

INFORMATION PACKET

Table of Contents

Friday, January 11, 2019



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings	2-6
2019 ARAJPB Board Members	7-9
Central WY Regional Water System Packet 01.15.19	10-44
Civil Service Commission Meeting Agenda 1-16-19	45
FY19 Sales Tax Chart 01.07.19	46
FY19 Optional Sales Tax Report 01.07.19	47
Invitation Excel Academy Grand Opening	48
Mercer Family Resource Newsletter Jan 2019	49-56
WAM Info Architecture Assistance for Historic Properties Through Business Council	57-58
WAM Info Business Council Launches Placemaking Challenge	59-61
WAM Info Business Council Releases Annual Report	62-63

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
A working draft of Council Meeting Agendas

January 15, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Community Promotions (Fleur Tremel)	Move Forward for Approval	10 min	4:30
Designated Dog Areas (Tim Cortez)	Direction Requested	30 min	4:40
Abandoned Vehicle Revisions (Chief McPheeters, Will Chambers)	Move Forward for Approval	40 min	5:10
Work Session Priorities and Protocol (Mayor) 1) Agenda Setting 2) Sponsorships /Around the Table 3) Executive Sessions 4) Cell Phones	Direction Requested	60 min	5:50
Boards and Commissions (Mayor)	Direction Requested	30 min	6:50
Agenda Review		20 min	7:20
Legislative Update		20 min	7:40
Council Around the Table		20 min	8:00
Approximate Ending Time			8:20

January 22, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-Meeting: Sole Source Purchase of Two Flygt Pumps from Water Technology Group in the Amount of \$79,112, for use at the Bar Nunn #1 and #2 Lift Stations.					
Bright Spots in Our Community - National Mentoring Month/Big Brother and Big Sisters (Proclamation)					
Establish February 5, 2019, as the Public Hearing Date for Consideration of Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center)	C				
Establish February 5, 2019, as the Public Hearing Date for Consideration of b. Rezoning of Lots 4-6, Block 19 Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8) Located Directly South of the Intersection of Foster Road and Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial).	C				
Establish February 5, 2019 as the Public Hearing Date for a New Resort Liquor License No. 7 for Fund I, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street to Casper, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.	C				
Establish February 5, 2019 as the Public Hearing Date for a Transfer of Ownership for Retail Liquor License No. 36, for Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits.	C				
Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance- Public Hearing/First Reading		N			
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - Public Hearing/First Reading		N			

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Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Second Reading			N	
Authorizing a Contract for Professional Services with CH2M Hill Engineers, Inc., in the Amount of \$63,300 For Engineering Services related to the Development of a Strategic Plan for the Casper Public Utilities Division.				C
Authorizing a Contract for Professional Services with CH2M Hill Engineers, Inc., in the Amount of \$254,985, for the WWTP Secondary Treatment Improvements Project.				C
Authorizing an Agreement with Playground Hound LLC dba LuckyDog Recreation, in the Amount of \$78,219.00 for the 2019 Playground Equipment Improvements Project.				C
Authorizing a Final Acceptance Certificate with Wyoming Department of Transportation for the Robertson Road South Pathway.				C
Authorizing Change Order No. 4 with Andreen Hunt Construction Inc., in the amount of \$5,924.97 and a Time Extension of 87 Days, for the East Casper Zone III Water System Improvements Project.				C
Authorizing A Contract for Professional Services with Altitude Recycling Equipment LLC, in the Amount of \$472,350, for the Casper Materials Recovery Facility Baling System Procurement and Installation Project. (tentative)				C
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.				C
Application for Taxicab Company License for Eagle Cab, Located at 2804 Coulter Drive.				C
Authorizing and Signing the Conditional Sale Agreements for Seventy (70) New YDRA EFI Yamaha Golf Cars and Three (3) YU1A Yamaha Golf Cars for Use by the Casper Municipal Golf Course of the Parks and Recreation Department.				C
Authorizing the Purchase of One (1) New Single Axle Truck with Hydro Excavator Body, from CMI TECO, in the Total Amount of \$397,849, Before Trade, for Use by the Water Distribution Division of the Public Services Department.				C

January 29, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Events Center Audit (Tom Pitlick)	Information Only	40 min	4:50
Budget Calendar (Tom Pitlick)	Information Only	10 min	4:50
CATC Route Modification Update (Aaron Kloke)	Direction Requested	20 min	4:45
Council Goal Discussion	Direction Requested	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

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February 5, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-Meeting: Exchange Student Meet and Greet (tentative)					
Bright Spot - Francisco Deluca, Exchange Student (tentative)					
Bright Spot - Update on the Wyoming Reads Program from Dale Bohren, Steve Hopkins & Lisa Scroggins					
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) Public Hearing/First Reading		N			
Rezoning of Lots 4-6, Block 19 Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8) Located Directly South of the Intersection of Foster Road and Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial).		N			
New Resort Liquor License No. 7 for Fund I, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street to Casper, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.		N			
Transfer of Ownership for Retail Liquor License No. 36, for Urban Markte Wines, LLC d/b/a Urban Bottle Wine & Spirits.		N			
Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Third Reading			N		
Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance 2nd Reading			N		
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - 2nd Reading			N		
Authorizing the execution of an M-54 Utility License with the Wyoming Department of Transportation for the installation of a 1.5-inch, schedule 80, low pressure sanitary sewer service line to provide sewer service to 11105 and 11115 West US Highway 20/26.				C	
Amendment No. 2 to the Ice Hockey Development Escrow Agreement				C	

February 12, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Restricted Parking Areas (John Henley)	Direction Requested	20 min	4:30
Island Annexation (Carter Napier)	Direction Requested	20 min	4:50
Cedar Springs Wind Energy Project Overview (Consultant: Nextera Energy Resources)	Information Only	15 min	5:10
Agenda Review		20 min	5:25
Legislative Update		10 min	5:45
Council Around the Table		20 min	5:55
Approximate Ending Time			6:15

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February 19, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Annual Renewal of Liquor Licenses.		N			
Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance 3rd Reading			N		
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - 3rd Reading			N		
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) 2nd Reading			N		

February 26, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Plains RFP	Direction Requested	20 min	4:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

March 5, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) 3rd Reading			N		

March 12, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

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Upcoming Work Session Agenda Items
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
Property Code Revisions (after January 2019)
Parking on the Parkways (after January 2019)
Sign Code Revisions
David Street Station 501(c)(3)
Sidewalk Cafés
Historic Preservation & Building Codes (example - Marvin Piel's property)

**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD
Board Members 2019**

As of 1-10-2019

<p><u>Reed Merschat</u> Home/MAILING 2940 Nob Hill Drive Casper, WY 82601 CELL 207-259-8001</p> <p>tetradllcwy@gmail.com</p> <p><u>CHAIR</u></p>	<p>01/2019 to 12/2021 **(second 3-year term)</p>	<p>WORK Tetrad Resources LLC 307-472-2885</p>
<p><u>Ben Schrader</u> HOME/MAILING 4107 W. 38th Casper, WY 82604 CELL 520-370-3061</p> <p>Ben.schrader@hicofab.com</p> <p><u>VICE CHAIR</u></p>	<p>01/2018 to 12/2020 **(second 3-year term)</p>	<p>WORK High Country Fabrication 1000 West First Street Casper, WY 82604 307-235-0189 Direct Line 307-261-4861</p>
<p><u>Bob Chynoweth</u> HOME/MAILING 33 Valley Drive Casper, WY 82604 307-235-3552 (Home) CELL 307-262-7726</p> <p>bfchynoweth@msn.com</p> <p><u>TREASURER</u></p>	<p>01/2018 to 12/2020 **(second 3-year term)</p>	<p>WORK Retired</p>
<p><u>Doug Follick</u> HOME/MAILING 1151 Donegal Casper, WY 82609 CELL 307-267-6394</p> <p>dfollick@gmail.com</p> <p><u>SECRETARY</u></p>	<p>01/2016 to 12/2020 **(second 3-year term)</p>	<p>WORK Retired</p>

<p><u>Jerad Stack</u> MAILING 406 E. 11th Casper, WY 82601 CELL 303-918-8579 jeradstack@gmail.com</p>	<p>01/2018 to 12/2019 **(second 3-year term)</p>	<p>Work Breakthrough 307</p>
<p><u>Robert Hopkins</u> HOME/MAILING 405 South Beech Casper, WY 82601 307-472-1837 (Home) CELL 307-259-6006 wvohopkins@bresnan.net</p>	<p>01/2017 to 12/2019</p>	<p>WORK City Representative City Appointed</p>
<p><u>Ed Opella</u> HOME/Mailing 1931 Elk Horn Valley Drive Casper, WY 82609 307-577-4001 (Home) CELL 307-258-5422 e.opella@bresnan.net</p>	<p>01/2014 to 12/2019</p>	<p>WORK County Representative County Appointed 307-235-9279</p>
<p><u>Terry Lane</u> 2321 Kingsbury Drive Casper, WY 82609 CELL 307-259-9658 Terry@terrylane.com</p>	<p>01/2019 to 12/2021 * (first 3-year term)</p>	<p>WORK Manufacturing Works</p>
<p><u>Jim Belcher</u> 6021 S. Poplar Casper, WY 82601 CELL 307-286-7114 jbelcher@crowleyfleck.com</p>	<p>01/2019 to 12/2021 *(first 3-year term)</p>	<p>WORK Crowley/Fleck Attorneys 111 West Second Street, Suite 220 Casper, WY 82601 307-232-6911</p>
<p><u>Renee Hahn</u> HOME 700 S. Beech Street Casper, WY 82601 CELL 307-259-0798 EXECUTIVE DIRECTOR</p>		<p>MAILING Amoco Reuse Agreement Joint Powers Board 2435 King Blvd, Suite 249 Casper, WY 82604 307-472-5591 renee@arajpb-casper.org</p>

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**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD**

MEETING PROCEEDINGS

December 18, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 18, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Powell, Treasurer Lawson, and Board Member Walsh. Board Members Humphrey, Johnson and Waters were absent.

City of Casper – Powell, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter

Natrona County – Lawson

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District –

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Roxy Skogen – Skogen, Cometto and Associates, P.C.

The Board meeting was called to order at 11:56 a.m.

1. In Announcements, Chairman King stated that Treasurer Lawson must leave for another meeting by 12:20 so he would be doing all agenda items that will need voted on while the quorum is in attendance.
2. Chairman King asked for a motion to approve the minutes from the November 20, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the November 20, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that three additional vouchers were added to the listing; voucher 7957 for DK Hauling, Inc. dba Viking Crane in the amount of \$800.00 for crane service for Raw Water Pump replacement; voucher 7958 for Modern Electric in the amount of \$317.00 for replacing and lengthening crane controller cable; and voucher 7959 for Casper Star-Tribune in the amount of \$261.04 for Notice of Final Payment Ad for the Airport Elevated Water Tank Project No. 14-48. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the December 2018 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the December 2018 voucher list to include voucher numbers 7948 through 7959 in the amount of \$434,500.69. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for November 2018 was 155 MG, which is 8.7 MG less than the five year average. Mr. Martin stated that year to date production is 1.987 BG.

Mr. Martin stated that Water Revenue for November is \$285,663.

Mr. Martin asked the Board to reference page 2 of the November 2018 Financial Report. Mr. Martin stated that Water Sales are \$3.656 M, which is an increase of \$171,617 due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$1,499,162, which is a 6.65% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this year.

Mr. Martin stated that the Net Operating Income is \$2,157,214.

Chairman King asked for a motion to approve the November 2018 Financial Report as presented. A motion was made by Treasurer Lawson and seconded by Secretary Powell to approve the November 2018 Financial Report as presented. Motion put and carried.

8. In New Business:

- a. Chairman King turned the time over to Ms. Roxy Skogen with Skogen, Cometto and Associates, P.C. for the annual audit presentation.

Ms. Skogen stated that the audit of the FY2018 financials was conducted in accordance with Government Audit Standards. Ms. Skogen stated that they look at the internal controls and compliance, and uniform guidance, which means the Board is receiving Federal Funds, almost \$700,000, through State grants and loans. Ms. Skogen stated that the audit contained no problems, no significant deficiencies or material weaknesses; the reports are what is known as unmodified, which is a clean opinion.

Ms. Skogen stated that when the Feds changed from the old Single Audit to the Uniform Guidance, they have put more restrictions on how you spend the Federal money. Ms. Skogen stated that one of these is that the Board's Procurement Policy must be updated. Ms. Skogen stated that when the Board puts a project out for bid there are new requirements as far as making sure you have a policy in place making sure none of the vendors are on a debarred list and that all the Federal Guidelines are being met. Ms. Skogen stated that because of the amount of Federal dollars that are being received, the policy must be specific to the Federal dollars and how the project is bid out and making sure all the vendors are meeting the standards. Ms. Skogen stated that most of the time the State is involved with the bid process with the larger projects, but the Board policy does need updated.

Ms. Skogen stated that the audit takes the Capital items and record the Capital Assets, and takes the debt, such as loan money from the State, and booking it as a Liability. Ms. Skogen stated that the audit is a complete look at the System as of June 30th.

Ms. Skogen asked the Board to reference page 11 of the FY18 Audit Report. Ms. Skogen stated that Capital Assets is what the Board historically paid for them, and they are being depreciated at varying useful lives. Ms. Skogen stated that for the most part, this is a 50 year system.

Ms. Skogen stated that one of the items that changed in the past year is Cash and Cash Equivalent. Ms. Skogen stated that the amount of cash in the bank was lower than last year due to reserves being used in conjunction with State funds on several of the large projects that have taken place.

Ms. Skogen stated that the overall assets are up almost \$4 M as the reserves are being used to purchase additional Capital Assets.

Ms. Skogen stated that there wasn't a big difference in Debts other than additional proceeds were received on the Emergency Power, and the Backwash System projects, but funds were paid on the obligation to the City of Casper. Ms. Skogen stated that the System remains financially strong, with the Total Net Position

increasing a little over \$2 M from the change between the Assets and the Liabilities.

Ms. Skogen asked the Board to reference page 12 of the audit report. Ms. Skogen stated that this is the Operating Report that shows how the System did with ins and outs. Ms. Skogen stated that this includes the City maintaining and operating the system, as well as the Board's separate accounts, and the recording of Depreciation.

Ms. Skogen asked the Board to reference page 22 of the audit report. Ms. Skogen stated that the largest portion of the assets is made up of capital assets. Ms. Skogen stated that there was an increase in the construction projects of \$6 M. Ms. Skogen stated that construction projects are not depreciated until they are completed.

Ms. Skogen asked the Board to reference page 24 of the audit report. Ms. Skogen stated that this page shows the changes to the Long-Term Debt. Ms. Skogen stated that the Emergency Power Project had an increase in debt to the State of \$1.9 M and the Backwash System \$1.8 M; there was also a decrease of \$1.3 M in principal to the City of Casper loan.

Ms. Skogen offered to answer any questions the Board might have on the report. Ms. Skogen stated that the audit report must be filed with the State by the end of the year. Ms. Skogen also stated that a copy of the audit report will be given to the City of Casper as the RWS is a component unit of the City.

Chairman King asked for a motion to accept the FY18 Annual Audit Report. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to accept the FY18 Annual Audit Report. Motion put and carried.

Secretary Powell informed staff they did a nice job managing the finances for the WTP.

- b. Mr. Martin stated that loan documents for the Backwash Water Supply Tank Project were executed in August 2015 for \$2.2 M, with an interest rate of 2.5%. Mr. Martin stated that the project is now completed and an interest and principal payment has been made. Mr. Martin stated that with this payment, the Board now qualifies for 25% principal forgiveness in the amount of \$550,000. Mr. Martin stated that the Amended Promissory Note is to establish a new schedule for repayment of the loan principal in the amount of \$1,648,945.20 plus interest, with annual payments to begin on July 15, 2019 in the amount of \$105,775.10.

A motion was made by Treasurer Lawson and seconded by Board Member Walsh to authorize the Chairman to execute an Amended Promissory Note for Wyoming State Loan and Investment Board DWSRF Loan #153, Alternate Backwash Water Supply Project. Motion put and carried.

- c. Mr. Martin stated that the agreement with 71 Construction, Inc. is for repairs to an exposed waterline in the North Platte River. Mr. Martin turned the time over to Mr. Scott Baxter with the City Engineering Department.

Mr. Baxter showed the Board pictures of the exposed waterline and stated that in 2010-2011 there was high water in the North Platte River and at that time serious erosion started along the bank. Mr. Baxter stated that once started, the erosion continued to wash material down the river. Mr. Baxter stated that there are a couple of natural gas pipelines that are slightly higher than the waterline, which started an eddy which caused higher velocity and began to move material and created a hole which eventually exposed the waterline. Mr. Baxter stated that approximately 70-80 feet of the waterline is exposed to the river. Mr. Baxter stated that clearance has been received from the Army Corp. of Engineers to work in the river.

Mr. Baxter stated that the project went out for bid and six bids were received. Mr. Baxter stated that 71 Construction submitted the low bid of \$348,588.71. Mr. Baxter stated that the Engineer's estimate was \$400,000. Mr. Baxter stated that this project includes removal of abandoned natural gas lines that have also been exposed to the river, stabilization and re-sloping of the river bank, replacement of lost material in the river channel to cover the waterline, and re-vegetation of the river bank.

Mr. Baxter recommended approval of the agreement with 71 Construction in the amount of \$348,588.71, with a contingency amount of \$51,411.29 for a total project amount of \$400,000.

Mr. Conner stated that he contacted CEPI to run a water model on the exposed waterline. Mr. Conner stated that this is a 24-inch ductile iron waterline that feeds the western part of town, which includes the Airport, Pioneer, Poison Spider, Vista West, Riverwest, Mt. View, and Paradise Valley. Mr. Conner stated that if the waterline fails, it would be very difficult to keep up with providing water during high demand.

Secretary Powell asked if there is a good estimate of how much material will be needed for the project. Mr. Baxter stated that there is a good estimate on what will be required. Mr. Baxter stated that the main goal is to get the waterline covered.

Treasurer Lawson stated that during the winter, ice flowing in the river will take out the waterline.

Chairman King asked if the removal of Russian olive trees caused the erosion. Mr. Baxter stated that he does not believe so. Mr. Baxter stated that this bank of the river is mainly sand and homeowners in this area told him that they have watched people on jet skis in the river going very fast and the wakes have just

taken down part of the river bank.

A motion was made by Secretary Powell and seconded by Vice-Chairman Keffer to approve the agreement with 71 Construction for the North Platte River Exposed Waterline Stabilization Project No. 17-097 in the amount of \$348,588.71 with a contingency amount of \$51,411.29, for a total project amount of \$400,000. Motion put and carried.

- d. Mr. Baxter stated that Landmark Structures I, L.P. is under contract to construct the new Airport Elevated Water Storage Tank. Mr. Baxter stated that for this project it was planned to make repairs to the access road to the tank, but the road held up fine and no repairs are necessary.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve Change Order No. 3 with Landmark Structures I, L.P., for a price reduction of \$79,565 for Final Quantity Variations for the Airport Elevated Water Storage Tank Project No. 14-48. Motion put and carried.

Treasurer Lawson left the meeting at 12:21 p.m.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that last week three Raw Water pumps were pulled; two were replaced with new pumps and one was sent for repairs. Mr. Schroeder stated that the repaired pump should be returned in about a month. Mr. Schroeder stated that the Raw Water Pump House should be in good shape for the summer.

Mr. Schroeder stated that staff will be entering the Filter Clear Wells for inspection over the next week or so. Mr. Schroeder stated that the clear wells are three 100,000 gallon tanks. Mr. Schroeder stated that EPA requires inspection and cleaning of the clear wells every five years. Chairman King asked if divers will be used for the inspection. Mr. Schroeder stated no divers will be used, the tanks will be drained and confined space entry protocol will be used. Mr. Schroeder stated that it can be a dangerous operation and will be completed over the next few weeks.

Mr. Schroeder stated that the Settled Water Chamber will also be inspected.

Mr. Schroeder stated that staff is currently working on upgrades to the Ammonia and Corrosion Inhibitor chemical systems. Mr. Schroeder stated that new pumps and variable frequency drives will be installed by the Instrumentation Technician.

Mr. Schroeder stated that a pre-bid meeting for the SCADA Project was held last week. Mr. Schroeder stated that there was a good turnout for the meeting. Mr. Schroeder stated that bids for the project will be opened next month.

Mr. Schroeder stated that another scheduled power outage will take place tomorrow as

part of the Emergency Generator Project. Mr. Schroeder stated that Rocky Mountain Power will be here to simulate a power outage at the WTP in order to test the generator and put it under load. Mr. Schroeder stated that once the final power outage is done, a tank heater will need to be installed on the fuel tank, and the fuel tank will need to be filled; the project will then be complete.

Mr. Schroeder stated that staff is working on general clean up at the WTP.

Mr. Schroeder stated that chloramine residuals are slowly going up throughout the system.

Board Member Walsh asked for more information on the incident that occurred in Casper not long ago about an issue with the water and the increased pressures. Mr. Schroeder stated that the WTP was very involved with this incident. Mr. Schroeder stated that anytime there is a complaint that someone got sick from the water, staff just jumps on it in a hurry. Mr. Schroeder stated that a homeowner purchased a home test kit to test the water in their home and it came back positive for total coliform. Mr. Schroeder stated that Water Distribution staff went out and did a lot of sampling and the test taken at the homeowner's house came back positive for total coliform. Mr. Schroeder stated that a lot of flushing was done in the area. Mr. Schroeder stated that just because a total coliform test came back positive, it does not mean the water is unsafe to drink as the test is an indicator that there could be a problem. Mr. Schroeder stated that there was never an issue with the water being unsafe. Mr. Schroeder stated that the area was converted to Zone III water in October, and then the area was converted back to Zone II water, which contains a higher disinfection residual, in order to freshen up the water in that part of the distribution system. Mr. Schroeder stated that EPA was contacted to give them an upfront notice of the situation, which they appreciated.

Mr. Conner stated that Mr. Martin was also in contact with the Health Department during the whole incident.

Mr. Conner stated that the area of the incident was served with Zone II water, but was converted to Zone III water, which is in the same area served by the new tank on the south side of town. Mr. Conner stated that the water pressure increased from 45 psi to 105 psi, which is within DEQ regulations. Mr. Conner stated that prior to the conversion, residents in the area were notified of the need to install pressure reducing valves in their home plumbing system.

Secretary Powell asked if the situation was resolved and everyone was happy. Mr. Conner stated that the homeowner was happy with the action taken by City staff to resolve the issue. Mr. Conner stated that numerous samples were pulled from the home and the area over five days and all samples came back negative for total coliform.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that a pump at Pioneer Booster was pulled for repairs.

Mr. Conner stated that the nitrification in the system is clearing up and residuals are climbing.

Mr. Conner stated that a second walk through for Westwinds Interchange was completed. Mr. Conner stated there are a few punch list items the contractor needs to address.

Mr. Conner stated that a 16-inch butterfly valve was cut into the RWS line on Salt Creek for the Fullspeed Subdivision tie in.

Mr. Conner stated that Distribution staff have been taking contractors to remote sites as part of the SCADA Project.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. e. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
 - f. There was no Other New Business.
9. A motion was made by Secretary Powell and seconded by Board Member Walsh to adjourn from Regular Session into Executive Session to discuss potential litigation at 12:37 p.m. Motion put and carried.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to adjourn from Executive Session back to Regular Session at 12:48 p.m. Motion put and carried.

A motion was made by Secretary Powell and seconded by Board Member Walsh to have the RWS attorneys move forward with litigation. Motion put and carried.
10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on January 15, 2019.

A motion was made by Board Member Walsh and seconded by Secretary Powell to adjourn the meeting at 12:49 p.m. Motion put and carried.

Chairman

Secretary

**Central Wyoming Regional Water System
Joint Powers Board**

**UNAPPROVED VOUCHER LISTING
January 9, 2019**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
7960	Arcadis U.S., Inc.	Capital Expense – WTP Emergency Power PP#34	\$340.00
7961	WWC Engineering	Capital Expense – Westwinds Road Easement Acquisition PP#15	\$1,072.50
7962	City of Casper	Operations Reimbursement –Dec18	\$199,177.39
7963	Wyoming Water Development Office	Readiness-to-Serve Water Allocation 2019	\$750.00
7964	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – Notice of Final Payment Ad – WTP Bulk Sand Crane System Project No. 18-033	\$251.56
7965	KROHNE Inc.	Capital Expense – 8-inch Mag Meter for Pioneer	\$4,364.31
7966	City of Casper	Loan Payment	\$127,960.40
7967	ITC Electrical Technologies	Capital Expense – Raw Water Pump #2 Breaker Installation	\$9,043.04
		Total	\$342,959.20

City of Casper
 Business Services - Finance Division
 200 N. David
 Casper, WY 82601
 adminsvcs@cityofcasperwy.com
 (307)235-8400

INVOICE & 7962
STATEMENT OF ACCOUNT

CUSTOMER: CENTRAL WYO. REGIONAL WATER SYSTEM JPB
 1500 SW WYOMING BLVD.
 CASPER, WY, 82604

DATE: 1/7/2019

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
12/31/2018	171013	DECEMBER 2018 OPERATIONS REIMBURSEMENT	CURRENT	\$199,177.39

December 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$100,372.34	
9020.00	Chemical Charge - O&M	\$14,765.76	
9030.00	Utilities - O&M	\$69,076.85	
9040.00	Supplies - O&M	\$4,408.41	
9060.00	Training - O&M	\$258.00	
9070.00	Major Maint, Repair, Replc - O&M	\$2,875.84	
9080.00	Testing & Lab Services - O&M	\$3,950.45	
9090.00	Other Reimbursable Costs - O&M	\$3,300.00	
6025.10	Capital	\$169.74	
	80-404000-5819 Invoice Total	\$199,177.39	

NEW CHARGES	
PREVIOUS BALANCE	\$199,177.39
TOTAL AMOUNT DUE	\$199,177.39

Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.

Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.

Mail Payments To:

City of Casper
 200 N David St
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$199,177.39

AMOUNT ENCLOSED: \$199,177.39

Pay Invoice(s): 171013

If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.

City of Casper Wyoming
Expenditure Reimbursement Request
December 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO - Pcard	Laundry & Towel Service	12/6/2018	LCAS1235793, LCAS1237166, LCAS1238478, LCAS1239814	145.08	Mats, Mops, Towels
American Equipment, LLC - Pcard	Other Materials & Supplies	12/6/2018	0133395-IN	1,554.00	Annual Crane Inspection - Sales Tax on Invoice
American Equipment, LLC - Pcard	Other Materials & Supplies	12/6/2018	0133395B-IN	1,550.00	Annual Crane Inspection
American Equipment, LLC - Pcard	Other Materials & Supplies	12/6/2018	0133395A-CM	(1,554.04)	Credit Invoice due to sales tax
Atlas Office Products - Pcard	Other Materials & Supplies	11/30/2018	43080-1	15.25	Planner Calendar Refill
Atlas Office Products - Pcard	Other Materials & Supplies	12/11/2018	43449-0	247.10	Cleaning Supplies
Black Hills Energy	Energy - Natural Gas	12/11/2018	RIN0029140	5,377.36	Natural Gas Bill
Casper Contractors Supply - Pcard	Equipment Repairs	12/17/2018	1508203	32.28	Gaskets for Raw Water Pumps Nos. 1, 5, & 6
Casper Contractors Supply - Pcard	Equipment Repairs	12/17/2018	1508040	269.64	Parts for Filter Clear Wells Repairs
Casper Public Utilities	Sewer	11/27/2018	RIN0029098	22.95	Sewer Bill
Casper Public Utilities	Refuse Collection	11/27/2018	RIN0029098	188.00	Sanitation Bill
Coastal Chemical - Pcard	Vehicle Supplies	12/17/2018	0118166	109.57	Gasoline
Consolidated Electrical - Pcard	Equipment Repairs	12/6/2018	0970-601536	410.32	Parts for Chlorine Analyzers Installation
Consolidated Electrical - Pcard	Other Materials & Supplies	12/6/2018	0970-601617	44.70	Parts for Control Room Lights
Consolidated Electrical - Pcard	Other Materials & Supplies	12/11/2018	0970-601750	123.72	Floor Lamp
Crum Electric - Pcard	Equipment Repairs	12/17/2018	2041771-00	200.83	Parts for Ammonia & Cl VFD Installation
DPC Industries, Inc.	Chemicals	12/10/2018	737005353-18	7,108.00	Sodium Hypochlorite
Electric Service Co. - Pcard	Booster Station Supplies	12/17/2018	45047-S	672.60	Pioneer Booster Motor Repairs
E-Maint - Pcard	Maintenance Agreements	12/17/2018	SO13116	3,300.00	Annual Subscription for Work Order Software
Energy Laboratories - Pcard	Lab Testing	11/30/2018	199649	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	12/6/2018	201404	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	12/17/2018	201994	22.00	Bacti Testing
Energy Laboratories - Pcard	Lab Testing	12/17/2018	202582	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	12/26/2018	204154	231.00	Aerobic Spore Testing
Eurofins - Pcard	Lab Testing	11/30/2018	L0424057	100.00	Bromate Testing
Eurofins - Pcard	Lab Testing	12/11/2018	L0406922	200.00	Bromate Testing
Eurofins - Pcard	Lab Testing	12/26/2018	L0427744	100.00	Bromate Testing
Greiner Ford - Pcard	Vehicle Supplies	12/17/2018	99544	191.67	Tire Repair
Hach Co., Corp.	Lab Supplies	12/27/2018	11265014	2,063.32	Turbidity Standards
Hach Co., Corp.	Lab Supplies	12/27/2018	11265915	410.50	pH Probe, Silicone Oil
Health Insurance	Health Insurance	12/13/2018		6,152.74	Health Insurance
Health Insurance	Health Insurance	12/27/2018		6,152.74	Health Insurance
Health Insurance Transfer	Transfers Out	12/10/2018		1,583.42	Additional Health Insurance Allocation
Home Depot - Pcard	Equipment Repairs	11/30/2018	099460/8094407	202.98	Parts for Chlorine Analyzer Installation
Home Depot - Pcard	Equipment Repairs	12/6/2018	030506/7592901	33.66	Parts for Chlorine Analyzer Installation
Home Depot - Pcard	Equipment Repairs	12/6/2018	000722/5163850	32.06	Parts for Chlorine Analyzer Installation
Home Depot - Pcard	Equipment Repairs	12/6/2018	008325/5573626	77.11	Chlorine Analyzer Repair
Home Depot - Pcard	Equipment Repairs	12/6/2018	5163849	(33.66)	Credit for Returned Parts for Chlorine Analyzer Install
Home Depot - Pcard	Equipment Repairs	12/11/2018	077801/1582593	75.35	Chlorine Analyzer Repair
Home Depot - Pcard	Equipment Repairs	12/17/2018	8164039	(6.57)	Return Parts for Chlorine Analyzer Repair
Home Depot - Pcard	Other Materials & Supplies	11/30/2018	044122/8094408	78.42	Safety Supplies - OSHA Inspection
Hose & Rubber - Pcard	Equipment Repairs	12/26/2018	E03465-001	268.83	Ammonia Crossover Line
Interdepartmental Charges	Interdepartmental Charges	12/10/2018		7,242.00	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	12/10/2018		14,091.42	IT, Finance, HR, City Council, City Manager, City Attorney
Interdepartmental Services	Interdepartmental Services	12/10/2018		(2,067.50)	Reimbursement for Shared Employee

City of Casper Wyoming
Expenditure Reimbursement Request
December 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Interstate All Battery Center - Pcard	Vehicle Supplies	11/30/2018	1904002008105	78.80	Lawn Mower/Bobcat Winterization
ITC Electrical Technologies	Equipment Repairs	12/20/2018	27518	467.10	Repair & Installation of Raw Water Pump Nos. 1 & 5
Menards - Pcard	Equipment Repairs	12/11/2018	025612	81.59	Chlorine Analyzer Repair
Mountain Sports - Pcard	Other Materials & Supplies	12/17/2018	058275	159.95	Safety Rope
NAPA Auto Parts - Pcard	Vehicle Supplies	12/6/2018	377100 / 046767	43.48	Truck Parts - Seal, Bulbs
NAPA Auto Parts - Pcard	Vehicle Supplies	12/6/2018	377134 / 033168	(16.14)	Return Parts
NAPA Auto Parts - Pcard	Vehicle Supplies	12/11/2018	377350 / 017679	15.26	Truck Parts - Sealed Beams
Norco - Pcard	Instrumentation	12/26/2018	29282948497	25.00	Air Monitor Calibration
Northern Safety & Industrial - Pcard	Other Materials & Supplies	12/17/2018	981000242	208.14	Emergency Shower
Other Insurance	Other Insurance	12/13/2018		292.93	Other Insurance Benefits
Payroll	Personnel	12/13/2018		32,166.86	12/13/18 Payroll
Payroll	Personnel	12/27/2018		32,605.98	12/27/18 Payroll
Phone, Email, Internet, Wireless	Telecommunications	12/10/2018		90.00	Phone, Email, Internet, Wireless
Rocky Mountain Power	Energy - Electricity	12/20/2018	RIN0029153	54,328.54	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	12/20/2018	RIN0029153	9,070.00	Electricity - Boosters, Tanks, Meters
Rocky Mtn. Air Solutions - Pcard	Chemicals	12/17/2018	6747257	3,687.60	Liquid Oxygen
Rocky Mtn. Air Solutions - Pcard	Chemicals	12/26/2018	6750560	3,970.16	Liquid Oxygen
Smith's - Pcard	Other Materials & Supplies	12/26/2018	092842	20.06	Office Supplies - Garland, Mini Lights
Stace Ryden	Travel & Training	12/10/2018	772311	258.00	Training Courses
Star-Tribune - Pcard	Advertising	12/26/2018	48937	43.54	RWS MPB Meeting Legal Ad
Taco Bell - Pcard	Other Materials & Supplies	12/26/2018	071880	88.78	Lunch for JPB Meeting
Tyler Technologies	Capital	12/3/2018	045-243273	59.74	Implementation of New Accounting Software
Tyler Technologies	Capital	12/3/2018	045-242928	110.00	Implementation of New Accounting Software
UPS - Pcard	Lab Testing	12/17/2018	00008F045W498	130.63	Lab Sample Shipping Fees
Urgent Care - Pcard	Other Materials & Supplies	12/17/2018	5284	80.00	Hearing Testing
USPS - Pcard	Postage/Shipping	12/26/2018	026858	5.66	Postage - DWSRF#153 Amended Promissory Note; FY18 Audit Submittal
Walmart - Pcard	Other Materials & Supplies	12/17/2018	1042000314	29.94	Coffee
Wardwell Water & Sewer District	Water Line Materials	12/3/2018	RIN0029118	14.64	Wardwell Booster Irrigation
Wardwell Water & Sewer District	Water Line Materials	12/31/2018	RIN0029165	14.00	Wardwell Booster Irrigation
Wear Parts - Pcard	Equipment Repairs	12/26/2018	353994	38.08	Raw Water Pump Installation
Workers' Compensation	Workers' Compensation	12/10/2018		2,151.75	Workers' Compensation
WY Assoc of Rural Water Systems - Pcard	Association Dues	11/30/2018	14638	450.00	Annual Membership Dues
WY Camera Outfitters - Pcard	Other Materials & Supplies	12/6/2018	06714	453.93	Cannon PowerShot SX730 Camera
WY Camera Outfitters - Pcard	Other Materials & Supplies	12/6/2018	06747	29.95	Micro SD Dual Card Reader
Xerox - Pcard	Other Materials & Supplies	12/17/2018	095322248	211.59	Copier Lease
			Total	\$ 199,177.39	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2018-2019

Entity	Gallons of Water Produced						Year-to-Date
	12/31/2018	11/30/2018	10/31/2018	9/30/2018	8/31/2018	7/31/2018	
Salt Creek JPB	2,292,788.776	1,989,107.143	3,207,681.633	3,920,891.837	5,665,450.000	6,443,328.571	23,519,247.959
Wardwell W&S	7,964,371.429	8,038,224.490	11,392,635.714	26,621,290.816	33,602,661.224	31,667,788.776	119,286,972.449
Pioneer	2,702,926.531	2,664,115.306	3,695,976.531	5,518,868.367	7,228,646.939	7,456,834.694	29,267,368.367
Poison Spider	907,908.163	1,920,714.286	660,204.082	838,928.571	1,123,316.327	1,104,132.653	6,555,204.082
33 Mile Road	771,581.633	673,367.347	718,367.347	1,052,602.041	1,379,591.837	1,029,081.633	5,624,591.837
Sandy Lake	556,811.224	637,488.776	993,687.755	1,460,154.082	1,923,954.082	1,711,074.490	7,283,170.408
Lakeview	118,917.347	116,483.673	230,795.918	542,930.612	690,248.980	756,117.347	2,455,493.878
Mile-Hi	399,297.959	389,194.898	385,222.449	579,183.673	801,223.469	756,579.592	3,310,702.041
City of Casper	146,670,053.939	142,907,352.082	191,727,832.571	435,800,063.000	521,120,523.143	525,811,093.245	1,964,036,917.980
Regional Water	(275,443.000)	(4,150,076.000)	(4,543,892.000)	(1,119,900.000)	(1,204,620.000)	(907,720.000)	(12,201,651.000)
TOTAL	162,109,214.000	155,185,972.000	208,468,512.000	475,215,013.000	572,330,996.000	575,828,311.000	2,149,138,018.000

TOTAL PRIOR YEAR (FY2018) GALLONS PRODUCED:

3,565,168,235.046

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2018-2019

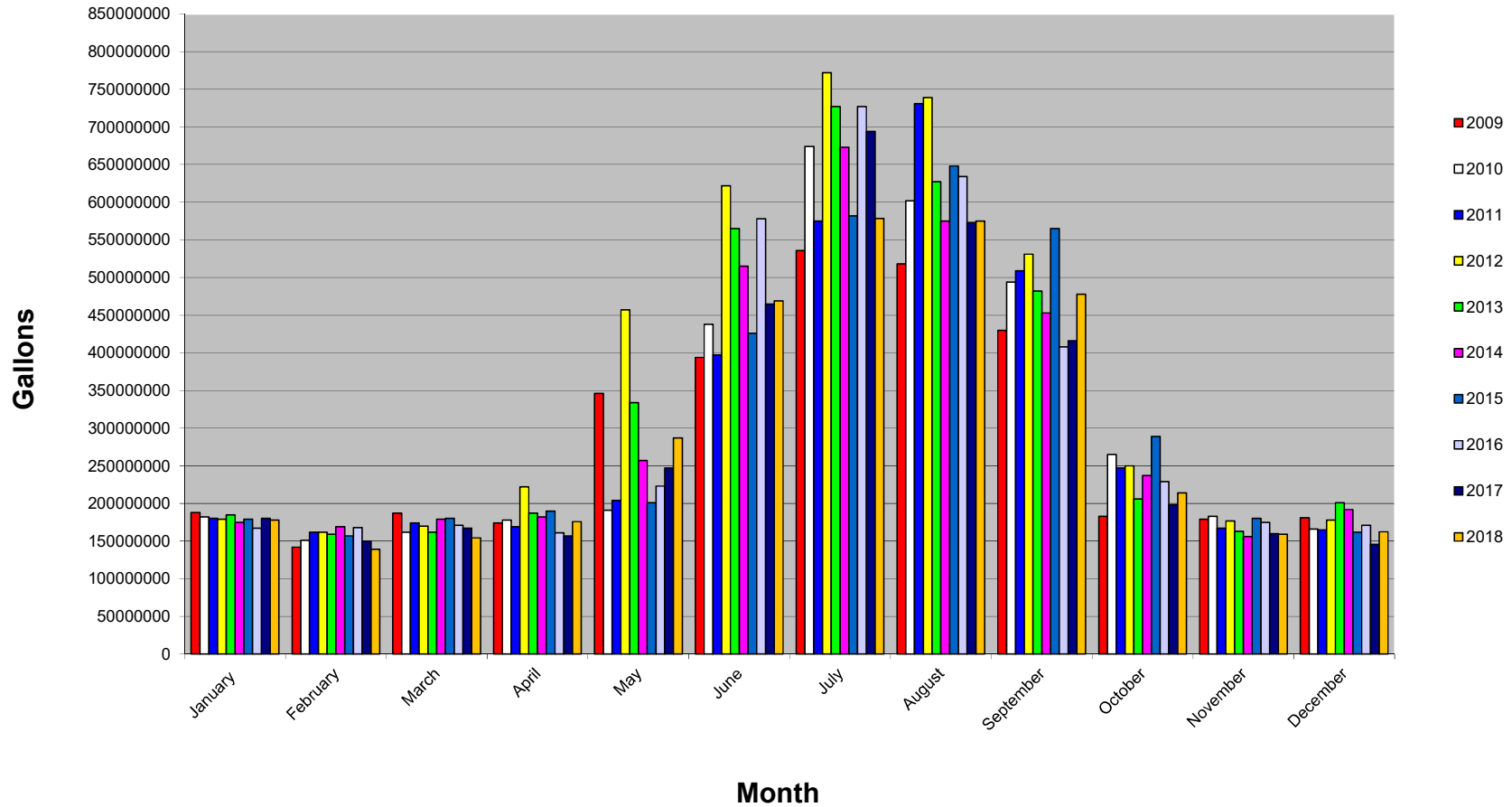
Entity	Water Rates Billed						
	12/31/2018	11/30/2018	10/31/2018	9/30/2018	8/31/2018	7/31/2018	Year-to-Date
Salt Creek JPB	\$ 4,218.73	\$ 3,659.96	\$ 5,902.13	\$ 7,214.44	\$ 10,424.43	\$ 11,855.72	\$ 43,275.42
Wardwell W&S	\$ 14,654.44	\$ 14,790.33	\$ 20,962.45	\$ 48,983.18	\$ 61,828.90	\$ 58,268.73	\$ 219,488.03
Pioneer	\$ 4,973.38	\$ 4,901.97	\$ 6,800.60	\$ 10,154.72	\$ 13,300.71	\$ 13,720.58	\$ 53,851.96
Poison Spider	\$ 1,670.55	\$ 3,534.11	\$ 1,214.78	\$ 1,543.63	\$ 2,066.90	\$ 2,031.60	\$ 12,061.58
33 Mile Road	\$ 1,419.71	\$ 1,239.00	\$ 1,321.80	\$ 1,936.79	\$ 2,538.45	\$ 1,893.51	\$ 10,349.25
Sandy Lake	\$ 1,024.53	\$ 1,172.98	\$ 1,828.39	\$ 2,686.68	\$ 3,540.08	\$ 3,148.38	\$ 13,401.03
Lakeview	\$ 218.81	\$ 214.33	\$ 424.66	\$ 998.99	\$ 1,270.06	\$ 1,391.26	\$ 4,518.11
Mile-Hi	\$ 734.71	\$ 716.12	\$ 708.81	\$ 1,065.70	\$ 1,474.25	\$ 1,392.11	\$ 6,091.69
City of Casper	\$ 269,872.90	\$ 262,949.53	\$ 352,779.21	\$ 801,872.12	\$ 958,861.76	\$ 967,492.41	\$ 3,613,827.93
Regional Water	\$ (506.82)	\$ (7,514.74)	\$ (8,239.36)	\$ (2,060.62)	\$ (2,216.50)	\$ (1,670.20)	\$ (22,208.24)
TOTAL	\$298,280.95	\$285,663.59	\$383,703.46	\$874,395.62	\$1,053,089.03	\$1,059,524.10	\$3,954,656.75

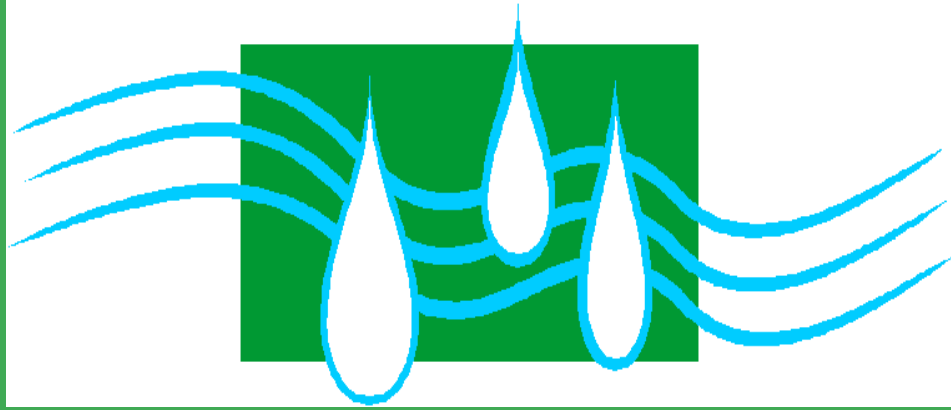
TOTAL PRIOR YEAR (FY2018) BILLING:

\$ 6,132,089.36

*Total water produced does not equate to total water billed due to credit given.

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

December 31, 2018

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
December 31, 2018**

ASSETS	<u>FY 2019</u>	<u>FY 2018</u>
Current Assets		
Cash and cash equivalents	\$ 5,672,880	\$ 5,581,851
Investments	520,508	511,794
Receivables from water service	310,093	252,966
Grant receivables	129	681,751
Interest receivable on investments	-	-
Inventory	476,770	405,475
Prepaid insurance	<u>64,120</u>	<u>61,817</u>
Total Current Assets	7,044,499	7,495,655
Capital Assets		
Land	580,874	580,874
Construction in Progress	9,612,119	3,362,491
Depreciable capital assets	78,373,887	78,163,991
Accumulated depreciation	<u>(43,649,567)</u>	<u>(42,622,518)</u>
Total Capital Assets	<u>44,917,313</u>	<u>39,484,838</u>
Total Assets	<u>\$ 51,961,812</u>	<u>\$ 46,980,493</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 199,177	\$ 229,462
Accrued interest	61,574	10,424
Accrued expenses	68,045	62,223
Retainage payable	119,280	55,849
Current portion of long-term debt	<u>1,809,009</u>	<u>1,753,696</u>
Total Current Liabilities	<u>2,257,086</u>	<u>2,111,655</u>
Noncurrent Liabilities		
Loans payable	<u>14,935,732</u>	<u>13,005,522</u>
Total Noncurrent Liabilities	<u>14,935,732</u>	<u>13,005,522</u>
Total Liabilities	17,192,817	15,117,177
NET ASSETS		
Invested in capital assets, net of related debt	28,172,573	24,725,619
Reservations		
General operating reserves	427,871	409,251
Emergency reserves	427,871	409,251
Debt service reserve - Loan	109,053	109,053
Water rights development	478,282	478,261
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	2,304,159	2,192,973
Undesignated reserves	<u>1,849,186</u>	<u>2,538,907</u>
Total Reservations	<u>6,596,422</u>	<u>7,137,697</u>
Total Net Assets	<u>34,768,994</u>	<u>31,863,316</u>
Total Liabilities and Net Assets	<u>\$ 51,961,812</u>	<u>\$ 46,980,493</u>

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
December 31, 2018**

OPERATING REVENUES	<u>FY 2019</u>	<u>FY 2018</u>	<u>Variance</u>	<u>Percent Variance</u>
Water sales	<u>\$ 3,954,657</u>	<u>\$ 3,733,733</u>	<u>\$ 220,924</u>	<u>5.92%</u>
Total Operating Revenues	3,954,657	3,733,733	220,924	5.92%
OPERATING EXPENSES				
Operating expenses	1,663,836	1,581,016	82,820	5.24%
Insurance	41,979	42,660	(681)	-1.60%
Legal	3,777	6,294	(2,517)	-39.99%
Auditing	<u>12,691</u>	<u>30,000</u>	<u>(17,309)</u>	<u>-57.70%</u>
Total Operating Expenses	1,722,283	1,659,970	62,313	3.75%
Net Operating Income	2,232,374	2,073,763	158,611	7.65%
NONOPERATING REVENUE (EXPENSES)				
Interest income	57,508	29,302	28,207	96.26%
State Grant/Loan	314,391	2,713,147	(2,398,756)	-88.41%
Other income - system investment fees	45,650	61,226	(15,576)	-25.44%
Contributions	-	87,661	(87,661)	-100.00%
Capital expenses	(724,071)	(2,844,359)	2,120,289	-74.54%
Interest expense	(270,558)	(244,208)	(26,350)	10.79%
Investment fees	(90)	(121)	31	-25.63%
Depreciation	<u>-</u>	<u>(1,029,380)</u>	<u>1,029,380</u>	<u>-100.00%</u>
Total Nonoperating Revenue (Expenses)	(577,169)	(1,226,733)	649,564	-306.98%
INCREASE/(DECREASE) IN NET ASSETS	1,655,205	847,030	808,175	
NET ASSETS				
Beginning of Year	<u>33,113,790</u>	<u>31,016,286</u>		
YTD Balance End of Month	<u>\$ 34,768,994</u>	<u>\$ 31,863,316</u>		

BUDGET COMPARISON
As of December 31, 2018

		Original	CarryOver	Trans/Adjust	Revised	Actual	Remaining	% of
		Budget	Encumbrances	s	Budget	YTD	YTD	Budget
				YTD				Used
								YTD
CWR WATER AGENCY FUND								
INTERGOVERNMENTAL								
80-404000-42200000122349	State Grant - RWS Airport Elevated Tank	(\$437,872.00)	\$0.00	\$0.00	(\$437,872.00)	\$0.00	(\$437,872.00)	-
80-404000-42290000000000	State Loan Proceeds	(\$1,300,000.00)	\$0.00	\$0.00	(\$1,300,000.00)	\$0.00	(\$1,300,000.00)	-
80-404000-42290000040000	State Loan Proceeds - Emergency Power	\$0.00	\$0.00	\$0.00	\$0.00	(\$95,303.08)	\$95,303.08	
80-404000-42290000071163	State Loan - RWS Backwash Water Supply	(\$212,710.00)	\$0.00	\$0.00	(\$212,710.00)	(\$219,088.18)	\$6,378.18	103.00%
TOTAL		(\$1,950,582.00)	\$0.00	\$0.00	(\$1,950,582.00)	(\$314,391.26)	(\$1,636,190.74)	16.12%
CHARGES FOR SERVICES								
80-404000-44390000000000	Water Rate Revenue	(\$6,929,444.00)	\$0.00	\$0.00	(\$6,929,444.00)	(\$3,954,656.76)	(\$2,974,787.24)	57.07%
80-404000-44410000000000	System Investment Charge Revenue	(\$98,500.00)	\$0.00	\$0.00	(\$98,500.00)	(\$45,650.00)	(\$52,850.00)	46.35%
TOTAL		(\$7,027,944.00)	\$0.00	\$0.00	(\$7,027,944.00)	(\$4,000,306.76)	(\$3,027,637.24)	56.92%
INTEREST								
80-404000-46000000000000	Interest On Investments	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$57,508.02)	\$40,508.02	338.28%
TOTAL		(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$57,508.02)	\$40,508.02	338.28%
MISCELLANEOUS								
80-404000-47330000000000	Contributions	(\$300,000.00)	\$0.00	\$0.00	(\$300,000.00)	\$0.00	(\$300,000.00)	-
80-404000-47350000000000	Miscellaneous Revenue	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.09	(\$50.09)	-
TOTAL		(\$300,050.00)	\$0.00	\$0.00	(\$300,050.00)	\$0.09	(\$300,050.09)	-
TOTAL REVENUE		(\$9,295,576.00)	\$0.00	\$0.00	(\$9,295,576.00)	(\$4,372,205.95)	(\$4,923,370.05)	47.04%

BUDGET COMPARISON
As of December 31, 2018

	Original Budget	CarryOver Encumbrances	Trans/Adjust s YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD	
CWR WATER AGENCY FUND								
PERSONNEL SERVICES								
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
CONTRACTUAL								
80-404000-5200000000000	Consulting Fees	\$15,000.00	\$6,641.74	\$0.00	\$21,641.74	\$21,403.82	\$237.92	98.90%
80-404000-5210000000000	Investment Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$90.00	\$1,410.00	6.00%
80-404000-5211000000000	Legal	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$3,776.95	\$11,223.05	25.18%
80-404000-5212000000000	Accounting & Auditing	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$12,690.99	\$18,309.01	40.94%
80-404000-5217000004000	Engineering Services - Emergency Power	\$0.00	\$10,054.26	\$0.00	\$10,054.26	\$10,054.26	\$0.00	100.00%
80-404000-5320000000000	Insurance & Bonds	\$92,023.00	\$0.00	\$0.00	\$92,023.00	\$41,979.03	\$50,043.97	45.62%
80-404000-5370000000000	Travel & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	-
MATERIALS AND SUPPLIES								
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER								
80-404000-5801000000000	Debt Service	\$1,881,758.00	\$0.00	\$0.00	\$1,881,758.00	\$900,511.89	\$981,246.11	47.85%
80-404000-5804000000000	Interest Expense	\$536,410.00	\$0.00	\$0.00	\$536,410.00	\$259,497.37	\$276,912.63	48.38%
80-404000-5819000000000	Reimbursable Contract Expenses	\$3,263,443.00	\$0.00	\$0.00	\$3,263,443.00	\$1,641,699.30	\$1,621,743.70	50.31%
TOTAL	\$5,681,611.00	\$0.00	\$0.00	\$5,681,611.00	\$2,801,708.56	\$2,879,902.44	\$2,879,902.44	49.31%
CAPITAL OUTLAYS NEW								
80-404000-5520000000000	Buildings	\$90,000.00	\$2,100.00	\$0.00	\$92,100.00	\$32,617.64	\$59,482.36	35.42%
80-404000-5520000004000	Buildings - WTP Emergency Power Loan	\$0.00	\$449,427.14	\$0.00	\$449,427.14	\$449,427.14	\$0.00	100.00%
80-404000-5530000000000	Improv. Other Than Bldgs.	\$45,000.00	\$5.88	\$0.00	\$45,005.88	\$5.88	\$45,000.00	-
80-404000-5540000000000	Light Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$9,750.00	\$250.00	97.50%
80-404000-5580000000000	Technologies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	-
TOTAL	\$153,000.00	\$451,533.02	\$0.00	\$604,533.02	\$491,800.66	\$112,732.36	\$112,732.36	81.35%
CAPITAL OUTLAYS REPLACEMENT								
80-404000-5720000000000	Buildings	\$75,000.00	\$12,580.00	\$0.00	\$87,580.00	\$12,580.00	\$75,000.00	14.36%
80-404000-5730000000000	Improv. Other Than Bldgs.	\$3,577,000.00	\$448,693.06	\$0.00	\$4,025,693.06	\$508,447.20	\$3,517,245.86	12.63%
80-404000-57300000000349	Improv Other Than Bldgs-Airport Tank Mch	\$0.00	\$152,465.60	\$539,662.00	\$692,127.60	\$471,959.71	\$220,167.89	68.19%
80-404000-57300000042189	Improv. Other Than Bldgs.-WYDOT W. Winds	\$0.00	\$5,449.09	\$0.00	\$5,449.09	\$5,449.09	\$0.00	100.00%
80-404000-57300000071163	Improv Other Than Bldgs-Backwash Water	\$0.00	\$54,010.79	\$0.00	\$54,010.79	\$54,010.79	\$0.00	100.00%
80-404000-57300000074189	Imp O/T Bldg RWS WTP SCADA IMP	\$0.00	\$0.00	\$0.00	\$0.00	\$561.72	(\$561.72)	
80-404000-57300000122349	Improv Other Than Bldgs-Airport Tank Gr	\$0.00	\$539,664.07	(\$539,662.00)	\$2.07	\$1.85	\$0.22	89.37%
80-404000-5740000000000	Light Equipment	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	-
80-404000-5760000000000	Intangibles	\$0.00	\$42,905.60	\$0.00	\$42,905.60	\$42,905.60	\$0.00	100.00%
80-404000-5780000000000	Technologies - Replacement	\$29,130.00	\$0.00	\$0.00	\$29,130.00	\$7,952.40	\$21,177.60	27.30%
TOTAL	\$3,713,130.00	\$1,255,768.21	\$0.00	\$4,968,898.21	\$1,103,868.36	\$3,865,029.85	\$3,865,029.85	22.22%
TOTAL FUND EXPENDITURES	\$9,707,264.00	\$1,723,997.23	\$0.00	\$11,431,261.23	\$4,487,372.63	\$6,943,888.60	\$6,943,888.60	39.26%
TOTAL CWR WATER AGENCY FUND	\$411,688.00	\$1,723,997.23	\$0.00	\$2,135,685.23	\$115,166.68	\$2,020,518.55	\$2,020,518.55	5.39%
FUND TOTAL CHECK	\$411,688.00	\$1,723,997.23	\$0.00	\$2,135,685.23	\$115,166.68	\$2,020,518.55	\$2,020,518.55	5.39%

**Central Wyoming Regional Water System
Joint Powers Board
Summary of the Treasury
December 31, 2018**

Operating Accounts at Hilltop Natl Ba	Checking Accounts	Money Market Sweep Accounts	Reconciled Balance	31-Dec-18 Interest Earnings	Interest Rate
Operating Fund Account	\$ 10,834.46	\$ 5,560,811.55	\$ 5,571,671.01	\$ 8,989.14	1.63%
Rate Stabilization Fund Account	10,775.22	83,060.23	93,835.45	128.95	1.63%
General Fund Reserve Account	7,373.10	-	7,373.10	-	0.00%
Total Hilltop Bank Account Deposits	\$ 28,982.78	\$ 5,643,871.78	\$ 5,672,879.56	\$ 9,118.09	

Money Market Investments at WGIF

Wyoming Government Investment Fund					
Total General Reserve		\$ 517,077.26		\$ 938.95	1.22%
Total Water Rights Reserve		\$ 1,153.67		2.09	1.22%
Total Capital Construction Reserve		\$ 2,276.59		4.13	1.22%
Total WGIF Deposits		\$ 520,507.52		\$ 945.17	

Certificates of Deposit at Hilltop Natl Bank

All certificates of deposit have been redeemed and funds moved to the Operating Account.

Account Number	Original Purchase Date	Current CD Balances	Term	Interest Paid & Accrued YTD	Maturity Date	Interest Rate
28562	6/15/2011	\$ -	Cashed in	\$ -	5/14/2017	
28563	6/15/2011	-	Cashed in	-	6/7/2017	
28564	6/15/2011	-	Cashed in	-	6/7/2017	
28565	6/15/2011	-	Cashed in	-	6/15/2017	
28566	6/15/2011	-	Cashed in	-	6/15/2017	
28567	6/15/2011	-	Cashed in	-	6/15/2017	
28756	3/9/2012	-	Cashed in	-	6/2/2017	
Total Certificates of Deposit		\$ -		\$ -		

Total Money Market Funds \$ 6,164,379.30

Pledging Detail

Total Cash and Cash Equivalents \$ 28,982.78

\$ 5,500,000.00 Amount Pledged

\$ 4,950,000.00 90% of Amount Pledged

\$ - Cash Held over 90% of Pledged Amount


If number present, transfer from cash to investment pool may be necessary

**Central Wyoming Regional Water System
 Joint Powers Board
 Aged Trial Balance
 By Fund
 December 31, 2018**

Fund:	80 CWR Water System Agency						
Customer #	Customer Name	Inv Date	Original Amount	Current	31-60 Days	61-90 Days	91-120 Days
Invoice #							Over 120 Days
1276 CITY OF CASPER PUBLIC UTILITIES							
170968		12/31/2018	\$11,598.00	\$11,598.00			
***Customer Bal			\$11,598.00	\$11,598.00			
CustomerTotal							* \$11,598.00
2091 OFFICE OF STATE LANDS & INVEST.							
164102		6/19/2018	\$118,545.67				\$129.15
***Customer Bal			\$118,545.67				\$129.15
CustomerTotal							* \$129.15
2594 LAKEVIEW IMPROVEMENT & SERVICE DISTRICT							
169119		11/30/2018	\$214.33		\$214.33		
170975		12/31/2018	\$218.81	\$218.81			
***Customer Bal			\$433.14	\$218.81	\$214.33		
CustomerTotal							* \$433.14
2595 SANDY LAKE ESTATES IMPROVEMENT DISTRICT							
170976		12/31/2018	\$1,024.53	\$1,024.53			
***Customer Bal			\$1,024.53	\$1,024.53			
CustomerTotal							* \$1,024.53
2596 33 MILE ROAD IMPROVEMENT & SERVICE DISTRICT							
170977		12/31/2018	\$1,419.71	\$1,419.71			
***Customer Bal			\$1,419.71	\$1,419.71			
CustomerTotal							* \$1,419.71
2597 POISON SPIDER WATER							
170978		12/31/2018	\$1,543.77	\$1,543.77			
***Customer Bal			\$1,543.77	\$1,543.77			
CustomerTotal							* \$1,543.77
2598 PIONEER WATER & SEWER DISTRICT							
170979		12/31/2018	\$4,593.34	\$4,593.34			
***Customer Bal			\$4,593.34	\$4,593.34			
CustomerTotal							* \$4,593.34
2599 WARDWELL WATER & SEWER DISTRICT							
170980		12/31/2018	\$14,654.44	\$14,654.44			
***Customer Bal			\$14,654.44	\$14,654.44			
CustomerTotal							* \$14,654.44
2600 SALT CREEK CWRWS JPB							
170981		12/31/2018	\$4,218.73	\$4,218.73			
***Customer Bal			\$4,218.73	\$4,218.73			
CustomerTotal							* \$4,218.73
2601 CITY OF CASPER-REGIONAL WATER							
170982		12/31/2018	\$269,872.90	\$269,872.90			
***Customer Bal			\$269,872.90	\$269,872.90			
CustomerTotal							* \$269,872.90
5169 MILE-HI IMPROVEMENT & SERVICE DISTRICT							
170983		12/31/2018	\$734.71	\$734.71			
***Customer Bal			\$734.71	\$734.71			
CustomerTotal							* \$734.71
***Period Totals			\$428,638.94	\$309,878.94	\$214.33		\$129.15
**Fund Total 80							* \$310,222.42
**# of Customers				10	1		1
****Grand Totals				\$309,878.94	\$214.33		\$129.15
*****# of Customers				10	1		1
****Grand Total							\$310,222.42

January 15, 2019

MEMO TO: H. H. King, Jr., Chairman
Members, Central Wyoming Regional Water System Joint Powers Board

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager
Alex Sveda, P.E., Associate Engineer

SUBJECT: Deduct Change Order No. 1
Contract with Wyoming Machinery Company
Water Treatment Plant Emergency Generator Project, No. 10-09

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board consider authorization of Change Order No. 1 with Wyoming Machinery Company, for the Water Treatment Plant Emergency Generator Project, at their February 19, 2019 meeting, for a credit in the amount of \$80,185, a time extension of 554 days.

Summary:

Wyoming Machinery Company (Contractor) is under contract for installation of an emergency generator for the Central Wyoming Regional Water Treatment Plant. Construction began in June 2016 with a Contractual Substantial Completion date of April 27, 2017. Project Substantial Completion was granted on March 23, 2018, and Final Completion is expected to occur January 21, 2019. Remaining punch list items include final testing with Rocky Mountain Power and repairs to the new fuel heater and new exhaust fan.

The Contractor has requested a time extension of three hundred thirty (330) days for Substantial Completion and two hundred twenty-four (224) days for Final Completion for a total of five hundred and fifty-four (554) days. The delays were caused by the Contractor's genset enclosure inability to meet the contract timeline, difficulties with genset SCADA integration, and power system shutdowns only occurring during low-flow plant demands. Arcadis US, Inc. (Arcadis) is currently under contract with the Central Wyoming Regional Water System Joint Powers Board (Board) for the design and construction administration of the project. In January 2018, Amendment No. 2 was approved for additional funding, in the amount of \$42,000 to Arcadis, for construction administration beyond the Contractual Substantial Completion date. To date, \$217,000 in liquidated damages have been withheld from the Contractor's payments due to project delays. It is not anticipated that the actual cost for delays will exceed Arcadis' Amendment No. 2 fee of \$42,000.

Change Order No. 1 includes credits of \$42,000 from Arcadis fees, \$1,000 for providing an alternate stair grating entry material to the new generator enclosure, and \$37,185 for unused project contingency. Arcadis and City Staff have reviewed Change Order No. 1 and recommend that the Board authorize Change Order No. 1 with Wyoming Machinery Company, at their February 19, 2019 meeting, for a total credit in the amount of \$80,185, and a time extension of 554 days.



Reese and Associates, P.A.
Consulting Engineers

January 4, 2019

Central Wyoming Regional Water System Joint Powers Board
c/o City of Casper
200 N. David
Casper, WY 82601

Attn: Alex Sveda, P.E., Project Manager
Re: Water Treatment Plant Emergency Generator

Dear Mr. Sveda,

As you are aware, the referenced project is now nearing final completion. Exclusive of closeout paperwork, the only final punchlist items remaining are: (1) a final test to confirm proper start-up and operation of the system, (2) operation the confirmation that the genset enclosure exhaust fan does not draw too much current when the genset is operating and, (3) installation of an agreed upon fuel heater to replace the existing under-sized one. Should the fan over-draw power a solution has already been agreed upon. The Contractor has scheduled the first and second items for January 10, 2019 and projects the third item will be completed by January 21, 2019 at the latest. As a result, it is now timely to reach disposition on final payment.

The Contractor has requested a time extension to both the substantial and final completion dates that, if approved, would result in no assessment of liquidated damages. A copy of the request is attached. That said, the Contractor, in the same letter, has acknowledged the engineering extra costs incurred by the CWRWS resulting from the various protracted delays associated with completing this project. It is noted that the letter also offers and explanation as to how the vast majority of the delays were attributable to non-timely manufacturer performance, as opposed to delays caused directly by the Contractor. As a part of the acknowledgement of extra incurred costs, the Contractor has offered to have the total amount of those authorized engineering costs (\$42,000) be deducted via a change order from the final payment. This is offered as a settlement in lieu of liquidated damages assessment. The letter also articulates a variety of other costs incurred by the Contractor in an effort to deliver a high quality final product that complies with the requirements of the plans and specifications.

The contract controls the analysis of the legitimacy of a time extension request. The General Conditions Article 12.04 essentially says a time extension may be granted for delays beyond Contractor's control. The Engineer agrees that a significant portion of the delays were attributable to supplier/manufacturer performance, particularly associated with the E-Bldg manufacturer, the genset enclosure manufacturer and integration of the control systems into the existing plant control systems. There were also some

delays caused by the inability to accommodate requested system shutdowns due to flow conditions at the plant (beyond anyone's control). In addition to the language in the General Conditions relative to time extensions there is also contractual language in the Supplementary General Conditions (12.04A) that places the performance of the manufacturers under the Contractor's control. Literally interpreted, the non-performance of the manufacturer would not constitute a legitimate basis for granting a time extension. It is our conclusion that the settlement offer recognizes the Contractor exposure and covers all costs actually incurred by the CWRWS and is, therefore, reasonable. We, therefore, recommend acceptance of the offer.

Should the Joint Powers Board agree with our recommendation we will prepare a corresponding final change order. The final change order would contain the following elements.

Substantial Completion Time Extension:	330 Days to March 23, 2018
Final Completion Time Extension:	244 Days to January 21, 2019
Original Contract Amount:	\$ 2,357,219
Unused Contingency Amount	(\$ 37,185) (\$50,000 original amount on contract minus \$12,815 authorized usage)
Grating Credit	(\$ 1,000)
<u>Contractor Settlement Offer</u>	<u>(\$ 42,000)</u>
Total Final Contract Amount	\$ 2,277,034

Please advise whether the Joint Powers Board is in concurrence with the recommendations made herein relative to project closeout and we will prepare the associated documentation for execution. Should the Board reach a different conclusion than recommended please supply the details of their desired approach and we will prepare the documentation associated with the desired alternate approach.

In closing, we would be remiss to not acknowledge that this project has taken more time than any party would have preferred. That said we do believe the entire team stayed focused on securing for the Owner the desired product, one that complies with the requirements of the plans and specifications and one that will serve the Utility well for many years.

As always, please call should you have questions or wish to discuss this further.

Very Truly Yours,



William D. Reese, P.E.

Cc: J.H. Ham

December 19, 2018

Wyoming Machinery Company
5300 West Old Yellowstone Hwy.
Casper, WY 82601
307-472-1000
www.wyomingcat.com

Mr. William D. Reese, P.E.
President
Reese and Associates, Inc.
273 Scarborough Terrace
Wellington, FL 33414

Dear Mr. Reese:

Wyoming Machinery Company would like to formally address the project timeline as it pertains to the time period since Substantial Completion was achieved, on March 23, 2018 until present for the Central Wyoming Regional Water System Joint Powers Board Water Treatment Facility Emergency Generator Project, City of Casper Project No. 10-09. Additionally the purpose of this letter is to address project timeline, liquidated damages, and project engineering costs in general as the project is coming to a close and all contractual items will be closed out in the near future. This letter is an attempt to begin the dialogue on all of these items and begin the process of closing out this project in a manner that is both expeditious and fair to all parties involved.

A previous letter, dated May 5, 2017, was written which covered a breadth of topics and reasons for Wyoming Machinery Company to have an extension granted on the substantial completion deadline with respect to reasons permitted by the project contract. Discussions took place after submittal and review of this letter that a decision on contract deadlines and associated time extensions and liquidated damages would be deferred until the end of the project where all parties would have the benefit of hindsight and seeing the end result. The request for extension in the aforementioned letter placed the requested extension date for Substantial Completion to June 29, 2017 (66 calendar days from April 27, 2017), however the Water Plant could not accommodate an outage until water flows subsided in the month of October at the very earliest. SCADA System and PLC integration between the Emergency Generator System and the existing plant software and equipment was a process that required the assistance of another contractor, Automation and Electronics, whose familiarity with the plant ended up requiring their involvement for this project. Wyoming Machinery paid for all of these added services, as it was not originally budgeted, planned, or necessarily spelled out in contract documents, specification, or drawings that Automation and Electronics was the only contractor who would be able to access and modify certain plant control screens to the requirements of the specification and the plant operators. Additionally, there were functions and modifications added to the control screens at the plant operators' request and beyond the specifications and contract documents that Wyoming Machinery added at additional time and expense of their own in the interest of delivering the best product possible to the end user. The additional time integrating the PLC and SCADA system, as well as the sensitivity of the plant to accommodate shutdowns, due to the understood nature of its operation led to the power cutover and initial functionality

tests being completed in January 2018 with the final functionality tests and Substantial Completion being achieved on March 23, 2018. Due to the reasons stated in the letter dated May 5, 2017 and the subsequent reasons of the plant being unable to accommodate a power outage for cutover until October 2017, as well as the additional and unexpected work and involvement of another contractor to provide the desired integration of the PLC and SCADA system, and Wyoming Machinery's compliance throughout this process, Wyoming Machinery requests a time extension for Substantial Completion of 330 calendar days to the date of March 23, 2018, which was also the date granted for Substantial Completion.

As stated previously, Substantial Completion was requested and granted on March 23, 2018. The contract states that the contractor shall have 60 days from the time of Substantial Completion to obtain Final Completion without incurring associated liquidated damages at the rate of \$500/day. Applying this 60 day deadline to the date of March 23 yields a date of May 22, 2018. During this time Wyoming Machinery was to complete items on the "Final Completion" portion of the punch list provided by yourself and dated February 2, 2018. There were 44 items specifically listed on the punch list in the "Final Completion" section, and 12 additional items listed in a separate section associated with Final Completion but contingent upon another contractor completing water line work on site associated with another project. The aforementioned contractor completed their portion of work on the other project in late April at which point Wyoming Machinery went through several iterations of quoting various scopes of Asphalt and Concrete work based upon City's requests and items that were damaged by the other contractor. Eventually, costs were determined to be too high by the City of Casper for Wyoming Machinery to perform the concrete valley gutter work quoted, so Wyoming Machinery proceeded with performing Concrete and Asphalt work originally outlined by the contract, plus an additional, temporary, makeshift valley pan made with asphalt. Of the 56 items outlined by the punch list to be completed in order to obtain Final Completion, the most significant items were related to completion of Asphalt, Concrete, and other Civil work (Bollards, Timbers, Rock, etc.) and installation of the separate Fused Switch that was required to be added between the Emergency Side Switch of the HVMDP and the 12.47 kV side of the Transformer.

Upon completion of the aforementioned Fused Switch, which took place on June 26, 2018, after unexpected and uncontrollable delays from suppliers on both the fused switch and the surge arresters, it was determined that the switch mechanism on the Emergency side of the HVMDP was incapable of closing. This issue made restoration of power to the emergency side of the system impossible, and although a fix was proposed by Wyoming Machinery for the week of July 9 (the next available non Holiday week), it was determined that due to high summer flow rates and water demand, the plant would not be able to accommodate an outage of any duration to fix the switch. Between the dates of the HVMDP switch failure in June, until October 23, Wyoming Machinery provided portable backup generators to temporarily power and charge UPS batteries, generator batteries, etc. as well as all associated diesel fuel, electrical cables, and electrician time on multiple occasions. Once water flow rates subsided to levels that allowed the plant to accommodate an outage and HVMDP repair in October, Wyoming Machinery also paid not only for Powergrid Solutions Technicians and Casper Electric Electricians to repair the switch, but also paid for an ABB field technician to fly out and witness the repair per Engineer request. Upon completing the repair and restoring utility power to the system, it was determined by the Powergrid Solutions technician that all components were functioning appropriately. At this time the Water Plant could not accommodate a system functionality test as they had issues with their equipment and wanted a return to normal operation as quickly as possible. A system functionality test was later requested, with options presented by the Engineer to remove PT wires on the ATS controller or have the Utility remove power from the plant. After consulting with the electrical subcontractor and supplier of the switchgear and electrical building, Wyoming Machinery decided that the most conclusive and least



invasive functionality test was to schedule Rocky Mountain Power to remove the utility feed to the plant and test the response and transfer of the emergency generator. This test was scheduled for December 19, 2018 and was attempted on that date. Prior to the outage, communication issues were identified with the emergency generator system. By the time these issues were fixed, the Water Plant had to resume normal operations and could not accommodate an outage. Another outage and test has been scheduled for Thursday, January 10, 2019, which is among the earliest dates that the WTP can accommodate an outage. Due to Wyoming Machinery's cooperation and the expenses incurred during the Final Completion stage of the project, based on the examples stated above, Wyoming Machinery would like to request an extension to move the Final Completion date 244 calendar days to January 21, 2019.

Wyoming Machinery had previously agreed to enter under contract with Arcadis to pay directly for engineering costs associated with this project that eclipsed the amount budgeted for by the City of Casper. This amount is stated to be \$42,000 according to a document executed by both Arcadis and the CWRWS Joint Powers Board on February 20, 2018. Wyoming Machinery agrees to pay this amount of \$42,000, in the form of a change order deduction to the total contract amount, which would be reflected on Wyoming Machinery's final invoice. Wyoming Machinery agrees to pay this \$42,000 of additional engineering costs as a settlement and in lieu of any liquidated damages associated with time delays. Wyoming Machinery feels that this agreement is fair, as these additional engineering costs are actual costs incurred by the City of Casper and Central Wyoming Regional Water System associated with the extended timeframe of this project, and the causes for the delays are due to reasons shared by multiple parties and for various reasons, but not due to negligence by Wyoming Machinery.

In summary, although Final Completion is expected to occur on January 21, 2019 a large portion of time elapsed between May 22, 2018 and January 21, 2019 (244 calendar days) was due to local water demand and the water plant being unable to accommodate an outage required to repair the failed HVMDP mechanism from late June until October 23, 2018. Wyoming Machinery also made several sacrifices during this time, such as providing portable generator sets and all associated fuel and electrician time on multiple occasions to provide a charge for generator batteries, UPS batteries, and verify functionality of all generator and electrical building devices, as well as agreeing to an extended warranty on the UPS batteries. To date, the only items on the punchlist that remain open are associated with final billing, verification of exhaust ventilation fan load during operation of the generator, and replacing the existing fuel heater. The new heater is scheduled to ship on January 7, 2018 and has been on order since October 5, 2018 after all parties finally came to an agreement on required heater size, and verified that the existing heater could not be re-wired for 208V. Upon the new heater arriving, the existing heater will promptly be removed and the new unit installed. The heater replacement will conclude the lone remaining physical modification to the entire project and the punch list (assuming that the amperage test on the exhaust ventilation fan indicates running amperage less than full load amperage during generator operation). Due to delays beyond Wyoming Machinery's control, as stated above, associated with local water demand, consensus on the required heating capacity of the fuel heater and best approach to obtain that heating capacity, and Wyoming Machinery's consistent progress, accountability, and cooperation throughout the entire project, we do not believe it is accurate or fair to impose the liquidated damages defined in the contract as it relates to substantial or final completion deadlines. Wyoming Machinery requests time extensions for Substantial and Final Completion of March 23, 2018 and January 21, 2019, respectively. In the past, Wyoming Machinery did agree to pay for additional Engineering Services incurred by the city related to the project taking longer than anticipated to complete in the sum of \$27,500. This amount has been updated to reflect engineering costs incurred through the present date and to complete the project of \$42,000. Wyoming Machinery agrees to pay for additional engineering services incurred in the amount of \$42,000 in the form of a change order deduction to the total contract amount reflected on the final invoice



in lieu of the liquidated damages associated with time delays outlined in the contract. Wyoming Machinery believes that paying for these additional engineering services with the City of Casper and Central Wyoming Regional Water System Joint Powers Board as the project concludes is a more fair and reasonable solution than imposing the liquidated damages defined by the contract based on the many examples of Wyoming Machinery's accountability and cooperation throughout the duration of the project.

Sincerely,

Casey Brauchie
Power Systems Engineering Manager

December 28, 2017

Subject: Water Treatment Plant – Emergency Generator project
Central Wyoming Regional Water System Joint Powers Board

This letter documents an alternate payment agreement between the Central Wyoming Regional Water System Joint Powers Board ("RSWJPB"), Arcadis U.S., Inc. ("Arcadis"), and Wyoming Machinery Company ("WYM"). Due to increased costs during the construction of the Emergency Generator Project, Arcadis has requested a change order of \$27,500 to the contract "Emergency Power Project – Central Wyoming Regional Water System Water Treatment Plant" dated January 24, 2011. The RSWJPB agrees that the additional fees are reasonable and has requested that WYM pay Arcadis' invoices directly.

Additional Fees

In the original contract between RSWJPB and Arcadis, Phase II (Construction Services) was budgeted for \$96,500 and was estimated to require 10 months from the notice to proceed to substantial completion. The construction period began in July 2016, is currently 18 months long and has not yet achieved substantial completion. Based on the extended schedule and the additional effort to review and respond to the contractor submittals, the construction services effort is significantly larger than originally anticipated. The proposed change order of \$27,500 will cover the remaining submittal reviews, generator startup period, record drawings, punchlist, and closeout. The proposed budget assumes that the generator startup period will occur in January 2018. The costs will be billed as time and materials in accordance with the original contract. The Arcadis invoices will also include subcontractors J.H. Ham Engineering, Inc. and Edge Engineering Group, LLC.

Terms and Conditions

The terms and conditions of the original contract between RSWJPB and the Arcadis will still apply for the remainder of the construction project. RSWJPB will remain Arcadis' client. The only difference will be that WYM will pay Arcadis' invoices through the remainder of the project. WYM will not be Arcadis' client.

Conflict of Interest Waiver

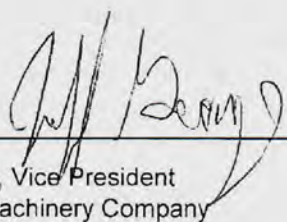
All parties are aware that the potential for a conflict of interest exists, given that both RSWJPB and WYM will have paid Arcadis for its services on this project. This potential would be magnified in the event of a dispute among the parties regarding the quality of the work product or the cause(s) of delay. For example, if Arcadis is called upon to take a position with respect to any dispute, RSWJPB, WYM, or both could allege a conflict of interest against Arcadis in the form of bias resulting from the fact that the other party has paid Arcadis during the course of the project. This is only one example and is not meant to be exclusive. RSWJPB and WYM have each considered the potential for a conflict of interest and nevertheless provide their informed consent to waive any and all Arcadis actual or potential conflicts of interest resulting from this arrangement.

Payment Terms

The WYM agrees to pay the Arcadis' invoices within 30 days of the invoice date. If the WYM does not pay the invoices within 30 days of the invoice date, Arcadis reserves the right to stop work and WYM then authorizes the RSWJPB to pay Arcadis the invoiced amounts from retainage funds withheld from the construction contract between RSWJPB and WYM.

Signed on _____ by:

H. H. King, Jr, Chairman
Central Wyoming Regional Water System Joint Powers Board



Jeff George, Vice President
Wyoming Machinery Company

Janis Lutrick, Region Manager
Arcadis U.S., Inc.

AMENDMENT NO. 2
TO THE
CONTRACT FOR PROFESSIONAL SERVICES
WITH THE
CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD
FOR ADDITIONAL ENGINEERING SERVICES
FOR THE
WATER TREATMENT PLANT EMERGENCY GENERATOR PROJECT
PROJECT NO. 10-09

The Central Wyoming Regional Water System Joint Powers Board, Owner, hereby authorizes Amendment No. 2 to the Contract for Professional Services with Arcadis US, Inc. for the Water Treatment Plant Emergency Generator Project, No. 10-09, dated January 18, 2011, to extend the amount of compensation to the Engineer by a sum not to exceed Forty-Two Thousand and 00/100 Dollars (\$42,000.00). The total amount of compensation for the contract, including this Amendment, shall not exceed Three Hundred Five Thousand Nine Hundred and 00/100 Dollars (\$305,900.00) without written approval from the Owner.

It is agreed that the increase in the cost ceiling shall be reasonable compensation for performing additional construction administration services due to delays in construction, as discussed in a letter from the Engineer to the Owner dated January 29, 2018, attached hereto and marked as Exhibit "A."

Amendment No. 2, as described herein, is agreed to and accepted by the parties executing below:

For the Owner, the Central Wyoming Regional Water System Joint Powers Board,

dated this day of , 2018.

By: H. H. King, Jr.
H. H. King, Jr.

Title: Chairman

Attest: Charlie Powell
Charlie Powell

Title: Secretary

For the Engineer, Arcadis US, Inc.,

dated this day of February, 2018.

By: Kevin G. Tuttle

Title: Regional Manager

Attest:

Title:



Wyoming Machinery Company
City of Casper Project No. 10-09
Walkway Grating Credit Allowance

For Item 27 on the document entitled "Central Wyoming Regional Water System Water Treatment Plant Emergency Generator Punchlist" dated February 2, 2018, Wyoming Machinery Company will issue a credit in the exact amount of \$1,000.00 to the total contract value of City of Casper Project No. 10-09 for this item alone.

There has been extensive discussion on this matter, and while Wyoming Machinery Company's vendor for the generator enclosure access platforms and stairs maintains that the specifications were met per their interpretation, in an attempt to show good faith in reconciling this matter and the project overall, Wyoming Machinery Company has agreed to issue this credit.

Lukas Munsell, Director of Power Systems



Reese and Associates, P.A.
Consulting Engineers

September 17, 2017

Mr. Casey Brauchie, Project Manager
Wyoming Machinery Company
5300 West Old Yellowstone Highway
Casper, WY 82602

Re: CWRWS WTP Emergency Generator

Dear Mr. Brauchie,

You have forwarded a request for additional compensation on the referenced project for two items. One of the items includes unanticipated coating of concrete encased electrical conduits required by the City Inspector and not required by the documents or by Code and the other was related to the provision of some additional paving at the Owner's request. Copies of the breakdown you supplied are attached. Together, the proposed cost for these items equals \$12,615. The Owner has advised us they have evaluated the proposals and elected to accept them.

As you know, the project included a bid allowance of \$50,000. Upon completion, and in accordance with the procedure set forth in Section 01150, 1.06 please consider this as your authorization to proceed with the work and invoice it as part of the normal pay request process under the contingency line item. By copy we are advising the Owner of this authorization and confirming the above is consistent with their intent.

Should you have questions or require anything further on this matter, please call.

Very truly yours,

William D. Reese, P.E.

Cc: A. Sveda w/encl
J. H. Ham w/encl
M. Walsh w/encl
J. Knopp w/encl

DATE: JANUARY 16, 2019
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, JANUARY 16, 2019

1:00 P.M.

COUNCIL MEETING ROOM (CITY HALL)

AGENDA

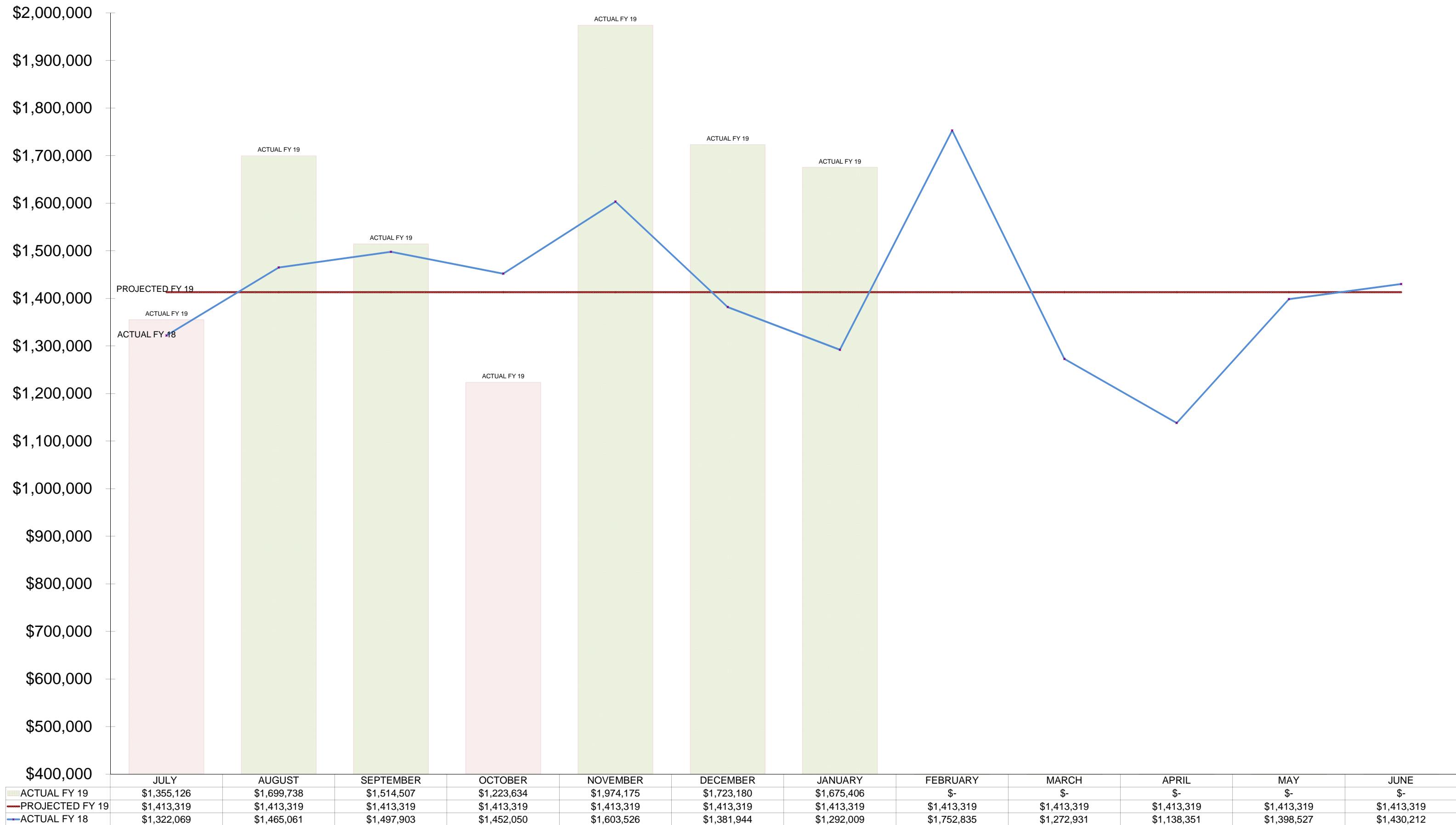
1. Approval of October 31, 2018 Meeting Minutes
2. Certify Entry-Level Police List
3. Other Business
4. Set Next Meeting Date

Wednesday, February 27, 2019

Certify Police Sergeant List

5. Adjourn

Sales Tax FY 2019 Versus Projection and Prior Year



	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 10,014,561	\$ 9,893,232	\$ 11,165,766
YTD VARIANCE			\$ 1,272,534
		% Difference	In Dollars
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		18.54%	\$262,088
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		12.86%	\$1,272,534
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH		29.67%	\$383,398
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		11.50%	\$1,151,205

City of Casper
Optional 1% and State Shared Sales Tax Receipts
58% of Fiscal Year 2019 has Lapsed

The optional Sales tax report for FY19 shows we are currently at 58% of the budget year.
 General Fund is up 15.29% from projected year to date which is at 65.84% of budget.
 1%15 is up 13.51% from projected year to date which is at 96.99% of budget.

State Shared Sales Tax					
	Date	Amount	Amount	Actual-Budget	Percent of Annual
	Received	Received	Budgeted		Budget
FY 2019 General Fund	7/11/2018	\$ 1,355,126	\$ 1,392,677	\$ (37,551)	7.99%
	8/10/2018	1,699,738	1,192,521	507,217	18.01%
	9/7/2018	1,514,507	1,567,449	(52,942)	26.94%
	10/4/2018	1,223,634	1,390,021	(166,387)	34.16%
	11/5/2018	1,974,175	1,424,556	549,619	45.80%
	12/6/2018	1,723,180	1,422,263	300,918	55.96%
	1/7/2019	1,675,406	1,295,497	379,910	65.84%
	February		1,650,435		
	March		1,391,568		
	April		1,331,060		
	May		1,320,528		
	June		1,581,253		
	Total FY 2019	\$ 11,165,766	\$ 16,959,827	\$ 1,480,783	
Optional One Cent 15% Tax					
FY 2019 1%15	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%
	8/10/2018	1,420,883	1,015,060	405,823	26.70%
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%
	11/5/2018	1,646,134	1,212,564	433,570	67.65%
	12/6/2018	1,435,793	1,210,613	225,180	82.54%
	1/7/2019	1,394,293	1,102,712	291,581	96.99%
	February		1,404,830		
Total FY 2019	\$ 9,357,781	\$ 9,648,571	\$ 1,114,040		
Optional One Cent 16% Tax					
FY 2019 1%16	March		1,184,486		
	April		1,132,982		
	May		1,124,017		
	June		1,345,943		
	Total FY 2019	\$ -	\$ 4,787,429	\$ -	
Total	\$ 20,523,547	\$ 31,395,827	\$ 2,594,823		

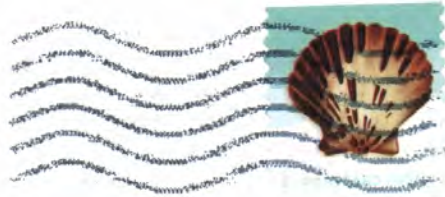


Please join us
Tuesday January 15th, 2019
5:30p-7:30p
500 S. Jefferson Str.

CASPER WY 826

What's on the agenda

08 JAN 2019 PM 2 T



- Tours
- Refreshments
- Information tables
- Meeting Excel's AMAZING staff
- Drawings for a free month of tuition
- Question/Answer opportunities
- Summer Camp Sign up

Mr. Jesse Morgan
200 N. David Str.
Casper, WY 82601



Casper, you've done it again! *Dancing with the Stars of Casper 2018– At the Movies* was a renowned success attended by more than 600 guests who share our vision of a unified community with strong families and healthy youth. Thank you so much to the dancers, choreographers, panel of judges, and to our sponsors for all of the time, effort and passion you put forth to make this event a success.

Mercer Family Resource Center would also like to acknowledge our generous community for helping us raise \$160,000. These funds benefit agency programs that are proactive, impactful, and accessible to anyone in the community; programs such as parenting education, adult and youth intervention, and community connections. Through direct services, Mercer FRC will serve 3,000 families this year, and reach an additional 80% of the population through prevention awareness presentations, outreach, and family activities.

Last but not least, we wish to extend our sincerest thank you to the Wilson family. Through sharing your experience with our agency, you reminded us all of how powerful it is to have someone believe in you. Testimonial stories like the Wilson's are the heartbeat of our mission!



Thank You

Pictured above: Mercer Family Resource Center staff at 2018 Dancing With the Stars.

Left: The Wilson family sharing their experience with Mercer FRC at Dancing with the Stars 2018

DANCING WITH THE STARS OF CASPER

CASPER EVENTS CENTER OCTOBER 27TH, 2018

DANCING WITH THE STARS OF CASPER

CASPER EVENTS CENTER OCTOBER 27TH, 2018

The evening was filled with the magic of the movies, featuring cinematic performances and blockbuster hits. The opening act by **Dance Evolutions, Inc.** delighted the audience as they danced in groovy costumes to music from Mama Mia.

Susan Burk & Aaron Wood kicked off the competition with an extraordinary routine filled with quick costume changes and iconic dance moves featuring songs from Casa Blanca, Saturday Night Fever and Young Frankenstein.

Next up, **Sloan Dickey & Liz Norcross**'s upbeat and energetic rendition of Footloose left us all inspired to kick off our Sunday shoes.

Stephanie Hambrick & Chad Nelson's bold break dance moves, snazzy shades and sharp black suits helped them keep their cool when their routine to Men in Black was invaded by something from out of this world.

Mallory Pollock & Beth Jozwik followed with a beautifully synchronized performance to songs from Moulin Rouge, showing that diamonds and friendships do go hand in hand.

Mayor Ray Pacheco & Joy Gallup took the stage next, captivating the audience with their spectacular rendition of music from The Greatest Showman. Their circus like theatrics had the confetti cannons blasting in applause.

Larry Wilson & Mary Facciani's finished up the competition with a steamy routine to songs from Rocky and Magic Mike, leaving the audience flush faced and fanning themselves.

The Grand Finale was an enthralling Kill Bill themed aerial acrobatics fire-fight dance performed by **Betsy Bower & Gabe Phillips**.



Would you like to see your favorite 2018 DWTS routines again? Visit mercercasper.com to view clips from the evening.

DANCING WITH THE STARS OF CASPER

CASPER EVENTS CENTER OCTOBER 27TH, 2018



And the awards go to...

Excellence in Technique: Susan Burk & Aaron Wood

Outstanding Theme and Creativity: Stephanie Hambrick & Chad Nelson

Best Partner Connection: Mallory Pollock & Beth Jozwik

Best Crowd Appeal: Larry Wilson & Mary Facciani

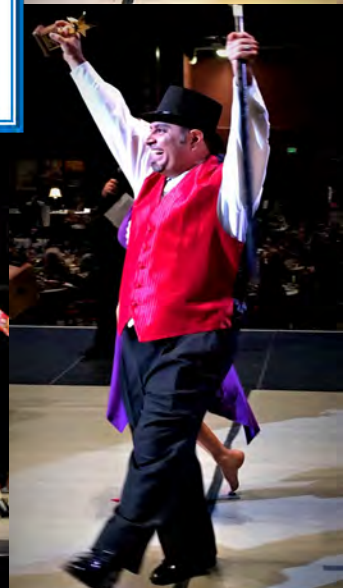
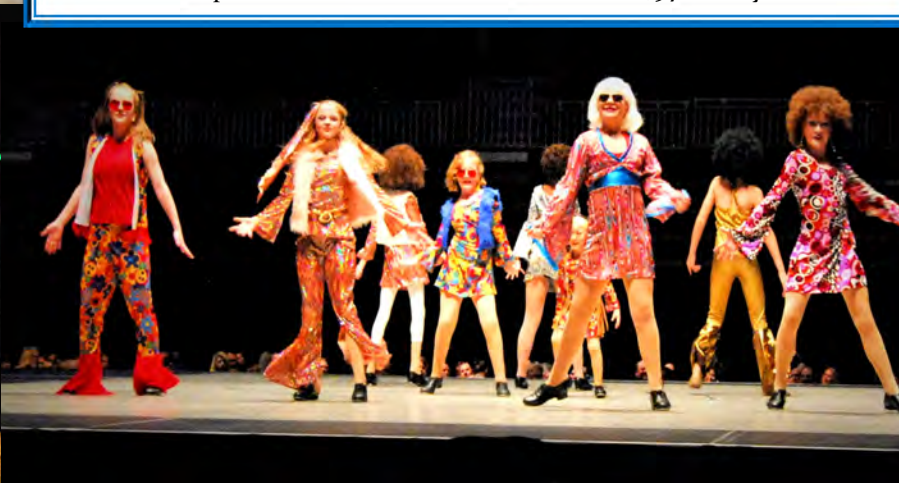
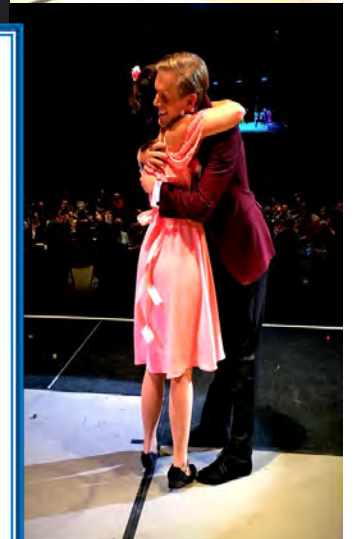
Judge's Choice: Sloan Dickey & Liz Norcross

People's Choice Award and Excellence in Showmanship:

Ray Pacheco & Joy Gallup

Congratulations to this year's winners!

People's Choice votes raised a total of \$22,976 this year!





Natrona County Prevention Coalition



Working to prevent substance abuse in our community by providing healthy and positive choices.

Natrona County Prevention Coalition is 40 members strong, and growing!

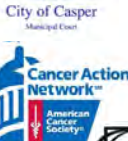
As members of NCPC we...

- ◆ Are dedicated to providing FREE healthy, substance free activities for youth and families.
- ◆ Provide funding and guidance for many after school programs in the community.
- ◆ Sponsor educational events that promote substance abuse prevention.
- ◆ Meet monthly to review data, target needs, develop plans, and implement strategies to reduce alcohol, tobacco, drug use, and violence.

If you would like to get involved and make a difference, or if you would simply like more information, please visit our website at ncpreventioncoalition.com

You can also contact Whitney Lamb, NCPC Chair, at 307-233-4863 or by email at wlamb@mercercasper.com

“An ounce of prevention is worth a pound of cure.” ~ Benjamin Franklin



Community Prevention Strategies Group

CPSG is a subcommittee of NCPC that partners with local intervention specialists, law enforcement, and the Casper-Natrona County Health Department to develop and implement community wide strategies in an effort to enhance the health and wellness of the community as a whole.

Join us the last Wednesday of each month at 2pm at Mercer FRC.

For more information contact **Whitney Lamb** at 307-233-4683

Family & Parenting Subcommittee

Family & Parenting subcommittee addresses the needs of parents, children, and families in Natrona County by organizing informative, substance-free, family-friendly events throughout the year.

Family & Parenting meets at Mercer FRC the 4th Thursday each month at 10am.

For more information contact **Lisa Brown** at 307-233-4276

The **Natrona County Prevention Coalition** would like to congratulate the many businesses in our community who passed their 2018 compliance checks in an effort to keep the youth of our community substance free and healthy. NCPC would also like to applaud the businesses that provide their employees with a safe, drug free work environment. To see a list of these businesses, or to register your business, please sign up at ncpreventioncoalition.com

Thank you for striving to create and sustain a healthy and positive community!





UPCOMING EVENTS



Family Game Night: A Candy Land Adventure



One of the goals of the Natrona County Prevention Coalition (NCPC) is to bring families together for fun activities that promote healthy interactions and bonding. We know the importance of family time when it comes to protecting and preparing our youth for their futures. "Family (time) has been linked to a lower risk of obesity, substance use, eating disorders, and an increased chance of graduating high school." - The University of Florida. Research shows that youth who spend at least two nights a week with their parents are less likely to experiment with drugs and alcohol at an early age.

With this in mind, NCPC invites families in the community to join us for Family Game Night. This event provides an opportunity for families to come together, pick out a free, new board game, and extend the bonding time together throughout the year! Family Game Night helps families have the tools to spend more quality time together.

At the 2018 Family Game Night, over 250 families came to play together and NCPC gave away over 100 games.



February 8th, 2019
5:30-7pm
The Nicolaysen Art Museum



Community Baby Shower

Mercer Family Resource Center and Natrona County Prevention Coalition (NCPC) are excited to host the 4th Annual Community Baby Shower!

This event is completely free and provides opportunities for members of our community to connect with needed resources for a healthy family. Our goal is to bring families who are currently expecting or have children between the ages of 0-3 together with service providers in the community for an opportunity to connect and learn in a fun, welcoming atmosphere. We have over 25 community organizations who participate in this event, and based on the growing trend in attendance from previous years, we expect over 450 community members seeking support, assistance and resources.

In 2018 the Community Baby Shower was able to provide over 1,000 diapers to families as well as other essential baby products. Each attendee receives a gift bag filled with children's books, sanitary wipes, child toothbrush, safe medicine dispenser syringes, community resource pamphlets and more to promote healthy family living. Each of these items are needed materials for a safe home and encourage appropriate child development.

April 13th, 2019
10am-12pm
The Boys & Girls Club of Central Wyoming



Save
the
Date:

Family Day

July 9th, 2019 from 11:30am-2:30pm @ Washington Park



It's going
to be out
of this
world!

Mercer Family Resource Center and the Natrona County Prevention Coalition are seeking support to continue these important and valuable activities. Sponsorships and donations are the foundation of these events and we invite you to join our team!

If you would be interested in hosting a donation drive, donating new board games or baby items, or for more information contact Lisa Brown at 307-233-4276 or by email at lbrown@mercercasper.com



Upcoming events with three ways to donate...

Phone: 307-265-7366

Online: www.mercercasper.com

Mail: Mercer Family Resource Center
535 W Yellowstone Hwy
Casper, WY 82601

I want my donation to go toward:

- Family Game Night Family Day Community Baby Shower

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

- Check enclosed
 Visa/Mastercard/Discover# _____ Exp. _____
 Name on Credit Card: _____
 Please invoice me

Mercer Family Resource Center, Inc. is a 501 (c)(3) non-profit agency.





Mercer Family Resource Center (Mercer FRC) has provided education, counseling, and referral services that build stronger and healthier youth and families in our community since 1971. The agency continues to take an active role in raising prevention awareness in Natrona County by providing individual programs and social service collaborations. Our four tiers of service include: Family and Parenting, Early Intervention, Community Connections, and Environmental Strategies. The Natrona County Prevention Coalition (NCPC) and Youth Empowerment Council (YEC) are two programs with the agency, who have shared this mission and vision. NCPC works together to prevent substance abuse in our community by providing healthy and positive choices. YEC is a substance free, responsible, open group of young leaders that collaborate to better the community, support one another, inspire youth, grow and lead by example; for youth, by youth. Mercer FRC's proactive services have made Natrona County a cohesive community with strong families and healthy youth! These efforts have been made possible through generous community donors, foundations and grantors. Thank you to the following organizations for sharing our vision of a unified community, and investing in the health and wellness of families who live in Natrona County!

- Blue Envelope Health Fund**
- Casper-Natrona County Health Department**
- City of Casper**
- Community Juvenile Services Board**
- Dymond Resources Inc.**
- Gertrude Kamps Memorial Fund**
- Grainger Foundation**
- John P. Ellbogen Foundation**
- Myra Fox Skelton Foundation**
- Natrona County Recreation Joint Powers Board**
- The McMurry Foundation**
- United Way of Natrona County**
- Wyoming Community Foundation**
- Zimmerman Family Foundation**

Hear what 2018 Mercer FRC clients are saying...

"Thank you for teaching the community that there is hope and help for parents of all ages."

"Thank you for giving me tools to incorporate within my personal life and family. The course was actually fun!"

"Thank you for helping my family listen better and be more loving."

"Mercer is important to me because I know it's a place I can rely on if I need help with something and I have nowhere else to turn to."

"Thank you for making it enjoyable to learn new skills."

"I'm so glad we have Mercer."

*"When we give cheerfully and accept gratefully, everyone is blessed."
— Maya Angelou*

Thank You

Recap of Programs & Services Provided	<i>Mid year</i> (July 1, 2018-Dec 31, 2018)
Total number of Community Engagement Participants -	1,200
Total number of clients (receiving direct services) -	739
Total number of direct service hours provided-	3,789
Intervention Services	Service Hours Provided
Insight II (youth substance abuse education)	25
Corrective Thinking (youth)	219
Anger Management (youth)	114
Tobacco Education (youth)	218
Something for Nothing (youth shoplifting prevention)	37
Drug and Alcohol Education (adults & youth)	360
Total Intervention Education Hours	973
Family Programming	Service Hours Provided
Elevate Couples Education	72
Make Parenting a Pleasure	59
Love and Logic	296
Strengthening Families	260
Total Family Programming Hours	687
Counseling, Assessment, & Case Management	Service Hours Provided
Child in Need of Supervision (CHINS)	185
ASI (Substance Abuse Evaluations)	70
Family Choices Counseling	198
Total Counseling, Assessment & Case Management Hours	453
YEC/Prosocial Activities, Prevention & Awareness Training	Service Hours Provided
YEC (Youth Empowerment Council)	1078
YEC-SPAT (Suicide Prevention Awareness Team)	370
YEC-Bullying Prevention	0
CONNECT Training	44
Youth Mental Health First Aid	184
Total Prevention & Awareness Hours	1,676

Parenting is hard. We can help!

Would you like to be more patient with your children?

Do you wish your teen had some insight about the dangers of vaping and other substances, but don't know how to talk to them about it?

Would you and your significant other enjoy an activity that enhances your quality time together?

Could your teen use some help coping with their anger or standing up to peer pressure?

Do you like snacks and friendly faces?

If you answered yes to any of the questions above, look no further! Mercer Family Resource Center has a class for everyone! No referral needed!

Elevate Couples Education®

Make Parenting a Pleasure®

Parenting the Love and Logic Way®

Strengthening Families®

Tobacco Education

Anger Management

Corrective Thinking

Insight II®

Something for Nothing®

"I believe that what we become depends on what our fathers teach us at odd moments, when they aren't trying to teach us. We are formed by little scraps of wisdom."

— Umberto Eco (Foucault's Pendulum)

Call 307-265-7366 or visit mercerasper.com to learn more about our classes.



mercercasper.com

535 W. Yellowstone
Casper, WY 82601



www.mercercasper.com



Youth Empowerment Council

The Youth Empowerment Council strives to improve our community. One way to do that is through #WYAMPLIFY, a subcommittee of YEC that hosts pro-social events that promote healthy and positive options to youth in Casper. In December, #WYAMPLIFY members celebrated the holiday season by ice skating at the new David Street Station ice rink. As you can see, these youth had a blast!

YEC is a great place for youth to make friends while making a difference! To join in on the fun contact Brittllynn Bulgrin at 307-233-4277

or Felicia Cummings at 307-233-4265



Follow us on Facebook!
@YECNC



From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Wednesday, January 09, 2019 9:36 AM
Subject: FW: Architecture assistance for historic properties available through the Wyoming Business Council

Hi again, an apparent day for email forwarding—this may be of interest for some of you.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



From: Wyoming Business Council <WY-Business-Council@public.govdelivery.com>
Sent: Tuesday, January 8, 2019 12:20 PM
To: Rick Kaysen <rkaysen@wyomuni.org>
Subject: Architecture assistance for historic properties available through the Wyoming Business Council

The State of Wyoming's Economic Development Agency

214 W. 15th St. | Cheyenne, WY | 307.777.2800



For release Jan. 4, 2019

Architecture assistance for historic properties available through the Wyoming Business Council

Owners of historical, commercial buildings located in traditional downtown districts are invited to submit a pre-application to determine eligibility for the Historic Architecture Assistance Fund by Feb. 1. The final application is due March 15.

If awarded, an architect will be assigned to work with the applicant. Typical projects include a building assessment, structural analysis, analysis of building code and ADA requirements, and façade and signage schematic design.

Money is not available for physical repairs, the purchase of building materials or work by contractors.

The fund is available through Wyoming Main Street, which is a program of the Wyoming Business Council, the state's economic development agency. Wyoming Main Street assists its member communities with downtown revitalization efforts through technical assistance and grant funding.

Each Main Street community leverages the power of the National Main Street Center's four-point approach to revitalization.

Applications can be found at wyomingbusiness.org/content/applications.

For more information, call Historic Preservation Architect Linda Kiisk, historic preservation architect for the State Historic Preservation Office, at 307-777-7566, or Desiree Brothe, community development coordinator for the Wyoming Business Council, at 307-631-6137.

- [Downtown Rock Springs.jpg](#)

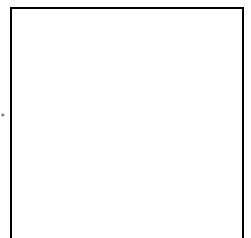
Downtown Rock Springs (*photo courtesy: Wyoming Business Council*)



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This email was sent to rkaysen@wyo.muni.org using GovDelivery Communications Cloud on behalf of: Wyoming Business Council · 214 West 15th Street · Cheyenne, WY · 82002 · (307) 777-2800



From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Thursday, January 10, 2019 11:42 AM
Subject: Business Council launches \$10,000 placemaking challenge

Hey Members!

Check out this awesome opportunity to get funding from the Wyoming Business Council to enhance your community.

Warm regards,
Justin Schilling
Member Services Manager
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
[307-632-0398](tel:307-632-0398)
jschilling@wyomuni.org
www.wyomuni.org

From: Wyoming Business Council <wy-business-council@public.govdelivery.com>
Sent: Thursday, January 10, 2019 9:17 AM
To: Rick Kaysen
Subject: Business Council launches \$10,000 placemaking challenge

The State of Wyoming's Economic Development Agency

214 W. 15th St. | Cheyenne, WY | 307.777.2800



For release Jan. 10, 2019

Business Council launches \$10,000 placemaking challenge

Wyoming communities are invited to [apply by Feb. 22](#) for a new, two-phase placemaking challenge being held by the Wyoming Business Council.

In phase one, accepted applicants will receive up to \$1,000 to install a trial of their placemaking project during summer 2019. Applicants will use that trial period to gather data about the community's response to the project.

At the end of the summer, reporting on phase one projects will be turned in and reviewed by an independent panel of judges. Winning projects will be eligible to receive one of two awards: \$7,500 or \$10,000 to implement their projects permanently.

The challenge is meant to encourage communities to be creative in using the placemaking philosophy of lighter, quicker, cheaper approaches to community development. In other words, it's all about using inexpensive materials and temporary enhancements to bring new life to underused public places.

Projects that do not make it to the second phase of the challenge are still encouraged to apply for the Business Council's placemaking grant, which awards up to \$5,000. Communities must first receive an on-site placemaking training session before applying to either part of the program.

Placemaking capitalizes on a local community's assets, inspirations and potential to contribute to people's health, happiness, safety and well-being. As a place becomes more desirable and welcoming, people will want to spend more time there. This can lead to an increase both in the sales tax and property tax base within a community.

Turning a weedy parking lot into putt-putt golf course. Attracting people to a little-used park to gather, play or listen to music. Brightening up an otherwise drab vacant lot. Envisioning how a block can be revitalized. This is placemaking.

To learn more about placemaking, visit wyomingbusiness.org/placemaking.

For more information about the challenge, email Community Development Coordinator Desirée Brothe at desiree.brothe@wyo.gov, or call her at 307-631-6137.



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214 West 15th Street · Cheyenne, WY · 82002 · (307) 777-2800



From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Wednesday, January 09, 2019 9:37 AM
Subject: FW: Business Council releases annual report

Another FYI to be shared as applicable--

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."

From: Wyoming Business Council <WY-Business-Council@public.govdelivery.com>
Sent: Tuesday, January 8, 2019 12:30 PM
To: Rick Kaysen <rkaysen@wyomuni.org>
Subject: Business Council releases annual report

For release Jan. 8, 2019

Business Council releases annual report

The Wyoming Business Council released its [annual benchmarks report](#) Thursday, Jan. 3, detailing the state economic development agency's progress toward diversifying the economy, increasing innovation, improving access to new markets and strengthening Wyoming communities.

The Business Council serves Wyoming through a business development and community development division in Cheyenne, six regional directors spread across the state and a wide network of business resource partners.

Highlights in 2018 include:

- Recruiting Weatherby headquarters and manufacturing operations from California to Sheridan.
- Funding the construction of a new facility in Cody to accommodate Gunwerks as it nearly doubles its workforce to 110 employees.
- Rock Springs winning a prestigious national award recognizing its revitalization of the downtown area. The city is the second in the Business Council's Wyoming Main Street program to win the award.

- Ensuring the continued operations of WyoTech through a challenge loan. With the Business Council's help, former WyoTech student, instructor and CEO Jim Mathis expects to employ 95 workers in the next two years.
- Bringing together more than 220 industry leaders and public partners through the Next Gen Sector Partnerships strategy to strengthen various industries throughout the state.
- Launching Kickstart and SBIR Matching grant programs for startup companies. The initial round of funding provided \$730,000 to 10 startups. Those companies have the potential to create a total of 45 to 55 new jobs.
- Hiring a broadband manager, establishing a statewide broadband plan, creating a \$10 million broadband infrastructure grant program and appointing a Broadband Advisory Council to oversee it.
- Partnering with the Wyoming Department of Environmental Quality to establish a revolving loan fund with federal money to clean up and redevelop contaminated land.

- Launching a new placemaking grant to bring hands-on workshops to teach local officials an approach to community development using inexpensive materials and temporary demonstrations.
- Revamping the Trade Show and Market Expansion grant program to allow more uses and open new opportunities for businesses to explore markets outside Wyoming.
- Hiring an international trade coordinator, opening an Asia-Pacific trade office and introducing Wyoming-branded beef to Taiwan.

Visit [our YouTube channel](#) or [our website](#) to read and watch coverage of these events and many more.
