water service from the Regional Water System.

_____ LOS B – seasonal service for “peak” or “off-peak” times of the year. (Supplemental water for irrigation demands.)

_____ LOS C – short-term emergency service or fire protection stand-by service.

_____ LOS D – sell excess water to the Regional Water System, provided District water meets rigid quality requirements.

_____ LOS E – no service. We will not enter into a Water Service Agreement with the City within the first five years.

Space provided for further explanation, if necessary: _____

5. LONG-TERM LEVEL OF SERVICE (LOS)

Please check one of the following that best describes the type of water service you would like to receive upon execution of water service agreement with the City, five years after being connected to the Regional Water System, or after December 31, 2021.

_____ LOS A – continuous, year-round wholesale water service from the Regional Water System.

_____ LOS B – seasonal service for “peak” or “off-peak” times of the year. (Supplemental water for irrigation demands.)

_____ LOS C – short-term emergency service or fire protection stand-by service.

_____ LOS D – sell excess water to the Regional Water System, provided District water meets rigid quality requirements.

_____ LOS E – no service. We will not enter into a Water Service Agreement with the City after December 31, 2021.

Space provided for further explanation, if necessary: _____

6. DISTRICT WATER SYSTEM CONDITION – READINESS TO ACCEPT REGIONAL WATER*

- (1) Each customer is individually metered.
- (2) Each tap is equipped with an operational backflow prevention device, specified to meet the appropriate hazard classification.
- (3) Water transmission systems (pipes that transport water from wells to the distribution system) are in good condition.
- (4) Water storage facilities are in good condition.
- (5) Water pumping systems are in good condition.
- (6) Water distribution systems (pipes w/ tap connections or hydrant connections) are in good condition.
- (7) Valves and fittings are in place to connect to the Regional Water System with little disruption to existing operations.
- (8) Not aware of any significant water losses within the transmission/distribution system.

Please check one of the following that best describes the known condition of your water system.

- Ready to receive Regional Water Service. Our system meets ALL of the 8 statements listed above.
- Some internal improvements are necessary. Our system meets 4 or more of the 8 statements listed above.
- Major internal improvements are needed. Our system meets 3 or less of the 8 statements listed above.

Space provided for further explanation, if necessary: _____

7. SCHEDULE OF INTERNAL IMPROVEMENTS*

Please check one of the following that best describes your timeframe to rectify any known internal water system deficiencies prior to receiving Regional Water Service. This assumes a significant level of Federal, State, or Local funding will be available to help out.

- Known deficiencies will be remedied by December 31, 2013.
- Known deficiencies will be remedied after December 31, 2013, but before December 31, 2015.
- Known deficiencies will be remedied after January 1, 2016.
- Unknown. Technical assistance is necessary to help develop a schedule to remedy improvements.

Space provided for further explanation, if necessary: _____

** Water Districts are strongly encouraged to apply for a WWDC Level II Study if you have more than one or two known deficiencies and/or possess a funding short-fall that would prevent your District from connecting to the Regional Water System by December 31, 2015. A separate WWDC Application requesting a Level II Study is enclosed for your benefit. Or, Water Districts can download a copy of the WWDC Level II Study Application from the WWDC web site:*

http://wwdc.state.wy.us/project_application_info/Rural_Dom_Water_Sys_Proj_Ap.pdf

Applications are to be completed by the District and submitted directly to the Wyoming Water Development Commission by August 15, 2011 to be considered as part of the 2012 Wyoming State Legislature Omnibus Water Planning Bill. If the application is approved, and if State funding is available, the State of Wyoming pays 100% toward the cost of this study. However, a \$1,000 application fee is required. \$750 of the original \$1,000 fee is returned if the study is not completed.

The scope of any proposed Level II Study could involve an evaluation of the District's existing water system condition, development of a schedule for improvements, identification of future funding sources, and/or recommendation of other measures that will improve the operation and efficiency of your District's water system.

City and County Staff are available to help the District(s) prepare this separate Level II application.

Please contact the WWDC at 307.777.7626 for more information.

8. FEDERAL DRINKING WATER COMPLIANCE

a. Are you under any Federal (EPA) and/or WY DEQ mandate(s) to improve your system?

(i.e. Significant Deficiencies, Administrative Orders, Notice of Violations, Actions Taken, Compliance Schedules, etc.)

_____ no

_____ yes, please explain:

b. In the last four years has your system been non-compliant with Federal Safe Drinking Water Requirements?

(i.e. Have you exceeded regulated contaminant MCL's like radio-nuclides, fluoride, nitrates etc.? Have you failed any total coliform samples? Have you received a violation for failing any routine or repeat coliform sampling? Have you exceeded action levels for the Lead/Copper Rule? Have you had any additional sampling due to non-compliance with the Total Coliform Rule, Ground Water Rule or Disinfection By Product Rule?)

_____ no

_____ yes, please explain:

c. Does anyone in your District Service Area haul their drinking water?

_____ no

_____ yes, please explain:

9. EXISTING WATER SYSTEM INFORMATION

a. Description of Present Water Supply: _____ Number of wells: _____ Approximate Depth: _____

Primary supply aquifer or formation: _____

Approximate Yield in GPM per well: _____ Total of all wells: _____

b. Water Storage: Treated (volume and description): _____

Raw (volume and description): _____

c. Transmission pipeline - Approx. Distance form Source to Distribution System: _____

Type of pipe material: _____ Diameter(s): _____

Age of pipeline: _____ Condition of pipeline: _____

d. Disinfection – None: _____ Chlorine Gas _____ Tablet Feeder _____ Liquid Hypochlorite _____

e. Other Treatment – None: _____ Reverse Osmosis _____ Membrane _____ Softening _____

f. Are individual water customers metered? yes ___ no ___ Do you bill by your meters? yes ___ no ___

Identify unmetered usage (irrigation of parks, cemeteries, fire protection, etc.) and amount of unmetered usage: _____

g. Do you have an independent raw water irrigation system? yes ___ no ___

If yes, what is your raw water system capacity (gallons per day)? _____

If yes, what is your average annual raw water usage (gallons)? _____

- h. What is the current population of your District (2010 Census): _____
- i. How many active water customers (taps) are located within your District? _____
 How many taps are served by you outside your current District boundary? _____
 How many total water customers (taps) can you serve within your District boundary at full build-out? _____
 What are the name(s) of other water systems served by your District? _____
 Do you receive water from another District? yes ___ no ___ If so, what is the name of the purveyor? _____
- j. Total number of gallons produced by all District water sources annually: _____
 Gallons used per capita per day: _____
 Average Day Demand (total system gallons per day): _____
 Historic Peak Day Demand (total system gallons per day): _____
- k. Maximum capacity of the water supply system (gallons per day): _____
 Estimated total future increased capacity needed (gallons per day) _____
- l. Estimated system water losses (percentage): _____
- m. Identify your current water rights (SEO#, priority date): _____
 Describe the status of these water rights (i.e. filings, permits, adjudicated water rights): _____
- n. What is the single factor (bottleneck) that presently limits your ability to provide water? (i.e. water quality compliance, supply, transmission, treatment, distribution, etc.): _____
- o. Describe water conservation efforts (i.e. tiered water rates, lawn watering restrictions, etc.): _____

10. EXISTING FINANCIAL INFORMATION

- a. What are your system development charges (i.e. PIF's or tap fees) and other "hook-up" charges like the physical cost of the tap, meter cost, etc. associated with new water connections?

	Sys. Develop. Fee	Meter Fee	Tap Fee	Other Fees	Total Fees
Residential:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Commercial:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

- b. What are your monthly residential retail water rates?
 Monthly Base Charge: \$ _____ Amount of water received from Monthly Base Charge (gallons): _____
 Monthly Use Charge (\$ per 1,000 gallons per month above any fixed base charge): _____
 Maximum amount of water received from the 1st tier Monthly Use Charge (gallons): _____
 Excess Use Charge (\$ per 1,000 gallons per month above the 1st tier use charge): _____
- c. How much is a monthly residential monthly water bill based on 12,000 gallons per month consumption? \$ _____
- d. Identify any local conditions that affect your rates? (i.e.: flow through for frost prevention, non-water related homeowner assoc. fees, etc.): _____

e. Please provide some basic financial information regarding your water system.

Revenues

Annual revenues generated from water sales: \$ _____
Annual revenues from system development charges (i.e. PIF's or tap fees): \$ _____
Annual revenues from other sources: \$ _____
Total annual revenues: \$ _____

Expenses

Annual budget for water supply operation & maintenance expenses: \$ _____
(i.e. O&M costs for equipment, labor and materials for wells, pumps and motors)
Annual O&M budget for all sampling, lab testing, and compliance reporting: \$ _____
Annual budget for all other operation & maintenance expenses: \$ _____
(i.e. O&M costs for distribution system maintenance, locates, flushing, chemicals, etc.)
Annual payments for debt retirement (annual loan payments, if any): \$ _____
Annual payments made to all capital replacement/repair fund(s): \$ _____
Annual payments to an emergency fund: \$ _____
Annual payments for other purposes: \$ _____
Total annual expenses: \$ _____

Reserves

Current balance in repair and replacement fund: \$ _____
Current balance in emergency fund: \$ _____
Current balance in ALL reserve funds: \$ _____

f. Is the operation of your water system self supporting in terms of revenues offsetting costs for operation, maintenance, debt retirement, replacement funds and emergency funds?

_____ yes

_____ no

If you answered "no" how is the difference subsidized?

(i.e. Federal/State/County Grants, Other Revenue, etc.) _____

Space provided for additional comments, if necessary: _____

- END OF DISTRICT QUESTIONNAIRE -

Thank you for your assistance.

Please return the completed District Questionnaire, Notarized Resolution and most-recent Water Quality Consumer Confidence Report in the self-addressed, pre-paid postage envelope by July 15, 2011.