

INFORMATION PACKET

Table of Contents

Friday, May 17, 2019



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings & Addendum	2
Casper Utilities Advisory Board Packet 05.22.19	8
Central WY Regional Water System Packet 05.21.19	75
Contractors' Licensing and Appeals Board packet 05.16.19	145
Downtown Development Authority Packet 05.15.19	202
Platte River Trails Trust Newsletter May 2019	230
WAM Info Call to Action - Franchise Fees	232
WAM Info Word from WAM 05.10.19	234
WAM Info Word from WAM 05.17.19	244

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

May 20, 2019				Councilmembers Absent: Huber			
Special Work Session				Recommendation		Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested							
Budget Review							4:30
Approximate Ending Time:							

May 21, 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 not on Consent											
Establishing June 4, 2019, as the Date of Public Hearing for Consideration of New Resort Liquor License No. 8 West Center Hospitality Ops, LLC d/b/a Platte River Saloon, Located at 123 West 'E' Street.						C					
Establishing June 18, 2019, as the Date of Public Hearing for Consideration of an Ordinance Approving a Rezone of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street.						C					
Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8th Street. 3rd Reading								N			
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 3rd Reading & annexation compliance/public hearing							N	N			
Mobile Vendor Parking Ordinance. 2nd Reading								N			
International Fire Code Ordinance. 2nd Reading								N			
Amending Chapter 12.24.030 of the Municipal Code to Authorize Non-Permanent Modifications of Sidewalks Under Certain Limited Circumstances. 2nd Reading								N			
Approving the City of Casper's Contract for Professional Services with Hinge Studio Marketing and Communications, LLC, for Trail, Bicycle, and Pedestrian Summer Safety Campaigns, in the Amount of \$3,900.									C		
Accepting the Highest Bid, Approving a Real Estate Purchase Agreement, and Authorizing a Warranty Deed for Closing on the Sale of the Former Fire Station No. 5 Property, Located at 4000 East 15 th Street.									C		

Approving Amendment Number 1 to Amendment Number 1 to the McMurry Business Park PUD (Planned Unit Development) Guidelines and the Open Space Annexation Agreement.				C	
Approving Amendment Number 1 to Amendment Number 2 to the McMurry Business Park PUD (Planned Unit Development) Guidelines and the Open Space Annexation Agreement.				C	
Authorizing a funding agreement between the Natrona County Conservation District and the City of Casper in the Amount of \$85,000.				C	
Authorizing a Revocable License Agreement with Jeff McDonald for Maintenance of a Deck.				C	
Authorizing an Agreement with 71 Construction in the Amount of \$97,981 for the Jackson and 8th Street Sewer Repairs Project.				C	
Authorizing the Purchase of GE Orbit Radios from GE MDS, LLC, in the Amount of \$53,759, to Upgrade the Existing Traffic Network.					C
Authorizing \$25,000 in Health, Social and Community Services Cash Funding to Support Community Promotions Events.					C
Authorizing the Purchase of Computer Forensic Equipment and Software, Including a Talino Forensic Workstation, from Sumari, in the Total Amount of \$33,890.					C
Executive Session - Personnel					

May 22, 2019 Councilmembers Absent: Huber

Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			4:30
Plains RFP (Part One)	Direction Requested	30 min	
			Approximate Ending Time:

May 28, 2019 Councilmembers Absent: Powell

Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Trail Project Options 1%#16	Direction Requested	20 min	4:35
Small Trailer Parking	Move Forward for Approval	10 min	4:55
Camping Ordinance	Move Forward for Approval	10 min	5:05
Council Resolution Regarding Tow Fees	Direction Requested	15 min	5:15
Reallocation of County-Wide Consensus	Direction Requested	20 min	5:30
Plains RFP (Part Two)	Direction Requested	30 min	5:50
Agenda Setting		10 min	6:20
Legislative Review		10 min	6:30
Council Around the Table		10 min	6:40

June 4, 2019**Councilmembers Absent:**

	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Regular Council Meeting Agenda Items					
C = Item is on Consent N = Item is not on Consent					
Establish June 18, 2019 as the Public Hearing Date for Consideration of the Fiscal Year 2020 Budget.	C				
Establish June 18, 2019 as the Public Hearing Date for Consideration of Budget Amendment #3.	C				
New Resort Liquor License No. 8 West Center Hospitality Ops, LLC d/b/a Platte River Saloon, Located at 123 West 'E' Street.		N			
Mobile Vendor Parking Ordinance. 3rd Reading			N		
International Fire Code Ordinance. 3rd Reading			N		
Amending Chapter 12.24.030 of the Municipal Code to Authorize Non-Permanent Modifications of Sidewalks Under Certain Limited Circumstances. 3rd Reading			N		
Authorizing the Purchase of Two (2) New One-Half Ton Pickup Truck Police Vehicles, from Fremont Motors, Sheridan, Wyoming, to be Used in the Casper Police Department for the Total Amount of \$70,048.					C
Authorizing the Purchase of Three (3) New Mid-Size Police Utility Vehicles, from Fremont Motors, Sheridan, Wyoming, to be Used in the Casper Police Department for the Total Amount of \$116,895.					C
Authorizing the Purchase of One (1) New Dedicated Turn Sprayer, from Midland Implement Co., Billings, Montana, to be Used in the Golf Division of the Parks and Recreation Department, in the Total Amount of \$52,636.					C
Authorizing the Purchase of One (1) New Aerator, from Midland Implement Co., Billings, Montana, to be Used in the Golf Division of the Parks and Recreation Department, in the Total Amount of \$22,938.					C
Authorizing the Purchase of One (1) Three-Quarter-Ton Cab and Chassis Pickup, from Greiner Ford, Casper, Wyoming, to be Used in the Water Distribution Division of the Public Services Department, in the Total Amount of \$26,649					C
Authorizing the Purchase of One (1) One-Ton Cab and Chassis Pickup with Platform Bed, from Greiner Ford, Casper, Wyoming, to be Used in the Water Distribution Division of the Public Services Department, in the Total Amount of \$47,063.					C

June 11, 2019 Councilmembers Absent:			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Downtown Flags	Direction Requested	10 min	4:40
Additional Sheet of Ice at Rec Center	Direction Requested	20 min	5:00
Budget Amendment #3 Review	Move Forward for Approval	20 min	5:20
WAM Training Videos (Code of Ethics)		20 min	5:40
Agenda Setting		20 min	6:00
Legislative Review		10 min	6:20
Council Around the Table		10 min	6:30
Approximate Ending Time:			6:40

June 18, 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 not on Consent					
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. Public Hearing/First Reading		N			
Consideration of the Fiscal Year 2020 Budget.		N			
Consideration of Budget Amendment #3		N			
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 2nd Reading			N		
Authorizing a Professional Services Contract with Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for Fiscal Year 2020, in an amount not to exceed \$X,XXX,XXX.				C	
Authorizing a lease to Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for Two Buildings, Parking Area and Adjacent Land at 1715 East 4 th Street, in an amount of \$8,436, commencing July 1, 2019 through June 30, 2020.				C	
Authorizing a lease for the use of Certain City-Owned Vehicles to Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for the transportation of the elderly, disabled, and general public for the Fiscal Year 2020, in an amount of \$25, commencing July 1, 2019 through June 30, 2020.				C	

June 25, 2019				Councilmembers Absent:			
Work Session Agenda Items				Recommendation		Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested							
Council Meeting Follow-up						5 min	4:30
Agenda Setting						20 min	
Legislative Review						10 min	
Council Around the Table						10 min	
						Approximate Ending Time:	

Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Code of Ethics		40 min	
Dog Parks			After Summer 2019
Green Valley - Annexation Status Report			After Annexation report is prepared
Arborist Licensing			Mayor's Request

Staff Suggested Items:			
Sign Code Revisions		60 min	Anytime after April 2019
Limo Amendment?			
Interactive Long Range Transportation Plan Update	July 23 @ 4:30 pm		
Context Sensitive Agreements with WYDOT on Poplar St Bridge			
Finance Policies Resolution			Anytime after Council Finance Committee Meeting
Casper Events Center Walkthrough		2 hours	Anytime after Budget Meetings
Memorials, Donations, and Sponsorship Policy			
Boys & Girls Club Skate Park			

Future Council Meeting Items

July 2, 2019 ? Ordinance Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967)

**CASPER UTILITIES ADVISORY BOARD
CITY OF CASPER
MEETING AGENDA**

Casper City Hall
Downstairs Meeting Room

Wednesday, May 22, 2019 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the March 27, 2019 Meeting Minutes
- * 2. Discuss Statistical Report
 - a. March 2019
 - b. April 2019
- * 3. Reconsider Contract for Outside-City Water Service with Steven W. Hanson – 1255 Chamberlin Road
- * 4. Preliminary FY2020 Budget Review
 - a. FY20 Budget Narrative
 - b. Water Budget
 - c. Sewer Budget
 - d. Wastewater Budget
- 5. Other Business
- 6. Adjournment

Additional Information:

Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, www.wyowater.com, under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

MEETING PROCEEDINGS

March 27, 2019

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, March 27, 2019 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
Vice President Jim Jones
Secretary John Lawson
Member Bruce English

Absent: Member Richard Jay
Council Liaison Bates

Staff Present: Public Utilities Manager, Bruce Martin
CPU Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1. President Bell asked for a motion to approve the November 28, 2018 minutes. A motion was made by Secretary Lawson and seconded by Board Member English to approve the November 28, 2018 minutes. Motion passed.
2. Mr. Martin asked the Board to reference the February 2019 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased in February was 133.6 MG; the five year average is 137 MG.

Mr. Martin stated that there were four new services added in February, compared to eight new services one year ago.

Mr. Martin stated that there were three water main breaks in February; there have been ten water main breaks this fiscal year.

Mr. Martin stated that there was two service line breaks in February compared to three one year ago.

Mr. Martin stated that there was one sewer stoppage in February compared to none one year ago.

Mr. Martin stated that the total number of accounts is up slightly from the prior year, which is a 0.2% growth.

President Bell asked if the service line breaks were in the west side of Casper. Mr. Martin stated that the water line breaks were different areas of the City.

3. Mr. Martin turned the time over to Ms. Lisa Ogden with the Natrona County Conservation District.

Ms. Ogden stated that she recently returned from Washington D.C. where she met with Representatives and discussed EPA water rules.

Ms. Ogden stated that the portion of the North Platte River that was added to the 1998 CWA section 303(d) list of impaired waterbodies by DEQ has been de-listed.

Ms. Ogden stated that the original Selenium Project Funding agreement was for four years and officially ends with FY2019. Ms. Ogden stated that this funding has helped with Selenium mitigation projects. Ms. Ogden stated that the CAID Lateral 256-21R project has been completed; funds have been obligated for the CAID Lateral 174 South project which has been completed; there is a total of \$53,659 of Selenium mitigation funding from the City and County left to obligate.

Ms. Ogden stated that there has been a request from new subdivisions out in the County for the NCCD to assist with draining issues. Ms. Ogden stated that the NCCD Board is still contemplating what to do with the request, but feels that the draining issues need to be addressed by the developers.

Ms. Ogden stated that the NCCD is still working with landowners and going for new 319 Grants.

Board Member English asked how the delisting of the river will affect the WWTP permit for Selenium removal. Mr. Martin stated that the discharge permit for the WWTP was just issued in 2018 with no Selenium limits, but the permit is renewed every five years.

President Bell asked if the City is giving the NCCD \$85,000 per year. Ms. Ogden stated that the City provides \$35,000 base funding for operations, and has provided \$50,000 for Selenium projects that serve multiple properties and are not on private property. Ms. Ogden stated that the Selenium mitigation funds are not used to match grant funding. Secretary Lawson added that Selenium funds are not used for water conservation efforts.

President Bell asked if the Selenium levels are reducing with the installation of more pipelines. Ms. Ogden stated that there are still pipeline projects to be completed. Ms. Ogden stated that the Oregon Trail Drain Selenium levels are still going up due to new subdivision developments.

Vice President Jones asked what size of pipe is in Oregon Trail. Ms. Ogden stated that it is 18-inch or 20-inch pipe. Secretary Lawson stated that it is for a small delivery of water.

Ms. Ogden informed the Board that they could call her if they ever had questions on the NCCD projects.

Secretary Lawson stated that Ms. Ogden does a great job for the NCCD and thanked her for the work she has done.

Board Member English stated that since the milestone of delisting the river was reached, it is hard to justify continuing with the Selenium mitigation funding since the goal was to save the WWTP users from upgrading the plant for Selenium removal. The Board was in agreement with Board Member English.

4. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with Steven W. Hanson, 1255 Chamberlin Road. Mr. Martin stated that this property is located west of the City of Casper in the Upper Dempsey Acres area. Mr. Martin stated that this property can connect into the 24-inch water transmission line owned by the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that no Commitment to Annex is required as the parcel is located inside the Town of Mills growth boundary. Mr. Martin stated that the Town of Mills has consented to the City serving water to the property as the Town of Mills has no water availability in the Upper Dempsey Acres area at the present time. Mr. Martin stated that the retail water service may be assumed by the Town of Mills at a future date.

President Bell asked if this would be a $\frac{3}{4}$ -inch service. Mr. Martin stated that Mr. Hanson has requested a 1-inch service.

Board Member English asked if this will be a residential service. Mr. Martin stated that was correct.

President Bell asked if Mr. Hanson would run a service line down Chamberlin Road. Mr. Martin stated that was correct. Mr. Martin stated that Mr. Hanson received approval from the County to run the service line along Chamberlin Road.

Board Member English asked how long the service line would be. Mr. Martin stated that the service line would be approximately 600-feet. Mr. Martin stated that other properties north and south of this property are connected to the waterline and are City of Casper customers.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Outside-City Water Service Contract with Steven W. Hanson.

President Bell asked if there was any further discussion on the contract.

Board Member English stated that he doesn't like the idea of supplying water to customers that could eventually become customers of a different entity.

President Bell asked if it was appropriate to request a pressure study for the service line. Vice President Jones stated that the Board could suggest a study be completed, but he didn't think the Board can require it.

Secretary Lawson stated that he shares the same concerns as Board Member English.

Board Member English stated that he thought Mr. Hanson could get a water well on his property.

Vice President Jones asked how this contract is different from the contracts that have been approved in the recent past. Mr. Martin stated that those contracts were inside the Casper growth boundary.

Vice President Jones stated that there are other service agreements in this same area.

Secretary Lawson stated that this might be a good time to set a policy regarding serving properties outside of the Casper growth boundary.

Mr. Martin stated that the City Manager is currently working with Council on an annexation policy.

Vice President Jones asked the Board if they wanted to provide water service if there isn't an answer regarding sewer or septic service for the property.

President Bell stated that a motion was made to approve the contract and asked for a vote. The motion failed with Secretary Lawson and Board Member English voting against.

Secretary Lawson stated that it is a good time to create a policy regarding serving customers in another entity's growth boundary.

Board Member English stated that the Board could reconsider the request for water service once a policy is in place.

5. Mr. Martin asked the Board to reference the Casper Public Utilities FY20 Capital Improvement Projects in the agenda packet. Mr. Martin stated that capital projects for each Fund will be discussed.

a) Water Distribution Fund Capital Projects totaling \$3,353,000 include the following:

- Ridgecrest Zone II and III Waterline Replacement - \$1,500,000 – This will replace water mains in Ridgecrest Drive from 39th to Mariposa – 1%#16 Funding
- Fleet Replacements - \$15,000 – Mower Replacement
- In-house Water Main Replacements - \$250,000 – Annual In-house water main replacement

- Misc. Water Main Replacements - \$1,000,000 – Annual contracted water main replacement
- Oversizing Reimbursement - \$85,000 – Annual developer oversizing reimbursement – this has not been used for a few years
- Booster Station Renovations - \$50,000 – Upgrade to pumps, valves, and meters
- Small Equipment & Projects - \$4,000 – Signs and barricades
- Nitrification Control Project - \$70,000 – PAX Mixers for North Park and Manor Tanks
- Trench Box Replacement - \$18,000 – Trench box replacement to meet OSHA requirements
- Roof Replacement - \$27,000 – Replace roofs at Sun II and Pratt Booster Stations
- Technologies - \$87,000 – Computers, iPads, Meter Encoder Receiver Transmitters (ERT's)
- Door Replacements - \$42,000 – Door replacements for Pratt, North Park, Mountain Road, and Southwest Booster Stations; Wind blocks for Mountain Road, Sun I, Sun II, and Southwest Booster Stations
- Water Meters and Radio Readout Devices - \$130,000 – New water meters and radio readout devices
- Water Rights Studies - \$75,000 – On-going Water Rights Studies and Issues

b) Sewer Fund Capital Projects totaling \$1,415,000 include the following:

- Misc. Sewer Main Replacements - \$500,000 – Annual Misc. Sewer Main Replacement/Rehabilitation – 1%#16 Funding
- Oversizing Reimbursement - \$35,000 – Annual developer oversizing reimbursement
- Collins Drive Relief Sewer - \$350,000 – Upsize 18-inch sewer to 24-inch and tie into the North Platte Sanitary Sewer
- Sewage Pump Replacement - \$25,000 – Replace pumps at one sewage lift station
- Pathogen Defense System - \$7,500 – Install PDS on Vactor – This is a sanitizing system similar to the one on the CCTV van
- Technologies - \$3,500 – Computer replacements
- Shop Tools and Equipment - \$4,000 – Shop tools for maintenance and repair as well as metal fabrication
- Vactor Equipment - \$10,000 – Cleaning nozzles, hoses, misc. Vactor tools
- Fleet Replacements - \$480,000 – Vactor truck replacement

c) Wastewater Treatment Plant Fund Capital Projects totaling \$9,796,285 include the following:

- Automatic Strainer PW2 - \$50,000 – Replace strainer in PW2 which is 30 years old and failing
- Sludge Grinder - \$10,000 – Renovate one sludge grinder
- Lift Station Generator - \$90,000 – Replace emergency generator at one remote lift station – Riverwest Lift Station

- Fleet Replacements - \$20,000 – Replace one utility cart and mower
- Meter Station Upgrades - \$10,000 – Upgrades to one meter station
- Lab Equipment - \$12,000 – Annual lab equipment replacement
- Lighting Renovations - \$30,000 – Annual lighting system upgrades – switching to LED lighting
- Technologies - \$9,285 – Computer and time clock replacements
- UV Equipment - \$50,000 – Annual UV Equipment Upgrades
- Aeration Basin Piping Recoating - \$60,000 – Recoat outside aeration basin piping – rebudgeted from FY19
- Security Enhancements - \$30,000 – Annual security system upgrades
- North Platte Sanitary Sewer Rehabilitation - \$8,000,000 – Rehabilitation of North Platte Sanitary Sewer per consultant recommendations – SRF Loan application submitted – using 1% Opportunity Funds
- Secondary Building Concrete Repairs - \$300,000 – Concrete repairs as recommended in WWTP Facilities Plan
- Grit System Rehabilitation - \$90,000 – Replace the grit pump, cyclone, classifier, and associated piping for Grit System #1; Grit System #2 to be replaced in FY21
- Roof Replacements - \$80,000 – Roof replacements for Digester Control Building
- Critical Valve Replacement Annual Allocation - \$75,000 – Annual valve replacement in the WWTP
- Equipment Replacement Annual Allocation - \$125,000 – Annual unanticipated equipment replacement
- Shop Equipment - \$5,000 – Purchase power tools and other shop equipment
- HVAC System Replacements - \$125,000 – Replace HVAC units on Dewatering Building – Project was bid out in FY19 and bids came in over \$100,000
- Primary Sludge Pump replacements - \$60,000 – Replace one Primary Sludge Pump
- NCCD Funding – Annual Natrona County Conservation District Selenium Funding – The Board discussed lowering this amount for project specific requests from NCCD for Selenium mitigation.
- Misc. Recoating Projects - \$15,000 – Recoat piping and buildings on a priority basis
- MCC Replacement Project - \$500,000 – Additional funding for the MCC Replacement Project

President Bell stated he read in the newspaper about the Business Plan that the City is retaining consultants to complete and asked where the funding for it will come from. Mr. Martin stated that all the CPU Funds are contributing to the CPU Business Plan. Mr. Martin stated that the City Manager has directed staff to have a 5-year Business Plan in place.

Secretary Lawson asked if the Business Plan is for all departments in the City. Mr. Martin stated that this business plan is just for Casper Public Utilities. Mr. Martin stated that the City Manager is trying to have City Departments be transparent to the public.

6. There was no Other Business.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:40 a.m. Motion passed.

Secretary

DRAFT

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
MARCH 2019**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	139,835,772	133,589,748	138,743,981	2,387,267,032	2,408,298,375
NEW SERVICES	5	4	5	79	61
<i>* Billed to Casper by Central Wyoming Regional Water System Joint Powers Board starting October 1, 1997.</i>					
PRECIPITATION (Inches)	1.74	0.50	1.00	7.78	7.79

REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	3	3	1	13	13
SERVICE LINE BREAKS	1	2	1	20	24
SEWER MAIN STOPPAGES	4	1	3	11	7

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	20,067	20,063	20,004
COMMERCIAL (WATER & SEWER)	1,732	1,735	1,734
OUTSIDE CITY (WATER RES)	519	519	535
OUTSIDE CITY (WATER-COMM)	135	134	134
IRRIGATION ONLY	281	282	279
TOTAL NUMBER OF ACCOUNTS	22,734	22,733	22,686

CITY OF CASPER PUBLIC UTILITIES
 CASPER, WYOMING
 STATISTICAL REPORT
 APRIL 2019

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	168,905,235	139,835,772	157,456,705	2,556,172,267	2,565,755,080
NEW SERVICES	8	5	7	87	68

** Billed to Casper by Central Wyoming
 Regional Water System Joint Powers
 Board starting October 1, 1997.*

PRECIPITATION (Inches)	1.28	1.74	1.03	9.06	8.82
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REPAIRS


	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	0	3	1	13	14
SERVICE LINE BREAKS	1	1	1	21	25
SEWER MAIN STOPPAGES	2	4	0	13	7

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	20,068	20,067	20,008
COMMERCIAL (WATER & SEWER)	1,731	1,732	1,734
OUTSIDE CITY (WATER RES)	519	519	536
OUTSIDE CITY (WATER-COMM)	135	135	134
IRRIGATION ONLY	281	281	279
TOTAL NUMBER OF ACCOUNTS	22,734	22,734	22,691

May 13, 2019

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager

SUBJECT: Authorizing a Contract for Outside-City Water Service with Steven W. Hanson

Meeting Type & Date

Regular CPU Advisory Board Meeting Scheduled for May 22, 2019

Action type

Authorization

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Steven W. Hanson.

Summary

This contract provides Outside-City water service for a parcel of land located west of the City of Casper in the Upper Dempsey Acres area. The owner can connect into the 24-inch water transmission line owned by the Central Wyoming Regional Water System Joint Powers Board. The water transmission line is available for retail water service taps in accordance to the "Central Wyoming Regional Water System Joint Powers Board Growth Policy Recommendations," last amended February 27, 2002.

No Commitment to Annex is required as the parcel is located inside the Town of Mills growth boundary. Mills has no water availability in the Upper Dempsey Acres area at the present time and has agreed to let the owner connect into the existing Regional Water System transmission line and become a retail customer of the City of Casper. At some future date, retail water service may be assumed by the Town of Mills for this parcel.

This agreement will be presented to the Casper City Council at the June 18, 2019 regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Agreement

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2019, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Steven W. Hanson, 4340 Hideaway Lane, Mills, Wyoming 82604; hereinafter referred to as “Owner.”

RECITALS

- A. Owner is the owner of certain land as described in Exhibit “A” that being a portion of the NE1/4NE1/4, Section 13, Township 33 North, Range 80 West of the 6th P.M. (Tract #2, Dempsey Subdivision), in Natrona County, Wyoming, with an address of 1255 Chamberlin Road, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 24-inch water main that crosses Chamberlin Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

1. Service

- a. The property served shall be limited to that described in Exhibit “A” (Tract 2, Dempsey Subdivision). No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), 1-inch water service connection and meter to the property shown on Exhibit “A.” No other properties may be served from this connection.
- c. The Owner shall, at Owner’s sole cost and expense, install one (1), 1-inch or 1.25-inch water service line from the 24” transmission main to service Owner’s property. The water service line curb box shall be installed approximately ten (10) feet from the transmission line. Owners shall install a meter pit immediately downstream of the curb box.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located immediately downstream of the curb box.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.
- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper

relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Future Service Providers

The property, as described in Exhibit "A" (Tract 2, Dempsey Subdivision), is located inside the Town of Mills growth boundary. The Town of Mills has agreed to let Owner connect into the existing Regional Water System water transmission lines and become retail customers of the City of Casper.

Owner recognizes that the subject property may, at some future date, become part of a town, or district that provides water service other than the City of Casper. To

that end, Owner agrees that this water service is provided at the City's discretion, and is a temporary right. At such time that an alternate purveyor of water service desires to provide this service and the City agrees to such alternate purveyance; Owner, by execution of this agreement, agrees to become a customer of the alternate purveyor and abide by said alternate purveyor's requirements for service. The City shall then dedicate any applicable facilities previously constructed by Owner and required for water service to the alternate purveyor with the exception of the water meter as owned by the City.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area. The participation may be with the City of Casper, the Town of Mills, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:
- | | |
|--|--|
| <p>Owner Info
 Steven W. Hanson
 4340 Hideway Lane
 Mills, Wyoming 82604</p> | <p>City of Casper
 Attn: Public Services Director
 200 North David
 Casper, WY 82601</p> |
|--|--|
- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

Walter Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

WITNESS:

OWNER:
Steven W. Hanson
4340 Hideaway Lane
Mills, Wyoming 82604

Steven W. Hanson

The undersigned mortgagee for Steven W. Hanson hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2019, by Steven W. Hanson.

(seal) _____
NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2019, by _____ as _____ of _____ the Mortgagee.

(seal) _____
NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2019, by Charles Powell as the Mayor of City of Casper, Wyoming, a Wyoming municipal corporation.

(seal) _____
NOTARY PUBLIC

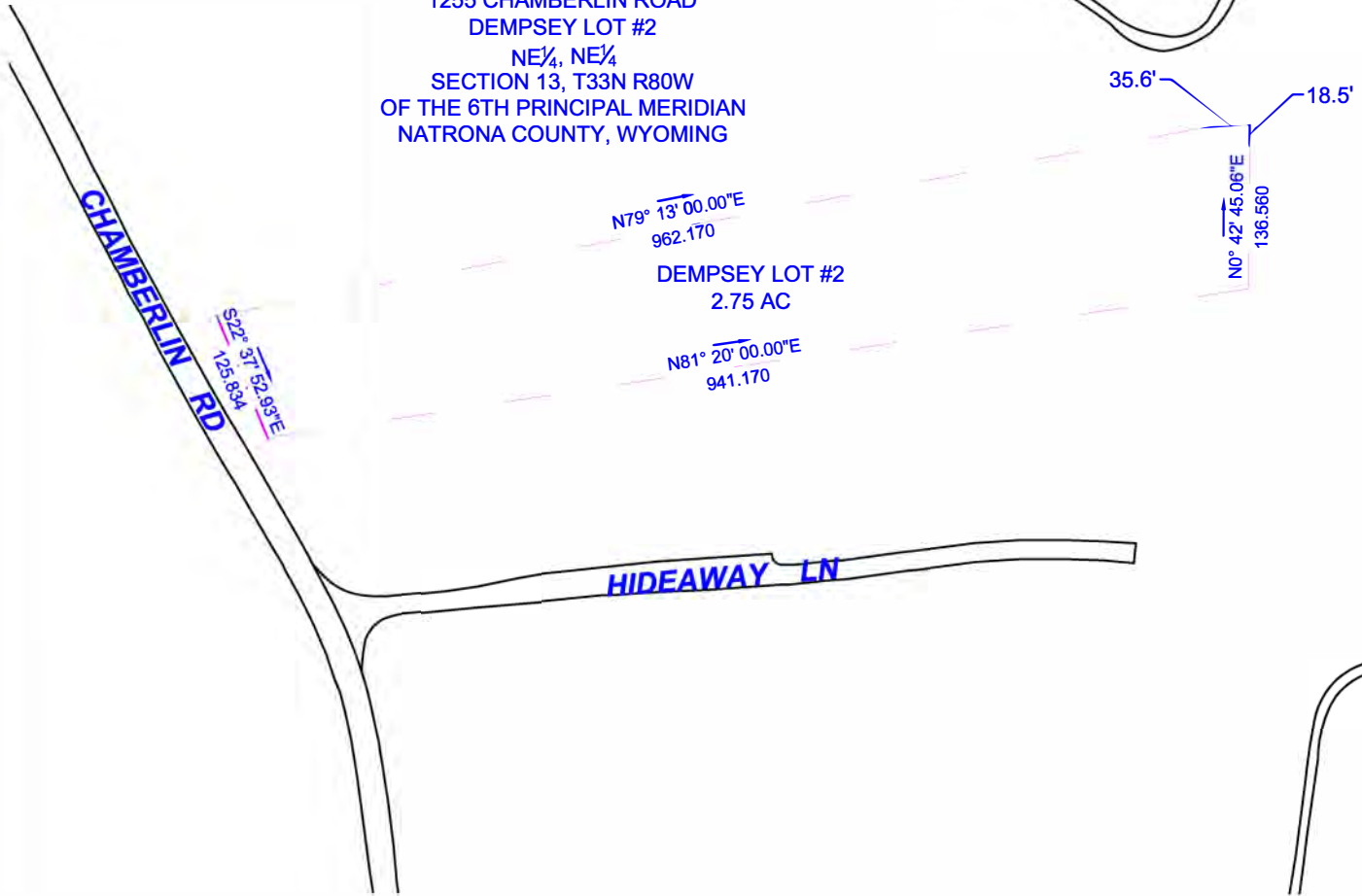
My commission expires: _____



LOCATION MAP EXHIBIT "A"

VICINITY MAP
NOT TO SCALE

STEVEN HANSON
1255 CHAMBERLIN ROAD
DEMPSEY LOT #2
NE $\frac{1}{4}$, NE $\frac{1}{4}$
SECTION 13, T33N R80W
OF THE 6TH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING



VICINITY MAP

VICINITY MAP
NOT TO SCALE

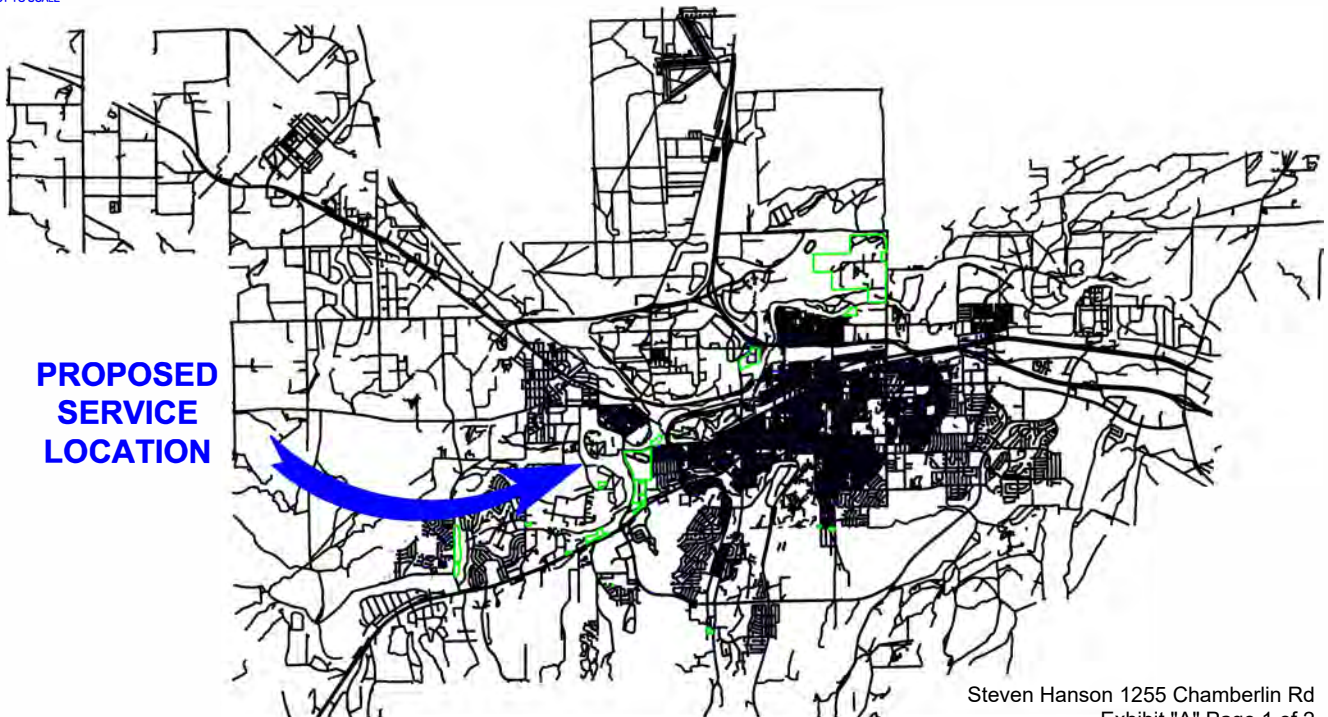
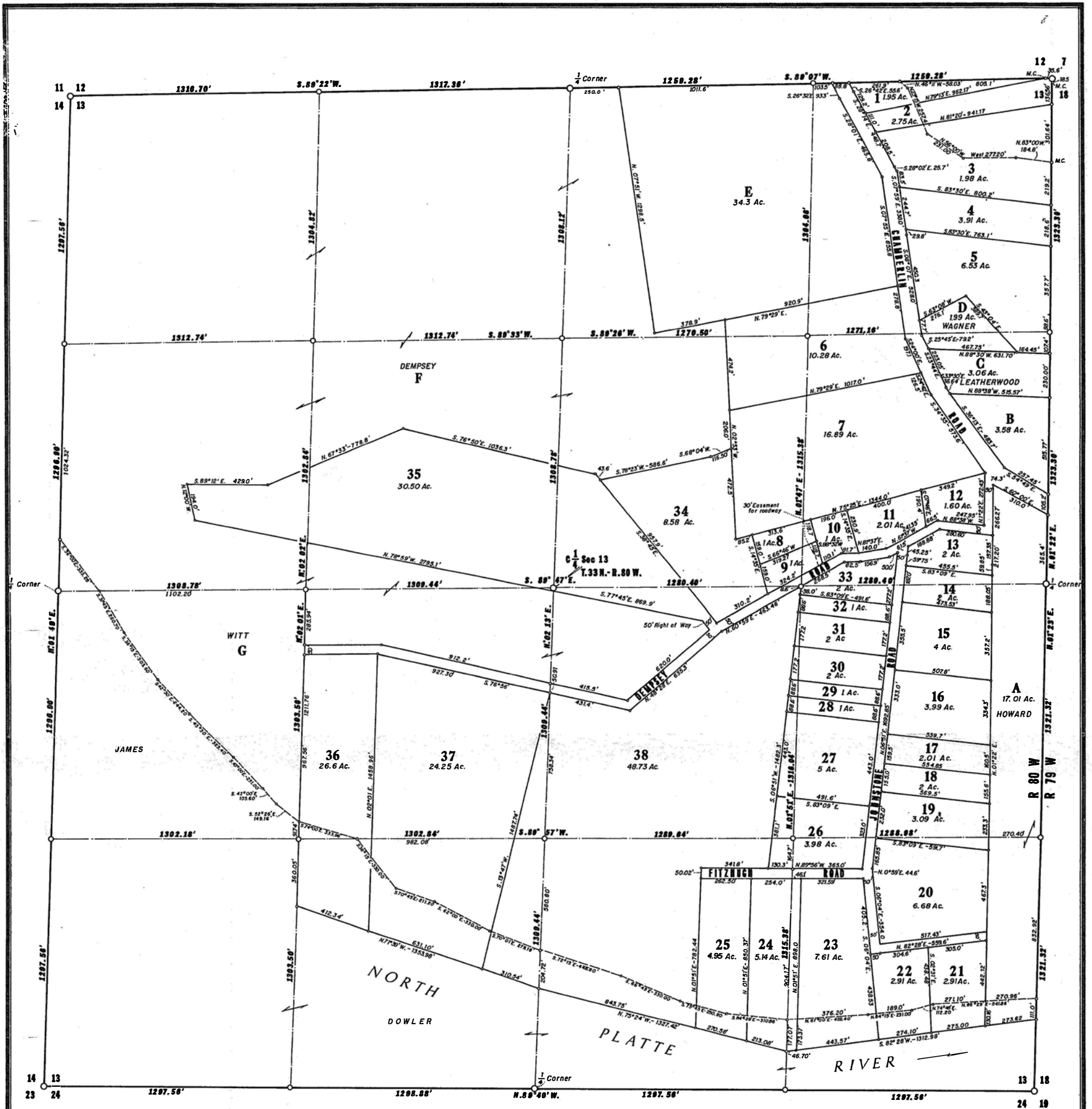


Exhibit "A"



SURVEYORS CERTIFICATE

STATE OF WYOMING }
 COUNTY OF NATRONA } SS

This is to certify that this subdivision, designated *The Dempsey Subdivision*, comprises portions of Section 13, Township 33 North, Range 80 West, Sixth Principal Meridian, Natrona County, Wyoming, that this survey was made by us during April to October 1951 at the request of James H. Dempsey and Rose I. Johnstone, that this plot shows our subdivision thereof into Lots numbered 1 to 38 consecutively, and also the excluded Tracts lettered A, B, C, D, E and F, that all Lot corners and Tract corners are marked by iron pipe; that all bearings, angles and distances as shown on the plot are true to the best of our knowledge and belief.

H. L. Worthington
 H. L. Worthington, Wyo. Reg. No. 142

E. C. Lenhart
 E. C. Lenhart, Wyo. Reg. No. 75

On January 23, 1952 before me appeared H. L. Worthington and E. C. Lenhart, to me personally known, who being by me first duly sworn, did depose and say that they are qualified surveyors duly licensed under the laws of the State of Wyoming and that they signed the foregoing instrument as their free and voluntary act and deed.

My commission expires February 19, 1955

Carlina Worthington
 Notary Public

Approved: This 25 day of Jan, 1952 by the Board of County Commissioners.

Fremont Michie
 Fremont Michie, Chairman

Attest: Carl Thomson
 Carl Thomson, Clerk



DEMPSEY SUBDIVISION
 A SUBDIVISION OF PARTS
 OF
 SECTION 13, T.33 N., R. 80 W., 6th P. M.
 NATRONA COUNTY, WYOMING

SCALE: 1 inch = 200 feet

Inspected and approved: Albert H. Zaitl
 COUNTY SURVEYOR

STATE OF WYOMING }
 County of Natrona } SS

This instrument was filed for Record at 11:50 O'clock AM on Jan 25, 1952 and duly recorded in Book 133 on Page 385.

Carl Thomson
 County Clerk and Recorder of Natrona County, Wyoming
 No. 650910

DEDICATION

STATE OF WYOMING }
 COUNTY OF NATRONA } SS

This is to certify that the above and foregoing subdivision of part of Section 13, Township 33 North, Range 80 West, Sixth Principal Meridian, Natrona County, Wyoming, sub-divided into Lots, as appears on the above map and plot, is with the free consent, and in accordance with the desires of the under-signed owners and proprietors, that the said platted Lots shall be known as Dempsey Subdivision; that the roads shown on the above plot are hereby dedicated to the Public Use; that the Tracts lettered A, B, C, D, E, F and G are not a part of this sub-division; that the owners and proprietors hereby release and waive all rights under and by virtue of the homestead laws of the State of Wyoming in the parts thus dedicated to Public Use.

Witness: Bill Brinkley

James Dempsey
 James H. Dempsey
Rose I. Johnstone
 Rose I. Johnstone

On January 23, 1952 before me personally appeared James H. Dempsey and Rose I. Johnstone to me known, to be the persons described in and who executed the foregoing instrument and acknowledged that they executed same as their free act and deed, including the release and waiver of the homestead.

My commission expires February 19, 1956

Carlina Worthington
 Notary Public

NOTE: This is a copy of the original Dempsey Subdivision Plot prepared for the convenience of the users. Every effort has been made to insure its accuracy, however errors may exist, please check against the original plot.

Last revision: 9-50

139/3/355

#6000

May 15, 2019

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager

SUBJECT: Fiscal Year 2019–20 Budget

Budget Narrative

Find below the narrative regarding the Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2020. The Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Regional Water System Joint Powers Board.

The Public Utilities Division made serious efforts to minimize increases in the FY20 operations budgets. Due to these efforts, most minor operational line items are unchanged from FY19. Increases will be seen in personnel services costs, interdepartmental services costs, and to a lesser degree, materials and supply costs. Many of the large operational expenditures are essentially out of management control as Public Utilities requires electrical, natural gas, telecommunications, and chemicals to produce and pump potable water and treat sewage meeting all health and regulatory requirements regardless of the budget.

Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures. The new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans. There are carryover capital projects in the FY20 budget from FY19 because of delays in obtaining regulatory approval for projects and/or delays in engineering design caused by project complexity, and/or funding acquisition problems.

Water Budget

Revenue

- a) User Fees – \$11,834,680 – This number is based on a five-year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in May 2018 and the 1.0% increase granted for January 2019.

- b) Other Revenue – \$483,000 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, and Construction Connections.
- c) Interdepartmental Services – \$169,097 – This line item covers the salary and benefits for two Utility Worker II's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. This is a decrease of \$80,683 from the FY19 budget. In past budgets, this line included a personnel fee transfer from the Sewer Fund to the Water Fund for its share of the Public Utilities Manager, and the Administrative Technician. These personnel fees are now pulled directly from each fund rather than through an interdepartmental transfer.

Personnel Services

- a) Personnel Costs – \$2,048,129 – This represents an increase of \$1,438 from the FY19 budget.

Contractual Services

- a) Interdepartmental Services – \$1,521,150 – This is an increase of \$65,987 from the FY19 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection and Meter Services function), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.)
- b) Other Contractual – \$204,950 – This line item increased by \$12,500 from the FY19 budget due to increased CAID annual betterment charges and URCR wetlands monitoring. Other Contractual contains the following:
 - Other Contractual – \$12,000 – Monies for yearly CCRs, yearly license fees, etc.
 - Laboratory Testing – \$80,000 – Lab Test Fees – increase for UCMR3
 - Bureau of Rec. – \$ 750 – CAID Administration Charges
 - CAID – \$70,000 – Yearly rehabilitation and betterment charge
 - NCCD – \$ 5,000– Yearly funding for workshops, water conservation
 - PMP Readiness – \$20,000 – Pathfinder Water Standby Charges
 - AVL Support Serv. – \$ 3,000 – Charge for automated vehicle location (4 trucks)
 - Dispatch Services – \$ 2,000 – Water Fund share of PSCC
 - Locate Service – \$ 4,000 – Charge for State–Wide Locate Services
 - Public Outreach – \$ 2,700 – Budget for radio, brochure, press releases, etc.
 - URCR Wetlands - \$ 5,500 – URCR Wetlands Admin
- c) Energy – Electricity – \$352,300 – This is a \$14,000 increase from the FY19 budget. Electrical usage is greatly dependent upon summertime water sales. Regardless of the budget, there is no choice but to utilize electricity in order to meet water demands from the Booster Stations.

- d) Street Repairs - \$190,000 – This amount is unchanged from last year. This covers street repairs needed from water main break damages.

Materials and Supplies

- a) Bulk Water – \$6,596,014 – This represents an increase of \$304,934 from FY19. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- b) Water/Sewer Line Materials – \$105,000 – This amount is unchanged from FY19.
- c) Bulk Fuel – \$65,000 – This amount is unchanged from FY19.

Debt Service

- a) Principal Payments – \$621,727 – This reflects the Principal for the various DWSRF loans per the amortization schedules.
- SRF Loan #015 (2002 Mains) – \$ 87,171
 - SRF Loan #025 (2003 Mains) – \$ 85,045
 - SRF Loan #036 (2004 Mains) – \$ 80,947
 - SRF Loan #046 (Downtown Mains) – \$ 78,973
 - SRF Loan #051 (Meter Replacements) – \$ 29,852
 - SRF Loan #055 (2006 Mains) – \$ 77,047
 - SRF Loan #062 (Zone II–Phase II) – \$ 59,084
 - SRF Loan #089 (2.5% Area Wide Water) – \$ 117,000
 - SRF Loan #089 (0% Area Wide Water) – \$ 6,608
- b) Interest Expense – \$133,498 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:
- SRF Loan #015 (2002 Mains) – \$ 9,050
 - SRF Loan #025 (2003 Mains) – \$ 11,176
 - SRF Loan #036 (2004 Mains) – \$ 15,274
 - SRF Loan #046 (Downtown Mains) – \$ 17,248
 - SRF Loan #051(Meter Replacements) – \$ 6,520
 - SRF Loan #055(2006 Mains) – \$ 19,174
 - SRF Loan #062(Zone II–Phase II) – \$ 14,704
 - SRF Loan #089 (2.5% Area Wide Water) – \$ 40,352
 - SRF Loan #089 (0% Area Wide Water) – \$ 0

Capital Revenue

- a) State Grants and Loans – \$1,650,000 – This reflects the following:

- WWDC Grant – West Casper Zone II – \$ 900,000
 - WWDC Grant – CY Booster Station – \$ 750,000
- b) System Development Charges – \$153,765 – This fee, charged to all new connections, is \$765 more than the FY19 budget.
- c) Operating Transfers In – \$2,500,000 – This represents \$2,500,000 of 1%#16 monies.

Capital – New

- a) Buildings – No expenditures are budgeted for FY20.
- b) Improvements Other Than Buildings – \$155,000 – This includes:
- Oversizing Reimbursements for Developers – \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan.
 - Tank Mixer – \$70,000 - This project will include the purchase and installation of one water storage tank mixer. This is an on-going project to improve water quality.
- c) Light Equipment – \$130,000 – This is for new water meters with automatic meter reading systems.
- d) Heavy Equipment – No expenditures are budgeted for FY19.
- e) Intangibles – \$75,000 – This expense is for water rights supply and analysis – continuing services by water rights consultant for water rights and supply issues.
- f) Technologies – \$2,000 – This expense is for one new field tablet for GIS use.

Capital – Replacement

- a) Buildings – \$69,000 – This is for roof and door replacements.
- b) Improvements Other Than Buildings – \$2,800,000 – This represents the following:
- Pavement – \$150,000 – Internal Public Utilities Water Main Replacement Program.
 - Water Line Materials – \$100,000 – Internal Public Utilities Water Main Replacement Program.
 - Miscellaneous Water Main Replacement Program – \$1,000,000 – Contracted Water Main Replacements.

- Pumps & Control Valves – \$50,000 – Pump, valve, and meter replacements at various City booster stations.
 - Ridgecrest Drive Water Main Replacements – \$1,500,000 – This project includes replacing the existing Zone III water main from 39th to Mariposa. The project will also replace the Zone II water main from 25th to Mariposa.
- c) Intangibles – No expenditures are budgeted for FY20.
- d) Light Equipment – \$37,000 – This represents:
- Signs and barricade replacements – \$4,000
 - Trench Box Replacement - \$18,000
 - Mower - \$15,000
- e) Heavy Equipment – No expenditures are budgeted for FY20.
- f) Technologies – \$86,785 – This includes the following:
- Computer Replacements - \$6,035
 - Tokay Software - \$23,000
 - Munis Compatible Time Clock – \$1,785
 - ERT's - \$52,465
 - iPad's for Meter Services Use - \$3,500

Summary

The Water Distribution FY20 operations budget is 3.4% above the FY19 budget. The majority of the increase came from interdepartmental services, the CAID Betterment charge, and for the purchase of bulk water. Slight increases were also seen in personnel and electricity costs.

Major capital projects for FY20 include the \$1.5 M Ridgecrest Water Main Replacement Project, and the \$1.0 M Miscellaneous Water Main Replacement Project. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding each year for the next four years. This is an increase of \$1.5 M per year than the Water Fund has received in previous years.

The FY20 total budget indicates a surplus of approximately \$1.7 M. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.65 M) allocated to prior projects leaves a surplus of \$500,000. Based on the most recent rate model (February 2018), Water Fund Reserves will be approximately \$8.0 M at the end of FY20. Minimum required reserves in the Water Fund per the CPU Minimum Fund Reserve Policy is \$6 M.

Sewer Budget

Revenue

- a) User Fees – \$5,885,436 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in March 2018 and a 7% rate increase for January 2019.
- b) Administrative Fees – \$148,434 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

Personnel Services

- a) Personnel Costs – \$897,428 – This represents an increase of \$174,716 from the FY19 budget. This increase is the result of reinstated step increases and the elimination of interdepartmental transfer of personnel fees.

Contractual Services

- a) Interdepartmental Services – \$329,034 – The FY19 budget represents an increase of \$42,332 from the FY19 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- b) Sewer Treatment – \$4,852,651 – This is an increase of \$274,918 from the FY19 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the “Interagency Agreement” cost accounting formula.

Materials and Supplies

- a) Other Materials & Supplies – \$12,550 – This is a \$1,000 increase from the FY19 Budget. The line item includes chemicals, office supplies, safety equipment, small tools, postage, and other small miscellaneous materials.
- b) Bulk Fuel – \$20,000 – This is an increase of \$1,500 from FY19.

Other Expenses

- a) Stormwater Operations & Education – \$41,000 – This amount is unchanged from FY19. This was added to the Sewer Fund budget in FY15. It will be funded by the Sewer Fund and includes contractual, and materials and supplies for the Stormwater

function operated and maintained by combined Wastewater Collection/Stormwater personnel. In the future, if and when the Stormwater function becomes a utility, it will be a separate enterprise account.

Debt Service

- a) There is no debt service in the Sewer Fund.

Capital Revenue

- a) System Development Charges – \$41,277 – This fee, charged to all new connections, is \$3,723 less than the FY19 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

Capital – New

- a) Improvements Other Than Buildings – \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Sewer Master Plan.
- b) Light Equipment – \$11,500 – This includes the following:
 - Shop Tools - \$4,000
 - Pathogen Defense System - \$7,500
- d) There are no budget expenditures for New Capital – Technologies, Buildings, Heavy Equipment, or Intangibles this year.

Capital – Replacement

- a) Buildings – No expenditures are budgeted for FY20.
- b) Improvements Other Than Buildings – \$875,000 – This includes the following:
 - Manhole and Main Replacements – \$600,000 – Contracted Sewer Main Rehabilitation/Replacement.
 - Collins Drive Relief Sewer - \$350,000
 - Sewage Pump Replacement – \$25,000 – This project is to replace the pumps at one Sewage Lift Station.
- c) Light Equipment – \$10,000 – Vactor Equipment
- c) Heavy Equipment – \$480,000 – Vac Truck Replacement
- d) Technologies – \$5,285 – This includes the following:

- Computer Replacements - \$3,500
- Munis Compatible Time Clock - \$1,785

Summary

The Sewer Fund FY20 operations budget is 6% higher than the FY19 operations budget. The majority of the increase is due to RWWS charges and in smaller part due to increases in personnel, interdepartmental services, and materials and supplies costs.

The major capital project expense in FY20 will be the \$600,000 Miscellaneous Sewer Main Rehabilitation/Replacement Project, the \$350,000 Collins Drive Relief Sewer Project, and the purchase of a new vac truck. The sewer fund anticipates receiving \$500,000 of 1%#16 funds each year for the next four years. This is the first time that the sewer fund has received 1% funding.

The FY20 total sewer budget indicates a deficit of approximately \$889,767. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. Based on the most recent rate model (February 2018), Sewer Fund Reserves will be approximately \$3 M at the end of FY20. Minimum required reserves in the Sewer Fund per the CPU Minimum Fund Reserve Policy is \$1.75 M.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges – \$310,000 and \$120,000 – This represents a \$10,000 increase for the Septic Tank Waste Charge revenue and an increase of \$48,000 for Sump Waste Charge revenue. The increases have been made based on FY19 projections.
- b) Intergovernmental User Charges – \$5,754,359 – This represents an increase of \$302,081 from the FY19 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

Personnel Services

- a) Personnel Costs – \$1,426,328 – This is an increase of \$45,576 from the FY19 budget. The increase can mainly be contributed reinstated step increases and elimination of interdepartmental transfer of personnel fees.

Contractual Services

- a) Refuse Collection – \$50,000 – This amount is unchanged from the FY19 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services – \$486,870 – The FY19 budget represents an increase of \$182,162 from the FY19 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees.
- c) Administration and Management Fees – \$148,434 – These fees (Sewer Collection Charges, Sewer Administration Charges, and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund.
- d) Energy – Natural Gas – \$71,000 – This line item is unchanged from FY19.
- e) Energy–Electricity – \$350,000 – This line item is unchanged from FY19.

Materials and Supplies

- a) Chemicals – \$432,000 – This line item is unchanged from FY19.
- b) Other Materials and Supplies – \$138,500 – This amount is unchanged from the FY19 budget. Other Materials and Supplies contain the following:
 - Office Supplies – \$ 3,000 – Paper, Toner, Etc.
 - Other Materials & Supplies – \$ 5,000 – General Expenses
 - Safety Equipment/Supplies – \$ 10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
 - Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
 - Machinery Supplies – \$ 60,000 – Filters, Bearings, Seals, Etc.
 - Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
 - Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.
 - Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures
- c) Instrumentation – \$25,000 – This amount is unchanged from the FY19 budget.

Debt Service

- a) Principal Payment – \$702,447 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) – \$ 539,326

- CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
 - CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582
- b) Interest Expense – \$358,450 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 134,218
 - CWSRF loan #128 (Biosolids Turner) – \$ 0
 - CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 122,278
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 101,954

Capital Revenues

- a) State Loans – \$9,500,000 – This represents the following:
- CWSRF Loan #127 (WWTP Improvements Phase I – Emergency Power) This is carryover from the existing loan – \$1,000,000
 - CWSRF Supplemental Loan – Emergency Power – \$500,000
This is carryover from the existing loan.
 - CWSRF Loan – NPSS Rehabilitation - \$8,000,000
- a) System Development Charges – \$190,000 – This is an increase of \$103,000 from the FY19 budget. Projections are based on the new system investment charges implemented in January.

Capital – New

- a) Improvements Other Than Buildings – None for FY20.
- b) Intangibles – \$50,000 – Based on recommendations from the March Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District.
- c) Light Equipment – \$5,000 – This is as follows:
- Specialized tools and equipment needed for the WWTP equipment and unit processes.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

Capital – Replacement

- a) Buildings – \$155,000 – This is for the following:

- Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility.
- Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities including the WWTP took place in FY14. This will cover additional needs including secure doors to several of the buildings.
- Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings would take place. In most cases the work would be accomplished by WWTP personnel.
- Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY20.

b) Improvements Other Than Buildings – \$9,432,000 – This includes:

- NPSS Rehabilitation Project - \$8,000,000 – This project is to rehabilitate several severely corroded section of the NPSS based off of the condition assessment completed in 2012. Project to be funded with an SRF loan.
- Sludge Grinder – \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
- Lab Equipment – \$12,000 – Standard lab equipment replacements.
- UV Disinfection Equipment – \$50,000 – The UV disinfection system has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
- Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out.
- Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at Bar Nunn No. 2 Lift Station is 31 years old and requires replacement.
- Primary Sludge Pump Replacement – \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
- Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing
- HVAC System Replacements - \$125,000 – This is to replace HVAC units on the dewatering building.
- Secondary Building Concrete Repair - \$300,000 – Concrete repair identified in the WWTP Facilities Plan.
- MCC Replacements - \$500,000 – Additional funding for the MCC replacement project designed in FY18.

- Grit System No. 1 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of grit system No 1.
- c) Intangibles – None this year.
- d) Light Equipment – \$145,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
 - Utility Cart Replacement - \$10,000.
 - Mower - \$10,000 – Riding mower replacement
- e) Heavy Equipment – None this year.
- f) Technologies – \$9,285 – This represents the following:
- Computer Replacements - \$7,500
 - Munis Compatible Time Clock - \$1,785

Summary

The WWTP FY20 operations budget is 13.7% greater than the FY19 operations budget primarily due to increased costs in interdepartmental services, personnel, and debt service.

Major capital projects for FY20 include the North Platte Sanitary Sewer Rehabilitation Project and the Secondary Building Concrete Repairs.

The total FY20 WWTP budget shows a surplus of approximately \$1.8. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.5 M) allocated to prior projects leaves a surplus of \$300,000. Based on the most recent rate model (February 2018), WWTP Fund Reserves will be approximately \$4.9 M at the end of FY20. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$2.9 M.

Water Distribution

Full Time Positions

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Administrative Assistant II	1	1	1	1
Administrative Technician	1	1	1	1
Assistant Public Utilities Manager	-	1	1	-
Cross Connection Inspector	1	1	1	1
Equipment Operator III	4	4	4	4
Public Utilities Manager	1	-	-	1
Utility Supervisor	2	2	2	2
Utility Worker I	-	3	2	4
Utility Worker II	9	6	7	5
Utility Worker III	2	2	2	2
Water Distribution Manager	1	1	1	1
Total	<u>22</u>	<u>22</u>	<u>22</u>	<u>22</u>

Water Distribution

Summary

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
REVENUE					
Revenue From State of WY	(\$2,452,760)	(\$6,227,755)	(\$977,755)	(\$1,650,000)	-74%
Charges for Goods and Services	(\$12,117,864)	(\$12,850,430)	(\$12,264,780)	(\$12,099,460)	-6%
Miscellaneous Revenue	(\$268,972)	(\$293,484)	(\$290,884)	(\$323,759)	10%
Utility Enterprise Revenue	(\$478,377)	(\$521,500)	(\$542,000)	(\$546,765)	5%
Other Sources	(\$1,012,700)	(\$1,000,000)	(\$1,006,539)	(\$2,500,000)	150%
TOTAL REVENUE	(\$16,330,673)	(\$20,893,169)	(\$15,081,958)	(\$17,119,984)	-18%
EXPENSES					
Personnel Services	\$1,682,442	\$2,046,693	\$1,785,949	\$2,048,129	0%
Materials and Supplies	\$6,192,331	\$7,406,949	\$7,042,330	\$7,373,664	0%
Contractual Services	\$1,471,512	\$1,680,394	\$1,677,294	\$1,763,997	5%
Capital Outlay	\$4,741,746	\$15,000,798	\$11,398,488	\$3,354,785	-78%
Depreciation and Amortization	\$800,000	\$800,000	\$800,000		-100%
Debt Service	\$755,222	\$755,223	\$755,223	\$755,225	0%
Transfers Out	\$46,820	\$123,046	\$123,046	\$28,317	-77%
Other Costs	\$58,780	\$68,881	\$66,461	\$70,454	2%
Utilities	\$17,986	\$21,687	\$21,487	\$21,000	-3%
TOTAL EXPENSE	\$15,766,839	\$27,903,671	\$23,670,278	\$15,415,572	-45%
Total for Water Distribution	(\$563,833)	\$7,010,502	\$8,588,320	(\$1,704,412)	-124%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Revenue From State of WY					
State Grants	\$0	(\$3,600,000)	\$0	\$0	-100%
	\$0	(\$3,600,000)	\$0	\$0	-100%
Charges for Goods and Services					
User Fees	(\$11,793,026)	(\$12,585,650)	(\$12,000,000)	(\$11,834,680)	-6%
Other Charges	(\$6,703)	(\$15,000)	(\$15,000)	(\$15,000)	0%
Interdepartmental Services	(\$318,135)	(\$249,780)	(\$249,780)	(\$249,780)	0%
	(\$12,117,864)	(\$12,850,430)	(\$12,264,780)	(\$12,099,460)	-6%
Miscellaneous Revenue					
Lease Fees	(\$74,303)	(\$77,600)	(\$75,000)	(\$75,000)	-3%
Interest On Investments	(\$194,669)	(\$215,884)	(\$215,884)	(\$248,759)	15%
	(\$268,972)	(\$293,484)	(\$290,884)	(\$323,759)	10%
Utility Enterprise Revenue					
System Development Charges	(\$152,290)	(\$153,000)	(\$153,000)	(\$153,765)	1%
Wholesale Water Sales	(\$130,921)	(\$162,000)	(\$150,000)	(\$133,000)	-18%
Hydrant Usage	(\$85)	(\$12,500)	(\$50,000)	(\$60,000)	380%
Services Reconnection	(\$139,165)	(\$140,000)	(\$140,000)	(\$140,000)	0%
Meter Sales & Installations	(\$34,467)	(\$30,000)	(\$25,000)	(\$20,000)	-33%
Construction Connections	(\$21,449)	(\$24,000)	(\$24,000)	(\$40,000)	67%
	(\$478,377)	(\$521,500)	(\$542,000)	(\$546,765)	5%
Other Sources					
Amortization of Premiums & Discounts	(\$3,011)	\$0	(\$5,073)	\$0	0%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Gain/Loss On Sale Of Investments	(\$9,689)	\$0	(\$1,466)	\$0	0%
Transfers In	(\$1,000,000)	(\$1,000,000)	(\$1,000,000)	(\$2,500,000)	150%
	(\$1,012,700)	(\$1,000,000)	(\$1,006,539)	(\$2,500,000)	150%
PROGRAM TOTAL	(\$13,877,913)	(\$18,265,414)	(\$14,104,203)	(\$15,469,984)	-15%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
Public Services Director			\$0	\$18,129	0%
Assistant Public Services Director	\$101,979	\$104,019	\$103,941	\$62,412	-40%
Administrative Technician	\$52,387	\$53,422	\$53,374	\$32,049	-40%
Administrative Support Tech			\$0	\$7,117	0%
Overtime	\$94	\$392	\$166	\$462	18%
Supplemental Pay		\$2,000	\$2,000	\$0	-100%
Health Insurance	\$17,356	\$18,237	\$20,135	\$15,217	-17%
Other Insurance - Benefits	\$829	\$694	\$1,000	\$824	19%
Social Security Contributions	\$11,798	\$12,840	\$12,840	\$9,158	-29%
Retirement Contributions	\$12,929	\$13,540	\$13,499	\$12,204	-10%
Federal Taxes		\$742	\$742	\$0	-100%
Workers' Compensation	\$3,773	\$3,960	\$2,970	\$2,276	-43%
Allowances - Other	\$4,080	\$4,080	\$4,250	\$3,204	-21%
	\$205,225	\$213,926	\$214,917	\$163,051	-24%
Materials and Supplies					
Postage/Shipping	\$431	\$550	\$650	\$650	18%
Other Materials & Supplies	\$503	\$1,000	\$1,000	\$1,000	0%
Engineering Supplies	\$430	\$500	\$500	\$500	0%
Bulk Water	\$5,583,765	\$6,291,080	\$6,291,080	\$6,596,014	5%
	\$5,585,129	\$6,293,130	\$6,293,230	\$6,598,164	5%
Contractual Services					
Investment Fees	\$10,741	\$15,781	\$15,781	\$20,897	32%
Interdepartmental Services	\$1,336,246	\$1,455,163	\$1,455,163	\$1,521,150	5%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Other Contractual	\$2,141	\$10,000	\$10,000	\$10,000	0%
	\$1,349,129	\$1,480,944	\$1,480,944	\$1,552,047	5%
Capital Outlay					
Technologies - Replacement	\$1,319		\$0	\$2,000	0%
	\$1,319		\$0	\$2,000	
Transfers Out					
Transfers Out	\$46,820	\$123,046	\$123,046	\$28,317	-77%
	\$46,820	\$123,046	\$123,046	\$28,317	-77%
Other Costs					
Insurance & Bonds	\$43,867	\$43,081	\$43,081	\$42,054	-2%
Travel & Training	\$2,678	\$5,500	\$5,500	\$5,500	0%
Association Dues	\$5,037	\$4,800	\$4,880	\$4,900	2%
Bad Debt Expense	\$3,553	\$7,000	\$2,000	\$7,000	0%
	\$55,134	\$60,381	\$55,461	\$59,454	-2%
Utilities					
Telecommunications	\$2,855	\$3,652	\$3,652	\$3,400	-7%
	\$2,855	\$3,652	\$3,652	\$3,400	-7%
PROGRAM TOTAL	\$7,245,609	\$8,175,079	\$8,171,250	\$8,406,434	3%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
Utility GIS Technician		\$43,000	\$29,669	\$50,182	17%
Administrative Assistant II	\$47,472	\$48,415	\$48,386	\$48,422	0%
Instrument & Controls Tech			\$0	\$17,976	0%
Cross Connection Control Inspector	\$61,203	\$61,951	\$61,582	\$61,942	0%
Utility Supervisor II	\$104,171	\$106,254	\$106,176	\$106,254	0%
Water Distribution Manager	\$94,725	\$96,620	\$97,865	\$101,515	5%
Utility Worker I	\$55,651	\$25,769	\$55,501	\$14,174	-45%
Utility Worker II	\$128,550	\$251,881	\$133,058	\$194,024	-23%
Equipment Operator III	\$195,384	\$225,824	\$221,940	\$247,770	10%
Standby	\$11,242	\$13,784	\$12,004	\$19,739	43%
Overtime	\$6,408	\$34,944	\$13,737	\$28,446	-19%
Supplemental Pay	\$50	\$14,000	\$11,360	\$0	-100%
Health Insurance	\$136,553	\$199,679	\$152,841	\$187,081	-6%
Other Insurance - Benefits	\$4,202	\$4,371	\$5,182	\$4,614	6%
Social Security Contributions	\$52,205	\$72,182	\$72,182	\$64,433	-11%
Retirement Contributions	\$59,583	\$76,975	\$67,552	\$74,708	-3%
Federal Taxes		\$5,197	\$4,217	\$0	-100%
Workers' Compensation	\$25,153	\$29,846	\$22,385	\$22,573	-24%
Accrued Leave	\$5,184	\$2,874	\$153	\$2,800	-3%
Allowances - Other	\$2,160	\$2,160	\$2,250	\$1,267	-41%
Clothing Allowance	\$1,312	\$2,500	\$1,056	\$3,000	20%
	\$991,209	\$1,318,226	\$1,119,095	\$1,250,920	-5%
Materials and Supplies					
Energy - Electricity	\$19,316	\$2,300	\$2,300	\$2,300	0%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Energy - Natural Gas	\$9,038	\$6,500	\$6,500	\$6,500	0%
Equipment Repairs	\$0	\$1,000	\$1,000	\$1,000	0%
Street Repairs	\$84,419	\$544,219	\$190,000	\$190,000	-65%
Postage/Shipping	\$1,300	\$1,400	\$1,900	\$2,000	43%
Other Materials & Supplies	\$38,068	\$25,000	\$25,000	\$25,000	0%
Water/Sewer Line Materials	\$92,237	\$105,000	\$105,000	\$105,000	0%
Building Supplies	\$518	\$4,800	\$4,000	\$4,800	0%
Vehicle Supplies	\$1,190	\$4,700	\$4,500	\$6,000	28%
Bulk Fuel	\$45,178	\$65,000	\$55,000	\$65,000	0%
	\$291,264	\$759,919	\$395,200	\$407,600	-46%
Contractual Services					
Engineering Services	\$4,487	\$8,000	\$6,000	\$8,000	0%
Maintenance Agreements	\$530	\$1,000	\$1,000	\$1,000	0%
Other Contractual	\$9,755	\$11,700	\$11,700	\$11,700	0%
Laundry & Towel Service	\$0	\$500	\$300	\$500	0%
	\$14,772	\$21,200	\$19,000	\$21,200	0%
Capital Outlay					
Improv. Other Than Bldgs.	\$0	\$85,000	\$60,000	\$85,000	0%
Intangibles	\$58,206	\$230,000	\$230,000	\$0	-100%
Technologies		\$8,000	\$8,000	\$2,000	-75%
Buildings		\$25,000	\$25,000	\$0	-100%
Improv. Other Than Bldgs.	\$403,166	\$4,074,686	\$4,074,686	\$2,750,000	-33%
Light Equipment	\$50,178	\$275,000	\$275,000	\$37,000	-87%
Heavy Equipment	\$0	\$380,000	\$380,000	\$0	-100%
Technologies - Replacement	\$1,960	\$137,050	\$137,050	\$24,785	-82%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$513,510	\$5,214,736	\$5,189,736	\$2,898,785	-44%
Depreciation and Amortization					
Depreciation	\$640,894	\$640,894	\$640,894		-100%
	\$640,894	\$640,894	\$640,894		
Debt Service					
Principal Payments	\$587,538	\$607,170	\$607,170	\$621,727	2%
Interest Expense	\$167,685	\$148,053	\$148,053	\$133,498	-10%
	\$755,222	\$755,223	\$755,223	\$755,225	0%
Other Costs					
Travel & Training	\$2,524	\$4,000	\$6,500	\$6,500	63%
	\$2,524	\$4,000	\$6,500	\$6,500	63%
Utilities					
Refuse Collection	\$2,175	\$3,000	\$2,800	\$3,000	0%
Telecommunications	\$10,815	\$11,800	\$11,800	\$12,000	2%
	\$12,991	\$14,800	\$14,600	\$15,000	1%
PROGRAM TOTAL	\$3,222,385	\$8,728,998	\$8,140,248	\$5,355,230	-39%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Capital Outlay					
Light Equipment	\$62,989	\$140,000	\$140,000	\$130,000	-7%
Light Equipment	\$140,921	\$37,000	\$37,000	\$0	-100%
Technologies - Replacement	\$1,993	\$54,000	\$54,000	\$60,000	11%
	\$205,903	\$231,000	\$231,000	\$190,000	-18%
Depreciation and Amortization					
Depreciation	\$39,777	\$39,777	\$39,777		-100%
	\$39,777	\$39,777	\$39,777		
PROGRAM TOTAL	\$245,680	\$270,777	\$270,777	\$190,000	-30%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Revenue From State of WY					
State Grant - CY Booster Station Grant	(\$16,591)	(\$852,910)	(\$102,910)	(\$750,000)	-12%
State Grant - W Casper Zone II WWDC Gr	(\$62,440)	(\$1,000,000)	(\$100,000)	(\$900,000)	-10%
State Grant - East Casper Zone III WWDC	(\$2,373,729)	(\$774,845)	(\$774,845)	\$0	-100%
	(\$2,452,760)	(\$2,627,755)	(\$977,755)	(\$1,650,000)	-37%
Personnel Services					
Utility Supervisor II	\$51,308	\$52,334	\$52,293	\$52,334	0%
Water Operations Technician	\$122,716	\$0	\$124,553		0%
Utility Worker I	\$27,410	\$12,976	\$27,337	\$100,024	671%
Utility Worker II	\$119,173	\$125,273	\$81,153	\$125,844	0%
Utility Worker III		\$123,902	\$0	\$123,885	0%
Standby	\$7,921	\$8,886	\$5,635	\$8,378	-6%
Overtime	\$9,918	\$19,969	\$9,584	\$19,718	-1%
Supplemental Pay		\$5,000	\$5,640	\$0	-100%
Health Insurance	\$82,019	\$91,124	\$78,070	\$123,650	36%
Other Insurance - Benefits	\$2,011	\$1,712	\$1,966	\$3,125	83%
Social Security Contributions	\$24,348	\$28,472	\$28,472	\$30,760	8%
Retirement Contributions	\$28,516	\$30,653	\$25,778	\$35,665	16%
Federal Taxes		\$1,856	\$2,094	\$0	-100%
Workers' Compensation	\$10,085	\$12,384	\$9,288	\$10,776	-13%
Accrued Leave	\$584	\$0	\$75	\$0	0%
	\$486,009	\$514,541	\$451,936	\$634,158	23%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Materials and Supplies					
Energy - Electricity	\$308,340	\$336,000	\$336,000	\$350,000	4%
Other Materials & Supplies	\$3,433	\$8,000	\$8,000	\$8,000	0%
Booster/Lift Station Supplies	\$4,166	\$9,900	\$9,900	\$9,900	0%
	\$315,938	\$353,900	\$353,900	\$367,900	4%
Contractual Services					
Other Contractual	\$104,176	\$170,750	\$170,750	\$183,250	7%
Laundry & Towel Service	\$0	\$500	\$400	\$500	0%
Instrumentation	\$3,435	\$7,000	\$6,200	\$7,000	0%
	\$107,611	\$178,250	\$177,350	\$190,750	7%
Capital Outlay					
Improv. Other Than Bldgs.	\$0	\$255,000	\$255,000	\$70,000	-73%
Improv. Other Than Bldgs. - Zone II Mtch	\$32,876	\$810,334	\$10,000	\$0	-100%
Improv. Other Than Bldgs. - Zone II WWDC	\$60,369	\$1,619,354	\$10,000	\$0	-100%
Intangibles	\$49,620	\$75,385	\$75,000	\$75,000	-1%
Buildings			\$0	\$69,000	0%
Improv. Other Than Bldgs.	\$310,508	\$4,372,594	\$4,372,594	\$50,000	-99%
Improv. Other Than Bldgs. - Zone 3 Match	\$1,169,150	\$122,203	\$122,203	\$0	-100%
Improv. Other Than Bldgs. CY Booster Mt	\$8,172	\$420,918	\$30,000	\$0	-100%
Improv. Other Than Bldgs. CY Booster Gr	\$16,591	\$836,319	\$60,000	\$0	-100%
Improv. Other Than Bldgs. - WWDC Zone 3	\$2,373,729	\$1,022,955	\$1,022,955	\$0	-100%
Light Equipment	\$0	\$20,000	\$20,000	\$0	-100%

Water Distribution

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$4,021,015	\$9,555,062	\$5,977,752	\$264,000	-97%
Depreciation and Amortization					
Depreciation	\$119,329	\$119,329	\$119,329		-100%
	\$119,329	\$119,329	\$119,329		
Other Costs					
Travel & Training	\$1,122	\$4,500	\$4,500	\$4,500	0%
	\$1,122	\$4,500	\$4,500	\$4,500	0%
Utilities					
Telecommunications	\$2,141	\$3,235	\$3,235	\$2,600	-20%
	\$2,141	\$3,235	\$3,235	\$2,600	-20%
PROGRAM TOTAL	\$2,600,405	\$8,101,062	\$6,110,247	(\$186,092)	-102%
Total for Water Distribution	(\$563,833)	\$7,010,502	\$8,588,320	(\$1,704,412)	-124%

Sewer

Full Time Positions

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Utility Supervisor II	1	1	1	1
Sanitary Sewer/Stormwater Mgr	1	1	1	1
Utility Worker I	2	-	-	-
Utility Worker II	2	4	4	3
Utility Worker III	2	2	2	3
Total	8	8	8	8

Sewer

Summary

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
REVENUE					
Charges for Goods and Services	(\$5,405,059)	(\$5,627,257)	(\$5,627,257)	(\$6,034,133)	7%
Miscellaneous Revenue	(\$86,455)	(\$93,805)	(\$93,805)	(\$105,010)	12%
Utility Enterprise Revenue	(\$40,868)	(\$45,000)	(\$43,000)	(\$41,277)	-8%
Other Sources	(\$5,655)	(\$400,000)	(\$401,784)	(\$500,000)	25%
TOTAL REVENUE	(\$5,538,037)	(\$6,166,062)	(\$6,165,846)	(\$6,680,420)	8%
EXPENSES					
Personnel Services	\$679,807	\$722,712	\$697,592	\$897,427	24%
Materials and Supplies	\$41,917	\$54,890	\$51,240	\$58,390	6%
Contractual Services	\$490,759	\$458,373	\$458,673	\$360,037	-21%
Capital Outlay	\$752,353	\$2,063,313	\$2,050,312	\$1,447,785	-30%
Depreciation and Amortization	\$479,000	\$479,000	\$479,000		-100%
Transfers Out	\$14,361	\$33,492	\$33,492	\$10,714	-68%
Other Costs	\$27,983	\$59,070	\$51,320	\$54,049	-9%
Utilities	\$3,586,334	\$4,581,117	\$4,581,117	\$4,740,785	3%
Health Fund Miscellaneous	\$0	\$1,000	\$500	\$1,000	0%
TOTAL EXPENSE	\$6,072,514	\$8,452,967	\$8,403,246	\$7,570,187	-10%
Total for Sewer	\$534,476	\$2,286,905	\$2,237,400	\$889,767	-61%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Charges for Goods and Services					
User Fees	(\$5,158,149)	(\$5,429,825)	(\$5,429,825)	(\$5,885,436)	8%
Interdepartmental Services	(\$246,910)	(\$197,432)	(\$197,432)	(\$148,697)	-25%
	(\$5,405,059)	(\$5,627,257)	(\$5,627,257)	(\$6,034,133)	7%
Miscellaneous Revenue					
Interest On Investments	(\$79,321)	(\$83,805)	(\$83,805)	(\$95,010)	13%
Miscellaneous Revenue	(\$7,134)	(\$10,000)	(\$10,000)	(\$10,000)	0%
	(\$86,455)	(\$93,805)	(\$93,805)	(\$105,010)	12%
Utility Enterprise Revenue					
System Development Charges	(\$40,868)	(\$45,000)	(\$43,000)	(\$41,277)	-8%
	(\$40,868)	(\$45,000)	(\$43,000)	(\$41,277)	-8%
Other Sources					
Amortization of Premiums & Discounts	(\$1,544)	\$0	(\$1,863)	\$0	0%
Gain/Loss On Sale Of Investments	(\$4,111)	\$0	\$79	\$0	0%
Transfers In		(\$400,000)	(\$400,000)	(\$500,000)	25%
	(\$5,655)	(\$400,000)	(\$401,784)	(\$500,000)	25%
PROGRAM TOTAL	(\$5,538,037)	(\$6,166,062)	(\$6,165,846)	(\$6,680,420)	8%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Materials and Supplies					
Other Materials & Supplies	\$292	\$1,500	\$1,000	\$1,500	0%
Engineering Supplies	\$0	\$500	\$300	\$500	0%
	\$292	\$2,000	\$1,300	\$2,000	0%
Contractual Services					
Investment Fees	\$4,198	\$5,835	\$5,835	\$7,503	29%
Interdepartmental Services	\$411,548	\$396,883	\$396,883	\$283,515	-29%
Other Contractual	\$0	\$3,700	\$5,000	\$5,000	35%
	\$415,746	\$406,418	\$407,718	\$296,018	-27%
Transfers Out					
Transfers Out	\$14,361	\$33,492	\$33,492	\$10,714	-68%
	\$14,361	\$33,492	\$33,492	\$10,714	-68%
Other Costs					
Insurance & Bonds	\$12,680	\$20,875	\$20,875	\$18,404	-12%
Travel & Training	\$98	\$2,000	\$1,500	\$2,000	0%
Association Dues	\$145	\$145	\$145	\$145	0%
Bad Debt Expense	\$1,205	\$2,500	\$2,000	\$2,500	0%
	\$14,128	\$25,520	\$24,520	\$23,049	-10%
Utilities					
Sewer	\$3,583,867	\$4,577,733	\$4,577,733	\$4,736,785	3%
	\$3,583,867	\$4,577,733	\$4,577,733	\$4,736,785	3%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Health Fund Miscellaneous					
Claims Costs	\$0	\$1,000	\$500	\$1,000	0%
	\$0	\$1,000	\$500	\$1,000	0%
PROGRAM TOTAL	\$4,028,395	\$5,046,163	\$5,045,263	\$5,069,566	0%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
Public Services Director			\$0	\$5,180	0%
Assistant Public Services Director			\$0	\$41,608	0%
Sanitary Sewer Stormwater Mgr	\$81,838	\$83,475	\$85,711	\$94,775	14%
Community Services Coord			\$0	\$25,319	0%
Administrative Support Tech			\$0	\$2,033	0%
Instrument & Controls Tech			\$0	\$13,349	0%
Utility Supervisor II	\$73,474	\$75,494	\$76,460	\$79,294	5%
Utility Worker II	\$204,685	\$209,444	\$163,764	\$169,152	-19%
Utility Worker III	\$122,179	\$123,902	\$149,619	\$184,960	49%
Standby	\$10,734	\$12,969	\$9,630	\$17,000	31%
Overtime	\$3,291	\$7,831	\$5,169	\$7,700	-2%
Supplemental Pay	\$50	\$8,000	\$8,000	\$0	-100%
Health Insurance	\$81,120	\$84,118	\$89,853	\$125,904	50%
Other Insurance - Benefits	\$2,985	\$2,525	\$3,273	\$3,236	28%
Social Security Contributions	\$37,370	\$41,679	\$41,679	\$47,099	13%
Retirement Contributions	\$42,430	\$44,264	\$42,925	\$55,063	24%
Federal Taxes		\$2,970	\$2,970	\$0	-100%
Workers' Compensation	\$14,769	\$18,081	\$13,561	\$16,452	-9%
Accrued Leave	\$0	\$2,900	\$0	\$2,000	-31%
Allowances - Other	\$4,560	\$4,560	\$4,750	\$6,504	43%
Clothing Allowance	\$321	\$500	\$230	\$800	60%
	\$679,807	\$722,712	\$697,592	\$897,427	24%
Materials and Supplies					
Energy - Electricity	\$6,076	\$6,500	\$5,300	\$6,500	0%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Energy - Natural Gas	\$209	\$240	\$240	\$240	0%
Equipment Repairs	\$3,417	\$5,500	\$6,000	\$6,500	18%
Other Materials & Supplies	\$9,730	\$10,050	\$9,500	\$11,050	10%
Water/Sewer Line Materials	\$2,778	\$6,000	\$5,000	\$6,000	0%
Booster/Lift Station Supplies	\$1,987	\$4,200	\$3,700	\$4,200	0%
Vehicle Supplies	\$880	\$900	\$900	\$900	0%
Bulk Fuel	\$16,035	\$18,500	\$18,500	\$20,000	8%
	\$41,112	\$51,890	\$49,140	\$55,390	7%
Contractual Services					
Interdepartmental Services	\$57,259	\$32,955	\$32,955	\$45,519	38%
Other Contractual	\$14,982	\$16,000	\$15,000	\$15,500	-3%
Laundry & Towel Service	\$2,772	\$3,000	\$3,000	\$3,000	0%
	\$75,013	\$51,955	\$50,955	\$64,019	23%
Capital Outlay					
Improv. Other Than Bldgs.	\$0	\$35,000	\$35,000	\$35,000	0%
Light Equipment	\$7,036	\$18,699	\$18,699	\$11,500	-38%
Technologies		\$11,001	\$11,000	\$0	-100%
Buildings	\$9,474	\$1,000	\$1,000	\$0	-100%
Improv. Other Than Bldgs.	\$389,539	\$1,442,691	\$1,442,691	\$875,000	-39%
Heavy Equipment	\$338,984	\$51,016	\$51,016	\$480,000	841%
Technologies - Replacement	\$4,390	\$62,906	\$62,906	\$5,285	-92%
	\$749,423	\$1,622,313	\$1,622,312	\$1,406,785	-13%
Depreciation and Amortization					
Depreciation	\$479,000	\$479,000	\$479,000		-100%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$479,000	\$479,000	\$479,000		
Other Costs					
Travel & Training	\$2,237	\$8,100	\$5,000	\$8,100	0%
Association Dues	\$388	\$650	\$800	\$900	38%
	\$2,625	\$8,750	\$5,800	\$9,000	3%
Utilities					
Telecommunications	\$2,467	\$3,384	\$3,384	\$4,000	18%
	\$2,467	\$3,384	\$3,384	\$4,000	18%
PROGRAM TOTAL	\$2,029,446	\$2,940,004	\$2,908,183	\$2,436,621	-17%

Sewer

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Materials and Supplies					
Printing/Reproduction	\$513	\$1,000	\$800	\$1,000	0%
	\$513	\$1,000	\$800	\$1,000	0%
Capital Outlay					
Improv. Other Than Bldgs.		\$400,000	\$400,000	\$0	-100%
Programs & Projects - Stormwater Ops	\$2,930	\$41,000	\$28,000	\$41,000	0%
	\$2,930	\$441,000	\$428,000	\$41,000	-91%
Other Costs					
Advertising	\$11,230	\$24,800	\$21,000	\$22,000	-11%
	\$11,230	\$24,800	\$21,000	\$22,000	-11%
PROGRAM TOTAL	\$14,673	\$466,800	\$449,800	\$64,000	-86%
Total for Sewer	\$534,476	\$2,286,905	\$2,237,400	\$889,767	-61%

Wastewater Treatment Plant

Full Time Positions

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Industrial Pretreatment Supervisor	1	1	1	1
Instrument and Controls Tech	1	1	1	1
Laboratory Technician II	1	1	1	1
Plant Maintenance Supervisor	1	1	1	1
Plant Mechanic I	1	1	-	-
Plant Mechanic II	2	2	3	3
Administrative Assistant II	1	1	1	1
Wastewater Treatment Plant Manager	1	1	1	1
Wastewater Plant Operator I	-	-	-	1
Wastewater Plant Operator II	1	-	1	1
Wastewater Plant Operator III	-	1	-	-
Wastewater Plant Operator IV	4	4	4	3
WWTP Lead Operator	-	1	1	1
Total	14	15	15	15

Waste Water Treatment

Summary

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
REVENUE					
Revenue From State of WY	(\$30,454)	\$0	(\$1,000,000)	(\$9,500,000)	0%
Revenue From Other Local Govt	(\$4,273,526)	(\$5,452,278)	(\$5,400,000)	(\$5,828,124)	7%
Charges for Goods and Services	(\$19,344)	(\$17,088)	(\$17,088)	\$0	-100%
Miscellaneous Revenue	(\$85,405)	(\$96,527)	(\$96,527)	(\$120,468)	25%
Utility Enterprise Revenue	(\$499,188)	(\$459,000)	(\$515,000)	(\$620,000)	35%
Other Sources	(\$7,085)	\$0	(\$3,813)	\$0	0%
TOTAL REVENUE	(\$4,915,002)	(\$6,024,893)	(\$7,032,428)	(\$16,068,592)	167%
EXPENSES					
Personnel Services	\$1,260,368	\$1,380,752	\$1,310,943	\$1,426,330	3%
Materials and Supplies	\$879,850	\$1,030,500	\$972,900	\$1,030,500	0%
Contractual Services	\$646,994	\$764,236	\$741,266	\$769,628	1%
Capital Outlay	\$610,547	\$6,028,616	\$6,016,595	\$9,796,285	62%
Depreciation and Amortization	\$750,000	\$750,000	\$750,000		-100%
Debt Service	\$687,282	\$687,282	\$687,282	\$1,060,897	54%
Transfers Out	\$26,388	\$84,640	\$84,640	\$26,021	-69%
Other Costs	\$29,186	\$38,125	\$36,325	\$37,146	-3%
Utilities	\$50,675	\$76,044	\$61,044	\$78,800	4%
TOTAL EXPENSE	\$4,941,290	\$10,840,194	\$10,660,995	\$14,225,607	31%
Total for Waste Water Treatment	\$26,288	\$4,815,301	\$3,628,567	(\$1,842,985)	-138%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Revenue From Other Local Govt					
Intergovernmental User Charges	(\$4,273,526)	(\$5,452,278)	(\$5,400,000)	(\$5,828,124)	7%
	(\$4,273,526)	(\$5,452,278)	(\$5,400,000)	(\$5,828,124)	7%
Charges for Goods and Services					
Interdepartmental Services	(\$19,344)	(\$17,088)	(\$17,088)	\$0	-100%
	(\$19,344)	(\$17,088)	(\$17,088)	\$0	-100%
Miscellaneous Revenue					
Interest On Investments	(\$85,405)	(\$96,527)	(\$96,527)	(\$120,468)	25%
	(\$85,405)	(\$96,527)	(\$96,527)	(\$120,468)	25%
Utility Enterprise Revenue					
System Development Charges	(\$82,095)	(\$87,000)	(\$95,000)	(\$190,000)	118%
Septic Tank Waste Charges	(\$312,159)	(\$300,000)	(\$310,000)	(\$310,000)	3%
Comm Sump Waste	(\$104,934)	(\$72,000)	(\$110,000)	(\$120,000)	67%
	(\$499,188)	(\$459,000)	(\$515,000)	(\$620,000)	35%
Other Sources					
Amortization of Premiums & Discounts	(\$2,476)	\$0	(\$2,243)	\$0	0%
Gain/Loss On Sale Of Investments	(\$4,609)	\$0	(\$1,570)	\$0	0%
	(\$7,085)	\$0	(\$3,813)	\$0	0%
PROGRAM TOTAL	(\$4,884,548)	(\$6,024,893)	(\$6,032,428)	(\$6,568,592)	9%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Revenue From State of WY					
State Loan Proceeds - WWTP Upgrade PH1	(\$30,454)	\$0	(\$1,000,000)	(\$1,500,000)	0%
State Loan Proceeds - NPSS			\$0	(\$8,000,000)	0%
	(\$30,454)	\$0	(\$1,000,000)	(\$9,500,000)	0%
Personnel Services					
Public Services Director			\$0	\$11,655	0%
WWTP Manager	\$73,906	\$75,383	\$77,402	\$84,339	12%
Administrative Assistant II	\$46,516	\$47,447	\$47,535	\$47,454	0%
Administrative Support Tech			\$0	\$4,575	0%
WWTP Operator II	\$6,725	\$43,938	\$45,161	\$50,004	14%
WWTP Operator III	\$51,547	\$0	\$22,370	\$23,672	0%
Instrument & Controls Tech	\$59,255	\$60,071	\$60,591	\$48,058	-20%
WWTP Lead Operator	\$54,015	\$71,264	\$72,893	\$78,205	10%
WWTP Operator I	\$10,532	\$0	\$26,587	\$17,491	0%
WWTP Operator IV	\$217,798	\$246,292	\$171,685	\$186,174	-24%
Plant Mechanic II	\$108,292	\$139,774	\$125,403	\$164,181	17%
Laboratory Technician II	\$50,883	\$51,691	\$52,481	\$56,951	10%
Plant Maintenance Supervisor	\$65,122	\$78,501	\$59,613	\$67,810	-14%
Plant Mechanic I	\$39,528	\$0	\$12,421		0%
Standby	\$6,973	\$8,100	\$8,222	\$15,319	89%
Overtime	\$8,009	\$24,909	\$7,739	\$25,065	1%
Supplemental Pay	\$43	\$8,000	\$12,620	\$0	-100%
Health Insurance	\$162,040	\$189,333	\$186,466	\$211,366	12%
Other Insurance - Benefits	\$4,834	\$4,198	\$5,521	\$4,533	8%
Social Security Contributions	\$59,216	\$67,348	\$67,348	\$64,304	-5%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Retirement Contributions	\$66,966	\$72,939	\$67,815	\$75,578	4%
Federal Taxes		\$2,970	\$4,684	\$0	-100%
Workers' Compensation	\$24,784	\$28,095	\$21,071	\$22,418	-20%
Accrued Leave	\$2,841	\$2,900	\$1,045	\$2,000	-31%
Allowances - Other	\$5,341	\$5,520	\$5,710	\$5,296	-4%
Clothing Allowance	\$470	\$800	\$150	\$1,200	50%
	\$1,125,637	\$1,229,473	\$1,162,533	\$1,267,647	3%
Materials and Supplies					
Energy - Electricity	\$328,070	\$350,000	\$345,000	\$350,000	0%
Energy - Natural Gas	\$61,211	\$71,000	\$65,000	\$71,000	0%
Postage/Shipping	\$224	\$1,500	\$1,200	\$1,500	0%
Operating Supplies	\$114,640	\$152,000	\$149,000	\$152,000	0%
Other Materials & Supplies	\$144,621	\$138,500	\$112,000	\$138,500	0%
Bulk Fuel	\$5,029	\$16,000	\$15,000	\$16,000	0%
	\$653,795	\$729,000	\$687,200	\$729,000	0%
Contractual Services					
Investment Fees	\$4,740	\$6,642	\$6,642	\$10,724	61%
Other Purchased Services	\$9,050	\$15,000	\$10,000	\$15,000	0%
Engineering Services - WWTP UPGRADE PH1	\$43,902	\$35,696	\$35,696	\$0	-100%
Maintenance Agreements	\$13,118	\$21,160	\$21,160	\$21,160	0%
Interdepartmental Services	\$397,537	\$439,568	\$439,568	\$532,050	21%
Other Contractual	\$35,243	\$114,470	\$100,000	\$39,500	-65%
Laundry & Towel Service	\$5,867	\$8,000	\$7,500	\$8,000	0%
Instrumentation	\$15,256	\$20,000	\$20,000	\$20,000	0%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$524,714	\$660,536	\$640,566	\$646,434	-2%
Capital Outlay					
Improv. Other Than Bldgs. - NC Cons	\$0	\$9,022	\$9,022	\$0	-100%
Light Equipment	\$0	\$5,000	\$2,500	\$5,000	0%
Intangibles	\$170,696	\$70,521	\$61,000	\$50,000	-29%
Buildings	\$37,394	\$143,930	\$143,930	\$155,000	8%
Improv. Other Than Bldgs.	\$297,325	\$3,431,441	\$3,431,441	\$9,422,000	175%
Improv. Other Than Bldgs. - WWTP UP PH1	\$0	\$2,107,700	\$2,107,700	\$0	-100%
Light Equipment	\$98,881	\$145,000	\$145,000	\$145,000	0%
Technologies - Replacement	\$6,008	\$106,002	\$106,002	\$9,285	-91%
	\$610,302	\$6,018,616	\$6,006,595	\$9,786,285	63%
Depreciation and Amortization					
Depreciation	\$650,489	\$650,489	\$650,489		-100%
	\$650,489	\$650,489	\$650,489		
Debt Service					
Principal Payments	\$540,067	\$540,202	\$540,202	\$702,447	30%
Interest Expense	\$147,214	\$147,080	\$147,080	\$358,450	144%
	\$687,282	\$687,282	\$687,282	\$1,060,897	54%
Transfers Out					
Transfers Out	\$26,388	\$84,640	\$84,640	\$26,021	-69%
	\$26,388	\$84,640	\$84,640	\$26,021	-69%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Other Costs					
Insurance & Bonds	\$27,377	\$30,625	\$30,625	\$29,646	-3%
Travel & Training	\$1,809	\$6,000	\$4,500	\$6,000	0%
	\$29,186	\$36,625	\$35,125	\$35,646	-3%
Utilities					
Refuse Collection	\$22,998	\$50,000	\$35,000	\$50,000	0%
Telecommunications	\$5,761	\$5,814	\$5,814	\$6,000	3%
	\$28,758	\$55,814	\$40,814	\$56,000	0%
PROGRAM TOTAL	\$4,306,097	\$10,152,474	\$8,995,244	\$4,107,930	-60%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
WWTP Manager	\$4,298	\$4,383	\$4,501	\$4,903	12%
Industrial Pretreatment Supervisor	\$64,515	\$65,050	\$69,184	\$75,305	16%
Administrative Assistant II	\$950	\$968	\$969	\$968	0%
Laboratory Technician II	\$514	\$522	\$531	\$575	10%
Overtime	\$8	\$245	\$4	\$49	-80%
Supplemental Pay	\$3	\$2,000	\$1,030	\$0	-100%
Health Insurance	\$17,508	\$18,419	\$20,302	\$21,760	18%
Other Insurance - Benefits	\$410	\$349	\$494	\$772	121%
Social Security Contributions	\$4,926	\$5,935	\$5,935	\$6,254	5%
Retirement Contributions	\$5,869	\$6,105	\$6,431	\$7,251	19%
Federal Taxes		\$742	\$382	\$0	-100%
Workers' Compensation	\$1,895	\$2,487	\$1,865	\$2,191	-12%
Allowances - Other	\$479	\$480	\$500	\$660	38%
	\$101,374	\$107,685	\$112,128	\$120,690	12%
Materials and Supplies					
Printing/Reproduction	\$0	\$1,500	\$700	\$1,500	0%
	\$0	\$1,500	\$700	\$1,500	0%
Contractual Services					
Other Purchased Services	\$4,496	\$15,000	\$12,000	\$15,000	0%
	\$4,496	\$15,000	\$12,000	\$15,000	0%
Other Costs					
Travel & Training	\$0	\$1,500	\$1,200	\$1,500	0%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$0	\$1,500	\$1,200	\$1,500	0%
Utilities					
Telecommunications	\$0	\$130	\$130	\$0	-100%
	\$0	\$130	\$130	\$0	-100%
PROGRAM TOTAL	\$105,870	\$125,815	\$126,158	\$138,690	10%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
WWTP Manager	\$7,733	\$7,889	\$8,100	\$8,826	12%
WWTP Operator II	\$68	\$0	\$456	\$244	0%
WWTP Operator III	\$520	\$0	\$226	\$235	0%
Instrument & Controls Tech	\$6,584	\$6,675	\$6,732	\$5,340	-20%
WWTP Lead Operator		\$720	\$0		-100%
WWTP Operator IV	\$2,199	\$2,488	\$1,733	\$1,881	-24%
Plant Mechanic II	\$1,095	\$918	\$2,049	\$3,249	254%
Plant Maintenance Supervisor	\$658	\$793	\$602	\$685	-14%
Standby	\$267	\$0	\$528	\$705	0%
Overtime	\$120	\$489	\$208	\$673	38%
Supplemental Pay	\$5	\$5,000	\$260	\$0	-100%
Health Insurance	\$3,207	\$3,637	\$3,790	\$4,206	16%
Other Insurance - Benefits	\$108	\$94	\$132	\$1,633	1637%
Social Security Contributions	\$1,434	\$2,663	\$2,663	\$1,565	-41%
Retirement Contributions	\$1,586	\$1,713	\$1,725	\$1,815	6%
Federal Taxes		\$1,856	\$97	\$0	-100%
Workers' Compensation	\$587	\$845	\$634	\$548	-35%
Accrued Leave	\$20	\$0	\$11	\$0	0%
Allowances Other			\$0	\$410	0%
	\$26,190	\$35,780	\$29,945	\$32,014	-11%
Materials and Supplies					
Operating Supplies	\$222,030	\$280,000	\$274,000	\$280,000	0%
Booster/Lift Station Supplies	\$4,025	\$20,000	\$11,000	\$20,000	0%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
	\$226,055	\$300,000	\$285,000	\$300,000	0%
Contractual Services					
Interdepartmental Services	\$111,053	\$83,700	\$83,700	\$103,194	23%
Instrumentation	\$6,731	\$5,000	\$5,000	\$5,000	0%
	\$117,784	\$88,700	\$88,700	\$108,194	22%
Capital Outlay					
Improv. Other Than Bldgs.	\$245	\$10,000	\$10,000	\$10,000	0%
	\$245	\$10,000	\$10,000	\$10,000	0%
Depreciation and Amortization					
Depreciation	\$99,511	\$99,511	\$99,511		-100%
	\$99,511	\$99,511	\$99,511		
Utilities					
Telecommunications	\$21,916	\$20,100	\$20,100	\$22,800	13%
	\$21,916	\$20,100	\$20,100	\$22,800	13%
PROGRAM TOTAL	\$491,701	\$554,091	\$533,256	\$473,008	-15%

Waste Water Treatment

Detail

	FY18 ACTUAL	FY19 REVISED	FY19 ESTIMATE	FY20 PROPOSED	% VAR
Personnel Services					
Industrial Pretreatment Analyst	\$3,395	\$3,424	\$3,641	\$3,963	16%
WWTP Mechanic II		\$2,038	\$0		-100%
Plant Mechanic I	\$1,647	\$0	\$518		0%
Standby	\$38	\$0	\$16		0%
Overtime	\$5	\$50	\$0		-100%
Supplemental Pay		\$0	\$90	\$0	0%
Health Insurance	\$1,124	\$1,190	\$1,092	\$1,076	-10%
Other Insurance - Benefits	\$32	\$28	\$27	\$154	448%
Social Security Contributions	\$361	\$422	\$422	\$303	-28%
Retirement Contributions	\$424	\$473	\$355	\$352	-26%
Federal Taxes		\$0	\$33	\$0	0%
Workers' Compensation	\$141	\$189	\$142	\$106	-44%
Allowances Other			\$0	\$24	0%
	\$7,168	\$7,814	\$6,337	\$5,978	-23%
PROGRAM TOTAL	\$7,168	\$7,814	\$6,337	\$5,978	-23%
Total for Waste Water Treatment	\$26,288	\$4,815,301	\$3,628,567	(\$1,842,985)	-138%



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

1500 SW Wyoming Boulevard
Casper, Wyoming 82604
(307) 265-6063 • Fax (307) 265-6058

Board Members:

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Freel

Mike Huber

Charlie Powell

Chris Walsh

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday May 21, 2019 11:30 a.m.

**Regional Water Treatment Plant
Joint Powers Board Conference Room
1500 SW Wyoming Boulevard**

1. Announcements
2. Approve Minutes – April 16, 2019 *
3. Approve Vouchers – May 2019 *
4. Approve Financial Report – April 2019 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Discuss FY2020 Preliminary Wholesale Water Rate Model *
 - b) Consider Updated Procurement Policies *
 - i) Special Purchasing Provisions for Federally Funded Projects Policy No. 001 *
 - ii) Required Contract Clauses for Federally Funded Contracts Policy No. 002 *
 - c) Consider Agreement with Riley Industrial Services, Inc. for the 2.6 MG WTP Tank Recoating Project No. 18-093 in the amount of \$815,584 *
 - d) Consider Agreement with the City of Casper for the PLC/SCADA Upgrades Project in the amount of \$301,710 *
 - e) Consider Change Order No. 1 to the North Platte River Exposed Waterline Stabilization Project No. 17-097 in the amount of \$32,200 *
 - f) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – June 18, 2019

****Indicates Attachment***



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

MEETING PROCEEDINGS

April 16, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 16, 2019 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 Waters, and Board Members Freel, Huber, Powell, and Walsh. Treasurer Bertoglio was absent.

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

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

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; Jeff Hohnstein – HOA Solutions

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the March 19, 2019 meeting. A motion was made by Board Member Walsh and seconded by Secretary Waters to approve the minutes from the March 19, 2019 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 one additional voucher was added to the listing; voucher 8010 for HDR Engineering in the amount of \$30,923.89 for the WTP SCADA Improvements Project. 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 April 2019 vouchers. A motion was made by Board Member Walsh and seconded by Board Member Powell to approve the April 2019 voucher list to include voucher numbers 8002 through 8010 in the amount of \$389,249.94. 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 March 2019 was 156 MG, which is 9.7 MG less than the five year average of 165 MG. Mr. Martin stated that year to date production is 2.61 BG compared to the five year average of 2.76 BG.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that year to date Water Sales are \$4,815,171, which is an increase of \$274,949 over last year due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$2,348,929, which is a 3.20% 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 past summer season.

Mr. Martin stated that the Nonoperating Expense is \$894,550, which shows a Net Increase in Net Assets of \$1,571,693.

Board Member Powell asked if water production was down due to the weather. Mr. Martin stated that the weather is a contributing factor to the decrease in production.

Chairman King asked for a motion to approve the March 2019 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the March 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that Modern Electric is currently on site working on the VFD Project. Mr. Schroeder stated that High Service No. 3 VFD is almost removed. Mr. Schroeder stated that the project is scheduled to be complete and operational at the end of next week. Mr. Schroeder stated that there will be one more original VFD to be replaced.

Mr. Schroeder stated that this VFD replacement will be in the FY2020 budget.

Mr. Schroeder stated that the HVAC system for the WTP was installed in 1998, and there have been numerous failures and issues with the system recently. Mr. Schroeder stated that Long Building Technologies removed the coils that had lost refrigerant, and made repairs. Mr. Schroeder stated that the HVAC system should be fine through the summer, but will need to be replaced next year.

Chairman King asked if there was an estimated cost for replacing the HVAC system. Mr. Schroeder stated that he has contractors working on quotes, but it will cost approximately \$100,000 to replace the HVAC system and valves for the entire WTP.

Board Member Huber arrived at 11:36 a.m.

Mr. Schroeder stated that the surface water plant will be started in the next few weeks in order to test all the systems and get the surface plant ready for the summer season. Mr. Schroeder stated that chemicals have been ordered to start the summer season.

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

Mr. Conner stated that staff has been aligning pumps at the RWS booster stations, and non-draining hydrants are being exercised and drained.

Mr. Conner stated that back flow preventers in the RWS are being tested.

Mr. Conner stated that the check valve at 12 Mile Road needs to be replaced.

Mr. Conner stated that chlorine residuals out in the system are in good shape.

Mr. Conner stated that staff has also been spraying weeds and cleaning the yards at the booster stations.

Chairman King asked if any of the RWS water storage tanks will be cleaned this summer. Mr. Conner stated that he would have to check the tank cleaning schedule.

Mr. Conner stated that the RWS transmission system will be flushed this fall.

Mr. Conner stated that staff is continuing to work on GIS by entering RWS waterlines and valves and updating information.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
9. In New Business:

- a. Mr. Martin asked the Board to reference the funding agreement with the City of Casper for the 2019 Roof Replacement Project.

Mr. Martin stated that for the last couple of years the RWS has piggy backed on the City roof project contracts. Mr. Martin stated that this year the City has a contract with Limmer Roofing, who was the low bidder, for roofs on various City buildings. Mr. Martin stated that the RWS portion of the contract is a not to exceed amount of \$64,296.67 for the WTP administration area roof replacement. Mr. Martin stated that the contract is between the City and Limmer Roofing, and the funding agreement is for the Board to pay the City their portion of the contract.

Board Member Walsh stated he thought the WTP roof was replaced last year. Mr. Martin stated that a portion of the WTP administration area roof was replaced. He stated that this contract is for the portion of the roof that is over the cargo area where the freight elevator is located. Mr. Schroeder stated that there will be a project in the future for the filter gallery area as it leaks a little bit.

Board Member Huber asked if it would be better to replace the whole roof at once since it is leaking, instead of in pieces. Mr. Schroeder stated that it is better to replace the WTP roof in sections to replace the more critical areas first. Mr. Schroeder stated that the filter gallery has a terrazzo floor and there is water out there all the time. Mr. Schroeder stated that the third floor area leaks, and then leaks into the offices.

A motion was made by Board Member Walsh and seconded by Secretary Waters to approve the contract with the City of Casper for the replacement of a portion of the WTP administration area roof in the amount not to exceed \$64,296.67. Motion put and carried.

- b. Mr. Martin stated that Caisson No. 3 is a good producing well, which produces on average 2 MG per day. Mr. Martin stated that the pump was installed in 2014 and has been in continuous operation ever since. Mr. Martin stated that production started dropping considerably over the past few months. Mr. Martin stated that staff pulled the pump and sent it to Hydro Inc. to diagnose the reason for the failure. Mr. Martin stated that Hydro Inc. discovered that the bowl assembly and the bronze impeller were wore to the point of failure and need rebuilt. Mr. Martin showed the Board pictures of the bowl impeller.

Mr. Martin stated that the pump can be rebuilt to better than new specifications with an upgraded stainless steel impeller and refurbished bowl assembly for a cost of \$27,771, the cost of a replacement pump would be approximately \$65,000.

Mr. Martin stated that Hydro Inc. recently rebuilt the Raw Water pump with good results.

Board Member Powell asked if this was normal wear and tear on the pump. Mr. Martin stated that there has been some variables, but the pump has seen tremendous use.

Board Member Huber asked if the motor for the well pump will be rebuilt at the same time. Mr. Schroeder stated that whenever a well pump is rebuilt, the motor is also pulled and rebuilt.

A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to approve the professional services agreement with Hydro Inc. for the refurbishment of the Caisson No. 3 pump in the amount of \$27,771. Motion put and carried.

- c. Chairman King recused himself from the discussion of the 2019 Choice Gas selection as he is the Chairman for the Wyoming Community Gas Board.

Mr. Martin stated that each year at this time the Board has to decide on a natural gas supplier. Mr. Martin stated that Ms. Brown gathered the information from the different suppliers for the Board to discuss and select. Mr. Martin stated that for the past several years the Board has gone with the Regulated Pass-On Rate.

Board Member Powell asked how much the Board would save with staying on the Pass-On Rate. Mr. Martin stated that staff has not put the numbers together, but the Board has saved a lot in the past. Vice-Chairman Keffer stated that the Board has seen a fairly significant savings in previous years by using the Pass-On Rate.

Mr. Martin stated that Treasurer Bertoglio has expertise in the natural gas field and stated his recommendation would be to stay with the Pass-On Rate.

A motion was made by Vice-Chairman Keffer, and seconded by Board Member Freel to stay with the Pass-On Rate for the 2019 Choice Gas Selection. Motion put and carried.

- d. Mr. Martin asked the Board to reference the FY2020 Preliminary Budgets shown on the screen. Mr. Martin stated that every March the Board reviews the upcoming Capital Projects; in April the Board reviews the preliminary budgets; in May the Board will review the preliminary Wholesale Water Rate; then in June the Board will consider and approve the final budgets and wholesale water rate.

Mr. Martin stated that only critical and higher dollar line items will be discussed. Mr. Martin stated that many Operations Budget line items will be status quo, or close to the FY19 budget. Mr. Martin stated that increases will be seen in the areas of personnel costs, equipment repair and supply costs, safety equipment costs, and laboratory supply costs.

Mr. Martin stated that an increase in the Agency Budget revenues is anticipated to come from a proposed rate increase, increased system investment charge fees, and

a slight increase from investment interest.

Mr. Martin reviewed the following preliminary budgets:

WTP Operations Budget

Personnel Services

- a) Personnel Costs - \$1,070,500 – This represents a \$19,735 increase over the FY19 budget. Personnel budget increases include increased health insurance costs, step increases, and increases in standby pay and clothing allowances.

Contractual Services

- a) Lab Testing - \$46,500 – This represents a decrease of \$10,000 from the FY19 budget. The WTP is not required to participate in any UCMR testing this year.
- b) Refuse Collection - \$40,000 – No change from the FY19 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly.

Board member Huber asked what makes up the sludge. Mr. Schroeder stated that the sludge is mostly river silt and coagulant.

- c) Equipment Repairs - \$50,000 – This represents a \$5,000 increase over the FY19 budget. The primary reason for this increase is aging equipment and increased cost of repair.
- d) Maintenance Agreements - \$31,049 – This represents a slight increase of \$735 from the FY19 budget. This line item covers agreements with outside service providers for items such as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the WTP staff.
- e) Interdepartmental Services - \$252,311 – This is a decrease of \$3,690 from the FY19 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the WTP Operations Budget. Also covered in this line are costs associated with Information Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services.
- f) Insurance & Bonds - \$22,099 – This is a decrease of \$88 from the FY19 budget.

- g) Energy – Electricity - \$854,760 – No change from the FY19 budget as no rate increase is expected from Rocky Mountain Power.
- h) Energy – Natural Gas - \$50,000 – No change from the FY19 budget.

Materials and Supplies

- a) Chemicals - \$750,000 – This amount is unchanged from the FY19 budget.
- b) Other Materials and Supplies - \$67,785 – This represents an increase of \$24,785 over the FY19 budget. This line item covers office supplies, safety equipment, machinery supplies, and laboratory supplies. The major increases for FY20 include safety supplies to meet OSHA requirements, and lab supplies related to the EPA mandated total chlorine analyzers.
- c) Booster Station Supplies - \$15,000 – This amount is unchanged from the FY19 budget. These are costs associated with repairs at the RWS booster stations.
- d) Bulk Fuel - \$10,000 – This amount is unchanged from the FY19 budget and is the line item that will be used for purchasing fuel for the new emergency generator.

Chairman King asked if Mr. Martin thought that much fuel would be needed for the emergency generator. Mr. Martin stated that this is just the budget figure; it is unknown at this time if this amount is too high or too low.

Summary

This budget is a break-even budget in that it covers reimbursement to the City from the RWS for operation, maintenance, and management of the Regional Water System.

The FY20 Operations Budget is 0.5% greater than the FY19 Operations Budget. In large part, the increase is a result of increased personnel costs, equipment repair and supply costs, and laboratory supply costs.

Agency Budget

Revenue

- a) Water Rate Revenue - \$7,245,166 – This reflects an increase of \$315,722 over the FY19 budget. Mr. Martin stated that this figure depends on the rate increase approved by the Board.

- b) Interest on Investments - \$70,000 – This is an increase of \$53,000 from the FY19 budget based on data from previous years.
- c) System Development Charges - \$245,000 – This is a \$146,500 increase from the FY19 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.
- d) State Loans - \$1,300,000 – This is the Drinking Water State Revolving Fund Loan for the PLC/SCADA Upgrade Project. Mr. Martin stated that this loan revenue will be spread across multiple fiscal years.

Personnel

None – The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System.

Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY19 budget.
- b) Legal Fees - \$30,000 – This is a \$15,000 increase from FY19 due to anticipated increased legal representation needs.
- c) Accounting & Auditing - \$32,000 – This is a \$1,000 increase from FY19 and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2019 and FY2020.
- d) Insurance & Bonds - \$92,023 – No change from the FY19 budget.
- e) Travel & Training - \$2,000 – This is for RWS Board travel and training. The amount is unchanged from FY19.

Debt Service

- a) Principal Payments - \$2,086,798 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$ 1,393,925
• WWDC (New Construction)	- \$ 335,032
• WWDC (Rehabilitation)	- \$ 107,001
• DWSRF Loan #115 (Emergency Power)	- \$ 96,211
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 23,042
• DWSRF Loan #153 (Backwash Tank)	- \$ 65,116
• DWSRF Loan #213 (PLC/SCADA)	- \$ 66,471

b) Interest Expense - \$483,778 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

- City Loan - \$ 141,599
- WWDC (New Const.) - \$ 160,897
- WWDC (Rehab.) - \$ 51,386
- DWSRF Loan #115 (Emergency Power) - \$ 56,314
- DWSRF Loan #129 (Zone IIB Imp.) - \$ 11,828
- DWSRF Loan #153 (Backwash Tank) - \$ 25,590
- DWSRF Loan #213 (PLC/SCADA) - \$ 36,164

Capital – New

a) Buildings - \$147,000 – This is for a Filter Monorail Hoist Safety System. This project will install a hoist safety system for confined space entry into the filters for maintenance.

b) Improvements Other Than Buildings - \$51,000 – This covers the following:

- Plant Landscaping – \$20,000 - This project will install an irrigation system and landscaping at the WTP.
- Caisson Well Variable Frequency Drives - \$31,000 – This project will be to install VFD’s on five ground water wells to allow for optimized flow control directly from the WTP control room.

c) Light Equipment - \$10,000 – This is for shop tools and equipment needed for in-house WTP maintenance and repair.

Capital – Replacement

a) Buildings - \$135,000 – This is for the following:

- Security - \$35,000 – This is an on-going project for additional security upgrades and door replacements at the Raw Water and Ozone buildings.
- Roof Replacement - \$80,000 – This is to replace the roofing systems at Raw Water, and Pioneer and Airport Booster Stations.
- Coating System Rehabilitation - \$20,000 – This will be for building and external pipe recoating.

b) Improvements Other Than Buildings - \$890,000 – This includes the following:

- Major Equipment Replacements - \$75,000 - This is for unanticipated equipment replacements during the year.

- Groundwater Well Turbidimeter Repl. - \$30,000 - The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
- Well Pumps - \$45,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
- Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported.
- Well Rehabilitation - \$100,000 - The RWS has 29 wells in the Ft. Caspar and Dempsey Acres wellfields. Every two – three years monies are allocated to rehabilitate two wells to achieve higher yields and clean the well screens of incrustation. This is cost effective as well water is considerably less expensive to treat than surface water.
- 48” Well Water Pipe Restraint - \$16,000 – This project is to install pipe restraints on the well water pipe in the ozone building where movement has been identified.
- Actiflo Hydrocyclone Improvements - \$56,000 – This project is to refurbish the Actiflo Hydrocyclone system.
- Ozone Heat Rejection and Cooling Water Pump Replacements - \$33,000 – There are three heat rejection, and three cooling water pumps on the ozone system. This will be a three year project to replace one of each pump per year.
- WTP Admin Area Carpet Replacement - \$22,000 – This project is to replace the carpet in the WTP Administration area.
- Raw Water Switch Gear and VFD Replacements - \$200,000 – This will replace the electrical switchgear in the raw water pump station as well as add VFD’s for pump control. This project has been re-budgeted from FY19.
- Ground Water High Service Pump VFD Replacement - \$100,000 – This will replace the existing 20 year old VFD.
- HVAC System Pump and Valve Replacement – \$50,000 – This project is to replace failing pumps and valves on the WTP building HVAC system.
- Actiflo Gate Actuator Replacement - \$8,000 – This project is to replace the existing manual actuators with automatic actuators.
- Gravity Filter Particle Counter Replacements - \$30,000 – This project is to replace the six existing counters that have failed.
- Gravity Filter Level Indicators - \$15,000 – This project is to replace the six existing level indicators that have failed.
- GW System Hydrogen Peroxide Pumps and VFD’s - \$10,000 – This project is to upgrade the hydrogen peroxide system with new pumps and VFD’s.

- LOX System Heater Replacement - \$50,000 – This project is to replace one LOX system heater and burst disc. There are two of these systems, both at the end of their life. One system was replaced in FY19 and one is scheduled to be replaced in FY20.

c) Intangibles – None this year.

d) Light Equipment – None this year.

e) Technologies - \$6,000 – This for replacement computers at the WTP.

Summary

Staff considers the budgeted requests for both operational and capital to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities.

The FY20 capital budget is aggressive. Close attention will have to be paid to the cash flow as the fiscal year progresses.

Mr. Martin stated that the final budget will be brought to the Board at the June meeting, and offered to answer any questions the Board might have on the preliminary budgets.

Chairman King asked how much movement was detected in the water pipes in the Ozone building. Mr. Martin stated that approximately ½-inch of movement was detected.

Board Member Powell asked where staff had difficult decisions to make when putting the budget together. Mr. Martin stated that deciding which capital projects were of higher priority is always difficult, as they are all critical.

Chairman King thanked Mr. Martin for the preliminary budget presentation.

- e. Ms. Brown explained to Vice-Chairman Keffer and Board Member Walsh that the annual banking letters are the annual financial disclosure required by the State and must be signed by Board Members during open session.

The annual banking letters were signed by Vice-Chairman Keffer and Board Member Walsh at the meeting on this date during open session and are incorporated as part of these minutes.

- f. There was no Other New Business.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on May 21, 2019.

A motion was made by Secretary Waters and seconded by Board Member Powell to adjourn the meeting at 12:09 p.m. Motion put and carried.

Chairman

Secretary

DRAFT

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

**UNAPPROVED VOUCHER LISTING
May 16, 2019**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8011	Fremont Motor Casper Inc.	Capital Expense – 2019 Ram Truck	\$19,304.00
8012	ITC Electrical Technologies	Capital Expense –Caisson #3 VFD Programming	\$489.60
8013	Intermountain Motor Sales Inc.	Capital Expense – Caisson #3 Motor Repair	\$2,533.06
8014	CVIC, Inc.	Capital Expense – Brackets for Raw Water Pump	\$998.00
8015	Hitek Communications, Inc.	Capital Expense – Security Camera Installation	\$2,262.00
8016	Hilltop National Bank	Deposit Slip Order	\$154.00
8017	Wyoming Department of Transportation	Transfer License Plates to 2019 Dodge Ram	\$2.00
8018	City of Casper	Loan Payment	\$127,960.40
8019	City of Casper	Operations Reimbursement – April19	\$210,586.93
8020	Williams, Porter, Day & Neville, P.C.	Legal Expense – April19	\$1,429.00
8021	Bar-D Sign Inc.	Capital Expense – Logos for 2019 Ram Truck	\$216.25
8022	Wyoming Office of State Lands and Investments	DWSRF153 Loan Payment – Alt. Backwash Water Supply Tank Project	\$94,706.62
8023	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – Ad for Bid – 2.6 MG Tank Recoating Project 18-093	\$520.64
8024	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8025	DK Hauling, Inc. dba Viking Crane	Capital Expense – Crane Service for Caisson #3 Pump Installation	\$600.00
		Total	\$469,945.33

*

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

**INVOICE &
 STATEMENT OF ACCOUNT**

8019

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

DATE: 5/3/2019

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
04/30/2019	173849	APRIL 2019 OPERATIONS REIMBURSEMENT	CURRENT	\$210,586.93

April 2019 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$108,046.60
9020.00	Chemical Charge - O&M		\$37,319.72
9030.00	Utilities - O&M		\$57,079.04
9040.00	Supplies - O&M		\$3,041.44
9060.00	Training - O&M		\$0.00
9070.00	Major Maint, Repair, Replc - O&M		\$3,244.47
9080.00	Testing & Lab Services - O&M		\$1,629.07
9090.00	Other Reimbursable Costs - O&M		\$0.00
6025.10	Capital		\$226.59
	80-404000-5819 Invoice Total		\$210,586.93

NEW CHARGES	
PREVIOUS BALANCE	\$210,586.93
TOTAL AMOUNT DUE	\$210,586.93

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: \$210,586.93

AMOUNT ENCLOSED: **\$210,586.93**

Pay Invoice(s): 173849

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
April 30, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO - Pcard	Laundry & Towel	4/8/2019	LCAS1259661, LCAS1262411	122.82	Mats, Mops, Towels
Atlas Office Products - Pcard	Other Materials & Supplies	4/12/2019	47640-0	260.35	Cleaning Supplies, Index Dividers, Stick-It Notes, Utility Gloves
Black Hills Energy	Energy - Natural Gas	4/19/2019	RIN0029466	6,795.18	Natural Gas Bill
Brenntag Pacific, Inc.	Chemicals	4/23/2019	BPI935692	10,957.44	Ferric Chloride
Brenntag Pacific, Inc.	Chemicals	4/24/2019	BPI933238	10,764.25	Ferric Chloride
Carus Corporation	Chemicals	4/23/2019	SLS 10074454	8,748.00	Polymer
Casper Public Utilities	Sewer	4/2/2019	RIN0029366	24.56	Sewer Bill
Casper Public Utilities	Sewer	4/19/2019	RIN0029475	24.56	Sewer Bill
Casper Public Utilities	Refuse Collection	4/2/2019	RIN0029366	119.50	Sanitation Bill
Casper Public Utilities	Refuse Collection	4/19/2019	RIN0029475	119.50	Sanitation Bill
Casper Star-Tribune - Pcard	Advertising	4/1/2019	51805	43.54	RWS Meeting Ad - March19
Casper Star-Tribune - Pcard	Advertising	4/22/2019	53194	43.54	RWS Meeting Ad - April19
Chamber of Commerce - Pcard	Association Dues	4/1/2019	205277	300.00	Annual Dues
Coastal Chemical - Pcard	Vehicle Supplies	4/1/2019	0118821	136.95	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	4/10/2019	0118905	61.21	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	4/29/2019	0118996	97.45	Gasoline
Dell Marketing LP	Telecommunications	4/29/2019	10307134526A	1,189.59	Office365 License Renewal
DPC Industries	Chemicals	4/9/2019	737001090-19	6,850.03	Sodium Hypochlorite
Energy Laboratories - Pcard	Lab Testing	4/1/2019	219712, 220268	288.00	Aerobic Spore Testing & Well Mix TOC & UV254
Energy Laboratories - Pcard	Lab Testing	4/8/2019	225931	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	4/8/2019	221425	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	4/12/2019	223777	22.00	Compliance Bacti Test
Energy Laboratories - Pcard	Lab Testing	4/12/2019	222773	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	4/19/2019	224605	57.00	Well Mix TOC & UV254
Energy Laboratories - Pcard	Lab Testing	4/22/2019	224340	231.00	Aerobic Spore Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	4/1/2019	L0441310	100.00	Bromate Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	4/29/2019	L0446660	100.00	Bromate Testing
Fastenal - Pcard	Equipment Repairs	4/1/2019	142679	31.95	Bolts for RW Pumps #5 & #6
Fastenal - Pcard	Equipment Repairs	4/8/2019	142740	23.96	RW #5 & #6 Repair
Fastenal - Pcard	Equipment Repairs	4/8/2019	142753	19.62	RW #5 & #6 Repair
Fastenal - Pcard	Equipment Repairs	4/8/2019	142752	(23.96)	Return Parts
Ferguson - Pcard	Equipment Repairs	4/1/2019	CC741121	7.92	Caisson #1 leak repair
Ferguson - Pcard	Equipment Repairs	4/12/2019	CC746422	111.80	RW Pumps Drainline
Ferguson - Pcard	Other Materials & Supplies	4/1/2019	CC736972	3.25	Conduit Cap
Grainger - Pcard	Other Materials & Supplies	4/10/2019	1348015794	732.32	HVAC System Filters
Greiner - Pcard	Vehicle Supplies	4/22/2019	506562	304.82	Oil Change and Tune-up
Hardee's - Pcard	Other Materials & Supplies	4/22/2019	081780	50.00	JPB Lunch
Health Insurance	Health Insurance	4/4/2019		7,036.53	Health Insurance
Health Insurance	Health Insurance	4/18/2019		7,036.53	Health Insurance
Health Insurance Transfer	Transfers Out	4/10/2019		8,988.02	Additional Health Insurance Allocation
Home Depot - Pcard	Equipment Repairs	4/1/2019	000665/6071414	28.57	Repair Pressure Washer
Home Depot - Pcard	Equipment Repairs	4/1/2019	069537/6581795	24.91	Repair Pressure Washer
Home Depot - Pcard	Equipment Repairs	4/1/2019	6160942	(18.94)	Return Parts
Home Depot - Pcard	Other Materials & Supplies	4/12/2019	072113/9570523	22.75	Spare Electrical Parts

City of Casper Wyoming
Expenditure Reimbursement Request
April 30, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Home Depot - Pcard	Booster Station Supplies	4/1/2019	010178/3015197	34.85	Mt. View Booster ARV Flushes
Hydro Rocky Mountain, Inc. - Pcard	Equipment Repairs	4/1/2019	C16301M	610.00	Raw Water #5 Pump Repair
Industrial Mtce & Fab - Pcard	Equipment Repairs	4/1/2019	4994	320.00	RW #1 Motor Shaft Repair
Interdepartmental Charges	Interdepartmental Services Fixed	4/10/2019		7,242.00	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	3/10/2019		14,091.42	IT, Finance, HR, City Council, City Manager, City Attorney
Interdepartmental Services	Interdepartmental Services	3/10/2019		(2,067.50)	Reimbursement for Shared Employee
Interdepartmental Services	Interdepartmental Services	4/10/2019		(2,067.50)	Reimbursement for Shared Employee
Interstate All Battery Center - Pcard	Vehicle Supplies	4/1/2019	1904001003653	233.90	F-450 Truck Battery
ITC Electrical technologies	Equipment Repairs	4/30/2019	28652	722.70	Raw Water #1 & #2 Electrical
Kepner - Pcard	Booster Station Supplies	4/1/2019	2228405-00	195.00	Mt. View Booster Pump #1 Inlet ARV
Long Building Technologies	Equipment Repairs	4/18/2019	SRVCE0097443	695.02	Work on HVAC Temperature Controls
Motion & Flow Control - Pcard	Booster Station Supplies	4/10/2019	7265447	189.05	Pioneer Booster Pump Control Valves Speed Controlers
NAPA Auto Parts - Pcard	Other Materials & Supplies	4/10/2019	421164	68.74	HVAC System Belts
Other Insurance	Other Insurance	4/4/2019		305.93	Other Insurance Benefits
Payroll	Personnel	4/4/2019		32,310.04	4/4/19 Payroll
Payroll	Personnel	4/18/2019		33,019.38	4/18/19 Payroll
Phone, Email, Internet, Wireless	Telecommunications	4/10/2019		90.00	Phone, Email, Internet, Wireless
Pizza Hut - Pcard	Other Materials & Supplies	4/1/2019	066986	50.00	Food for JPB meeting
Respond First Aid Systems - Pcard	Other Materials & Supplies	4/12/2019	185791	49.25	First Aid Supplies
Richard Constantino	Other Materials & Supplies	4/2/2019	RIN0029415	10.00	Safety Boots
Rocky Mountain Power	Energy - Electricity	4/17/2019	RIN0029483	40,767.09	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	4/17/2019	RIN0029483	7,949.06	Electricity - Tanks, Boosters, Meters
Smith's - Pcard	Other Materials & Supplies	4/1/2019	039656	47.71	Supplies for JPB Lunch Meetings
Smith's - Pcard	Other Materials & Supplies	4/22/2019	052251	55.93	Coffee, Chips for JPB meeting
Smith's - Pcard	Other Materials & Supplies	4/22/2019	055044	15.97	JPB Lunch
Tyler Technologies, Inc.	Capital	4/2/2019	045-255848	42.00	Implementation of New Accounting Software
Tyler Technologies, Inc.	Capital	4/2/2019	045-254404	61.97	Implementation of New Accounting Software
Tyler Technologies, Inc.	Capital	4/16/2019	045-257571	122.62	Implementation of New Accounting Software
UPS - Pcard	Lab Testing	4/12/2019	00008F045W149	138.07	Lab Sample Shipping Fees
USPS - Pcard	Postage	4/1/2019	099148	69.60	Postage - 2018 CCR; Audit Contract; DWSRF115 Amended Note; stamps
Walmart - Pcard	Other Materials & Supplies	4/1/2019	049412	43.93	Light Bulbs
Wardwell Water & Sewer District	Water Line Materials	4/9/2019	RIN0029426	14.32	Wardwell Booster Irrigation
Wear Parts - Pcard	Equipment Repairs	4/1/2019	356425	115.82	Sand Pump Repairs
Wear Parts - Pcard	Equipment Repairs	4/1/2019	356421	28.50	Sand Pump Repairs
Wear Parts - Pcard	Equipment Repairs	4/8/2019	356633	46.26	RW #5 & #6 Repair
Wear Parts - Pcard	Equipment Repairs	4/19/2019	357000	67.12	Bolts for Ferric System Repair
Wear Parts - Pcard	Other Materials & Supplies	4/1/2019	356338	7.26	Bolt for Clearwell #1 Project
Workers' Compensation	Workers' Compensation	4/10/2019		2,151.75	Workers' Compensation
Xerox - Pcard	Other Materials & Supplies	4/8/2019	096520423	210.15	Copier Lease
Total				210,586.93	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2018-2019

Entity	Gallons of Water Produced										Year-to-Date
	4/30/2019	3/31/2019	2/28/2019	1/31/2019	12/31/2018	11/30/2018	10/31/2018	9/30/2018	8/31/2018	7/31/2018	
Salt Creek JPB	2,876,791.837	2,349,134.694	2,171,574.490	2,435,213.265	2,292,788.776	1,989,107.143	3,207,681.633	3,920,891.837	5,665,450.000	6,443,328.571	33,351,962.245
Wardwell W&S	8,766,165.306	7,773,989.796	7,614,025.510	8,469,804.082	7,964,371.429	8,038,224.490	11,392,635.714	26,621,290.816	33,602,661.224	31,667,788.776	151,910,957.143
Pioneer	3,194,177.551	3,285,645.918	2,197,807.143	2,543,828.571	2,702,926.531	2,664,115.306	3,695,976.531	5,518,868.367	7,228,646.939	7,456,834.694	40,488,827.551
Poison Spider	668,316.327	620,306.122	525,918.367	541,785.714	907,908.163	1,920,714.286	660,204.082	838,928.571	1,123,316.327	1,104,132.653	8,911,530.612
33 Mile Road	726,122.449	654,489.796	806,122.449	915,051.020	771,581.633	673,367.347	718,367.347	1,052,602.041	1,379,591.837	1,029,081.633	8,726,377.551
Sandy Lake	605,646.939	808,327.551	490,459.184	624,918.367	556,811.224	637,488.776	993,687.755	1,460,154.082	1,923,954.082	1,711,074.490	9,812,522.449
Lakeview	177,636.735	95,613.265	107,467.347	108,629.592	118,917.347	116,483.673	230,795.918	542,930.612	690,248.980	756,117.347	2,944,840.816
Mile-Hi	385,698.980	322,633.673	383,034.694	661,802.041	399,297.959	389,194.898	385,222.449	579,183.673	801,223.469	756,579.592	5,063,871.429
City of Casper	168,905,234.878	139,835,772.184	133,589,747.816	149,804,594.347	146,670,053.939	142,907,352.082	191,727,832.571	435,800,063.000	521,120,523.143	525,811,093.245	2,556,172,267.204
Regional Water	0.00	(2,109.000)	(148,492.000)	(6,219,086.000)	(275,443.000)	(4,150,076.000)	(4,543,892.000)	(1,119,900.000)	(1,204,620.000)	(907,720.000)	(18,571,338.000)
TOTAL	186,305,791.000	155,743,804.000	147,737,665.000	159,886,541.000	162,109,214.000	155,185,972.000	208,468,512.000	475,215,013.000	572,330,996.000	575,828,311.000	2,798,811,819.000

TOTAL PRIOR YEAR (FY2018) GALLONS PRODUCED:

3,565,168,235.046

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2018-2019

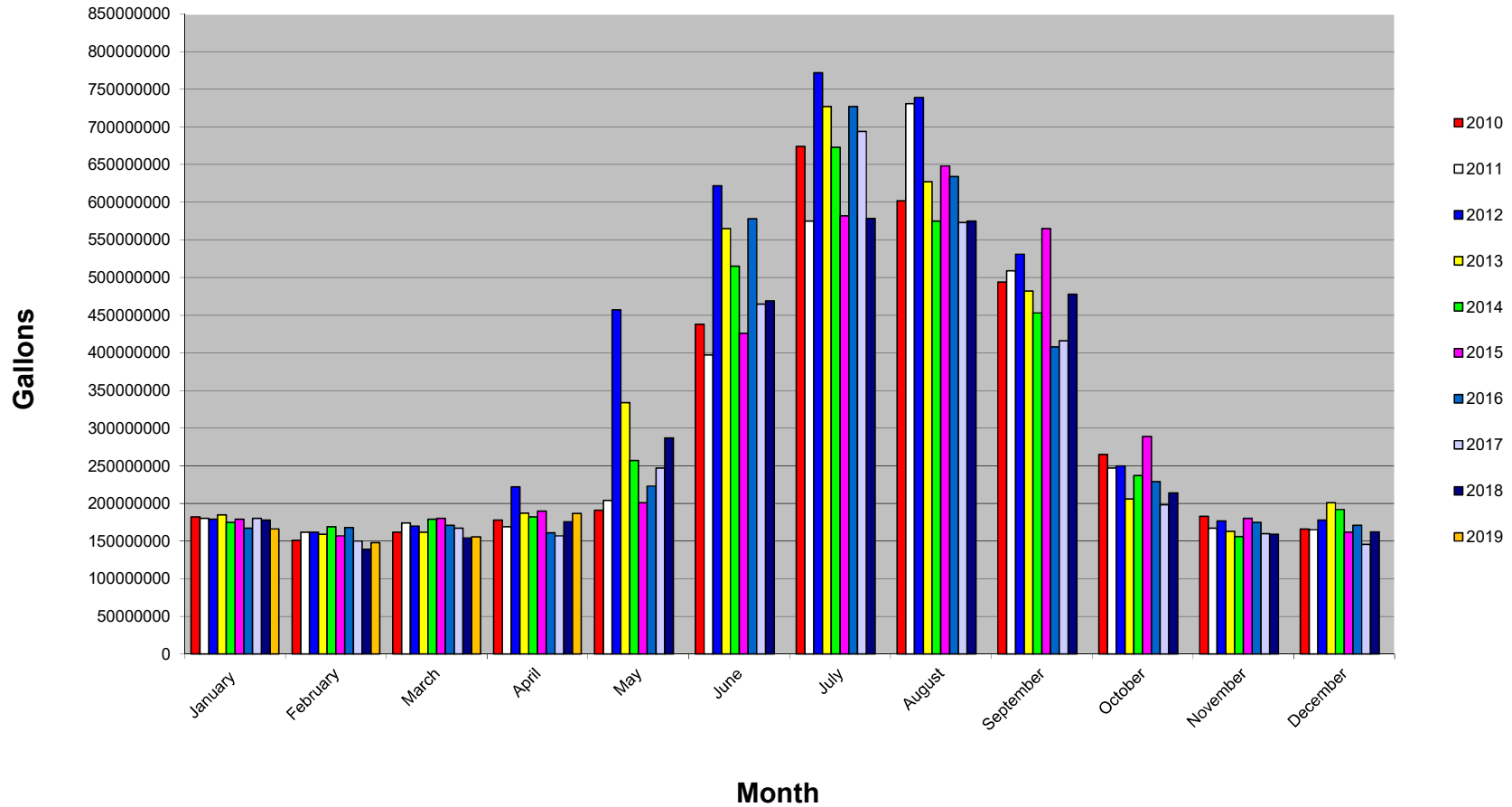
Entity	Water Rates Billed										
	4/30/2019	3/31/2019	2/28/2019	1/31/2019	12/31/2018	11/30/2018	10/31/2018	9/30/2018	8/31/2018	7/31/2018	Year-to-Date
Salt Creek JPB	\$ 5,293.30	\$ 4,322.41	\$ 3,995.70	\$ 4,480.79	\$ 4,218.73	\$ 3,659.96	\$ 5,902.13	\$ 7,214.44	\$ 10,424.43	\$ 11,855.72	\$ 61,367.61
Wardwell W&S	\$ 16,129.74	\$ 14,304.14	\$ 14,009.81	\$ 15,584.44	\$ 14,654.44	\$ 14,790.33	\$ 20,962.45	\$ 48,983.18	\$ 61,828.90	\$ 58,268.73	\$ 279,516.16
Pioneer	\$ 5,877.29	\$ 6,045.59	\$ 4,043.97	\$ 4,680.64	\$ 4,973.38	\$ 4,901.97	\$ 6,800.60	\$ 10,154.72	\$ 13,300.71	\$ 13,720.58	\$ 74,499.44
Poison Spider	\$ 1,229.70	\$ 1,141.36	\$ 967.69	\$ 996.89	\$ 1,670.55	\$ 3,534.11	\$ 1,214.78	\$ 1,543.63	\$ 2,066.90	\$ 2,031.60	\$ 16,397.22
33 Mile Road	\$ 1,336.07	\$ 1,204.26	\$ 1,483.27	\$ 1,683.69	\$ 1,419.71	\$ 1,239.00	\$ 1,321.80	\$ 1,936.79	\$ 2,538.45	\$ 1,893.51	\$ 16,056.53
Sandy Lake	\$ 1,114.39	\$ 1,487.32	\$ 902.44	\$ 1,149.85	\$ 1,024.53	\$ 1,172.98	\$ 1,828.39	\$ 2,686.68	\$ 3,540.08	\$ 3,148.38	\$ 18,055.04
Lakeview	\$ 326.85	\$ 175.93	\$ 197.74	\$ 199.88	\$ 218.81	\$ 214.33	\$ 424.66	\$ 998.99	\$ 1,270.06	\$ 1,391.26	\$ 5,418.51
Mile-Hi	\$ 709.69	\$ 593.65	\$ 704.78	\$ 1,217.72	\$ 734.71	\$ 716.12	\$ 708.81	\$ 1,065.70	\$ 1,474.25	\$ 1,392.11	\$ 9,317.52
City of Casper	\$ 310,785.63	\$ 257,297.82	\$ 245,805.14	\$ 275,640.45	\$ 269,872.90	\$ 262,949.53	\$ 352,779.21	\$ 801,872.12	\$ 958,861.76	\$ 967,492.41	\$ 4,703,356.97
Regional Water	\$ -	\$ (3.88)	\$ (273.23)	\$ (3,525.59)	\$ (506.82)	\$ (7,514.74)	\$ (8,239.36)	\$ (2,060.62)	\$ (2,216.50)	\$ (1,670.20)	\$ (26,010.94)
TOTAL	\$342,802.66	\$286,568.60	\$271,837.30	\$302,108.76	\$298,280.95	\$285,663.59	\$383,703.46	\$874,395.62	\$1,053,089.03	\$1,059,524.10	\$5,157,974.07

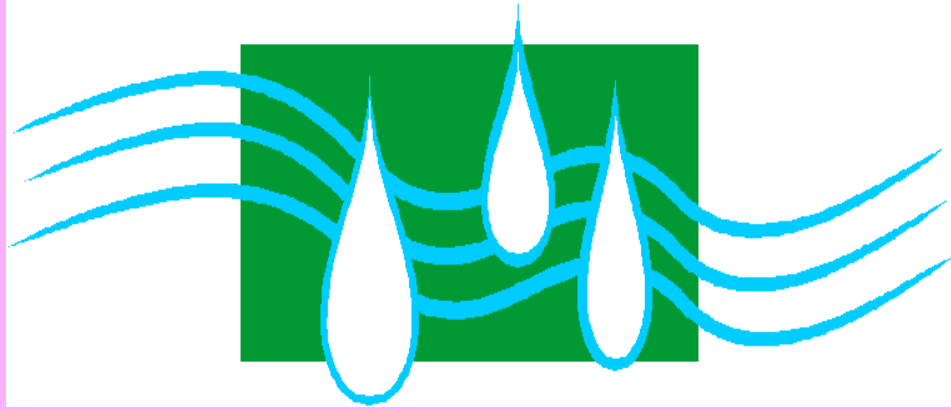
TOTAL PRIOR YEAR (FY2018) BILLING:

\$ 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

April 30, 2019

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
April 30, 2019**

ASSETS	<u>FY 2019</u>	<u>FY 2018</u>
Current Assets		
Cash and cash equivalents	\$ 5,243,486	\$ 5,641,050
Investments	524,632	513,965
Receivables from water service	374,206	303,937
Grant receivables	-	55,323
Interest receivable on investments	-	-
Inventory	476,770	405,475
Prepaid insurance	<u>35,622</u>	<u>34,343</u>
Total Current Assets	6,654,715	6,954,094
Capital Assets		
Land	580,874	580,874
Construction in Progress	9,612,119	3,362,491
Depreciable capital assets	78,453,887	78,163,991
Accumulated depreciation	<u>(43,649,567)</u>	<u>(43,306,659)</u>
Total Capital Assets	<u>44,997,313</u>	<u>38,800,696</u>
Total Assets	<u>\$ 51,652,028</u>	<u>\$ 45,754,790</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 210,587	\$ 188,751
Accrued interest	162,796	86,853
Accrued expenses	73,052	62,223
Retainage payable	117,861	117,861
Current portion of long-term debt	<u>1,808,354</u>	<u>1,753,696</u>
Total Current Liabilities	<u>2,408,775</u>	<u>2,209,384</u>
Noncurrent Liabilities		
Loans payable	<u>14,479,722</u>	<u>12,560,760</u>
Total Noncurrent Liabilities	<u>14,479,722</u>	<u>12,560,760</u>
Total Liabilities	16,888,497	14,770,144
NET ASSETS		
Invested in capital assets, net of related debt	28,709,237	24,486,240
Reservations		
General operating reserves	427,871	409,251
Emergency reserves	427,871	409,251
Debt service reserve - Loan	327,158	327,158
Water rights development	478,291	487,315
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	2,359,643	3,454,791
Undesignated reserves	<u>1,033,460</u>	<u>410,639</u>
Total Reservations	<u>6,054,294</u>	<u>6,498,407</u>
Total Net Assets	<u>34,763,531</u>	<u>30,984,646</u>
Total Liabilities and Net Assets	<u>\$ 51,652,028</u>	<u>\$ 45,754,790</u>

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
April 30, 2019**

OPERATING REVENUES	<u>FY 2019</u>	<u>FY 2018</u>	<u>Variance</u>	<u>Percent Variance</u>
Water sales	\$ 5,157,974	\$ 4,838,547	\$ 319,427	6.60%
Total Operating Revenues	5,157,974	4,838,547	319,427	6.60%
OPERATING EXPENSES				
Operating expenses	2,456,356	2,354,012	102,343	4.35%
Insurance	70,876	70,135	742	1.06%
Legal	12,916	21,530	(8,614)	-40.01%
Auditing	30,191	30,000	191	0.64%
Total Operating Expenses	2,572,089	2,477,256	94,833	3.83%
Net Operating Income	2,585,885	2,361,291	224,595	9.51%
NONOPERATING REVENUE (EXPENSES)				
Interest income	98,810	54,818	43,993	80.25%
State Grant/Loan	655,496	4,842,044	(4,186,547)	-86.46%
Other income - system investment fees	101,134	79,622	21,512	27.02%
Contributions	-	87,879	(87,879)	-100.00%
Capital expenses	(1,219,304)	(5,347,692)	4,128,388	-77.20%
Interest expense	(586,862)	(395,899)	(190,963)	48.24%
Investment fees	(150)	(181)	31	-17.14%
Depreciation	-	(1,713,521)	1,713,521	-100.00%
Total Nonoperating Revenue (Expenses)	(950,874)	(2,392,931)	1,442,056	-225.29%
INCREASE/(DECREASE) IN NET ASSETS	1,635,011	(31,640)	1,666,651	
NET ASSETS				
Beginning of Year	33,128,520	31,016,286		
YTD Balance End of Month	\$ 34,763,531	\$ 30,984,646		

BUDGET COMPARISON
As of April 30, 2019

		Original Budget	CarryOver Encumbrances	Trans/Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget 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) -	
80-404000-422900000040000	State Loan Proceeds - Emergency Power	\$0.00	\$0.00	\$0.00	\$0.00	(\$434,683.22)	\$434,683.22	
80-404000-42290000071163	State Loan - RWS Backwash Water Supply	(\$212,710.00)	\$0.00	\$0.00	(\$212,710.00)	(\$218,959.03)	\$6,249.03	102.94%
	TOTAL	(\$1,950,582.00)	\$0.00	\$0.00	(\$1,950,582.00)	(\$653,642.25)	(\$1,296,939.75)	33.51%
CHARGES FOR SERVICES								
80-404000-443900000000000	Water Rate Revenue	(\$6,929,444.00)	\$0.00	\$0.00	(\$6,929,444.00)	(\$5,157,974.09)	(\$1,771,469.91)	74.44%
80-404000-444100000000000	System Investment Charge Revenue	(\$98,500.00)	\$0.00	\$0.00	(\$98,500.00)	(\$101,134.00)	\$2,634.00	102.67%
	TOTAL	(\$7,027,944.00)	\$0.00	\$0.00	(\$7,027,944.00)	(\$5,259,108.09)	(\$1,768,835.91)	74.83%
INTEREST								
80-404000-460000000000000	Interest On Investments	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$98,810.42)	\$81,810.42	581.24%
	TOTAL	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$98,810.42)	\$81,810.42	581.24%
MISCELLANEOUS								
80-404000-473500000000000	Miscellaneous Revenue	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.09	(\$50.09) -	
	TOTAL	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.09	(\$50.09) -	
	TOTAL REVENUE	(\$8,995,576.00)	\$0.00	\$0.00	(\$8,995,576.00)	(\$6,011,560.67)	(\$2,984,015.33)	66.83%
PERSONNEL SERVICES								
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CONTRACTUAL								
80-404000-520000000000000	Consulting Fees	\$15,000.00	\$6,641.74	\$0.00	\$21,641.74	\$21,761.32	(\$119.58)	100.55%
80-404000-521000000000000	Investment Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$150.00	\$1,350.00	10.00%
80-404000-521100000000000	Legal	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$12,915.60	\$2,084.40	86.10%
80-404000-521200000000000	Accounting & Auditing	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$30,190.99	\$809.01	97.39%
80-404000-521700000040000	Engineering Services - Emergency Power	\$0.00	\$10,054.26	\$0.00	\$10,054.26	\$10,054.26	\$0.00	100.00%
80-404000-532000000000000	Insurance & Bonds	\$92,023.00	\$0.00	\$0.00	\$92,023.00	\$70,876.47	\$21,146.53	77.02%
80-404000-537000000000000	Travel & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00 -	
80-404000-539100000000000	Other Contractual	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$1,750.00	\$1,250.00	58.33%
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MATERIALS AND SUPPLIES								
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER								
80-404000-580100000000000	Debt Service	\$1,881,758.00	\$0.00	\$0.00	\$1,881,758.00	\$1,595,385.43	\$286,372.57	84.78%
80-404000-580400000000000	Interest Expense	\$536,410.00	\$0.00	\$0.00	\$536,410.00	\$478,614.21	\$57,795.79	89.23%
80-404000-581900000000000	Reimbursable Contract Expenses	\$3,263,443.00	\$0.00	\$0.00	\$3,263,443.00	\$2,431,215.75	\$832,227.25	74.50%
	TOTAL	\$5,681,611.00	\$0.00	\$0.00	\$5,681,611.00	\$4,505,215.39	\$1,176,395.61	79.29%

BUDGET COMPARISON
As of April 30, 2019

	Original Budget	CarryOver Encumbrances	Trans/Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD
CWR WATER AGENCY FUND							
CAPITAL OUTLAYS NEW							
80-404000-55200000000000	Buildings	\$90,000.00	\$2,100.00	\$0.00	\$92,100.00	\$32,869.20	\$59,230.80 35.69%
80-404000-55300000000000	Improv. Other Than Bldgs.	\$45,000.00	\$5.88	\$0.00	\$45,005.88	\$5.88	\$45,000.00 -
80-404000-55400000000000	Light Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$9,750.00	\$250.00 97.50%
80-404000-55800000000000	Technologies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00 -
	TOTAL	\$153,000.00	\$2,105.88	\$0.00	\$155,105.88	\$42,625.08	\$112,480.80 27.48%
CAPITAL OUTLAYS REPLACEMENT							
80-404000-57200000000000	Buildings	\$75,000.00	\$12,580.00	\$0.00	\$87,580.00	\$22,212.00	\$65,368.00 25.36%
80-404000-57300000000000	Improv. Other Than Bldgs.	\$3,577,000.00	\$448,693.06	\$0.00	\$4,025,693.06	\$591,009.00	\$3,434,684.06 14.68%
80-404000-57300000000349	Improv Other Than Bldgs-Airport Tank Mch	\$0.00	\$152,465.60	\$539,662.00	\$692,127.60	\$473,523.71	\$218,603.89 68.42%
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%
80-404000-57300000122349	Improv Other Than Bldgs-Airport Tank Gr	\$0.00	\$539,664.07	(\$539,662.00)	\$2.07	\$1.85	\$0.22 89.37%
80-404000-57400000000000	Light Equipment	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00 -
80-404000-57600000000000	Intangibles	\$0.00	\$42,905.60	\$0.00	\$42,905.60	\$42,905.60	\$0.00 100.00%
80-404000-57800000000000	Technologies - Replacement	\$29,130.00	\$0.00	\$0.00	\$29,130.00	\$14,049.83	\$15,080.17 48.23%
	TOTAL	\$3,713,130.00	\$1,250,319.12	\$0.00	\$4,963,449.12	\$1,197,712.78	\$3,765,736.34 24.13%
	TOTAL FUND EXPENDITURES	\$9,707,264.00	\$1,269,121.00	\$0.00	\$10,976,385.00	\$5,893,251.89	\$5,083,133.11 53.69%
	TOTAL CWR WATER AGENCY FUND	\$711,688.00	\$1,269,121.00	\$0.00	\$1,980,809.00	(\$118,308.78)	\$2,099,117.78 -
	TOTAL CWR WATER AGENCY FUND	\$711,688.00	\$1,269,121.00	\$0.00	\$1,980,809.00	(\$172,346.19)	\$2,153,155.19 -

**Central Wyoming Regional Water System
 Joint Powers Board
 Summary of the Treasury
 April 30, 2019**

Operating Accounts at Hilltop Natl Ba	Checking Accounts	Money Market Sweep Accounts	Reconciled Balance	30-Apr-19 Interest Earnings	Interest Rate
Operating Fund Account	\$ 10,173.26	\$ 5,131,418.04	\$ 5,141,745.30	\$ 9,538.02	1.63%
Rate Stabilization Fund Account	10,755.22	83,632.14	94,387.36	153.88	1.63%
General Fund Reserve Account	7,353.10	-	7,353.10	-	0.00%
Total Hilltop Bank Account Deposits	\$ 28,281.58	\$ 5,215,050.18	\$ 5,243,485.76	\$ 9,691.90	

Money Market Investments at WGIF

Wyoming Government Investment Fund					
Total General Reserve		\$ 521,174.07		\$ 1,009.03	1.22%
Total Water Rights Reserve		\$ 1,162.82		2.25	1.22%
Total Capital Construction Reserve		\$ 2,294.63		4.44	1.22%
Total WGIF Deposits		\$ 524,631.52		\$ 1,015.72	

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 \$ 5,739,681.70

Pledging Detail

Total Cash and Cash Equivalents \$ 28,281.58

\$ 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
 April 30, 2019

Fund:	80 CWR Water System Agency							
Customer #	Customer Name							
Invoice #	Inv Date	Original Amount	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	
1276	CITY OF CASPER PUBLIC UTILITIES							
173779	4/30/2019	\$ 31,403.00	\$ 31,403.00					
***Customer Bal		\$ 31,403.00	\$ 31,403.00					
CustomerTotal								* \$ 31,403.00
2594	LAKEVIEW IMPROVEMENT & SERVICE DISTRICT							
173811	4/30/2019	\$ 326.85	\$ 326.85					
***Customer Bal		\$ 326.85	\$ 326.85					
CustomerTotal								* \$ 326.85
2595	SANDY LAKE ESTATES IMPROVEMENT DISTRICT							
173812	4/30/2019	\$ 1,114.39	\$ 1,114.39					
***Customer Bal		\$ 1,114.39	\$ 1,114.39					
CustomerTotal								* \$ 1,114.39
2596	33 MILE ROAD IMPROVEMENT & SERVICE DISTRICT							
173813	4/30/2019	\$ 1,336.07	\$ 1,336.07					
***Customer Bal		\$ 1,336.07	\$ 1,336.07					
CustomerTotal								* \$ 1,336.07
2597	POISON SPIDER WATER							
173814	4/30/2019	\$ 1,229.70	\$ 1,229.70					
***Customer Bal		\$ 1,229.70	\$ 1,229.70					
CustomerTotal								* \$ 1,229.70
2598	PIONEER WATER & SEWER DISTRICT							
173815	4/30/2019	\$ 5,877.29	\$ 5,877.29					
***Customer Bal		\$ 5,877.29	\$ 5,877.29					
CustomerTotal								* \$ 5,877.29
2599	WARDWELL WATER & SEWER DISTRICT							
173816	4/30/2019	\$ 16,129.74	\$ 16,129.74					
***Customer Bal		\$ 16,129.74	\$ 16,129.74					
CustomerTotal								* \$ 16,129.74
2600	SALT CREEK CWRWS JPB							
173817	4/30/2019	\$ 5,293.30	\$ 5,293.30					
***Customer Bal		\$ 5,293.30	\$ 5,293.30					
CustomerTotal								* \$ 5,293.30
2601	CITY OF CASPER-REGIONAL WATER							
173818	4/30/2019	\$ 310,785.63	\$ 310,785.63					
***Customer Bal		\$ 310,785.63	\$ 310,785.63					
CustomerTotal								* \$ 310,785.63
5169	MILE-HI IMPROVEMENT & SERVICE DISTRICT							
173819	4/30/2019	\$ 709.69	\$ 709.69					
***Customer Bal		\$ 709.69	\$ 709.69					
CustomerTotal								* \$ 709.69
***Period Totals		\$ 374,205.66	\$ 374,205.66					
**Fund Total 80	CWR Water System Agency							* \$ 374,205.66
**# of Customers				10				
****Grand Totals			\$ 374,205.66					
*****# of Customers				10				
****Grand Total								\$ 374,205.66

May 14, 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

SUBJECT: Fiscal Year 2019-20 CWRWS Wholesale Water Rate

Wholesale Water Rate Narrative

City of Casper staff and the Regional Water System have made efforts to keep the FY20 Operations Budget, and forecasted future budgets, at minimal increases. Increases will be seen in the areas of personnel costs, equipment repair and supply costs, safety equipment costs, and laboratory supply costs. Personnel costs are a function of employee progression or promotion as higher levels of certification are achieved, as well as by recently reinstated step increases. Safety supply costs are largely driven by the need to maintain OSHA compliant safety programs and to address findings detailed in OSHA audits. EPA regulations and mandated equipment, and the materials and supplies needed to maintain that equipment, have caused the increase in laboratory supplies. Of concern are future Water Treatment Plant equipment replacement needs and Water Treatment Plant improvements needed to meet pending EPA water quality regulations.

Assumptions made in the development of the wholesale water rate models are as follows:

1. Model assumes a 0.5% rate of growth in the Regional Water System over the next five years. This is the same rate used in the Water Treatment Plant Facilities Plan.
2. The rate model takes into consideration recently reinstated employee pay rate step increases approved by Casper City Council for City Personnel Services in FY19 and 20. In FY21 and beyond, the model assumes a 2% increase for Personnel Services expense each year over the next five years. In FY20, the model takes into consideration a 14% increase in health insurance costs. In FY21 and beyond, the model assumes an 8% per year health insurance cost increase. For Contractual Services, a 2% rate of inflation is assumed over the next five years, and for Materials and Supplies, a 4% rate of inflation each year is assumed over the next five years. Electricity, natural gas, and chemical costs in the future could be higher than the assumed 4% increase per year (these expenditures are major portions of Contractual Services and Materials and Supplies).
3. The model assumes fund reserve interest earnings at 1.25% for the next five years.
4. The model assumes the volume of water produced by the Regional Water System (RWS) represents the most probable case for the next five years. The models do not assume a reduction in wholesale water produced due to water restrictions or reduced demand due

to the current local economy. History during the 1980's economic downturn indicated water sales were far more influenced by climatic conditions than the economic downturn.

5. The recommended minimum RWS fund reserves are calculated in accordance with the Regional Water System Fund Reserves Policy as adopted by the Board in August 2007. That policy recommends the reserves be the sum of: a) Forty-five days of reserves for General Operation and Maintenance of the total budget year operation and maintenance expense; b) Forty-five days of reserves for Emergencies of the total budget year operation and maintenance expense; c) the budget year Debt Service payment times a 1.1 coverage factor; d) Water Rights development reserve; e) Capital Replacement Reserves as required by the Wyoming Water Development Commission (WWDC); and f) Capital Improvement Reserves.
6. Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants, and loans. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan with assumed expenses and revenues for new and replacement capital projects. The capital items on the Capital Improvement Plan (CIP) represent the best projections of needed improvements and/or studies.

The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.

7. The model assumes that grant/loan funding will be secured in FY23 for the Disinfection Upgrade Project.
9. The criteria and results for the model presented are as follows:

5.0% wholesale water rate increase. FY20 Wholesale Water Rate - \$1.93/1,000 gallons.

Result –

FY20 Reserves	
Projected	- \$3.97 M
Minimum Required	- \$4.44 M


FY21 Reserves	
Projected	- \$4.34 M
Minimum Required	- \$4.50 M

FY22 Reserves	
Projected	- \$4.61 M
Minimum Required	- \$4.52 M

It needs to be emphasized that the assumptions and budget information used for the wholesale water rate models are suitable for one year only. The assumptions and budget information will have to be changed and/or adjusted for next year's wholesale water rate models incorporating the best information available at that time.

May 10, 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

SUBJECT: Approving New Purchasing Policies for Federally Funded Projects

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for May 21, 2019.

Action Type

Approval

Recommendation

That the JPB, by motion, approve two new Purchasing Policies for Federally Funded Projects.

Summary

For many years, all federally funded projects were governed by a federal Rule, OMB Circular A-133. In 2013 this was replaced by a different rule, 2 CFR 200. Its formal title is "PART 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." This rule is a cross cutting regulation for all federal funding. It encompasses both grants and loans, and it applies to direct funding as well as pass through funding (such as grants that are given to the State but then subawarded to entities such as the RWS).

2 CFR 200 specifically requires entities to adopt policies that will aid in maintaining compliance with these rules. The deadline for that adoption was July 1, 2018. A finding noted in the FY18 financial audit was that the RWS had not adopted the required policies. To that end, two policies, *Special Purchasing Provisions for Federally Funded Projects* and *Required Contract Clauses for Federally Funded Contracts*, have been written and recommended for adoption. The policies mirror policies recently adopted by the City of Casper to fulfill the same purpose.

Financial Considerations

None

Oversight/Project Responsibility

All staff must adhere to these policies.

Attachments

Policy 1. Special Purchasing Provisions for Federally Funded Projects

Policy 2. Required Contract Clauses for Federally Funded Contracts

Purchasing Policies for Federally Funded Projects

Page 1 of 1

**Agenda Item
8 b**

Central Wyoming Regional Water System Purchasing Policy	
Policy Number: 001	Subject: Special Purchasing Provisions for Federally Funded Projects
Effective: 5/21/2019	

I. Purpose and Scope

The Code of Federal Regulations 2 CFR Part 200 is a set of cross-cutting rules that govern the acceptable uses of all federal funding. These rules apply to grants, loans, and other forms of federal funding that are provided from a federal agency to the Central Wyoming Regional Water System (CWRWS). This includes direct funding from a federal agency and any funding that originates as federal money which was then passed through the State or a similar pass-through agency. 2 CFR Part 200.319(c) specifically requires non-federal agencies to adopt a set of procurement policies that will be compliant with these federal regulations.

Important: This policy is intended to provide guidance that is applicable to all federal funding, but it is important to remember that each federal program will also have its own rules and requirements that are *in addition to* the rules that are spelled out by this policy. This policy was written to help with compliance under 2 CFR Part 200, but each particular program will also be governed by a variety of other rules, laws, and regulations. In some cases, policies have been adopted that are specific to particular grants or programs; they are incorporated as appendixes to this policy.

II. Policy

1. Conflicts of Interest

Federal regulations require that the CWRWS have special rules in place to help prevent conflicts of interest.

- a. The project manager must identify any actual or potential conflicts of interest between any involved CWRWS officials and the awarding agency (or agencies), and between any involved CWRWS officials and any vendors or potential vendors or contractors that might execute or assist with the federally funded project. Even the appearance of any such conflict should be identified. Such a conflict of interest would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.

- b. The officers, employees, and agents of the CWRWS must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- c. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.
- d. The project manager is expected to actively seek out potential conflicts of interest before the grant application (or equivalent initiating document) has been filed with the funding agency. Even the appearance of any such conflict should be identified. At a minimum, any identified conflict must be reviewed per the following:
 - i. This policy,
 - ii. the Federal awarding agency's Conflict of Interest policy,
 - iii. Wyoming State Conflict of Interest Law, especially WSS § 6-5-106.
- e. Any identified conflict or potential conflict must be documented in memo format to the attention of the Central Wyoming Regional Water System Joint Powers Board (JPB) Chairman. The memo will describe the conflict or potential conflict, and it will evaluate the conflict per all applicable Conflict standards (see section 1.d above). The project will not proceed without the written permission of the JPB Chairman. The memo and related documentation must then be sent to the funding agency for their review.
- f. If the project manager becomes aware of any new or previously undiscovered conflict of interest (including *apparent* conflicts of interest and *potential* conflicts of interest) throughout the course of the federally funded project, then the project manager will immediately evaluate the conflict per the aforementioned standards and document it just as if it had been identified prior to the initiation of the project (see 1.e above).

CONFLICT OF INTEREST REFERENCES:

- 2 CFR CH. 2, 200.112
- 2 CFR CH. 2, 200.318 (c)(1)
- WYOMING STATE STATUTE 6-5-106

2. **Mandatory Disclosures of Federal Crimes**

The project manager must provide written notification, in memo format, to the federal funding agency and to the JPB Chairman of any past or current violations of federal criminal law in regards to fraud, bribery, or gratuity violations that potentially affect the Federal award prior to the acceptance of any federal funding.

MANDATORY NOTIFICATION REFERENCES:

- 2 CFR CH. 2, 200.113

3. Unnecessary / Duplicative items

The project manager will ensure that federal funds will not be used to purchase unnecessary or duplicative items.

UNNECESSARY / DUPLICATIVE ITEM REFERENCES:

- 2 CFR CH. 2, 200.318(d)

4. Procurement Procedures – General Price Level Procurement Rules

Federal regulation requires that any procurement utilizing federal dollars must be done in a manner that is fair and transparent. All purchases of any item, material, or service must be conducted to comply with both standard CWRWS purchasing policy and with this policy. In the event of a conflict between this policy and another CWRWS purchasing policy, the more restrictive policy shall always apply.

Federal regulation requires that more stringent purchasing rules be applied to larger (higher dollar value) purchases. Also, special rules apply to procurements of certain kinds of items and certain kinds of services. In particular:

a. For all procurements that are federally funded, regardless of value:

- i. No state or local preference will be shown in the purchasing decision. If physical proximity to the vendor adds a tangible value to the product or service (for example, if having a nearby vendor will reduce customer service response times) then that additional tangible value must be quantifiable and defensible, and the rationale for such preference must be spelled out in the procurement documents.
- ii. Procurement documents that describe the item or service being sought will not specify brand name items unless the procurement document also specifies that “equivalent” items from other vendors or manufacturers will also be accepted. If the brand name equivalent language is used, then the procurement document must specify which features of the brand name item are essential.
- iii. Any vendor who participates in describing the minimum requirements for a procurement cannot be selected as a vendor for that procurement.
- iv. The project manager shall take steps to solicit the participation of small businesses, woman owned businesses, labor surplus area businesses, and minority owned businesses. The project manager shall:
 - A. Generate a list of small businesses, woman owned businesses, labor surplus area businesses, and minority owned businesses

that might be qualified vendors for each needed item, material, or service. The project manager will ensure that the listed businesses are solicited for items, materials and services. Each solicitation to a small business, woman owned business, or minority owned business will be documented by the project manager. The Small Business Administration and the Minority Business Development Agency (both agencies of the Federal Department of Commerce) can be used as resources in this regard.

- v. Whenever economically feasible, the project manager shall seek to write shipment quantity requirements and delivery schedules in a manner that will tend to make solicitation requirements more attainable for smaller businesses.
- vi. Whenever a general contractor is retained and subcontractors will be required, the general contractor will be required to take affirmative steps to solicit small businesses, woman owned businesses, and minority owned businesses as subcontractors.

b. For any purchase that is valued at \$1,000 or less (“Micro-purchases”):

- i. For those items, materials, and services that cost less than \$1,000 (or \$1,000 in aggregate, if a quantity of the item must be purchased), a memo to the JPB Chairman must be written by the project manager that provides a list of the kind of item(s), material(s), or service(s) that are needed. The memo will briefly describe what is needed, including any key technical specifications for each item, material, or service. If the JPB Chairman is in agreement, then the JPB Chairman will initial the memo and return it to the project manager. The project manager will then retain the memo in the project file.
- ii. Purchases of this sort do not require a formal competitive process, but the project manager should seek to ensure that any items so purchased are not overpriced.
- iii. Certain items may need to be purchased multiple times.
 - A. If any items, services, or materials must be purchased multiple times, but the aggregate value of the item, service, or material is still expected to be less than \$1,000, then the project manager will seek to purchase the item, service, or material from several different qualified vendors throughout the course of the project.
 - B. If any items, services, or materials must be purchased multiple times, and the aggregate value of the items, materials, or services exceeds the \$1,000 threshold, then the appropriate

more stringent purchasing procedure (quotes, sealed bids, etc.) will be used.

- c. For any procurement of Architectural or Engineering services: The project manager will issue a public, qualifications-based solicitation for services of this sort (RFP, RFQ, or equivalent). The solicitation must include a written method for conducting technical evaluations of each proposal received. The RFP will require respondents to indicate the proposed pricing of their service in a separate, sealed envelope so that the RFP evaluators can assess the qualifications of each firm independent of price. Firms that are deemed to be unqualified will be excluded from further consideration. From among the remaining firms, once one proposer has been deemed to be the most qualified, then that firm's pricing envelope will be opened. The project manager will seek to negotiate with that firm for a fair and affordable price for the services required. If a fair and affordable price cannot be reached, then that proposal will be rejected and the project manager will then seek to negotiate a fair and affordable price with the next most qualified firm. This process will be repeated as necessary or until all proposals have been rejected.
- d. For any procurement that is valued at less than \$20,000 but over \$1,000 ("Small purchases"), for other than Architectural or Engineering services:
 - i. A memo to the JPB Chairman must be written by the project manager that describes the item(s), material(s), or service(s) needed for the federally funded project. The memo will describe what is needed, including any key technical specifications that the item, material, or service must meet, along with delivery/production timeline requirements. If the JPB Chairman is in agreement, then the JPB Chairman will initial the memo and return it to the project manager. The project manager will then retain the memo in the project file.
 - ii. Procurements of this sort require that the project manager solicit quotes from at least three (3) vendors. The project manager will ensure that the three written quotes all meet the written minimum criteria for the item, material, or service that is needed (see 4 d.i above). The project manager must document any quote that is received but deemed to be unqualified, along with the reason why the quote was rejected. The procurement will be made from the vendor with the lowest qualified quote.
 - iii. If multiple procurements of this type of item, service, or material must be made throughout the course of the project, and the aggregate value of this item, material, or service exceeds the \$20,000 threshold, then the appropriate more stringent purchasing procedure (sealed bids, etc.) will be used.

- e. For any procurement of other (non-Architectural and non-Engineering) services valued at or above \$20,000: The project manager will issue a Request for Proposals (RFP) for solicitations of this sort, including appropriate public notice and/or advertising. The CWRWS's standard RFP process will be used. The RFP must include a written method for conducting technical evaluations of each proposal received.
- f. For the procurement of any new vehicle (regardless of price), or for any item valued at or above \$20,000, or for any construction project valued at or above \$20,000, or for any material valued at or above \$20,000: The project manager will issue a Request for Bids (RFB) for solicitations of this sort. The CWRWS's standard RFB process will be used provided that the bids must be advertised, an adequate number of providers must be solicited to bid, and the contractor must bid a not-to-exceed price for the contract.
 - i. Special Rules for Construction Projects: For construction projects valued at or above \$150,000, the RFB must always contain:
 - A. Requirement for a 5% bid bond.
 - B. Requirement for a performance bond equal to 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of the contractor's obligations.
 - C. Requirement for a payment bond equal to 100% of the contract price. A "payment bond" is executed with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- g. Sole Source Contracts: Sole source contracts are strongly discouraged by federal regulation. Before a sole source purchase is executed, the project manager must write a sole source memo as per the CWRWS's regular sole source purchasing process, with the additional requirement that the sole source memo must specifically state that federal funding will be used, and accompanied by a written explanation as to why the sole source purchase is federally justifiable.
 - i. In addition to the above requirements as discussed in this paragraph, sole source contracts will not be issued unless:
 - A. There is only one vendor for the item, service, or material, or
 - B. An exigency or public emergency exists that will not permit a delay in the purchase, or
 - C. The federal funding agency (and, if applicable, the pass through funding agency) has approved the sole source purchase in writing prior to the issuance of the sole source contract.

PROCUREMENT PRICING LEVEL REFERENCES:

- COMPETITION GENERALLY: 2 CFR CH. 2, 200.319
- "EQUIVALENT" PRODUCTS: 2 CFR CH. 2, 200.319.(c)(1)
- PRICE THRESHOLDS GENERALLY: 2 CFR CH. 2, 200.320
- FIXED PRICE CONTRACTS: 2 CFR CH. 2, 200.320 (c)(2)(iv)
- ARCHITECTURAL AND ENGINEERING SELECTION: 2 CFR CH. 2, 200.320 (d)(5)
- WYOMING IN STATE PREFERENCE AND EXEMPTION OF FEDERALLY FUNDED PROJECTS: WYOMING STATE STATUTE 16-6-102 THROUGH 16-6-108
- WYOMING BIDDING LAW: WYOMING STATE STATUTE 16-6-1001
- BONDING: 2 CFR CH. 2, 200.325
- CWRWS PURCHASING POLICIES, ALL

5. Independent Cost Estimate

Under certain situations, the CWRWS is required to perform an independent cost estimate prior to executing a purchase. An independent cost estimate is an attempt to independently estimate the appropriate price for an item, service, or material.

- a. Costs in excess of \$150,000: For any procurement in excess of \$150,000, the project manager shall create a cost estimate for the proposed procurement prior to soliciting bids, soliciting proposals, or contacting potential vendors. The cost estimate shall include the production of a written estimate of the reasonable price of the service, material, or item to be purchased.
- b. Non-competitive procurements and Change Orders: A "non-competitive procurement" includes sole source purchases and any competitive process (RFP, RFB, quote solicitation, etc.) that resulted in only one acceptable proposal/bid/quote/etc. It also includes any change orders or contract amendments that expand the cost or scope of an existing contract.

A cost estimate is not required for products that are widely available in the commercial marketplace. For any other non-competitive purchase, regardless of price, and including all change orders and amendments to existing contracts that increase the contract scope:

- i. The project manager must perform a written and independent cost estimate prior to contracting with the vendor for any non-competitive item, material, or service (including change orders). The cost estimate must, at a minimum, include an estimate of what the cost should be with breakdown by categories such as: labor, materials, subcontracted services, overhead, profit, etc. The cost estimate must list profit as a separate category within the analysis.

- ii. When negotiating the contract (or contract amendment/change order) with the vendor, the project manager must negotiate profit separately from the negotiated price of the overall contract. Total contract price plus percentage profit calculation may not be used as a means to calculate appropriate profit. Considerations that may be taken into account with profit negotiations include:
 1. Complexity of the work to be performed
 2. Amount of risk borne by the contractor
 3. The contractor's investment
 4. The amount of subcontracting
 5. The quality of its record of past performance
 6. Industry profit rates in the surrounding geographical area for similar work.

INDEPENDENT COST ANALYSIS REFERENCES:

- 2 CFR CH. 2, 200.323

6. Recovered Materials / Green Purchasing Rules

Per section 6002 of the Solid Waste Disposal Act/Resource Conservation and Recovery Act, project managers using federal monies must seek to maximize the amount of recovered or recycled materials used in the project. The requirements apply only when the project involves purchasing one of the designated items whose aggregate price exceeds \$10,000 or when the quantity of the item purchased in the previous year exceeded \$10,000.

Each federal funding agency will have its own adopted procurement standards for the amount of recycled or recovered material that must be contained within each of the designated products. The project manager must contact the federal funding agency to acquire the written minimum standards that are in place for the amount of recovered or recycled material that must be in each designated item.

RECOVERED MATERIAL / GREEN PURCHASING REFERENCES:

- 2 CFR CH. 2, 200.322
- 40 CFR 247

7. Davis Bacon and Related Acts (DBRA)

Davis Bacon and Related Acts (DBRA) are laws that impact construction contracts (including contracts for painting and decorating) valued at \$2,000 or more. DBRA includes certain requirements that are aimed at assuring that laborers and mechanics are receiving an appropriate wage for their work (the "prevailing wage").

- a. Some of the requirements under DBRA are:

- i. Workers must be paid weekly.
 - ii. The general contractor must report on wages paid to each mechanic or laborer. This applies to the employees of the general contractor and to employees of any subcontractors. Wages are generally reported with a Department of Labor WH-347 form.
 - iii. The CWRWS must review wage reports to ensure that employees are being paid at or above the prevailing wage. This review includes: hours worked, wages paid, fringe benefits earned, and overtime.
 - iv. The CWRWS must ensure that Davis-Bacon posters, in both English and Spanish, have been posted at the job site along with a complete copy of the prevailing wage determination for that project.
 - v. The CWRWS must ensure that a selection of workers are being interviewed on the job site to ensure that reported wages are accurate and to ensure that federal anti-racketeering laws are being followed.
- b. The solicitation document (RFB or equivalent) for any DBRA contract must include:
- i. A notice that DBRA rules will be in effect for this project and that the contract will include a DBRA compliance clause.
 - ii. A complete copy of the prevailing wage determination from the Department of Labor. Wage determinations are online at www.WDOL.gov.
 - iii. The prevailing wage determination will vary depending on:
 - 1. the category of work to be performed: *Building, Construction, Highway, or Heavy*, and
 - 2. the location of the work to be performed. Work performed within the CWRWS service area will generally be done under a wage determination that is specific to Natrona County, though a statewide determination can be permissible under certain circumstances; and
 - 3. the time period when the work is/will be performed. In general, the most recent wage determination should be used.
 - iv. An updated wage determination if the wage determination changed between the date that the procurement began and the point ten days prior to bid opening date. In order to meet this requirement, the project manager must review the WDOL website ten days prior to the bid opening date to see if the wage determination has changed at all since the issuance of the solicitation document. If a new wage determination has been issued, then the new wage determination must be issued as an amendment to the solicitation document.
- c. A DBRA compliance clause must be included in the contract of the selected contractor(s).

DAVIS BACON AND RELATED ACTS (DBRA) REFERENCES:

- 2 CFR 200 APPENDIX II (D)
- DAVIS-BACON ACT (40 U.S.C. 3141 *et seq*)
- COPELAND ANTI-KICKBACK ACT (18 U.S.C. 874)

8. Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) is a law that requires reporting on how federal funding has been spent. FFATA was passed in 2006 and then updated by the Digital Accountability and Transparency Act (DATA Act) of 2014. FFATA data must be submitted through the Federal Subaward Reporting System (FSRS.gov). Reported expenditures from FSRS.gov are made public on USAspending.gov. The FFATA applies to all federal “awards” valued at or above \$25,000, including grants, subgrants, loans, contracts, subcontracts, purchase orders, cooperative agreements, task orders, and delivery orders. FFATA specifies the data that should be captured for each federal award, regardless of award type. The key data elements are:

- The name of the entity receiving the award
- The amount of the award
- Information on the award including transaction type, funding agency, the North American Industry Classification System code (NAICS) or Catalog of Federal Domestic Assistance (CFDA) number, program source, and an award title descriptive of the purpose of each funding action
- The location of the entity receiving the award and the primary location of performance under the award including the city, state, congressional district, and country
- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity
- The names and total compensation of the five highest-paid officers of an entity if, in the preceding fiscal year, that entity received: 80% or more of its annual gross revenues in Federal awards, \$25,000,000 or more in annual gross revenues from Federal awards, and the public does not already have access to data on executive compensation through reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934, or section 6104 of the Internal Revenue Code of 1986

Compliance with the FFATA must be managed by the prime grant recipient. If the CWRWS is the primary recipient of the funding, then the CWRWS must directly upload any of its own information to FSRS.gov along with any information on subgrants it has made to any subrecipient organization. If the CWRWS is a subrecipient of the grant, then FSRS reporting will be handled by the prime recipient, but the CWRWS will still need to ensure that the prime recipient has the information it needs in order to complete its required reporting. The project manager must

contact the granting agency to confirm the data procedures for the award in question in order to ensure that the CWRWS is performing its responsibilities in regards to the FFATA and the DATA Act.

TRANSPARENCY ACT REFERENCES:

- 2 CFR CHAPTER 1, PART 170
- FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006; 31 USC 6101
- DIGITAL ACCOUNTABILITY AND TRANSPARENCY ACT OF 2014 (DATA ACT) PUBLIC LAW 113-101

9. Records Retention

In general, all records related to Federally funded projects must be retained for ten (10) years. Records should be retained in computer-readable (searchable) format whenever possible.

Additional rules also apply under special conditions. Whenever two applicable retention guidelines are found, the longer of the two retention time periods shall prevail. Those special conditions include, but are not limited to:

- a. For recurring annual awards with quarterly or annual reporting requirements, records must be kept for three (3) years from the date of the last quarterly or annual financial report.
- b. For programs with program income reporting requirements, records must be retained for three (3) years from the date of program completion, or they must be retained for one (1) year after the end of the fiscal year that included program income, whichever is later.
- c. Records for real property and for equipment must be retained for three (3) years after final disposition of the property.
 - i. Equipment purchased with Federal funding must be physically labeled as having been purchased with Federal funding, and notation of Federal funding must be included in the fixed asset file for said equipment.
 - ii. If real property (land, buildings, etc.) is purchased or improved with Federal funding, then the Federal funding must be noted in the fixed asset file.

RECORD RETENTION REFERENCES:

- 2 CFR 200.333
- 2 CFR 200.335
- WYOMING STATE ARCHIVES RETENTION SCHEDULE FOR LOCAL GOVERNMENTS "GRANT AND SCHOLARSHIP MANAGEMENT" (GRM)

10. Debarment and Suspension

Certain individuals, vendors, and contractors have been debarred or suspended from receiving federal funds. All entities must be researched on the website SAM.GOV to ensure that they have not been debarred or suspended. The project manager must visit SAM.GOV to ensure that each vendor is:

1. Registered and present in the SAM.GOV database, and
2. "Active" in the SAM.GOV database, and
3. In good standing. The record should not indicate that the entity is debarred or suspended. The record should not indicate that *Active Exclusions=Yes*. The record should not indicate that *Debt Subject to Offset=Yes*.

The verification against SAM.GOV must be done prior to allocating any federal funds to them through any grant, loan, contract, or purchase. A screenshot of SAM.GOV search result should be retained in the project file.

DEBARMENT AND SUSPENSION REFERENCES:

- EXECUTIVE ORDERS 12549 AND 12689

11. Required Contract Provisions

Every contract that will expend federal funds must include the required contract provisions as per 2 CFR 200.326 and 2 CFR 200, Appendix II. See CWRWS Policy "Required Contract Provisions for Federally Funded Projects."

REQUIRED CONTRACT PROVISION REFERENCES:

- 2 CFR 200.326
- 2 CFR 200, Appendix II

Approved By:

Date:

H. H. King, Jr.
Chairman

5/21/2019

Attested By:

Date:

Kenneth Waters
Secretary

5/21/2019

Central Wyoming Regional Water System Purchasing Policy	
Policy Number: 002	Subject: <i>Required Contract Provisions for Federally Funded Projects</i>
Effective: 5/21/2019	

I. Purpose and Scope

Federal grants are governed, in large part, by Part 200 of Title 2 of the Code of Federal Regulations (CFR). 2 CFR 200.326 states as follows:

“The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200 – Contract Provisions for Non Entity Contracts Under Federal Awards.”

This policy is hereby adopted to ensure that the Central Wyoming Regional Water System (CWRWS) will remain compliant with 2 CFR 200.326.

II. Policy

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the CWRWS under a Federal award must contain provisions covering the following, as applicable.

1. Breach of Contract Clause

Contracts for amounts above the Federal simplified acquisition threshold (currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council as authorized by 41 U.S.C. 1908) must specify the legal remedies by which the CWRWS may respond to such breach or breaches of the contract.

2. Termination Clause

All federally funded contracts shall have a clause or clauses that:

- a. allow for contract termination *with or without cause*. Termination without cause shall be allowed within a reasonable timeframe after notice has been provided to the contractor, and;
- b. allow for contract termination by the non-Federal entity. The clause shall include explanatory language that specifies the manner by which the termination will be effected and the basis for settlement of the remainder of the contract.

3. Equal Employment Opportunity Clause

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. Compliance with Davis-Bacon Act, as amended (40 U.S.C. 3141- 3148) and Copeland "Anti-Kickback" Act (40 U.S.C. 3145)

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the CWRWS which are fully or partially federally funded must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

a. During the contractor solicitation phase of a project:

- i. Each request for bids for projects that meet the above criteria shall include a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The determination shall be the most recent Natrona County issuance, and it shall include prevailing wage rates for all classes of labor relevant to the contract.
- ii. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

b. Once a contractor has been selected, the contract shall specify the following:

- i. A clause specifying that the contractor will comply with the aforementioned Davis-Bacon Act as supplemented by Department of Labor regulations. The clause shall also specifically state that:
 1. Contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in the wage determination that was issued with the bid solicitation document; and
 2. Contractors must pay wages not less than once a week.
- ii. Contracts must also include clauses that require the contractor to comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of

a public work, to give up any part of the compensation to which he or she is otherwise entitled. Contracts must include a specific assertion that the contractor will comply with the aforementioned Copeland "Anti-Kickback" Act.

- c. Once the contract has been signed, the CWRWS agent who administers this contract must report all suspected or reported violations of the Davis Bacon Act and/or the Copeland "Anti-Kickback" Act to the Federal awarding agency.
5. Clause regarding Contract Work Hours and Safety Standards Act (40 U.S.C. 3701- 3708).
All federally-funded contracts awarded by the CWRWS entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 6. Clause regarding Rights to Inventions Made Under a Contract or Agreement.
If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the CWRWS and/or any subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the CWRWS and any contract subrecipients must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
 7. Clause regarding Clean Air Act (42 U.S.C. 7401- 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), as amended
Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. Clause regarding Debarment and Suspension (Executive Orders 12549 and 12689)

CWRWS employees must verify that contractors and/or subrecipients have not been debarred or suspended prior to the issuance of any federally funded contract, and the contract with said contractor and/or subrecipient shall include a clause that shall require the contractor or subrecipient to:

- a. Assert that they have not are not currently debarred or suspended from receiving federal contract awards; and
- b. Require said contractor to immediately inform the CWRWS and the funding federal agency if that contractor should become debarred or suspended during the term of the contract.

Debarred and suspended parties are listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (See also 2 CFR 180.220)

9. Clause regarding Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

In regards to any Federal award exceeding \$100,000:

- a. The CWRWS employee who is managing the award shall file the Byrd Anti-Lobbying Certification to certify to the awarding agency(s) that the CWRWS has not used Federal funding to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- b. Contractors that apply for or bid on an award exceeding \$100,000 must file the required Byrd Anti-Lobbying certification to the CWRWS and to the awarding state and/or federal agency(s). The Contractor shall certify that they have not used Federal funding to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- c. The contract that is issued by the CWRWS shall specifically require any contractor:
 - i. To certify to the CWRWS and to the awarding state and/or federal agency(s) that the Contractor has not and will not use Federal funding to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with

obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

- ii. To disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures must be forwarded from the CWRWS up to the relevant state and federal agencies involved in the issuance of the federal funding.

10. Clause regarding Procurement of recovered materials (2 CFR § 200.322).

Every Federally funded contract shall specify that contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. When procuring solid waste management services, the Contractor shall do so in a manner that maximizes energy and resource recovery. The Contractor shall also establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Approved By:

Date:

H.H. King, Jr.
Chairman

5/21/2019

Attested By:

Date:

Kenneth Waters
Secretary

5/21/2019

May 21, 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, Assistant Public Utilities Manager
Andrew Colling, Engineering Technician

SUBJECT: Authorizing an Agreement with Riley Industrial Services, Inc., in the amount of \$715,584.00 for the 2.6M Gallon Tank Recoating, Project No. 18-1093.

Meeting Type & Date

CWRWS Joint Powers Board Meeting
May 21, 2019

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize an Agreement with Riley Industrial Services, Inc., for the 2.6M Gallon Tank Recoating, Project No. 18-093, in the amount of \$715,584.00. Furthermore, it is recommended that the Board authorize a construction contingency account in the amount of \$100,000.00, for a total project amount of \$815,584.00.

Summary

On Wednesday, May 15, 2019, eight (8) bids were received from contractors to perform the surface preparation and recoating of the 2.6M Gallon Tank at the Water Treatment Plant. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Riley Industrial, Inc.	Farmington, NM	\$715,584.00
The Gateway Company of Utah	Salt Lake City, UT	\$811,069.00
Coblaco Services, Inc.	Aurora, CO	\$926,566.00
Mandros Painting, Inc.	Green River, WY	\$1,005,000.00
Classic Protective Coatings	Menomonie, WI	\$1,093,500.00
Southern Road & Bridge, LLC	Tarpon Springs, FL	\$1,118,000.00
TMI Coatings, Inc.	St. Paul, MN	\$1,314,000.00
Viking Painting, LLC	Omaha, NE	*\$581,500.00

By State Statute, all in-state bidders receive a five percent (5%) bid preference. As the only bid received from an in-state Contractor was greater than 5% more than the low bid, no bid preference was granted.

The low bid submitted by Viking Painting did not meet the requirements for Steel Structures Painting Council (SSPC) QP 2 certification as stated in the bidding documents. The SSPC QP 2 certification is a nationally recognized program that evaluates the capabilities of industrial paint contractors on their ability to safely remove and properly manage hazardous coating material in the field. QP 2 Certification is granted by the SSPC to contractors that meet or exceed

Agenda Item

8 c

requirements for industrial hazardous paint removal. City of Casper Engineering staff recommends award to Riley Industrial, who possess QP 2 Certification.

Work is scheduled to be completed by October 31, 2019. The estimate prepared by the City of Casper Engineering Department was \$950,000.00.

Financial Considerations

Funding for this project is included in the RWS Improvements Other Than Buildings.

Oversight/Project Responsibility

Andrew Colling, Engineering Technician, Public Services

Attachments

Agreement

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR
(Approved by City Attorney, 2004)

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604, hereinafter referred to as the "Owner," and Riley Industrial Services, Inc., 2615 San Juan Boulevard, Farmington, New Mexico 87401, hereinafter referred to as the "Contractor."

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board desires to abrasive blast and recoat the interior and exterior surfaces of the 2.6 million gallon backwash tank at the water treatment plant; and,

WHEREAS, Riley Industrial Services, Inc., is able and willing to provide those services specified as the 2.6M GALLON TANK RECOATING, Project 18-093.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the 2.6M GALLON TANK RECOATING, Project 18-093.

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Casper, hereinafter referred to as "Engineer", which shall act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

Work will be considered substantially complete when all coating work is complete and the tank is disinfected. Final completion will be granted upon completion of a walk through with Owner's Representative, completion of punchlist, clean up of work site, and de-mobilization.

- 3.1 All work will be substantially completed by October 31, 2019, and completed and ready for final payment in accordance with Paragraph 14.13 of the General Conditions by November 8, 2019. Substantial Completion shall include all Work required to make the project operational for its intended use.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence under this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays,

expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner Five Hundred Dollars (\$500) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner Two Hundred Dollars (\$200.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

Owner shall pay Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the contract price of Seven Hundred Fifteen Thousand Five Hundred Eighty-Four and 00/100 Dollars (\$715,584.00), included as Exhibit "A" (pages BF-1 through BF-4, Bid Form and BS-1, Bid Schedule) and by this reference made a part of this Agreement.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

- 5.1 Progress Payments. Owner shall make progress payments on the basis of Contractor's Applications for Payment as recommended by Engineer, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
 - 5.1.1 Prior to payment of fifty percent (50%) of Total Contract Price progress payments will be made in an amount equal to ninety percent (90%) of the Work completed, and ninety percent (90%) of Invoice Cost of materials and equipment not incorporated in the work but delivered and suitably stored, less in each case the aggregate of payments previously made.
 - 5.1.2 After payment of fifty percent (50%) of Total Contract Price has been made, Owner shall withhold such amounts necessary so the total retainage is equal to five percent (5%) of the Total Contract Price.

- 5.1.3 In the event the Contractor makes only one application for payment upon completion of the entire project, the Owner shall withhold five percent (5%) of the Total Contract Price as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
- 5.1.4 Should amounts owed by the Contractor to the Owner for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the Central Wyoming Regional Water System Joint Powers Board. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding \$25,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

- 7.3 Contractor has made or caused to be made examinations, investigations, and test and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.
- 7.6 Contractor certifies that materials containing asbestos will not be used for this project without prior written approval by the Owner.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-6, inclusive).
- 8.2 Exhibit "A" (pages BF-1 through BF-4, Bid Form and BS-1, Bid Schedule).
- 8.3 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.4 Addenda No. 1.
- 8.5 Performance and Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 Notice of Award.
- 8.8 Notice to Proceed.
- 8.9 Minutes of the Pre-Bid Conference, if any.
- 8.10 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.11 Supplementary Conditions (Pages SSC-1 to SSC-15, inclusive).
- 8.12 Technical Specifications, consisting of seven (7) sections.

- 8.13 Special Provisions, consisting of two (2) sections; (01810, 02040)
- 8.14 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.15 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.4 and 3.5 of the General Conditions, on or after the effective date of this Agreement.
- 8.16 Notice of Substantial Completion.

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq. The Owner specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year first above written.

DATED this _____ day of _____, 2019.

(This space intentionally left blank)

APPROVED AS TO FORM:
(2.6M Gallon Tank Recoating, Project 18-093)

ATTEST:

By: _____

Title: _____

ATTEST:

By: _____

Kenneth L. Waters

Title: Secretary

CONTRACTOR:

Riley Industrial Services, Inc.

By: _____

Title: _____

OWNER:

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD

A Wyoming Joint Powers Board

By: _____

H.H. King, Jr.

Title: Chairman, CWRWS

EXHIBIT "A"
STANDARD
BID FORM
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION: **Central Wyoming Regional Water System
Joint Powers Board
2.6M Gallon Tank Recoating
Project No. 18-093**

THIS BID SUBMITTED TO: **Central Wyoming Regional Water System
Joint Powers Board
1500 SW Wyoming Boulevard
Casper, Wyoming 82604**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Central Wyoming Regional Water System Joint Powers Board in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by October 31, 2019, and completed and ready for final payment not later than November 8, 2019, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the Central Wyoming Regional Water System Joint Powers Board's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. <u> 1 </u>	Dated <u> May 10, 2019 </u>
Addendum No. _____	Dated _____
 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost,

progress, or performance of the work and has made such independent investigations as Bidder deems necessary.

C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Central Wyoming Regional Water System Joint Powers Board.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 715,584.00

TOTAL BASE BID, IN WORDS: Seven hundred fifteen thousand five hundred eighty four dollars & no 100's DOLLARS.

6. Bidder agrees that the work for the Central Wyoming Regional Water System Joint Powers Board will be as provided above.

7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

8. The following documents are attached to and made a condition of this Bid:

A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Central Wyoming Regional Water System Joint Powers Board.)

B. Itemized Bid Schedule.

C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.

9. Communications concerning this Bid shall be addressed to: Ralph S. Doolin

Address of Bidder: 2615 San Juan Blvd.
Farmington, NM 87401
505-327-4947

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on May 14, 2019, 2019.

Bidder is bidding as a Non-Resident (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ (seal)
(Individual's Name)

doing business as: _____

Business Address: _____

Phone Number: _____

A PARTNERSHIP

By: _____ (seal)
(Firm's Name)

(General Partner)

Business Address: _____

Phone Number: _____

A CORPORATION OR LIMITED LIABILITY COMPANY

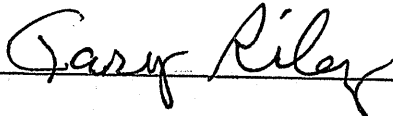
By: Riley Industrial Services, Inc. (seal)
(Corporation's or Limited Liability Company's Name)

New Mexico
(State of Incorporation or Organization)

By:  (seal)

(Title) Sr. Project Estimator

(Seal)

Attest: 

Business Address: 2615 San Juan Blvd.
Farmington, NM 87401

Phone Number: 505-327-4947

A JOINT VENTURE

By: _____ (seal)
(Name)

(Address)

By: _____ (seal)
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

**BID SCHEDULE (2)
2.6M GALLON TANK RECOATING
PROJECT NO. 18-093
May 9, 2019**

Bid Date: May 15, 2019

COMPANY NAME: Riley Industrial Services, Inc.

ADDRESS: 2615 San Juan Blvd., Farmington, NM 87401

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related items.

LS = Lump Sum

ITEM NO.	BASE BID SCHEDULE			
	DESCRIPTION	UNIT	QUANTITY	TOTAL COST
1	Surface preparation and painting of the INTERIOR of approximately 2,600,000 gallon (100' dia. x 44' height) potable water storage tank.	LS	1	\$423,978.00
2	Surface preparation and painting of the EXTERIOR of approximately 2,600,000 gallon (100' dia. x 44' height) potable water storage tank.	LS	1	\$239,237.00
3	Remove and replace existing man way with swing in type hidden-hinged man way.	LS	1	\$17,192.00
4	Remove and replace existing roof vent with 24" AST Vent.	EA	2	\$34,187.00
5	Install mixer sidewall penetration.	LS	1	\$990.00
TOTAL BASE BID (SUM OF ITEMS 1 - 5)				\$715,584.00

Total Base Bid in words: Seven hundred fifteen thousand five hundred eighty four dollars & no 100's

Bid submitted by: Corporation

(Individual, Partnership, Corporation or Joint-venture)

ADDENDUM NO. 1

to the

BIDDING AND CONTRACT DOCUMENTS

for the

**2.6M Gallon Tank Recoating
CITY ENGINEERING PROJECT NO. 18-093**

by

**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD
1500 SW Wyoming Boulevard
Casper, Wyoming 82604**

ADDENDUM DATE: May 10, 2019

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED: (CITY OF CASPER)



Andrew Colling, Engineering Tech II

**ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)**

Riley Industrial Services, Inc.

Firm



By: Signature

Sr. Project Estimator

Title

May 10, 2019

Date Received

Addendum 1, Page 1

May 13, 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

SUBJECT: Authorizing a Funding Agreement in the amount of \$301,710 with the City of Casper for Construction Services for the RWS and City of Casper PLC/SCADA Upgrades

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for May 21, 2019.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize a Funding Agreement in the amount of \$301,710 with the City of Casper for Construction Services for the RWS and City of Casper PLC/SCADA Upgrade Project.

Summary

Programmable logic controllers (PLC) and supervisory control and data acquisition (SCADA) systems are components that allow monitoring and remote control of industrial processes and equipment. These systems are critical components of the RWS and the City of Casper water treatment and distribution systems.

The existing PLC and SCADA equipment, along with the radio telemetry components used for communication between remote booster and tank sites, was installed in 1998. Although new SCADA servers and associated software was replaced in 2012, most of the original equipment is still in operation.

The RWS is undertaking a project to upgrade its PLC/SCADA equipment. Due to the interconnectivity of the RWS and City water distribution PLC/SCADA systems, and because of economies of scale, it makes sense to upgrade the City water distribution system PLC/SCADA equipment and the RWS systems simultaneously.

HDR Engineering Inc. (HDR) has completed design and bidding services for this project. At its February 2019 meeting, the RWS selected HOA Solutions, Inc., to provide construction services

for the PLC/SCADA Upgrade Project in the amount of \$1,492,816. The City of Casper portion will be \$301,710.

Upon consummation of this funding agreement, the City of Casper will pay \$301,710, its fair share of the construction costs, to the RWS. Casper City Council approved this funding agreement during its May 7, 2019 regular council session.

Financial Considerations

Upon consummation of this funding agreement, the City of Casper will pay \$301,710, its fair share of the construction costs, to the RWS.

Oversight/Project Responsibility

The agreement will be administered by Bruce Martin, Public Utilities Manager.

Attachments

Funding Agreement between the City and the JPB for construction of the RWS and City of Casper PLC/SCADA Upgrade Project.

**AGREEMENT BETWEEN THE CITY OF CASPER AND
THE CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD FOR CONSTRUCTION OF THE
REGIONAL WATER SYSTEM AND THE CITY OF
CASPER PLC/SCADA UPGRADE PROJECT**

THIS AGREEMENT is made, and entered into this 7th day of May, 2019 by and among the City of Casper, Wyoming, a Municipal Corporation, hereinafter referred to as "City," and the Central Wyoming Regional Water System Joint Powers Board, hereinafter referred to as "RWS."

WHEREAS, the RWS and City have PLC/SCADA equipment that is interconnected; and

WHEREAS, the existing PLC/SCADA equipment was installed in 1998 and requires upgrades; and,

WHEREAS, because of economies of scale, and manpower efficiencies, it is cost effective for the City and RWS to jointly perform the PLC/SCADA Upgrade Project; and,

WHEREAS, the RWS and City desire to jointly undertake construction of the PLC/SCADA Upgrade Project; and,

WHEREAS, a contract is needed between the parties to delineate the duties and financial responsibilities of each party for construction of the PLC/SCADA Upgrade Project.


NOW, THEREFORE, it is hereby agreed among the parties that:

1. The RWS shall be responsible for administering the construction contract with the Contractor on behalf of the RWS and the City. The Contractor's professional service agreement will be with the RWS.
2. The City shall participate in meetings as requested by the Contractor and the RWS.
3. The City shall receive a complete set of as-built drawings, wiring diagrams, process diagrams, and operation and maintenance manuals at the completion of the project.
4. The anticipated cost for construction services for the PLC/SCADA Upgrade Project is One Million Three Hundred Ninety-Two Thousand Eight Hundred Sixteen Dollars (\$1,392,816). Furthermore, a construction contingency account in the amount of One Hundred Thousand Dollars (\$100,000) is recommended, for a total project amount of One Million Four Hundred Ninety-Two Thousand Eight Hundred Sixteen Dollars (\$1,492,816). The City's share of the cost is anticipated to be Three Hundred One Thousand Seven Hundred Ten Dollars (\$301,710).

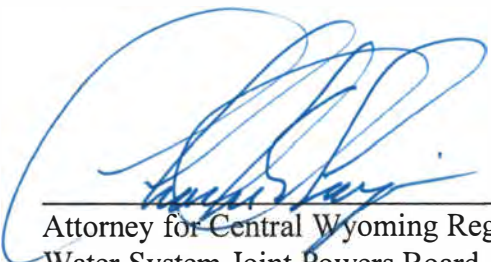
5. Upon consummation of this agreement, the City shall pay the RWS for its proportionate share of the cost not to exceed Three Hundred One Thousand Seven Hundred Ten Dollars (\$301,710) unless modified by an amendment to this agreement. The RWS shall prepare and submit to the City an itemized bill covering only costs associated with construction service charges for the City.
6. The City of Casper and the Central Wyoming Regional Water System Joint Powers Board do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Parties specifically reserve the right to assert any and all rights, immunities and defenses they may have pursuant to the Wyoming Governmental Claims Act.

THIS AGREEMENT IS MADE AND DULY EXECUTED on the date first written above by the City Council of the City of Casper and the Board of the Central Wyoming Regional Water System Joint Powers Board.

APPROVED AS TO FORM:



 Attorney for the City of Casper



 Attorney for Central Wyoming Regional Water System Joint Powers Board

ATTEST:

CITY OF CASPER, WYOMING
 A Municipal Corporation:



 Fleur D. Tremel
 City Clerk





 Charles Powell
 Mayor

ATTEST:

CENTRAL WYOMING REGIONAL
 WATER SYSTEM JOINT POWERS
 BOARD:

 Kenneth Waters
 Secretary

 H. H. King, Jr.
 Chairman

May 13, 2019

MEMO TO: H.H. King, Jr., Board Chairman

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 1 with 71 Construction, Inc., in the amount of \$32,200, for extension of recharge channel intake piping as part of the North Platte River Exposed Waterline Repair, Project No. 17-097.

Meeting Type & Date
Regular Board Meeting
May 21, 2019

Action type
Authorization

Recommendation
That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 1 with 71 Construction, Inc., in the amount of \$32,200 for extension of recharge channel intake piping as part of the North Platte River Exposed Waterline Repair, Project No. 17-097.

Summary
71 Construction, Inc. is under contract to construct the North Platte River Exposed Waterline Repair Project. The 24" ductile iron waterline running directly west of the Water Treatment Plant (WTP) serves large portions of the west side of Casper and surrounding areas. Since 2010, when the North Platte River basin saw high flow rates due to heavy snow pack and precipitation, the western bank of the North Platte River has been eroding where this waterline crosses under the river. Approximately 25 feet of the river bank has been cut back and lost to erosion, and the waterline has been exposed to the river up to about 80 feet in length. The 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.

The purpose of the proposed change order is to correct a problem that came to light after the North Platte River Restoration Project was completed in 2017. A change in channel geometry and backwater wetland production resulted in stagnant water near the existing recharge intake directly west of the WTP on the west side of the river. The recharge channel intake pipe needs to be extended approximately 200 feet so that it receives less mud and silt. The City of Casper Engineering Division has reviewed the contractor's change order proposal and has recommended approval. 71 Construction has not requested any additional time to perform the change order work.

Financial Considerations

Funding for the project is from Regional Water Fund Reserves at a contract amount of \$348,588.71 and an additional \$51,411.29 for a contingency amount. However, funding for Change Order #1 will be from City of Casper funds for the North Platte River Restoration Project.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Change Order No. 1 Form

71 Construction Change Order Proposal

CITY OF CASPER
CHANGE ORDER

NO. One (1)

PROJECT: North Platte River Exposed Waterline Repair
Project No. 17-097

DATE OF ISSUANCE: May 21, 2019

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: 71 Construction, Inc.

ENGINEER: City of Casper Engineering – Associate Engineer, Scott R. Baxter, P.E.

You are directed to make the following changes in the Contract Documents:

Description: Price and time increase due to a recharge channel intake pipe extension.


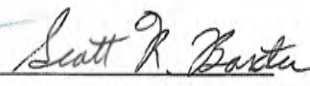
Attachments: Memo & Contractor's Change Order Proposal

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>348,588.71</u>	Original Contract Time: (days or date) <u>Substantial completion: November 1, 2019</u> <u>Final completion: November 15, 2019</u>
Previous Change Orders No. <u>---</u> to <u>---</u> \$ <u>00.00</u>	Net change from previous Change Orders (days): <u>-- 0 --</u>
Contract Price prior to this Change Order: \$ <u>348,588.71</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: November 1, 2019</u> <u>Final completion: November 15, 2019</u>
Net Increase/ Decrease of this Change Order: \$ <u>32,200.00</u>	Net Increase/ Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>380,788.71</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: November 1, 2019</u> <u>Final completion: November 15, 2019</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY:  BY:  BY: _____
Contractor Engineer Owner



71 CONSTRUCTION

P.O. BOX 4600
CASPER, WY 82604
PHONE (307) 235-2922
FAX (307) 235-3005



February 26, 2019

City of Casper
200 North David
Casper, WY 82601

Attn: Scott Baxter

RE: Re-Charge Channel Pipe Extension

In response to your request for extending the raw water line intakes out into the river channel 71 Construction is proposing to use 18" fusible HDPE from the end of the existing lines where concrete collars will be pours around the existing and then set on several precast concrete blocks to tie the HDPE pipe down to the bottom of the river and keep the very inlet end up off the bottom a little bit to help prevent sediment getting pulled into the line. These installed prices are lower than the bare material cost for the Ductile Iron option and are as follows:

Mobilization 1 LS \$1,250/LS

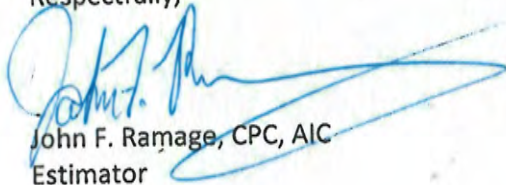
18" HDPE 200 LF \$133.00/LF

HDPE Fittings 3 EA \$1,450/EA

Total bid \$32,200.00

If you have any questions, or would like to discuss, please do not hesitate to call me at 307-235-2922.

Respectfully,



John F. Ramage, CPC, AIC
Estimator

Design & Construction • Asphalt • Concrete • Water • Sewer • Excavating • Grading • Sand & Gravel • Oil Field Services

820 LOUGH DRIVE
RIVERTON, WY 82501
PHONE (307) 856-7171
FAX (307) 856-7191

71 CONSTRUCTION
www.71construction.com

1304 CESSNA
RAWLINS, WY 82301
PHONE (307) 328-7171
FAX (307) 328-7171

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
MAY 16, 2019
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. ROLL CALL**
- II. CONSIDERATION OF MINUTES FOR APRIL 18, 2019**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

JAMES BOWEN, TDS CONSTRUCTION – Applying for an upgrade to a Class I General Contractor's License

STEPHEN HRITZ, CENTERRE CONSTRUCTION, INC. – Applying for a Class I General Contractor's License.

JOHN STOYSICH, ACTION CONSTRUCTION – Applying for a Class III General Contractor's License.

PLUMBING CONTRACTOR

CAMERON MAYER – Applying for a Master Plumbing License

- VI. COMPLAINT**
Randall Sargent – Class III General Contractor
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
APRIL 18, 2019**

MEMBERS PRESENT: **JASON HUBER** **SCOTT WARREN**
 ANDREW ELSTON **ZAC HORNER**
 JOHN HAID

COUNCIL LIAISON: **KHRYSTYN LUTZ**

CITY STAFF: **DAN ELSTON** **KELLY SHANLEY**

CALL MEETING TO ORDER – Chairperson Zac Horner called the regular meeting to order at 4:05 p.m.

MINUTES FROM MARCH 21, 2019 – Jason Huber moved to approve the meeting minutes of March 21, 2019. Scott Warren seconded the motion. Motion approved.

MONTHLY REPORT UPDATE - Dan Elston reported for the month of March, six building permits were issued for construction of single family homes. The Building Division issued 78 building, 65 electrical, 61 mechanical, and 70 plumbing permits during March with fees collected of \$67,734.89. Overall, the Building Division's value of construction for March was \$5,072,806. The inspectors completed 396 inspections in March, which includes grey slips, consults and plan reviews.

Below is a breakdown of 11 commercial projects that are in progress:

- Boyd Avenue Church Gym – The roof trusses are on-site.
- U-Haul - Old Cretex Building
- Senior Living Homes – An apartment building is planned in the same area for this year.
- City of Casper Balefill Building – Exterior sheathing is in process.
- Masterson Place – Interior painting is in process.
- Michaels – Painting, HVAC and fixtures are in process. They are hoping for completion and an opening in May.
- Spectrum – Drywall is in process.
- Wyoming Medical Center - Hybrid OR – They are in the process of removing the lower roof.
- Greiner Ford Remodel – Phase II is underway.
- Grooms and Harkins CPA Remodel
- Eye Mart – The drywall is complete. This project is scheduled to be completed next week.

Completed Project:

- Raven Crest Apartments

New Plans Submitted for Approval:

- Blackmore Marketplace Strip Mall
- Jersey Mike's Sub Shop

- Target Store Remodel – Plans are approved.
- Starbucks – West side – Interior Remodel
- Wash ‘n Glow Car Wash – Can-Do Company will be the contractor. This building will be located on Plaza Drive by the new Taco Johns.
- Rodolph Brothers, 2100 E Yellowstone – Remodel/Rebuild
- Taco Bell – East side – The current building will be entirely demolished; an entire new building will be constructed in its place.

LICENSE APPLICATIONS –

MICHAEL BOUDOUCIES, PROJECT BUILDERS, INC. – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Scott Warren moved to approve Michael Boudoucies to test for a Class I General Contractor’s License. Andrew Elston seconded the motion. Motion approved.

TOM NELSON, NELSON CONSTRUCTION – Resubmittal - Applying for a Class II General Contractor’s License. After discussion and review of the application and affidavits, Jason Huber moved to approve Tom Nelson to test for a Class II General Contractor’s License. Scott Warren seconded the motion. Motion approved.

MICHAEL TOLAND – Applying for an upgrade to a Class II General Contractor’s License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Michael Toland to test for a Class II General Contractor’s License. Jason Huber seconded the motion. Motion approved.

STEVE KIMBALL – Applying for an upgrade to a Class II General Contractor’s License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Steve Kimball to test for a Class II General Contractor’s License. John Haid seconded the motion. Motion approved.

BENJAMIN WARRICK – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavits, Scott Warren moved to approve Benjamin Warrick to test for a Journeyman Mechanical License. John Haid seconded the motion. Motion approved.

KYLE McCORD – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavits, Jason Huber moved to approve Kyle McCord to license as a Mechanical Journeyman. John Haid seconded the motion. Motion approved.

MICHAEL KOONS – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavits, John Haid moved to approve Michael Koons to license as a Mechanical Journeyman. Andrew Elston seconded the motion. Motion approved.

ERIC HALVERSON – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavits, Scott Warren moved to approve Eric Halverson to license as a Mechanical Journeyman. Andrew Elston seconded the motion. Motion approved.

JED ODERMANN – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavits, John Haid moved to approve Jed Odermann to license as a Mechanical Journeyman. Jason Huber seconded the motion. Motion approved.

DARIAN RUSH – Applying for a Plumbing Journeyman License. After discussion and review of the application and affidavit, Jason Huber moved to approve Darian Rush to license as a Journeyman Plumber. Andrew Elston seconded the motion. Motion approved.

ADAM WATTS, INDEPENDENCE CONSTRUCTION – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Adam Watts to test for a Class I General Contractor’s License. Jason Huber seconded the motion. Motion approved.

COMPLAINTS

Jacob Carson, Total Renovations & Design, LLC – A complaint was issued by Code Enforcement against Jacob Carson. The complaint was in reference to a tiny home, which Jacob had constructed out in the County and then placed on his property. The Code Enforcement Officer informed Jacob that the tiny home did not meet codes nor City ordinance. Our Code Enforcement Officer received some flack from Jacob; therefore, this complaint was forwarded to the Contractors’ Licensing and Appeals Board. Dan Elston informed the Board that this issue had now been resolved. This complaint will go of record in our complaint log for reference.

COMMUNICATIONS

Unpermitted Work – Dan Elston initiated a discussion with the Board stating he would like to implement a policy that would penalize contractors / homeowners that perform work without obtaining permits. There needs to be some ramifications in place for those repeat offenders who neglect to pull permits for construction work being performed. The Board was in favor of adopting some sort of policy. Dan will work with City Attorney John Henley to see if this is feasible.

ADJOURN – The meeting adjourned at 4:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Elston", written in a cursive style.

Dan Elston, Secretary



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 April 2019 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rep-Re-Roof	51	\$7,901.00	\$353,309.11
Rep-Res Misc	7	\$2,682.00	\$296,405.27
New-Residential	5	\$8,780.20	\$1,065,864.00
Rem-Basement	8	\$2,407.00	\$177,500.00
New-Detached Garage	2	\$505.00	\$32,000.00
Rem-Residential	4	\$1,513.80	\$176,800.00
Rem-Kitchen	5	\$1,498.00	\$104,200.00
Rem-Commercial	10	\$10,507.70	\$872,335.00
New-Commercial	3	\$22,430.43	\$2,276,500.00
Add-Deck	4	\$762.00	\$40,900.00
Rem-Bathroom	3	\$364.00	\$11,750.00
New-Storage Bldg	3	\$406.00	\$15,006.00
Rem-School	1	\$2,958.45	\$269,680.00
Add-Enclosed Patio	1	\$70.00	\$500.00
Rem-Garage	1	\$70.00	\$300.00
Rep-Comm Misc	1	\$95.00	\$2,000.00
Rep-Deck	2	\$349.00	\$16,710.00
New-Multi-Family	1	\$1,916.20	\$242,000.00
Add-Commercial	1	\$140.00	\$6,000.00
Dem-Residential	1	\$200.00	\$0.00
Retaining Wall	1	\$140.00	\$6,000.00
New-Fence	1	\$104.00	\$2,800.00
Add-Other	1	\$230.00	\$13,333.00
	117	\$66,029.78	\$5,981,892.38

Electrical Permits Issued	Fees Invoiced
100	\$13,493.00

Mechanical Permits Issued	Fees Invoiced
63	\$10,086.80

Plumbing Permits Issued	Fees Invoiced
88	\$8,469.00

Single Family Houses YTD			April 2019 Single Family Houses		
2018		20		2018	8
2019		14		2019	5



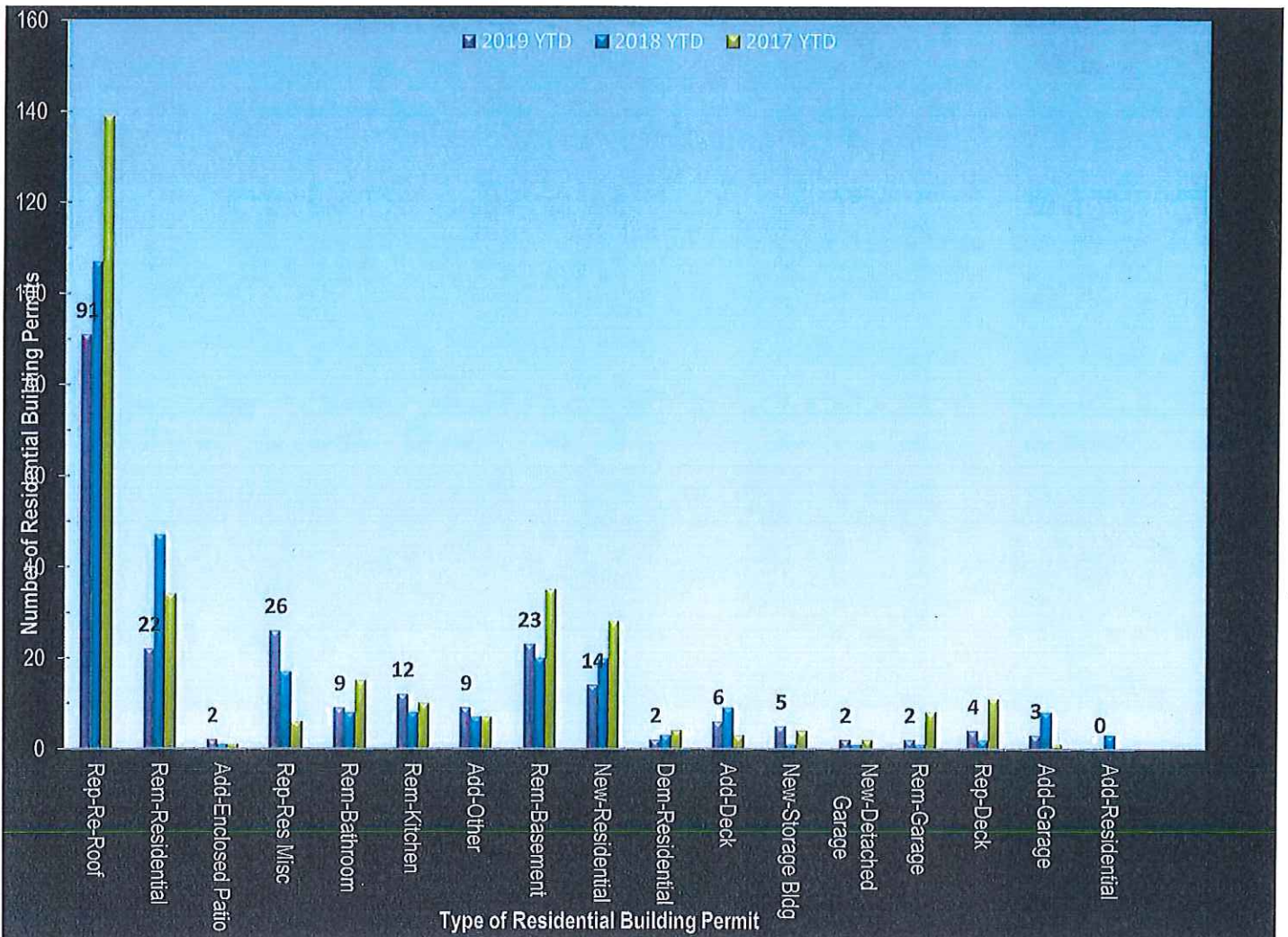
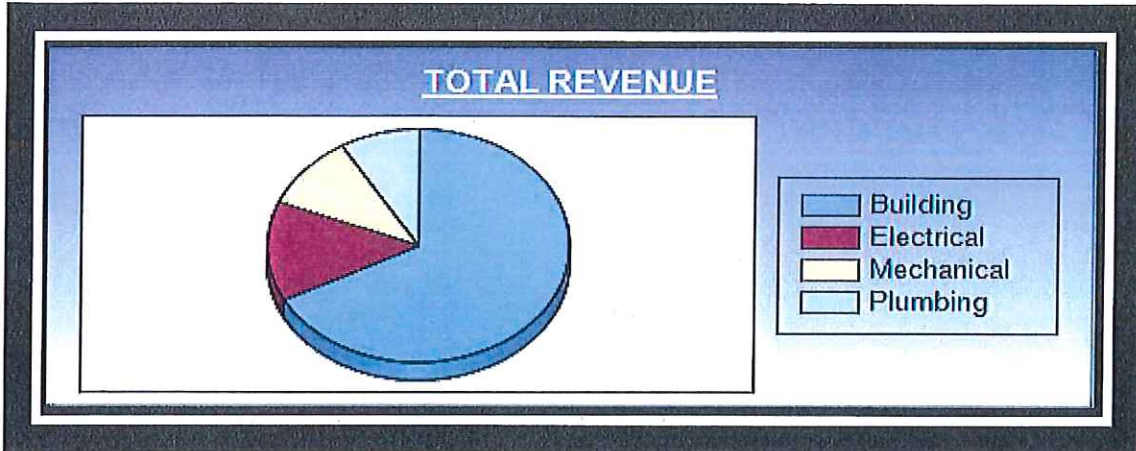
COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David St Phone: (307) 235-8264

Building Department

April 2019 Reports





COMMUNITY DEVELOPMENT
DEPARTMENT

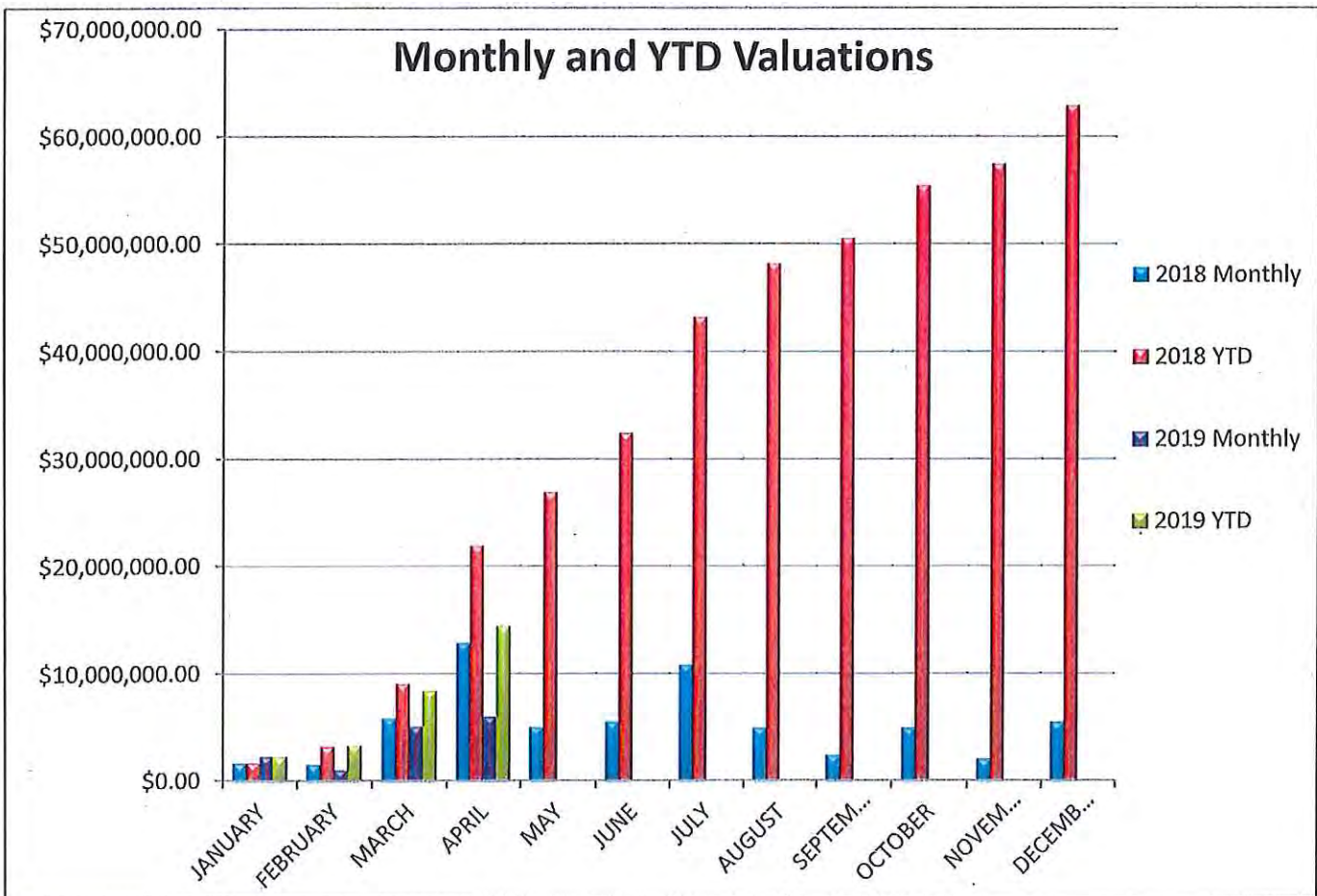
State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 April 2019 Reports



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,981,892.38	\$14,372,969.99
MAY	\$4,985,808.62	\$26,856,921.18	\$0.00	\$0.00
JUNE	\$5,525,644.37	\$32,382,565.55	\$0.00	\$0.00
JULY	\$10,827,919.90	\$43,210,485.45	\$0.00	\$0.00
AUGUST	\$4,916,015.14	\$48,126,500.59	\$0.00	\$0.00
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$0.00	\$0.00
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$14,372,969.99</u>	<u>\$14,372,969.99</u>

LARGE VALUATIONS:

April 2019 - 86 SE Wyoming Blvd, Caspar Building Systems, Construct new Taco Bell \$1,175,000





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264

Building Department
Fees Collected
April 2019 Report



BUILDING PERMITS	\$ 53,851.15
ELECTRICAL PERMITS	\$ 15,079.00
MECHANICAL PERMITS	\$ 12,079.80
PLUMBING PERMITS	\$ 9,102.00
ELECTRICAL LICENSES	\$ 509.00
PLUMBING LICENSES	\$ 50.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 6.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 1,425.00
SIGN PERMITS	\$ 878.00
C-CAN PERMITS	\$ -
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 15,140.29
PLANNING FEES	\$ 3,000.00
DEMO PERMITS (included in Building Permits)	\$ -

Totals: \$ 111,120.24

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
153	159	113	52

CONSULTS	PLAN REVIEW	FIRE
14	34	0

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
535	540	432	171

CONSULTS	PLAN REVIEW	FIRE
61	121	0

2019 Monthly Inspections
April 2019

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	2	0	98	47	0	0	0	147
Justin Scott	122	1	1	0	22	0	0	146
Shawn Barrett	2	158	0	0	2	0	7	169
Dan Elston	27	0	14	5	10	0	7	63
	0	0	0	0	0	0	0	0
								0
Monthly Total	153	159	113	52	34	0	14	525

YTD Totals	535	540	432	171	121	0	61	1860
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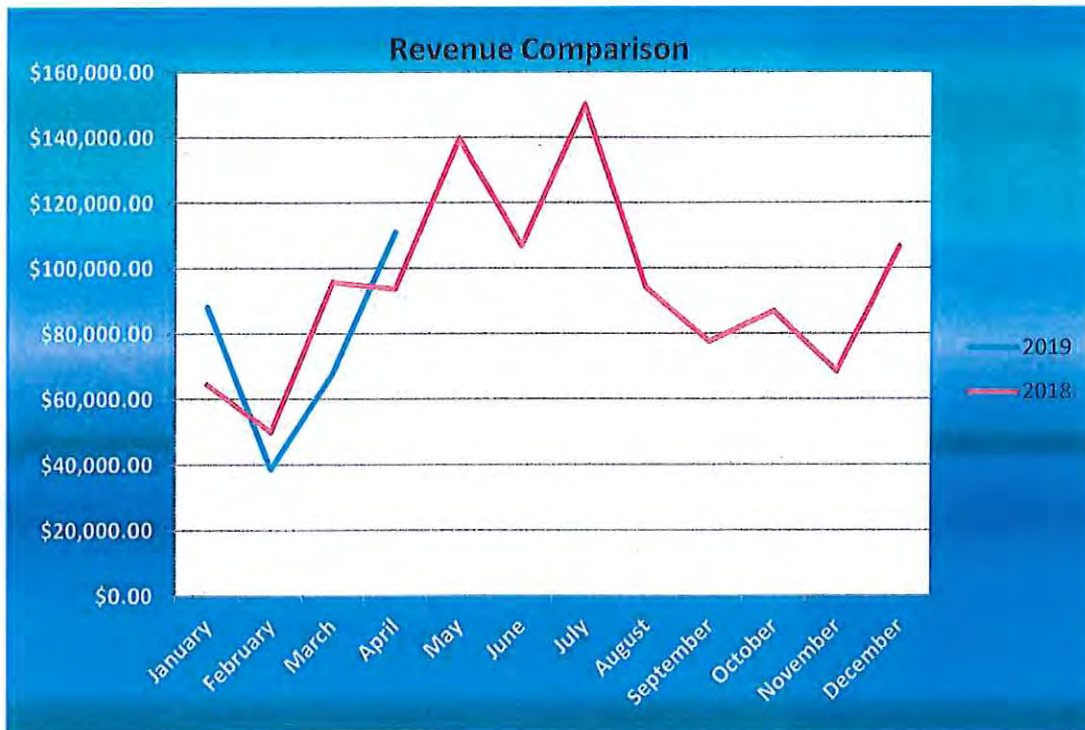
COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
April 2019 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2018, TOTAL REVENUE FOR 2019. Rows include months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official

DATE: 5-8-19

**CITY OF CASPER
GENERAL CONTRACTOR'S LICENSE APPLICATION
FOR CHANGES IN
CLASS, OWNERSHIP, NAME AND ADDRESS**

CURRENT COMPANY NAME TDS Construction

CURRENT ADDRESS 109 N. 4th Glenrock, Wyo. 82633

CURRENT CLASS OF LICENSE Class 2

CURRENT LICENSE NUMBER CL-18-540

Please list any changes in status (address, name change or license change) since original application was completed:

1-4-18 Bowen's Custom Construction LLC
Sold to TDS Construction & changed name to TDS
Construction - Requesting upgrade to Class I

PARTNERSHIP OR CORPORATION CHANGES:

DELETE _____

ADD _____

OTHER _____

You must provide a new certificate of insurance, with all of the changes, within two weeks (14 days) after approval of this application.

[Signature]
SIGNATURE OF APPLICANT

SIGNATURE OF APPLICANT

APPROVE DISAPPROVE

[Signature]
BUILDING/CODE ENFORCEMENT MA

AFTER BOARD
APPROVAL.
←
[Signature]



P.O. Box 716
GLENROCK, WY 82637

Dear Mr. Elston,

My name is James Bowen I've had a General Contractors License with the City of Casper since 2/2/06. I started with a Class 3 License and on 2/9/09 I applied for a Class 2 License and was approved and passed. I currently hold a Class 2 License since 2/9/09. Recently on 1/4/18 I sold Bowen's Custom Construction LLC to TDS Construction & Short Power Line Service. I James Bowen am the qualified party for TDS Construction. I am a permanent fixture here with TDS Construction and would like to help grow the company to the next level. I would very much like to test for my Class 1 Contractors License. Over the last 14 years under Bowen's Custom Construction I have pulled several permits with the City of Casper and Natrona County & successfully fulfilled my contracts & permits. Before obtaining my Contractors License, I worked for Ed Stebbins & Shawn Martz with Petra Construction. During my employment with Shawn & Ed I learned to Labor, set concrete forms, finish concrete, rough carpentry, finish carpentry, Roofing, Siding & much more. I have a very good education from 2 of the best teachers in the business. Currently we are looking at some bigger projects that would require a class 1 license. As a growing business we would like to bid on new buildings for the Central Wyoming Rescue Mission and other upcoming projects of this scale.

Projects that TDS Construction has fulfilled

- City of Casper Pathway Project 2018: Constructed a 10' wide pathway from Mike Lansing Field to the Casper Event Center, Mike Cedar Park & Long Park. Supervised by Andrew Collings
- Sinclair Trucking division: Constructed a new 120'*25' Steel Wash bay Building from the ground up.
- Douglas High School: Ice Melt Project / Concrete work
- Barren Flatts: Constructed the Barren Flatts Unit Gas Plant, all excavation, concrete & mechanical. We were the General Contractors for South Western / Owners. This was a 4.3-million-dollar job which we completed.

Upcoming projects for TDS Construction

- Verda James Pathway Project: Starts on 6/10/19

Thank you for all considerations

James Bowen & TDS Construction



P.O. Box 716
GLENROCK, WY 82637

To whom it may concern,

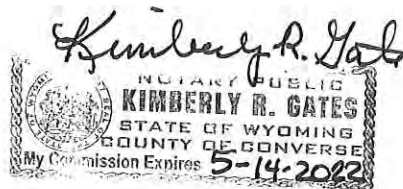
This letter is to discuss James Bowen for affidavit in my interactions with him over the last several years in the construction industry.

For several years we have worked together for different groups and ourselves with a good amount of success in construction. Jimmy has always been willing to teach and learn the best practices in the industry with professionalism and quality in his work. He has been a mentor to me as I learned many practices in concrete and carpentry that have carried over onto many tasks, I have overseen with contractors in 3 states. In many cases his best practices were taught to others that did not know exactly what the best practices to complete the job correctly. Jimmy and the different teams he has interacted with have leaned on him to drive projects to completion with pin point accuracy. Jimmy is an instrumental part in our everyday success for each team member. He is ready with knowledge to go to the next level and drive our growth in the group. TDS is supporting Jimmy with nearly 80 team members and 100's of years of knowledge in the construction industry to serve the Casper and Natrona County area.

As the project manager for TDS Construction, I am requesting that James Bowen be accepted to test for his level 1 General Contractors license.

Thank you for your consideration,

Luke Jennings
Lead Project Manager
TDS Construction



~~CLASS II~~
Class II

2-9-09

NAME: BOWEN'S CUSTOM CONSTRUCTION

ADDRESS: 1732 WESTRIDGE WAY CASPER, WY 82604

PHONE: 237-5920 Cell 267-8872

MASTER: JAMES D.J. BOWEN

DATE PAID	RECEIPT #	EXP. DATE	FEE	LICENSE #
2/22/06	29000	12-31-06	150.00	1603
12/18-06	30812	12/31-07	75.00	82
12/27-07	33659	12/31-08	75.00	787
1-16-09	36446	12-31-09	75.00	844
1-6-10	38695	12-31-10	75.00	115
1-26-11	41518	12-31-11	75.00	790
1/27/12	44001	12/31/12	75.00	97
1/8/13	46220	12/31/13	75.00	94
1-22-14	48998	12-31-14	75.00	87
1/26/15	51561	12/31/15	75.00	80

CLASS II

TDS Construction

NAME: BOWEN'S CUSTOM CONSTRUCTION
P.O. BOX 116 CASPER, WY 82601

ADDRESS: 1732 WESTRIDGE WAY, CASPER, WY 82604

PHONE: 237-5920 267-8872-cell

MASTER: JAMES D.J. BOWEN

DATE PAID	RECEIPT #	EXP. DATE	FEE	LICENSE #
1/5/16	4632	12/31/16	75.00	15-569
1/11/17	6110	12/31/17	75.00	16-414
1/4/18	8902	12/31/18	75.00	17-270
12/4/18	10588	12/31/19	75.00	18-540

5/8/2019

To Whom It May Concern:

I employed Jimmy Bowen in the spring of 2017 for Concrete and remodel assistance for a distressed property. Jimmy replaced the driveway, cut and installed two egress windows in basement, built redwood porch and retextured interior of house. All work was done in professional manner and performed within the scope of bid presented. Jimmy has the work ethic and ability to make projects come to life and will be welcomed back for future projects.

Respectfully,

Dale Lee Cell# 307-262-1816



State of Wyoming
 County of Natrona
 200 North Center Street, Casper, WY 82601 Phone: (307) 235-9435



PERMIT TO BUILD

Address: 4472 PURSEL DR, NATRONA Parcel ID: 33802710300600

Owner: LEE, DALE Permit Number: B-17-31

Applicant: BOWEN'S CUSTOM CONSTRUCTIONLLC Permit Date: 2/24/2017

Contractor: BOWEN'S CUSTOM CONSTRUCTIONLLC Application Date: 2/17/2017

Contractor Phone (307) 267-8872

Description of Work:

CUT OUT (2) OPENINGS FOR EGRESS WINDOWS IN BASEMENT

This Permit is issued for work described in the cited application to be performed at the address listed above. All work is subject to the general conditions listed below, to any special conditions which may be added to the issuance of this permit, and to all other ordinances, rules and regulations which may be adopted by the jurisdiction issuing this permit or other jurisdictions with appropriate legal authority. If the work for which this permit is issued has not commenced within six months of date of issuance, this permit will be null and void and a new permit must be obtained before beginning work.

Jason Gutierrez:

Building Official

This Card Must Be Displayed in a Conspicuous Place on the Premises
 and Not Torn Down or Removed



BUILDING PERMIT

FEE PAID: \$75.00
DATE ISSUED 10/18/2017

City of Casper

No. **B-17-1172**

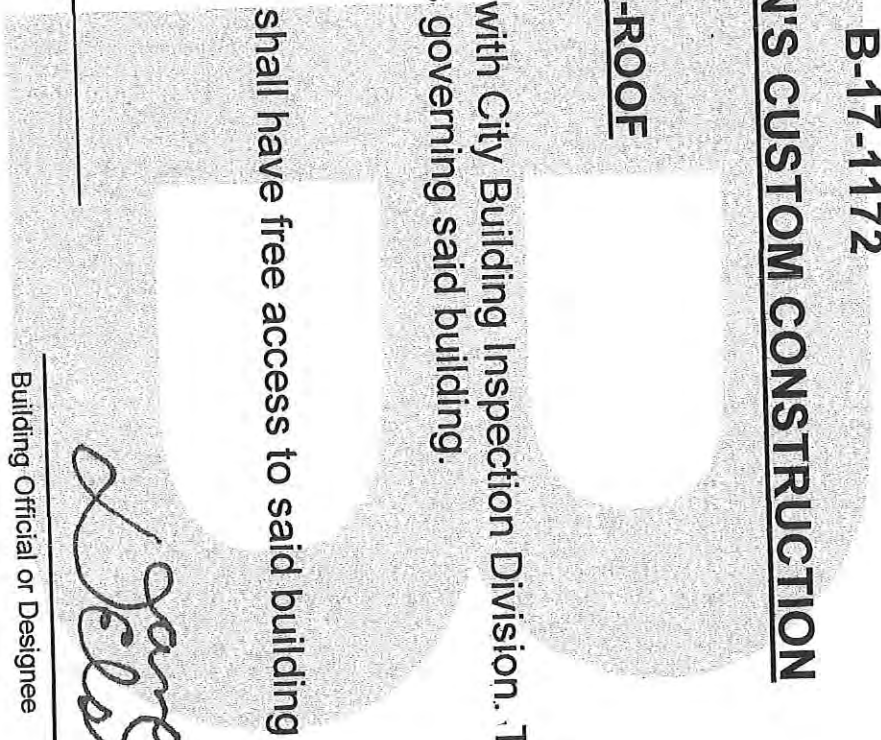
This is to Certify that: **BOWEN'S CUSTOM CONSTRUCTION**

Has been granted permission to: **RE-ROOF**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID: **33791742200400**



Building Official or Designee
Date **10/18/2017**

Address: **2738 HANWAY AVE, CASPER**

BOWEN'S CUSTOM CONSTRUCTION
Owner or Agent

Check Building Code and Zoning Ordinances for Set Back Rules and Side Yard Clearances

To Be Displayed in a Conspicuous Place

Jimmy Bowen

From: Bob Grubb <bobsgrubb@gmail.com>
Sent: Wednesday, May 8, 2019 12:55 PM
To: Jimmy Bowen
Subject: Re: Referral Letter for Jimmy Bowen / Bowens Custom Construction

to whom it may concern,

jimmy bowen built my shop at 3953 legion lane, casper wy. he excavated, poured the concrete, did all framing, roofing, sheetrocking and painting. i was pleased with his work and would hire him again. you may call me at 307-441-4550 with any questions.

sincerely, Bob
grubb

may 8, 2019

On Wed, May 8, 2019 at 11:12 AM Bob Grubb <bobsgrubb@gmail.com> wrote:
Got it.

On Wed, May 8, 2019 at 9:43 AM Jimmy Bowen <jbowen@tdswyo.com> wrote:

Dear Bob ,

Jimmy Bowen here. Here is my Contact info per our conversation on the phone . I appreciate your help with this letter and the work you have given us in the past. We really had a lot of fun building your garage.

I am forever grateful for your help with this .

Sincerely

Jimmy Bowen & TDS Construction



BUILDING PERMIT

FEE PAID: \$346.00
DATE ISSUED 8/5/2014

City of Casper

No. B-14-1149

This is to Certify that: BOWEN'S CUSTOM CONSTRUCTION

Has been granted permission to: CONSTRUCT DETACHED STORAGE BUILDING

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID: 33790130800400

8/5/2014

Address: 3953 LEGION LN, Casper

Building Official or Designee

Date

Check Building Code and Zoning Ordinances for Set Back Rules and Side Yard Clearances

BOWEN'S CUSTOM CONSTRUCTION

Owner or Agent

To Be Displayed in a Conspicuous Place

To whom it may concern,

My name is Sydney Summers, I had Bowen's Custom Construction / Jimmy Bowen do some work at my house at 1437 Kearney Ave on 3/16/15. We had a bad water leak from having no drip edge on our roof so the water was coming down the walls into a bedroom window, it ruined the sheetrock, exterior framing, wall sheeting, and about 3' of the sub floors into the bedroom. Jimmy & his team of skilled guys showed up on the date he had scheduled us for, they built a temporary wall & demoed the exterior wall & window, installed new drip edge around the perimeter of the house, fixed the sub floor, framed a new wall, installed a new window, installed new siding, insulation & sheetrock. They did a fantastic job & were a very professional & respectful group of guys. I would invite them back into my house to do work for us anytime we have any projects. They did a quality job this work was done over 3 years ago and everything is holding strong. My wife and I highly recommend Jimmy Bowen for any construction projects to anyone we know.



BUILDING PERMIT

FEE PAID: \$59.00
DATE ISSUED 3/16/2015

City of Casper

No. **B-15-231**


This is to Certify that: **BOWEN'S CUSTOM CONSTRUCTION**

Has been granted permission to: **BUILD 10'6" x 8' TEMP WALL**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID: 33790740902100


Building Official or Designee 3/16/2015
Date

Address: 1437 KEARNEY AVE, CASPER

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION** Owner or Agent

To Be Displayed in a Conspicuous Place



State of Wyoming
County of Natrona
 200 North Center Street, Casper, WY 82601 Phone: (307) 235-9435



PERMIT TO BUILD

Address: **5660 E YELLOWSTONE HWY, NATRONA** Parcel ID: **33780520000200**
 Owner: **SINCLAIR CASPER REFINING CO** Permit Number: **B-18-299**
 Applicant: **TDS CONSTRUCTION** Permit Date: **8/21/2018**
 Contractor: **TDS CONSTRUCTION** Application Date: **7/24/2018**
 Contractor Phone: **(307) 436-9605**

Description of Work:

Construct a New 120' x 25' Steel Washbay Bldg
SINCLAIR TRUCKING CO.

This Permit is issued for work described in the cited application to be performed at the address listed above. All work is subject to the general conditions listed below, to any special conditions which may be added to the issuance of this permit, and to all other ordinances, rules and regulations which may be adopted by the jurisdiction issuing this permit or other jurisdictions with appropriate legal authority. If the work for which this permit is issued has not commenced within six months of date of issuance, this permit will be null and void and a new permit must be obtained before beginning work.

Jason Gutierrez:
 Building Official

**This Card Must Be Displayed in a Conspicuous Place on the Premises
 and Not Torn Down or Removed**



State of Wyoming
 County of Natrona
 200 North Center Street, Casper, WY 82601 Phone: (307) 235-9435



PERMIT TO BUILD

Address: 8225 ZERO RD, NATRONA Parcel ID: 33800420000800

Owner: BECK, JAMES A ET UX Permit Number: B-14-0394

Applicant: BOWEN'S CUSTOM CONSTRUCTION,LLC Permit Date: 8/26/2014

Contractor: BOWEN'S CUSTOM CONSTRUCTION,LLC Application Date: 8/25/2014

Contractor Phone 267-8872

Description of Work:

Install (1) Egress Window in Basement

This Permit is issued for work described in the cited application to be performed at the address listed above. All work is subject to the general conditions listed below, to any special conditions which may be added to the issuance of this permit, and to all other ordinances, rules and regulations which may be adopted by the jurisdiction issuing this permit or other jurisdictions with appropriate legal authority. If the work for which this permit is issued has not commenced within six months of date of issuance, this permit will be null and void and a new permit must be obtained before beginning work.

Jason Gutierrez:

Building Official

This Card Must Be Displayed in a Conspicuous Place on the Premises
 and Not Torn Down or Removed



BUILDING PERMIT

FEE PAID: \$233.00
DATE ISSUED 6/2/2014

City of Casper

No. **B-14-707**

This is to Certify that:

BOWEN'S CUSTOM CONSTRUCTION

Has been granted permission to: **CONSTRUCT DETACHED GARAGE**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County

Parcel ID:

33791113400600

6/2/2014

Building Official or Designee

Date

Address:

602 TRIGOOD DR, Casper

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION**

Owner or Agent

To Be Displayed in a Conspicuous Place



BUILDING PERMIT

FEE PAID: \$59.00

DATE ISSUED 6/1/2017

City of Casper

No. **B-17-560**

This is to Certify that:

BOWEN'S CUSTOM CONSTRUCTION

Has been granted permission to: **CONSTRUCT 15'8" X 6'6" FRONT PORCH**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID:

33791023700100

6/1/2017


Building Official or Designee

Date

Address: 702 S MELROSE ST, CASPER

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION**

Owner or Agent

To Be Displayed in a Conspicuous Place



BUILDING PERMIT

FEE PAID: \$448.00
DATE ISSUED 11/2/2016

City of Casper

No. **B-16-1558**

This is to Certify that:

BOWEN'S CUSTOM CONSTRUCTION

Has been granted permission to: **REMOVE & REPLACE FOUNDATION & FINISH BASEMENT**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County

Parcel ID:

33791023700100

11/2/2016

Building Official or Designee

Date

Address:

702 S MELROSE ST, CASPER

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION**

Owner or Agent

To Be Displayed in a Conspicuous Place



BUILDING PERMIT

FEE PAID: \$68.00
DATE ISSUED 10/28/2015

City of Casper

No. **B-15-1699**

This is to Certify that: **BOWEN'S CUSTOM CONSTRUCTION**

Has been granted permission to: **CONSTRUCT 52' LONG RETAINING WALL**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County

Parcel ID: 33791121400800

Building Official or Designee

Date

10/28/2015

Address: 2322 E 3RD ST, CASPER

Check Building Code and Zoning Ordinances for Set Back Rules and Side Yard Clearances

BOWEN'S CUSTOM CONSTRUCTION

Owner or Agent

To Be Displayed in a Conspicuous Place



BUILDING PERMIT

FEE PAID: \$201.00
DATE ISSUED 10/26/2015

City of Casper

No. **B-15-1686**

This is to Certify that: **BOWEN'S CUSTOM CONSTRUCTION**

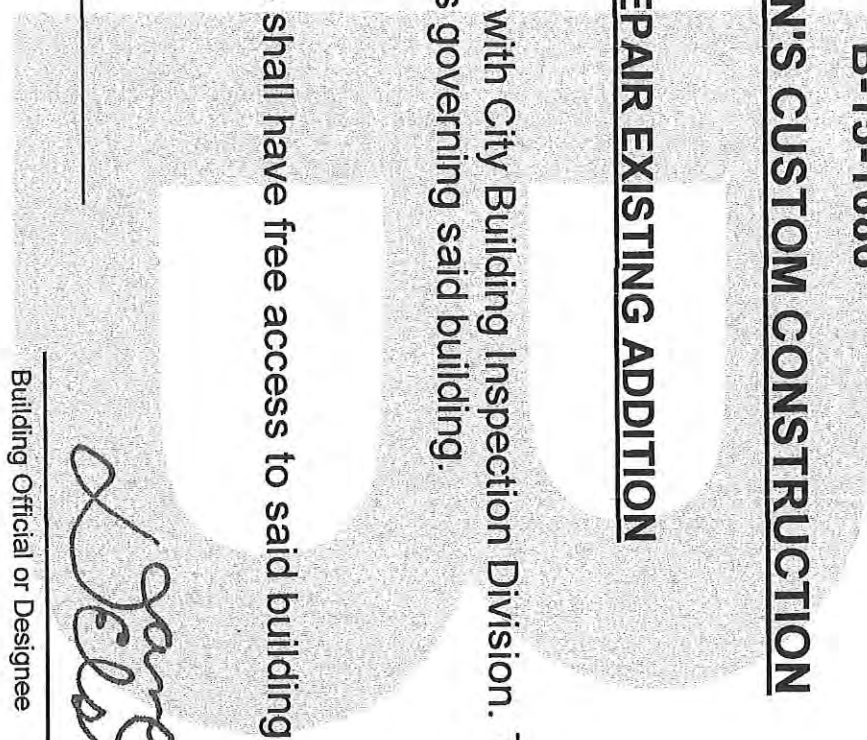
Has been granted permission to: **REPAIR EXISTING ADDITION**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID: 33791531302700

Address: 2231 S WASHINGTON ST, CASPER



Building Official or Designee 10/26/2015
Date

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION** Owner or Agent

To Be Displayed in a Conspicuous Place



BUILDING PERMIT

FEE PAID: \$286.00
DATE ISSUED 4/27/2015

City of Casper

No. **B-15-472**

This is to Certify that:

BOWEN'S CUSTOM CONSTRUCTION

Has been granted permission to: **CONSTRUCT ADDITION**

as per plans and specifications filed with City Building Inspection Division. The Owner/Contractor agrees to comply with all ordinances governing said building.

The Building Official or his Deputies shall have free access to said building at all times.

Natrona County
Parcel ID:

33792940400400

Building Official or Designee

Date

4/27/2015

Address: 6040 S SPRUCE ST, CASPER

*Check Building Code and Zoning Ordinances for Set
Back Rules and Side Yard Clearances*

**BOWEN'S CUSTOM
CONSTRUCTION**

Owner or Agent

To Be Displayed in a Conspicuous Place

APPLICATION FORM FOR GENERAL CONTRACTORS
PART I- GENERAL INFORMATION

Date May 13th 2019
Name of Company (if applicable) Stephen M. Hritz

Name of Qualifying Person or Person(s) Stephen M. Hritz

Current Address 4100 E. Mississippi Ave City Denver State CO Zip 80247

Telephone Number 303-220-9400 Cell Number 303-906-9099

Email Stephen M. Hritz

Employer Centerre Construction, Inc.

Employer's Address 4100 E. Mississippi Ave City Denver State CO Zip 80247

Position President Years at present employer 30 years Comments _____

What is the purpose of applying for a City of Casper license? In order to renovate the Casper VA Outpatient Clinic.

Is there a specific project you will be doing? Yes

If, yes, provide project name Caper Wyoming VA Outpatient Clinic

Date and location of residence in Wyoming To be determined

If not Wyoming resident, location of residence To be determined

Class of License you are applying for? Class I X Class II ___ Class III ___
Demolition ___ Roofing ___

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>City of Denver, CO</u>	<u>3/5/19</u>	<u>Contractors License</u>
<u>City of Black Hawk, CO</u>	<u>1/1/16</u>	<u>Business License</u>
<u>City of Greenwood Vilalge, CO</u>	<u>12/11/18</u>	<u>Contractors License</u>
<u>City of Aurora, CO</u>	<u>10/08/18</u>	<u>Contractors License</u>

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Stephen M. Hritz
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Stephen M. Hritz
(Address) 4100 E. Mississippi Ave
(City) Denver (State) CO
(Zip) 80247 (Phone No.) 303-220-9400

Date of Employment: From 1989 through 2019 Add additional dates (as necessary)
From _____ through _____
From _____ through _____

Job Title of Applicant President
Job Description of Applicant _____

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 4100 E. Mississippi Ave City Denver State CO Zip 80247
Day Phone No. 303-220-9400 Cell Phone No. 720-252-9548
Email Address bmeisheid@centerre.com

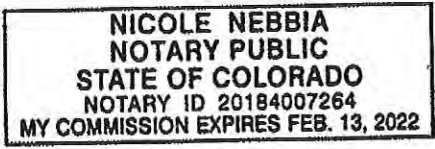
DATED this 13th day of May, 2019

Brent Meisheid
Signature
BRENT MEISHEID
Printed Name of Signature

Subscribed and sworn to before me this 13th day of May, 2019

Nicole Nebbia
Notary Public

My Commission Expires: 2-13-22





OFFICIAL RESULTS REPORT

W11 - National Standard General
Building Contractor (A)



Name:	Stephen Hritz	Candidate ID:	ICNON117520
Address:	4100 E Mississippi Ave	Date:	7/18/2015
	Suite 1225		
	Denver	CO	80246

EXAMINATION RESULT: PASS

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate*

Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.

Registration Number 286116891

Validation Number 1007844441



**Public Works
Building Division
15151 E. Alameda Pky
Aurora, CO 80012
303-739-7420**

1325378

CONTRACTOR LICENSE

Date of Issue: 10/08/2018

Date of Expiration: 11/01/2019

License Number: 2018 1535437 00 CL

Contractor Name: CENTERRE CONSTRUCTION INC

Type of License: Commercial Building Contractor

Jo Daugherty

LICENSING OFFICIAL

It is the licensee's responsibility to be familiar with the City of Aurora Building Codes Division **Chapter 22 Building and Building Regulations, Article III Contractors Division 22-61 through 22-102** for contractor and supervisor licensee responsibilities.

CENTERRE CONSTRUCTION INC
4100 E MISSISSIPPI AVE SUITE 900
Suite 1225

Cut along perforated line

Wallet

Duplicate



Public Works Building Division
15151 E. Alameda Parkway
AURORA, CO 80012
PHONE NO. (303) 739-7420



Public Works Building Division
15151 E. Alameda Parkway
AURORA, CO 80012
PHONE NO. (303) 739-7420

Valid through: 11/01/2019

Valid through: 11/01/2019

Contractor: CENTERRE CONSTRUCTION INC

Contractor: CENTERRE CONSTRUCTION INC

Type of License: Commercial Building Contractor

Type of License: Commercial Building Contractor

License #: 2018 1535437 00 CL

License #: 2018 1535437 00 CL

A signed license by license official should be maintained in your files.

A signed license by license official should be maintained in your files.

City of Black Hawk

BUSINESS LICENSE

LICENSE VALID JANUARY 1, 2016 THROUGH JANUARY 1, 2017

LICENSE FEE	OCCUPATIONAL TAX	TOTAL PAID
\$50.00	\$0.00	\$50.00

License Number:

CN-376

Classification:

Commercial Contractor

Filing Frequency:

N/A

Contact:

Jeff Bursley

Mailing Address:

Centerre Construction, Inc.
4100 E. Mississippi Ave, Suite 1225
Denver, CO 80246

Business Address:

Centerre Construction, Inc.
4100 E. Mississippi Ave, Suite 1225
Denver, CO 80246



BLACK HAWK

City of Black Hawk
PO Box 68
201 Selak Street
Black Hawk, CO 80422
303-582-2221
www.cityofblackhawk.org

Greenwood Village

Community Development Department Contractor License

BY THE AUTHORITY OF THE CITY OF GREENWOOD VILLAGE, THE
FOLLOWING LICENSE IS HEREBY GRANTED TO:

CONTRACTOR: Centerre Construction
DOING BUSINESS AS:
POINT OF CONTACT: Stephen Hintz
STREET ADDRESS: 4100 E Mississippi Ave #1225
CITY, STATE, ZIP: Denver, CO 80246
PHONE NUMBER: (303) 220-9400
EMAIL: llong@centerre.com



CLASS: LEVEL A - COMMERCIAL
LICENSE NUMBER: OL-19-00759
FEE: \$300.00
DATE ISSUED: 12/11/2018
DATE EXPIRED: 12/10/2019

THIS LICENSE IS NON-TRANSFERABLE

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION FOR SAID LICENSE. THIS LICENSE MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW. THE ABOVE LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, AND REGULATIONS OF THE UNITED STATES, STATE OF COLORADO, COUNTY OF ARAPAHOE, CITY OF GREENWOOD VILLAGE, AND ALL AGENCIES THEREOF.


Tom Pitchford, Chief Building Official

City and County of Denver
 Community Planning and Development
 www.denvergov.org/contractor_licensing

License/Registration Number: LIC14311
 Expiration Date: 03/31/2022
 License Type: General Contractor - Class A

Issued To:

CENTERRE CONSTRUCTION INC
 4100 E MISSISSIPPI AVE, SUITE 900
 DENVER, CO 80246

By Authority of the Executive Director of
 Community Planning and Development

Amount	Fund/Org/Revenue Code	Payment Date	Trans #	Status
\$250.00	R351800*-01010-0141200	03/05/2019	5314375	Paid

RENEWAL INFORMATION

Renewal notices will be e-mailed to e-mail address on file.
 Renewal information is available at www.denvergov.org/Contractor_Licensing.

INSPECTION INFORMATION

Inspection requests called in by 12:00 a.m. will usually be scheduled for the following working day.

Please provide the following information when you call for an inspection:


- √ Permit number
- √ Type of inspection and inspection code

Automated Inspection Request System: 720-865-2501

Inspections are performed Monday through Friday.

Wallet Contractor ID Card: MUST BE KEPT IN YOUR POSSESSION AT ALL TIMES.

Cut on outside of line, then fold in half.

<p>City and County of Denver IDENTIFICATION CARD</p>	<p>City and County of Denver Community Planning and Development 201 W COLFAX AVE DEPT 205 DENVER, COLORADO 80202</p>
<p>License/Registration No.: LIC14311</p> <p>This is to certify that CENTERRE CONSTRUCTION INC has been issued a General Contractor - Class A license in the City and County of Denver, beginning on 05 March 2019 and ending on 31 Mar 2022, unless license is revoked.</p> <p><u>By Authority of the Executive Director of Community Planning and Development</u></p>	 <p>DENVER <small>THE MILE HIGH CITY</small></p> <p>Licenses & Certificates: 720.865.2770 Permit Counter: 720.865.2705 Inspection Administration: 720.865.2505 Automated Inspection Request: 720.865.2501</p>

APPLICATION FORM FOR GENERAL CONTRACTORS

✓
DE.

PART I- GENERAL INFORMATION

Name of Company (if applicable) Action Construction Date 53 2019

Name of Qualifying Person or Persons John Stoyrich

Current Address 253 S Lowell City Casper State WY Zip 82601

Telephone Number 307-277-1075 Cell Number 307-277-1075

Email john.stoyrich@handymanmatters.com

Employer Action Construction

Employer's Address 253 S Lowell City Casper State WY Zip 82601

Position Supervisor Years at present employer 0 Comments start up

Date and location of residence in Wyoming Nov 2017

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class 2 _____ Class III X

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



OFFICIAL RESULTS REPORT

F11 - National Standard General Building
Contractor (A)



Name: John Stoysich Candidate ID: ICNON139601
Address: 253 S. Lowell Date: 4/30/2019

Casper WY 82601

EXAMINATION RESULT: **PASS**

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate
Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.*

Registration Number: 352165189

Validation Number: 288012128

Applicant's Name JOHN STOYSICH
(Print)

Name and address of employer or person verifying time and position of Applicant
(Name) HANDYMAN Matters
(Address) 12567 W. Cedar Dr. Ste 225
(City) LKWD (State) CO
(Zip) 80228 (Phone No.) 303-564-1140

Date of Employment: From 10/13/13 through 3/9/14 Add additional dates
From 3/10/14 through 11/30/17 dates
From _____ through _____ (as necessary)

Job Title of Applicant HANDYMAN Promoted to Field Supervisor
Job Description of Applicant John started as a handyman with HM and was promoted to Field Supervisor; service/Field work; then hiring, training & Eval. of new employees, Estimating, Prop. improvements (Comm./Res.), Bathrooms, Kitchens, decks, Additions & comm. build outs.
To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO _____
COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

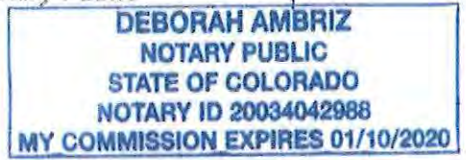
Handyman Matters (Attn: Andy) 12567 W. Cedar Dr. Ste 225
Current Address _____ City LKWD State CO Zip 80228
Day Phone No. 303-984-0177 Cell Phone No. 303-564-1140
Email Address andy@handymanmatters.com

DATED this 7th day of MAY, 20 19

Signature [Signature]
Printed Name of Signature Andy Bell

Subscribed and sworn to before me this 7th day of May, 20 19
Deborah Ambriz
Notary Public

My Commission Expires: 01.10.2020



Applicant's Name John Stoylich
(Print)

Name and address of employer or person verifying time and position of Applicant
(Name) HANDYMAN MATTERS
(Address) 12567 W. Cedar Dr, Ste 225
(City) LKWD (State) CO
(Zip) 80228 (Phone No.) 303-531-6133

Date of Employment: From 3/10/14 through 11/30/17 Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant Field Supervisor
Job Description of Applicant Hire, train, evaluate craftsman, Large Res. & Comm. Project management, Estimating, handyman duties and

Property Home improvements; Bathrooms, kitchens, decks, Additions & Build outs...

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Handyman Matters (Attn: Andy) 12567 W. Cedar Dr. Ste 225
Current Address _____ City Lakewood State CO Zip 80228
Day Phone No. 303-984-0177 Cell Phone No. 303-564-1140
Email Address andy@handymanmatters.com

DATED this 3RD day of May, 20 19

[Signature]
Signature _____
ANDY BELL
Printed Name of Signature _____

Subscribed and sworn to before me this 3rd day of May, 20 19

[Signature]
Notary Public _____

My Commission Expires: Feb 21, 2023

HAYDEN M. THARP
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20194006896
MY COMMISSION EXPIRES 02/21/2023



Handyman
Services

Home
Improvements

Remodeling

May, 9th, 2019

To whom it may concern,

Handyman Matters Operating Co. is qualified and operating as a contractor in Colorado under the attached license. Please see the attached copy of the license.

Kindly,

A handwritten signature in blue ink, appearing to be 'Andy Bell', written over a large, light blue scribble.

Andy Bell

Because Quality Matters

City and County of Denver
Community Planning and Development
www.denvergov.org/contractor_licensing

License/Registration Number: LIC233852
Expiration Date: 08/05/2019
License Type: Building Contractor - Class B

Issued To:

**By Authority of the Executive Director of
 Community Planning and Development**

HANDYMAN MATTERS OPERATING
 COMPANY INC
 12567 W CEDAR DR
 LAKEWOOD, CO 80228

Amount	Fund/Org/Revenue Code	Payment Date	Trans #	Status
\$250.00	351800-01010-0141200-20000-20000	08/05/2018	2384971	Paid

City and County of Denver
 Community Planning and Development
 201 W. Colfax Ave Dept 205
 Denver, CO 80202
 (720) 865-2780

Accela Payment

1x 0.00 0.00
 Accela Record ID: 2016-CRENEW-0002012

Builders & Sign License-ACLA

1x 250.00 250.00
 Accela Record ID: 2016-CRENEW-0002012
 BUILDING CONTRACTOR CLASS B LICENSE FEE

SubTotal: 250.00
 Total: 250.00
 Check Number : 010653 250.00

8/5/2016 09:17
 #2384971 /303/2

Thank you!
 We value your feedback,
 Help us improve our services and systems
 by taking our customer survey at
www.denvergov.org/CPD

address on file.

denvergov.org/Contractor_Licensing.

will usually be

when

code

720-865-2501

ugh Friday.

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

✓
J.E.

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO

BEING REGISTERED AS A Master Plumber

NAME: Cameron Mayer

ADDRESS: 642 S. Nebraska CITY, STATE, ZIP: Casper, WY 82609

TELEPHONE NUMBER: _____ CELL NUMBER: (307) 267-8933

EMAIL ADDRESS: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 37

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE Journeyman Plumber

CITY AND STATE OF LICENSE Casper, WY

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
<u>Hencey Plumbing</u>	<u>Chadron, NE</u>	<u>7-30-2000 to 4-28-03</u>
<u>Rushmore Plumbing</u>	<u>Rapid City, S.D.</u>	<u>4-30-03 to 10-26-04</u>
<u>Western Mechanical</u>	<u>Rapid City S.D.</u>	<u>10-30-04 to 5-5-07</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

EMPLOYER

CITY

TIME OF EMPLOYMENT

Western Mechanical Rapid City, S.D 10-30-04 to 5-5-07

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

EMPLOYER

CITY

TIME OF EMPLOYMENT

6. WHO WAS YOUR LAST EMPLOYER?

EMPLOYER

CITY

TIME OF EMPLOYMENT

G.W's Mechanical Casper April-1-2017 thru Sept.-17-2018

7. DATE OF TERMINATION: Sept. 17 2018

8. CURRENT EMPLOYER:

EMPLOYER

CITY

TIME OF EMPLOYMENT

Fast and Fair plbgo Casper 9-17-18 thru Current

9. WHAT IS THE PURPOSE OF APPLYING FOR A CITY OF CASPER LICENSE? To open up new opportunity for my career

IS THERE A SPECIFIC PROJECT YOU WILL BE DOING? No IF YES, PROVIDE PROJECT NAME: _____

SIGNATURE: Cocum Moya DATE: 4-26-19

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

HENCEY

Plumbing & Hydronics, Inc.

205 West Second St. • Chadron, NE 69337
Phone 308-432-3454 • Fax 308-432-8485

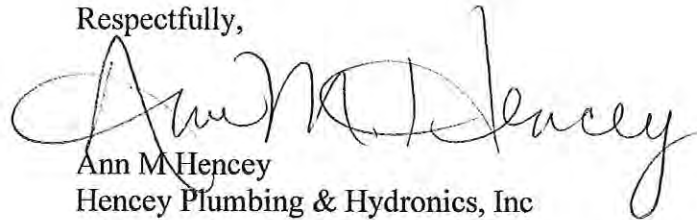
October 1, 2007

To Whom It May Concern:

RE: Cameron D. Mayer Employment

Cameron Mayer was employed as a full-time employee with HENCEY PLUMBING & HYDRONICS, INC beginning July 30, 2000 thru April 28, 2003. Cameron worked a total of 5660 hours; these hours represent regular and overtime hours combined. We wish Cameron the very best in his plumbing future.

Respectfully,



Ann M Hency
Hency Plumbing & Hydronics, Inc

Rushmore Plumbing Services, Inc.

*Commercial-Residential*New Construction*Remodeling*Repair*Radiant Floor Heating*

P.O. Box 607 (402 Maple) Rapid City, SD 57709

Phone (605)388-0911 Fax (605) 388-0910

October 25, 2007

To Whom It May Concern:

Regarding Cameron Meyer;

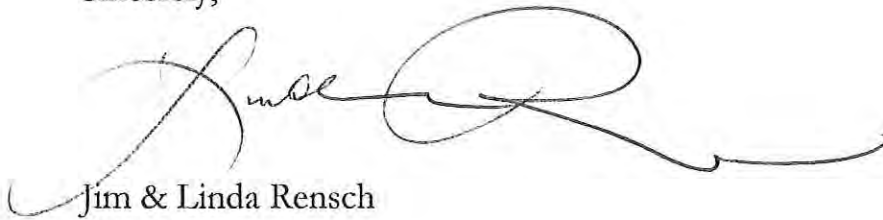
Dates worked: April 30, 2003 through April 20, 2004

April 26, 2004 through October 26, 2004

Employee installed waste-vent-water-gas.

Total Hours 2,980.00.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Jim & Linda Rensch". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Jim & Linda Rensch
Owners

"We're the one your friends call."

Western Mechanical Service, Inc.
Time by Job Summary
 September 2004 through July 2005

Sep '04 - Jul 05

10-RCRH	
210 Domestic Water A/G	37:00
Total 10-RCRH	37:00
10387 Wilmington	
100 Sanitary U/G	7:30
1100 Plumbing Fixtures	4:00
Total 10387 Wilmington	11:30
Badlands Visitor Center	
100 Sanitary U/G	30:00
200 Domestic Water U/G	32:00
Total Badlands Visitor Center	62:00
Beasley	
100 Sanitary U/G	4:00
Total Beasley	4:00
Brookside	
300 Heating Water S & R	10:00
340 Condensate Drains	30:00
Total Brookside	40:00
Chuck E Cheeses	
1100 Plumbing Fixtures	3:00
1250 Equip. Installation	4:00
Total Chuck E Cheeses	7:00
Dawes Co.	
340 Condensate Drains	10:00
Total Dawes Co.	10:00
Dialysis	
100 Sanitary U/G	18:00
1000 RO/DI water piping	26:00
110 Sanitary A/G	138:30
1200 Demolition	9:30
140 Acid Waste U/G	10:00
145 Acid Waste A/G	5:00
210 Domestic Water A/G	42:30
Total Dialysis	249:30
Housekeeping/Dialysis	
100 Sanitary U/G	9:00
1000 RO/DI water piping	8:00
110 Sanitary A/G	27:00
1100 Plumbing Fixtures	73:00
1110 Plumbing Specials	5:00
1200 Demolition	66:00
200 Domestic Water U/G	2:30
210 Domestic Water A/G	181:30
600 Med Gas, air, vacuum	20:30
Labor	6:00
Total Housekeeping/Dialysis	398:30
Loftus House	
110 Sanitary A/G	17:00
300 Heating Water S & R	24:00
Total Loftus House	41:00

Western Mechanical Service, Inc.
Time by Name
All Transactions

Oct 15, 07

Mayer, Cameron R	
03-48 Squad Ops	58:00
04-13 RCRH 10th Floor	176:00
04-32 Badlands Visitor Center	62:00
04-36 B1 Weapons Trainer	154:30
04-37 Brookside	48:00
05-03 Mystic Ranger	46:00
05-07 Loftus House	41:00
05-08 Computational Mechanics	63:00
05-13 Blacktail	40:00
05-16 Beasley	4:00
05-24 Rushmore Plaza Holiday Inn	2:00
05-26 Black Hills Business Incubator	212:00
05-41 Childrens Care	128:00
05-44 Western Mailers-Kansas City Street	178:30
06-01 Mineral Palace	68:00
06-06 Bierchbach Equipment Bldg	286:00
06-07 Odd Fellows Big Brother/Big Sister	3:30
06-08 Walgreens-Lacrosse	38:30
06-09 Pennington County Boiler Replace	8:00
06-12 Pancho's Mexican Grill	8:00
06-13 Calvary Lutheran Church	147:30
06-14 RCRH Cancer Care	35:00
06-15 SDSM&T boiler replacement	47:00
06-18 General Beadle	37:30
06-20 Hospice House - RCRH	117:30
06-22 RCRH Cooling Tower	8:00
06-27 Golden West Technologies	12:30
06-31 Vet Clinic	114:00
06-33 Perkins/LaCross T&M	8:30
06-34 Black Hills Development Phase II	240:00
06-38 RCRH 4th Floor	6:00
06-41 Holiday Inn Exp - T&M Hospitality	23:30
06-42 EAFB Building 7712	13:00
06-43 Rapid City Imaging	14:30
06-44 Cleghorn Fish Hatchery	236:00
06-51 EAFB Financial Center	18:00
06-54 RCRH 3rd Floor Rehab Remodel	9:00
06-55 RC Imaging	38:00
06-56 Brookside Boiler T&M	11:00
06-60 RC Imaging-HVAC	7:30
06-68 Accupress America T&M	15:00
07-03 Prairie Wind Convension Center	18:00
07-14 Blue Bell Water System Upgrade	6:00
07-24 Church of LDS - Hot Springs	24:30
07-25 Custer Cabins	5:30
07-27 Ramkota Replace Water Heater	4:00
07-38 Freemont Creamery	2:00
10387 Wilmington	11:30
7430 - Restrooms	40:00
Albertsons	1:00
Auto Restoration	11:30
Baer, Montey	2:00
Ball Park	12:00
Banana Bunch Daycare	5:00
Benson	1:00
Bierschbach	9:00
Big Brothers/Sisters	17:00
Black Hills Oral Surgery	1:00
Bridgewood Estates	4:00
Chuck E Cheeses	7:00
Davies, Cindy	3:00
Dawes Co.	10:00
Dialysis	249:30
Hannah, Shane	1:30
Holiday Inn Express	5:00
Housekeeping/Dialysis	398:30
Johnson, Carolyn	4:00

Western Mechanical Service, Inc.
Time by Job Summary
 September 2004 through July 2005

	<u>Sep '04 - Jul 05</u>
Pepsi	
110 Sanitary A/G	105:00
1160 Heating/Cooling Specials	7:30
1250 Equip. Installation	5:00
135 Storm Drainage A/G	49:00
210 Domestic Water A/G	20:30
300 Heating Water S & R	48:00
400 Natural Gas Piping	5:00
520 Boiler Feed Water Piping	3:00
Total Pepsi	<u>243:00</u>
Plains Motel	
100 Sanitary U/G	99:00
110 Sanitary A/G	25:00
1100 Plumbing Fixtures	8:00
200 Domestic Water U/G	5:00
210 Domestic Water A/G	147:30
400 Natural Gas Piping	6:00
410 LP Gas Piping	28:00
Total Plains Motel	<u>318:30</u>
Ramkota	
210 Domestic Water A/G	8:30
Total Ramkota	<u>8:30</u>
Squad Ops	
1100 Plumbing Fixtures	9:00
210 Domestic Water A/G	27:00
300 Heating Water S & R	22:00
Total Squad Ops	<u>58:00</u>
Transitional Housing	
1100 Plumbing Fixtures	10:00
Total Transitional Housing	<u>10:00</u>
No job assigned	
Labor	8:00
Total No job assigned	<u>8:00</u>
TOTAL	<u><u>1,506:30</u></u>

10:32 AM

2/09/05

Western Mechanical Service, Inc.
Time by Job Summary
January 1, 2004 through December 9, 2005

	<u>Jan 1, '04 - Dec 9, 05</u>
Ramkota	
210 Domestic Water A/G	8:30
Total Ramkota	<u>8:30</u>
Squad Ops	
1100 Plumbing Fixtures	9:00
210 Domestic Water A/G	27:00
300 Heating Water S & R	22:00
Total Squad Ops	<u>58:00</u>
Transitional Housing	
1100 Plumbing Fixtures	10:00
Total Transitional Housing	<u>10:00</u>
No job assigned	
Labor	48:00
Total No job assigned	<u>48:00</u>
TOTAL	<u><u>2,229:00</u></u>

Western Mechanical Service, Inc.
Time by Name
All Transactions

	Oct 15, 07
LDS Belle Fourche Church	11:30
Mcdonalds-Cleveland St.	91:00
Meadows	5:00
Michalov, Randy	1:00
Olive Garden	288:30
Pepsi	243:00
Plains Motel	318:30
Qdoba Mexican Grill	19:30
Raben, Julie	4:00
Ramkota	8:30
Ratliff, Kerry	3:00
RCRH Time & Materials	53:30
Shangri-La Hair Designs	2:00
Transitional Housing	10:00
Walgreens	1:00
Wieseler, Don	6:00
No job assigned	105:00
Total Mayer, Cameron R	4,808:30
TOTAL	4,808:30

KK MECHANICAL

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

EMPLOYER'S VERIFICATION FORM

MUST BE COMPLETED BY THE EMPLOYER:

Applicant's Name: Cameron Mayer

Dates Employed: from 7-May \ 2007 to 30-May \ 2008

Total hours doing plumbing work as an apprentice plumber for this employer for the time period noted above: 2,209.00

NOTE: Each year of work experience must include at least 2,000 hours; no more than one year of work experience can be credited for each 12-month period. [See Utah Construction Trade Licensing Act Rules R156-55a-302b(2).]

- **JP** must equal 4 years of school and 4 years of work experience **OR** 8 years of work experience as a Utah licensed plumbing apprentice.
- **RJP** must equal 3 years of school and 3 years of work experience **OR** 6 years of work experience as a Utah licensed plumbing apprentice.

Type of Work and Hours:

 Residential Hours Industrial Hours
 X Commercial Hours Maintenance Hours
 Others Hours, Please Specify:

Name of Employer: KK Mechanical

Address: 1764 W 2900 S., Ogden, UT 84401

Phone Number and Cell Number: 801-392-3240 Email:

Plumbing Contractor's License Number: 90 186405

I attest that the above applicant worked for this employer for the number of hours at the type of work indicated above.

Signature of Employer Representative  Date: 6-4-08

Printed Name of Employer Representative: Kim Keller

Title of Employer Representative: Master Plumber

Phone Number and Cell Number: 801-392-3240 Email:



Phone: (307) 473-8448
Fax: (307) 235-7959

P.O. Box 485
Casper, WY 82602

To whom it may concern:

TERRA NEVINS, being duly sworn on his oath, that CAMERON MAYER was employed by CK Mechanical Plumbing & Heating from June 3, 2008 to February 16, 2012 as a Journeyman Plumber. Cameron worked a total of 7,700 hours while he was employed at CK Mechanical.

Dated this 24 day of April, 2019.

Terra Nevins

Signature

H.R.

Title

SUBSCRIBED AND SWORN TO BEFORE ME THIS 24 DAY OF April, 2019.

Susan Beck

NOTARY PUBLIC



MY COMMISSION EXPIRES: Dec 15 2022



DAVIDSON MECHANICAL, INC.

728 EAST C STREET
CASPER, WYOMING 82601
PHONE (307) 577-4000
FAX (307) 577-0692

5-2-2019

To Whom It May Concern this is to inform you that Cameron Mayer was employed at Davidson Mechanical from 02-13-2012 / 04-26-2017

Thanks

A handwritten signature in black ink, appearing to read 'Terrance Davidson'. The signature is stylized with a large, sweeping flourish at the end.

Terrance Davidson

NOTARIZED AFFIDAVIT

APPLICATION OF Cameron R Mayer
(NAME OF APPLICANT)

BEFORE THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER, WYOMING, FOR

Master Plumber
(TYPE OF LICENSE)

Ben Barker, BEING DULY SWORN ON HIS OATH,

DEPOSES AND SAYS:

1. THAT HE HAS KNOWN THE APPLICANT FOR 1.25 YEARS.

1. APPLICANT WAS EMPLOYED BY GW Mechanical, Inc.
(FIRM NAME)

FROM 5/1/2017 TO 9/16/2018

AS Journeyman Plumber AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED):
Copper, DWV, Hydronic and chilled systems, fixtures,
black pipe

DATED THIS 1st DAY OF May, ~~XX~~ 2019

[Signature]
SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 1st DAY OF May ~~XX~~ 2019

[Signature]
NOTARY PUBLIC

MY COMMISSION EXPIRES: April 30, 2021



Dan Elston

From: erenemans@bresnan.net
Sent: Wednesday, May 08, 2019 4:55 PM
To: Dan Elston
Subject: Randall Sargent DBA RS Home Improvement
Attachments: RS Home Improvement Contract.pdf

Good afternoon, Mr. Elston.

I would like to initiate a complaint against Mr. Randall Sargent, a licensed Casper Contractor, doing business as RS Home Improvement, with a business address of 6245 West 13th Street.

Attached is a copy of an agreement I signed with Mr. Sargent. When I signed the agreement on April 1st, I gave Mr. Sargent a check for \$1,900, which he cashed the same day. As of yesterday, no work had been initiated, even after I had numerous conversations with Mr. Sargent over the past month, and he would always promise to start the work. All I received was false promises.

I have left telephone messages for Mr. Sargent every day this week and he will not call me back. So, yesterday I served notice to him, by both telephone message and in writing to immediately refund my \$1,900. I sent him a letter in the mail, I placed a copy of the letter on the windshield of his work vehicle, I placed a copy of the entrance to his work location, and also gave a copy to the tenants that occupy his business address location. In the letter I also requested he please call me. He has not done so. When I checked earlier today, the letters left on his vehicle and door had been removed. Also, his telephone was no longer accepting voice messages.

At this point, I am going to assume he has cashed my check, spent the money and I am going to have to pursue the legal process to attempt to collect my down payment.

Perhaps you would be able to help me to share my options for moving forward to collect my \$1,900 down payment?

This individual should not be a licensed contractor and I would suggest your licensing Board take a look at 625 West 13th Street. Then I would ask, how anyone can run a business out of this location. It appears the upper level of the house is occupied by individuals unknown origin and the back side of the house which provided access to the lower level is basically cannot be accessed. I'm not sure how this location can be a business location from a zoning perspective?

Thank you in advance for any insight you are able to share.

Ed Renemans
Chinook Properties LLC

Proposal

RS Home Improvement
625 W 13th St.
Casper, Wy
307-797-3478

1510
04-01-19
\$1900.00

COMPLAINT FOR
CONTRACTORS
BOARD
JL

Linok Properties

PROPOSAL SUBMITTED TO: Ed Reneman	JOB NAME	JOB #
ADDRESS 2816 Nicholas Dr Casper wy 82601	JOB LOCATION 76 Dahlia St Casper wy	DATE OF PLANS
PHONE # (307) 262-6417	DATE 3/29/19	ARCHITECT

We hereby submit specifications and estimates for: Repairs & repaint exterior;

Repair post on front patio.
Replace 35 Lf of 3/4" x 6" fascia on front of house.
(remove & replace gutters.) go to larger drip edge if needed.
Replace 12 Lf of fascia on the south side of the house.
Replace damaged siding & trim on the north side of the house.
Reglaze windows as needed

Repaint; Powerwash exterior
Handscrape loose & peeling paint
Prime bare wood
Caulk all gaps & cracks
Brush & roll 2 full coats of paint to the entire exterior (match upper color & sheen) match accent color.

Paid downpayment CK#1510 \$1,900.00 Randall W. Logant

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:
\$ Three thousand four hundred (\$3,400.00) Dollars
with payments to be made as follows: \$1,900.00 downpayment \$1,500.00 due upon completion.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Randall W. Logant

Note - this proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

[Signature]

Date of Acceptance

04-01-2019

Signature



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, May 15, 2019
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|-----------|
| I. | Establish Quorum and Call Meeting to Order | J.True |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| | A) Charlie Powell | |
| | B) Liz Becher | |
| IV. | Approval of March 2019 Board Minutes | J.True |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) March/April 2019 Reports | N.Grooms |
| | B) April/May 2019 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | J.True |
| | B) MARCOM Committee | S.Houck |
| | C) David Street Station | J.Landess |
| | D) Finance Committee | N.Grooms |
| | E) Infrastructure | T.Schenk |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting June 5, 2019

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority

Board Meeting Minutes

3/19/19

11:38 a.m.

I. Call Meeting to Order

Present: Trudi Holthouse, Shawn Houck, Brandon Daigle, Sona Rummel, Pete Fazio, Will Reese

Staff: Kevin Hawley, Jackie Landess, Julie Schmitt

Guests: Brendan LaChance

Excused: Jenn True, Nicholas Grooms, Charlie Powell, Critter Murray, Tim Schenk,

II. Public Comments: - N/A

III. City Report: - Kevin Hawley

- Midwest Avenue project is underway. Electrical conduit will begin move on south side of Midwest and David Street. The decorative lights along Ash Street have been installed and will be on this summer.
- City Staff have been working on the Objective Action Steps associated with City Council goals ones of interest to the DDA include downtown housing, wayfinding gateways, and implementation of some of the ways for the downtown parking study.

IV. Approval of January 2019 Board Meeting Minutes

Motion, Second, Passed (Shawn Houck, Sona Rummel) (All Approved)

V. Financials – Kevin Hawley

- Discussed continued challenges with EFTPS and single EIN. Discussed process to improve Due to/From
- With the \$100,000 approved in current budget, Finance recommends only utilizing half of that and to transfer \$50,000 from NOW Account to Checking.

Approval to move \$50,000 from NOW Account to Checking

Motion, Second, Passed (Trudi Holthouse, Sona Rummel) (All Approved)

Approval of January-March 2019 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Trudi Holthouse, Pete Fazio) (All Approved)

VI. Director's Report - Kevin Hawley

- Updating donor agreement for \$5,000+ donations
- DDA will take care on administrative side for new board applications
- We are actively looking for another event coordinator. Hope to have a summer intern begin at the end of May.
- Meetings for DSS Sponsorships. Meeting with WCDA tomorrow. Sent to Hilltop and bringing it to their board meeting next week. Recently met with Casper College. Meeting with Ford later today
- Received our endowment disbursement this year. We need to continue pursuing sponsorships and grants
- Most solve shading at DSS this summer
- Working on a needs vs wants list

VII. Committee Reports –

A.) Executive Committee –Brandon Daigle

- Went over financials and talked about transfer \$50,000
- We have two new board members seat to fill (Brandon & Sona) and one new board member to renew (Trudi). May/June is the selection timeline, so they can be selected in June and seated by July 1st.
- 501c3 Application for DSS Foundation is an ongoing process, hoping to update next meeting
- There will also be open spots on the executive committee

B.) MARCOM Committee – Shawn Houck

- Just had meeting about getting projects going
- First step is doing a Survey in the market to measure people’s reactions to downtown. We hope to measure it annually and hope it will show DDA where we should go next. We will compare the public survey to the sperate survey we send to our stakeholder/downtown merchant groups.
- In June we want to host a listening session to get more public input and new ideas
- Going to launch long term communication initiative
- Interested in engaging downtown as a whole, we want to start a tour series to get more people downtown. Brandon suggested QR code in windows – video plays of “Hidden” spaces or virtual reality. Casper College might be able to help us with history and infrastructure of Downtown buildings

C.) David Street Station – Jackie Landess

- We hosted St Patrick’s this past Saturday, had huge turn out and great weather. Hoping to be apart of the Pub Crawl Run next year
- Upcoming events
 - Bunny Run in April – Kids run course at DSS and take pictures with Easter Bunny
 - Trees for Trash in April – encourage people to clean neighborhood, bring trash, and receive tree
 - Taco Fest in May – working on logistics with Pete and Nat Steinhoff on committee
- City is in process for changing ordinance about serving alcohol, where all staff around alcohol must be eTips certified. We are hoping to get regular volunteers eTIPS trained. Might be worth doing on big training class with all Downtown Merchants or for non-profits.
- Working on booking talent and sponsors for summer events
- Ice Skating had 9,500 skaters for the season
- Just met with Retired Teachers Group and Brandon recently spoke to Rotary, Revelry, Lions Club

D.) Finance Committee – Nick Grooms N/A

E.) Infrastructure – Brandon Daigle N/A

F.) Governance – Will Reese N/A

Comments: N/A

Action Items: N/A

Motion to adjourn Board Meeting

Motion, Second, Passed (Shawn Houck, Pete Fazio) (Approved)

Approved by:

Secretary’s Signature: _____/Date: _____

Board Member’s Signature: _____/Date: _____

Casper Downtown Development Authority
Balance Sheet
As of February 28, 2019

DDA - Balance Sheet

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	28,545.32
NOW Acct	202,324.54
Total Checking/Savings	230,869.86
Other Current Assets	
Due from Parking Garag	-20,690.34
Total Other Current Asset	-20,690.34
Total Current Assets	210,179.52
TOTAL ASSETS	<u><u>210,179.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	3,816.35
Total Other Current Liab	3,816.35
Total Current Liabilities	3,816.35
Total Liabilities	3,816.35
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-64,622.25
Net Income	-111,339.02
Total Equity	206,363.17
TOTAL LIABILITIES & EQUITY	<u><u>210,179.52</u></u>

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	41,460.09
NOW Acct	202,299.71
Total Checking/Savings	243,759.80
Other Current Assets	
Due from Parking Garag	-17,966.59
Total Other Current Assets	-17,966.59
Total Current Assets	225,793.21
TOTAL ASSETS	<u><u>225,793.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	3,863.17
Total Other Current Liab	3,863.17
Total Current Liabilities	3,863.17
Total Liabilities	3,863.17
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-64,622.25
Net Income	-95,772.15
Total Equity	221,930.04
TOTAL LIABILITIES & EQUITY	<u><u>225,793.21</u></u>

DDA - P&L

	<u>Apr 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	29.49
ASSESSMENTS	<u>2,475.67</u>
Total Income	2,505.16
Expense	
ADMINISTRATIVE	
Incentives	0.00
Director's Salary	6,250.02
Social Security	840.57
Unemployment Insurance	45.79
Cell Phone Reimbursement	<u>75.00</u>
Total ADMINISTRATIVE	7,211.38
MARKETING-COMMUNICATIONS	
PR - Director	286.00
MARKETING-COMMUNICATIONS - Oth	<u>1,491.32</u>
Total MARKETING-COMMUNICATIONS	1,777.32
OPERATIONS	
Dues/Subscriptions	399.00
Office Automation	131.86
Music Service	50.00
Office Equipment	1,109.12
Office Rent	<u>2,650.00</u>
Total OPERATIONS	4,339.98
Payroll Expenses	<u>4,737.94</u>
Total Expense	<u>18,066.62</u>
Net Ordinary Income	-15,561.46
Other Income/Expense	
Other Expense	
Bank Service Charge	<u>5.41</u>
Total Other Expense	<u>5.41</u>
Net Other Income	<u>-5.41</u>
Net Income	<u><u>-15,566.87</u></u>

	<u>Mar 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	<u>30.03</u>
Total Income	30.03
Expense	
ADMINISTRATIVE	
Incentives	0.00
Director's Salary	6,250.02
Social Security	885.39
Unemployment Insurance	206.00
Cell Phone Reimbursement	<u>75.00</u>
Total ADMINISTRATIVE	7,416.41
MARKETING-COMMUNICATIONS	2,534.40
OPERATIONS	
Office Automation	131.83
Music Service	50.00
Office Equipment	1,325.38
Office Rent	2,650.00
Office Supplies	11.91
Travel	<u>29.14</u>
Total OPERATIONS	4,198.26
Payroll Expenses	<u>5,323.54</u>
Total Expense	<u>19,472.61</u>
Net Ordinary Income	<u>-19,442.58</u>
Net Income	<u><u>-19,442.58</u></u>

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through April 2019

	DDA - Budget v Actual											TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense														
Income														
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	40.17	36.98	31.80	34.88	30.88	35.42	36.48	31.87	30.03	29.49	338.00	250.00	88.00	135.2%
ASSESSMENTS	3,951.69	0.00	1,189.00	0.00	23,585.83	66,488.17	27,973.29	807.49	0.00	2,475.67	126,471.14	165,000.00	-38,528.86	76.65%
Misc.	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	100.0%
Total Income	3,991.86	36.98	1,220.80	34.88	24,116.71	66,523.59	28,009.77	2,839.36	30.03	2,505.16	129,309.14	167,250.00	-37,940.86	77.32%
Expense														
ADMINISTRATIVE														
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Maintenance Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Event Coordinator	0.00	0.00	0.00	22.86	0.00	0.00	0.00	0.00	0.00	0.00	22.86	40,000.00	-39,977.14	0.06%
Marketing Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,000.00	-48,000.00	0.0%
Incentives	0.00	0.00	0.00	0.00	0.00	13,100.00	0.00	0.00	0.00	0.00	13,100.00	6,400.00	6,700.00	204.69%
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Administrative Services	1,771.00	3,476.80	2,781.44	3,313.83	3,476.80	1,073.04	0.00	0.00	0.00	0.00	15,892.91	1,564.56	14,328.35	1,015.81%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
Director's Salary														
Performance Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,166.70	8,166.70	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	62,500.20	75,000.00	-12,499.80	83.33%
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	62,500.20	73,233.30	-10,733.10	85.34%
Social Security	774.53	751.94	648.53	786.32	969.18	2,176.40	1,399.72	1,150.54	885.39	840.57	10,383.12	24,000.00	-13,616.88	43.26%
Unemployment Insurance	36.42	33.63	-11.96	32.39	52.81	16.16	172.00	108.35	206.00	45.79	691.59	3,000.00	-2,308.41	23.05%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	750.00	900.00	-150.00	83.33%
Total ADMINISTRATIVE	8,906.97	10,587.39	9,743.03	10,480.42	10,823.81	22,690.62	7,896.74	7,583.91	7,416.41	7,211.38	103,340.68	317,597.86	-214,257.18	32.54%
MARKETING-COMMUNICATIONS														
Media Expenditures	0.00	0.00	2,720.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,720.08	20,000.00	-17,279.92	13.6%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	1,491.00	0.00	0.00	0.00	1,491.00	3,000.00	-1,509.00	49.7%
PR - Director	308.70	49.08	0.00	453.12	92.59	0.00	228.00	0.00	0.00	286.00	1,417.49	3,000.00	-1,582.51	47.25%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	0.00	0.00	0.00	1,000.00	0.00	27.00	0.00	0.00	1,827.00	7,500.00	-5,673.00	24.36%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
MARKETING-COMMUNICATIONS - Other	25.00	0.00	0.00	1,068.00	1,068.00	2,688.75	1,065.00	2,418.91	2,534.40	1,491.32	12,359.38	0.00	12,359.38	100.0%
Total MARKETING-COMMUNICATIONS	1,133.70	49.08	2,720.08	1,521.12	1,160.59	3,688.75	2,784.00	2,445.91	2,534.40	1,777.32	19,814.95	39,000.00	-19,185.05	50.81%
OPERATIONS														
Employee Development	0.00	0.00	0.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	94.00	1,500.00	-1,406.00	6.27%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	0.00	325.00	0.00	0.00	385.00	0.00	550.00	0.00	0.00	1,260.00	2,500.00	-1,240.00	50.4%
Board Mtg. Expense	0.00	0.00	0.00	25.55	0.00	0.00	0.00	0.00	0.00	0.00	25.55	750.00	-724.45	3.41%
Conference Registration	0.00	0.09	304.91	0.00	395.00	0.00	0.00	0.00	0.00	0.00	700.00	2,400.00	-1,700.00	29.17%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	226.98	0.00	0.00	0.00	35.88	500.00	0.00	104.99	0.00	399.00	1,266.85	1,200.00	66.85	105.57%
Planters	4,725.00	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,525.00	10,000.00	-475.00	95.25%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	129.89	129.89	131.83	331.86	129.89	131.83	129.89	131.83	131.86	1,508.66	3,000.00	-1,491.34	50.29%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	500.00	600.00	-100.00	83.33%
Office Equipment	113.72	53.77	910.82	1,124.70	3,305.12	1,598.98	343.00	1,529.38	1,325.38	1,109.12	11,413.99	5,000.00	6,413.99	228.28%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	26,500.00	31,800.00	-5,300.00	83.33%
Office Supplies	515.04	0.00	0.00	0.00	0.00	399.85	0.00	73.37	11.91	0.00	1,000.17	3,000.00	-1,999.83	33.34%

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through April 2019

	DDA - Budget v Actual										TOTAL			
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Pigeon Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Travel	0.00	-0.09	1,616.25	67.20	0.00	239.80	387.19	0.00	29.14	0.00	2,339.49	6,000.00	-3,660.51	38.99%
OPERATIONS - Other	0.00	665.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	665.28			
Total OPERATIONS	8,410.63	3,548.94	10,786.87	4,143.28	6,767.86	5,953.52	3,562.02	5,087.63	4,198.26	4,339.98	56,798.99	81,750.00	-24,951.01	69.48%
Payroll Expenses	3,874.40	3,579.25	2,227.50	4,028.87	6,418.59	9,099.74	12,047.01	8,789.51	5,323.54	4,737.94	60,126.35			
Total Expense	22,325.70	17,764.66	25,477.48	20,173.69	25,170.85	41,432.63	26,289.77	23,906.96	19,472.61	18,066.62	240,080.97	438,347.86	-198,266.89	54.77%
Net Ordinary Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,054.14	25,090.96	1,720.00	-21,067.60	-19,442.58	-15,561.46	-110,771.83	-271,097.86	160,326.03	40.86%
Other Income/Expense														
Other Expense														
Bank Service Charge	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	0.00	5.41	567.19			
Total Other Expense	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	0.00	5.41	567.19			
Net Other Income	0.00	0.00	0.00	0.00	-500.00	-51.78	-10.00	0.00	0.00	-5.41	-567.19			
Net Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,554.14	25,039.18	1,710.00	-21,067.60	-19,442.58	-15,566.87	-111,339.02	-271,097.86	159,758.84	41.07%

DDA - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	04/05/2019		Nathan Reams		-650.55	-650.55
Liability Check	04/05/2019		IRS USA TAXPYMNT	83-0286881	0.00	-650.55
Deposit	04/08/2019			Deposit	2,475.67	1,825.12
Bill Pmt -Chec	04/08/2019	5880	CASPER AREA CHAMBER OF COMMERCE		-300.00	1,525.12
Bill Pmt -Chec	04/08/2019	5881	Charter Communications	Invoice #0976435032119	-131.86	1,393.26
Bill Pmt -Chec	04/08/2019	5882	Hinge Studio	Invoice 1193	-1,318.75	74.51
Bill Pmt -Chec	04/08/2019	5883	MOOD	Invoice #126837	-50.00	24.51
Bill Pmt -Chec	04/08/2019	5884	Ricoh USA, Inc	Invoice #101867573	-983.52	-959.01
Bill Pmt -Chec	04/08/2019	5885	Rotary Club of Casper	Invoice #6277	-228.00	-1,187.01
Bill Pmt -Chec	04/08/2019	5886	Town Square Media	Invoice #908711-1	-146.00	-1,333.01
Bill Pmt -Chec	04/08/2019	5887	Walsh Property Management	April rent	-2,650.00	-3,983.01
Bill Pmt -Chec	04/09/2019	5888	FIB - MASTERCARD		-188.98	-4,171.99
Bill Pmt -Chec	04/09/2019	5889	Ricoh USA, Inc	Invoice #5056328779	-125.60	-4,297.59
Paycheck	04/15/2019		Kevin Hawley		-2,623.45	-6,921.04
Paycheck	04/15/2019		Julie Schmitt		-1,387.17	-8,308.21
Paycheck	04/19/2019		Nathan Reams		-600.60	-8,908.81
Paycheck	04/30/2019		Julie Schmitt		-1,387.17	-10,295.98
Paycheck	04/30/2019		Kevin Hawley		-2,623.45	-12,919.43
Deposit	04/30/2019			Interest	4.66	-12,914.77
Total CHECKING					-12,914.77	-12,914.77
NOW Acct						
Deposit	04/30/2019			Interest	24.83	24.83
Total NOW Acct					24.83	24.83
TOTAL					-12,889.94	-12,889.94

DDA - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	05/03/2019		Dylan Smith		-25.86	-25.86
Paycheck	05/03/2019		Nathan Reams		-613.55	-639.41
Liability Check	05/07/2019		IRS USA TAXPYMNT	83-0286881	0.00	-639.41
Bill Pmt -Check	05/08/2019	5890	ADBAY.COM	Invoice #6150	-250.00	-889.41
Bill Pmt -Check	05/08/2019	5891	Casper Electric	Invoice #47582	-500.00	-1,389.41
Bill Pmt -Check	05/08/2019	5892	Casper Star-Tribune	Invoice # 52968	-103.46	-1,492.87
Bill Pmt -Check	05/08/2019	5893	Charter Communications	Invoice #0976435050119	-129.89	-1,622.76
Bill Pmt -Check	05/08/2019	5894	Hinge Studio	invoice #1212	-1,143.75	-2,766.51
Bill Pmt -Check	05/08/2019	5895	MOOD	Invoice # 127671	-50.00	-2,816.51
Bill Pmt -Check	05/08/2019	5896	Walsh Property Management	May Rent	-2,650.00	-5,466.51
Deposit	05/10/2019			Deposit	6,491.42	1,024.91
Bill Pmt -Check	05/13/2019	5897	FIB - MASTERCARD		-97.26	927.65
Bill Pmt -Check	05/13/2019	5898	PMCH	Invoice #6066	-350.00	577.65
Paycheck	05/15/2019		Julie Schmitt		-1,387.17	-809.52
Paycheck	05/15/2019		Kevin Hawley		-2,623.44	-3,432.96
Paycheck	05/17/2019		Aydan Bullard		-53.11	-3,486.07
Paycheck	05/17/2019		Dylan Smith		-53.56	-3,539.63
Paycheck	05/17/2019		Kade R Taheri		-53.10	-3,592.73
Paycheck	05/17/2019		Nathan Reams		-626.95	-4,219.68
Paycheck	05/17/2019		Samantha McCain		-53.10	-4,272.78
Total CHECKING					-4,272.78	-4,272.78
TOTAL					-4,272.78	-4,272.78

PG - Balance Sheet

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
FIB - Parking Garage	18,254.19
Total Checking/Savings	<u>18,254.19</u>
Accounts Receivable	
Accounts Receivable	-98.50
Total Accounts Receivable	<u>-98.50</u>
Other Current Assets	
Undeposited Funds	1,051.00
Total Other Current Assets	<u>1,051.00</u>
Total Current Assets	<u>19,206.69</u>
TOTAL ASSETS	<u>19,206.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to DDA	-20,690.38
Payroll Liabilities	-101.84
Total Other Current Liabilities	<u>-20,792.22</u>
Total Current Liabilities	<u>-20,792.22</u>
Total Liabilities	<u>-20,792.22</u>
Equity	
Unrestricted Net Assets	37,768.04
Net Income	2,230.87
Total Equity	<u>39,998.91</u>
TOTAL LIABILITIES & EQUITY	<u>19,206.69</u>

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
FIB - Parking Garage	20,636.04
Total Checking/Savings	<u>20,636.04</u>
Accounts Receivable	
Accounts Receivable	40.00
Total Accounts Receivable	<u>40.00</u>
Total Current Assets	<u>20,676.04</u>
TOTAL ASSETS	<u>20,676.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to DDA	-17,966.63
Payroll Liabilities	-153.14
Total Other Current Liab	<u>-18,119.77</u>
Total Current Liabilities	<u>-18,119.77</u>
Total Liabilities	<u>-18,119.77</u>
Equity	
Unrestricted Net Assets	37,768.04
Net Income	1,027.77
Total Equity	<u>38,795.81</u>
TOTAL LIABILITIES & EQUITY	<u>20,676.04</u>

PG - P&L

	<u>Apr 19</u>		<u>Mar 19</u>
Income		Income	
Parking Fees		Returned Check Charges	3.00
Parking Garage	9,008.00	Parking Fees	
1st & Center	2,517.00	Parking Garage	5,470.00
Daily Parking	563.00	1st & Center	907.00
Parking Fees - Other	5.00	Daily Parking	91.00
Total Parking Fees	<u>12,093.00</u>	Parking Fees - Other	20.00
Commission (Vending Machines)	94.49	Total Parking Fees	<u>6,488.00</u>
Interest Income	2.74	Interest Income	1.46
Total Income	<u>12,190.23</u>	Total Income	<u>6,492.46</u>
Gross Profit	<u>12,190.23</u>	Gross Profit	<u>6,492.46</u>
Expense		Expense	
Administrative		Administrative	
Office Staff		Office Staff	
Administrative Office	4,333.34	Administrative Office	4,333.34
Total Office Staff	<u>4,333.34</u>	Total Office Staff	<u>4,333.34</u>
Garage Staff Payroll Expense		Garage Staff Payroll Expense	
Payroll Expense	2,370.00	Payroll Expense	2,644.60
Payroll Taxes - FICA & Medicare	512.80	Payroll Taxes - FICA & Medicare	533.81
Payroll Expenses - WC/SUTA/FUTA	743.55	Payroll Expenses - WC/SUTA/FUTA	99.99
Total Garage Staff Payroll Expense	<u>3,626.35</u>	Total Garage Staff Payroll Expense	<u>3,278.40</u>
Total Administrative	7,959.69	Total Administrative	7,611.74
OPERATIONS		OPERATIONS	
Bank Fees	150.20	Bank Fees	128.20
Office Automation	180.94	Office Automation	86.00
Utilities	1,707.30	Utilities	1,685.91
Landscaping, Repairs / Maint.	625.00	Landscaping, Repairs / Maint.	525.00
Parking Structure Rent	364.00	Equip. & Supplies	141.21
Total OPERATIONS	<u>3,027.44</u>	Parking Structure Rent	398.00
Total Expense	<u>10,987.13</u>	Total OPERATIONS	<u>2,964.32</u>
Net Income	<u><u>1,203.10</u></u>	Total Expense	<u>10,576.06</u>
		Net Income	<u><u>-4,083.60</u></u>

PG - Budget v Actual

TOTAL

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	Jul '18 - Apr 19	Budget	\$ Over	%Budget
Income														
Returned Check Charges	35.00	4.00	0.00	0.00	0.00	6.00	0.00	0.00	3.00	0.00	48.00			
Uncategorized Income	0.00	0.00	91.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.74			
Parking Fees														
Parking Garage	7,020.00	10,609.00	10,068.00	8,080.50	6,380.00	8,334.00	11,255.00	9,956.50	5,470.00	9,008.00	86,181.00	100,000.00	-13,819.00	86.18%
1st & Center	1,812.22	1,932.78	2,345.00	1,521.00	1,626.00	1,634.00	3,481.00	1,661.00	907.00	2,517.00	19,437.00	23,500.00	-4,063.00	82.71%
Daily Parking	499.00	719.00	713.00	271.00	673.25	31.00	710.80	146.00	91.00	563.00	4,417.05	7,500.00	-3,082.95	58.89%
Parking Fees - Other	5.00	80.00	10.00	20.00	20.00	0.00	0.00	0.00	20.00	5.00	160.00	0.00	160.00	100.0%
Total Parking Fees	9,336.22	13,340.78	13,136.00	9,892.50	8,699.25	9,999.00	15,446.80	11,763.50	6,488.00	12,093.00	110,195.05	131,000.00	-20,804.95	84.12%
Validation Incentive Program														
Parking Validations	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	0.00	0.00	360.00	0.00	360.00	100.0%
Validation Incentive Program - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Validation Incentive Program	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	0.00	0.00	360.00	500.00	-140.00	72.0%
Commission (Vending Machines)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.49	94.49	400.00	-305.51	23.62%
Interest Income	3.17	2.68	2.39	2.97	2.24	2.01	0.95	0.64	1.46	2.74	21.25	20.00	1.25	106.25%
Total Income	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	6,492.46	12,190.23	110,810.53	131,920.00	-21,109.47	84.0%
Gross Profit	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	6,492.46	12,190.23	110,810.53	131,920.00	-21,109.47	84.0%
Expense														
Bank Service Charges	4.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	10.00	100.0%
Administrative														
Office Staff														
Exec.Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Director Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	43,333.40	40,000.00	3,333.40	108.33%
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	43,333.40	51,400.00	-8,066.60	84.31%
Garage Staff Payroll Expense														
Payroll Expense	2,055.95	2,180.35	2,207.00	2,265.50	2,848.50	1,792.00	1,957.00	2,311.20	2,644.60	2,370.00	22,632.10	35,000.00	-12,367.90	64.66%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	488.77	498.31	500.33	504.81	549.42	820.48	481.20	508.32	533.81	512.80	5,398.25	7,000.00	-1,601.75	77.12%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	338.27	65.28	72.57	621.33	113.62	110.06	99.99	743.55	2,313.23	1,500.00	813.23	154.22%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	4,600.00	0.00	0.00	0.00	0.00	4,600.00	0.00	4,600.00	100.0%
Total Garage Staff Payroll Expense	2,625.75	2,746.19	3,045.60	2,835.59	3,470.49	7,833.81	2,551.82	2,929.58	3,278.40	3,626.35	34,943.58	46,500.00	-11,556.42	75.15%
Total Administrative	6,959.09	7,079.53	7,378.94	7,168.93	7,803.83	12,167.15	6,885.16	7,262.92	7,611.74	7,959.69	78,276.98	97,900.00	-19,623.02	79.96%
OPERATIONS														
Bad Debt Expense	0.00	0.00	0.00	52.50	35.00	-87.50	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
City Profit Sharing	0.00	996.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	996.00	1,500.00	-504.00	66.4%
Web Development / Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	104.00	0.00	0.00	0.00	156.00	0.00	0.00	260.00	700.00	-440.00	37.14%
Software Subscriptions	0.00	0.00	351.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	351.75	300.00	51.75	117.25%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	147.95	62.00	103.15	129.30	160.25	235.60	335.90	225.80	128.20	150.20	1,678.35	800.00	878.35	209.79%
Bad Debt	0.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.00			
Office Automation	180.77	180.85	180.85	180.85	186.66	277.83	84.99	276.27	86.00	180.94	1,816.01	2,000.00	-183.99	90.8%

Utilities	977.39	934.18	872.40	895.96	1,327.49	1,671.55	1,736.92	1,762.24	1,685.91	1,707.30	13,571.34	18,000.00	-4,428.66	75.4%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	585.00	500.00	580.00	525.00	625.00	2,815.00	4,000.00	-1,185.00	70.38%
Equip. & Supplies														
Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Parking Garage	0.00	257.38	0.00	0.00	54.46	66.06	319.58	14.64	0.00	0.00	712.12	0.00	712.12	100.0%
Equip. & Supplies - Other	129.60	0.00	39.48	90.07	0.00	0.00	0.00	0.00	141.21	0.00	400.36	2,500.00	-2,099.64	16.01%
Total Equip. & Supplies	129.60	257.38	39.48	90.07	54.46	66.06	319.58	14.64	141.21	0.00	1,112.48	2,500.00	-1,387.52	44.5%
Special Projects	0.00	0.00	0.00	1,616.25	0.00	0.00	0.00	0.00	0.00	0.00	1,616.25	0.00	1,616.25	100.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	229.50	0.00	0.00	0.00	0.00	229.50	1,000.00	-770.50	22.95%
Insurance (Liability)	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	398.00	364.00	3,303.00	3,993.00	-690.00	82.72%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
Total OPERATIONS	4,298.71	2,836.41	1,910.63	3,431.93	2,126.86	2,978.04	3,340.39	3,377.95	2,964.32	3,027.44	30,292.68	50,993.00	-20,700.32	59.41%
Total Expense	11,261.80	9,915.94	9,289.57	10,603.86	9,933.69	15,145.19	10,225.55	10,640.87	10,576.06	10,987.13	108,579.66	148,893.00	-40,313.34	72.93%
Net Income	-1,879.63	3,483.74	3,960.56	-588.39	-1,142.20	-5,078.18	5,222.20	1,133.27	-4,083.60	1,203.10	2,230.87	-16,973.00	19,203.87	-13.14%

PG - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	04/01/2019			Deposit	4,012.00	4,012.00
Bill Pmt -Chec	04/01/2019	1590	Wyoming Department of Workforce S	Wyoming - workers comp	-531.55	3,480.45
Bill Pmt -Chec	04/01/2019	1591	Wyoming Department of Workforce	Services	-116.68	3,363.77
Deposit	04/02/2019			Deposit	4,266.50	7,630.27
Deposit	04/02/2019			Deposit	483.00	8,113.27
Paycheck	04/05/2019		Sharon A Elsberry		-603.84	7,509.43
Paycheck	04/05/2019		Tevin C Reams		-402.15	7,107.28
Liability Check	04/05/2019		United States Treasury	83-0286881	-4,351.37	2,755.91
Bill Pmt -Chec	04/08/2019	1584	AAA Landscaping		-625.00	2,130.91
Bill Pmt -Chec	04/08/2019	1585	Century Link	Acct #3072614605	-86.00	2,044.91
Bill Pmt -Chec	04/08/2019	1586	Charter	Invoice #0780589031019	-94.94	1,949.97
Bill Pmt -Chec	04/08/2019	1587	City of Casper Business Services		-364.00	1,585.97
Bill Pmt -Chec	04/08/2019	1588	Mastercard		-1.50	1,584.47
Bill Pmt -Chec	04/08/2019	1589	Rocky Mountain Power	Acct #4279137-001 0	-1,707.30	-122.83
Paycheck	04/15/2019		Jaclyn A Landess		-1,815.92	-1,938.75
Deposit	04/17/2019			Deposit	80.00	-1,858.75
Deposit	04/17/2019			Deposit	670.49	-1,188.26
Paycheck	04/19/2019		Sharon A Elsberry		-603.85	-1,792.11
Paycheck	04/19/2019		Tevin C Reams		-390.86	-2,182.97
Deposit	04/26/2019			Deposit	1,763.00	-419.97
Paycheck	04/30/2019		Jaclyn A Landess		-1,815.92	-2,235.89
Check	04/30/2019			Service Charge	-148.70	-2,384.59
Deposit	04/30/2019			Interest	2.74	-2,381.85
Total FIB - Parking Garage					-2,381.85	-2,381.85
TOTAL					-2,381.85	-2,381.85

PG - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	05/01/2019			Deposit	4,093.00	4,093.00
Deposit	05/01/2019			Deposit	619.00	4,712.00
Deposit	05/01/2019			Deposit	1,242.00	5,954.00
Paycheck	05/03/2019		Sharon A Elsberry		-613.01	5,340.99
Paycheck	05/03/2019		Tevin C Reams		-278.52	5,062.47
Liability Check	05/07/2019		United States Treasury	83-0286881	-4,214.77	847.70
Bill Pmt -Chec	05/08/2019	1592	Century Link	Acct #3072614605	-85.70	762.00
Bill Pmt -Chec	05/08/2019	1593	Charter	Invoice #0780589041819	-94.94	667.06
Bill Pmt -Chec	05/08/2019	1594	City of Casper Business Services	Invoice #173777	-363.00	304.06
Bill Pmt -Chec	05/08/2019	1595	City of Casper Water and Sewer	Acct #381802	-145.48	158.58
Bill Pmt -Chec	05/08/2019	1596	Rocky Mountain Power	Acct #04279137-001 0	-1,267.53	-1,108.95
Deposit	05/10/2019			Deposit	603.35	-505.60
Deposit	05/10/2019			Deposit	238.00	-267.60
General Journ	05/13/2019	DDA-54	Heather Wells	Bounced Check#	-86.00	-353.60
General Journ	05/13/2019	DDA-55	Heather Wells	Bank service charges for bounced check#	-3.00	-356.60
General Journ	05/13/2019	DDA-56	First Interstate Bank-Emp.:Shylan Vorderberg	Bounced Check#	-52.50	-409.10
General Journ	05/13/2019	DDA-57	First Interstate Bank-Emp.:Shylan Vorderberg	Bank service charges for bounced check#	-3.00	-412.10
Total FIB - Parking Garage					-412.10	-412.10
TOTAL					-412.10	-412.10

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportat	0.00	0.00	20.00	6.00	80.00	106.00
Amber Fazio	0.00	0.00	0.00	0.00	86.00	86.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	0.00	35.00	0.00	0.00	35.00
Emilee Willard	0.00	0.00	0.00	0.00	140.00	140.00
First Interstate Bank-Emp.						
Lisa Schaefer	0.00	0.00	5.00	0.00	0.00	5.00
Total First Interstat	0.00	0.00	5.00	0.00	0.00	5.00
Heather Wells	0.00	0.00	3.00	0.00	0.00	3.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	0.00	35.00	35.00	0.00	70.00
Lisa Knapp	0.00	0.00	35.00	0.00	0.00	35.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Mitchell Clark	0.00	0.00	35.00	35.00	0.00	70.00
Nona Goodrich	0.00	0.00	43.00	0.00	0.00	43.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rogers	0.00	0.00	35.00	35.00	0.00	70.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Western States, Inc	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
TOTAL	0.00	0.00	246.00	111.00	2,560.00	2,917.00

DSS - Balance Sheet

	<u>Apr 30, 19</u>		<u>Mar 31, 19</u>
Current Assets		Current Assets	
Checking/Savings		Checking/Savings	
Plaza Checking	206,363.33	Plaza Checking	234,564.25
Special Events	<u>38,913.33</u>	Special Events	<u>38,908.55</u>
Total Checking/Savings	<u>245,276.66</u>	Total Checking/Savings	<u>273,472.80</u>
Accounts Receivable		Accounts Receivable	
Accounts Receivable	<u>81,875.00</u>	Accounts Receivable	<u>10,950.00</u>
Total Accounts Receivable	<u>81,875.00</u>	Total Accounts Receivable	<u>10,950.00</u>
Total Current Assets	<u>327,151.66</u>	Total Current Assets	<u>284,422.80</u>
TOTAL ASSETS	<u><u>327,151.66</u></u>	TOTAL ASSETS	<u><u>284,422.80</u></u>
LIABILITIES & EQUITY		LIABILITIES & EQUITY	
Equity		Equity	
Unrestricted Net Assets	596,875.09	Unrestricted Net Assets	596,875.09
Net Income	<u>-269,723.43</u>	Net Income	<u>-312,452.29</u>
Total Equity	<u>327,151.66</u>	Total Equity	<u>284,422.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>327,151.66</u></u>	TOTAL LIABILITIES & EQUITY	<u><u>284,422.80</u></u>

DSS - P&L

	<u>Apr 19</u>	
Ordinary Income/Expense		
Income		
ACCT. INTEREST	32.21	
Other Types of Income		
Miscellaneous Revenue	<u>925.00</u>	
Total Other Types of Income	925.00	
Program Income		
Event Sponsorship	61,500.00	
Facility Rental	10,000.00	
Friends of Station	60.00	
Taco Fest Tickets	<u>855.90</u>	
Total Program Income	<u>72,415.90</u>	
Total Income	<u>73,373.11</u>	
Gross Profit	73,373.11	
Expense		
Contract Services		
Construction Expense	7,000.00	
Contract Services - Other	<u>1,350.00</u>	
Total Contract Services	8,350.00	
Facilities and Equipment		
Equip Rental and Maintenance	1,675.34	
Landscaping, Repairs/Maint.	177.00	
Rent, Parking, Utilities	4,227.34	
Facilities and Equipment - Other	<u>61.09</u>	
Total Facilities and Equipment	6,140.77	
Marketing		
Advertising/Media	3.38	
Fundraising Expense	553.95	
Website	45.00	
Marketing - Other	<u>4,488.78</u>	
Total Marketing	5,091.11	
Operations		
Bank Fees	78.79	
Books, Subscriptions, Referen	260.03	
Entertainment/Talent	500.00	
Equip/Supplies	115.36	
Event Expense		
A/V	100.00	
Insurance	354.20	
Security	2,850.00	
Event Expense - Other	<u>5,223.28</u>	
Total Event Expense	8,527.48	
Service Charge	3.81	
Software/Subscriptions	81.36	
Supplies	363.73	
Utilities	<u>1,131.81</u>	
Total Operations	<u>11,062.37</u>	
Total Expense	<u>30,644.25</u>	Net Income
Net Ordinary Income	<u>42,728.86</u>	
Net Income	<u><u>42,728.86</u></u>	

	<u>Mar 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	33.26
Other Types of Income	
Miscellaneous Revenue	<u>925.00</u>
Total Other Types of Income	925.00
Program Income	
Beverage Sales	1,529.38
Facility Rental	1,500.00
Friends of Station	110.00
Partners In Progress	<u>1,000.00</u>
Total Program Income	<u>4,139.38</u>
Total Income	<u>5,097.64</u>
Gross Profit	5,097.64
Expense	
Contract Services	
Construction Expense	1,253.50
Contract Services - Other	<u>2,662.56</u>
Total Contract Services	3,916.06
Facilities and Equipment	
Equip Rental and Maintenance	1,409.84
FF&E	159.92
Rent, Parking, Utilities	<u>3,785.38</u>
Total Facilities and Equipment	5,355.14
Marketing	
Fundraising Expense	74.80
Website	150.39
Marketing - Other	<u>9,448.69</u>
Total Marketing	9,673.88
Operations	
Bank Fees	33.90
Equip/Supplies	344.85
Event Expense	
Security	2,700.00
Event Expense - Other	<u>5,498.49</u>
Total Event Expense	8,198.49
Service Charge	6.99
Software/Subscriptions	453.02
Supplies	235.09
Utilities	<u>1,430.80</u>
Total Operations	10,703.14
Travel and Meetings	
Conference, Convention, Meeting	473.40
Travel	<u>1,524.70</u>
Total Travel and Meetings	1,998.10
Total Expense	<u>31,646.32</u>
Net Ordinary Income	<u>-26,548.68</u>
	<u><u>-26,548.68</u></u>

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through April 2019**

DSS - Budget v Act												TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense														
Income														
ACCT. INTEREST	88.39	63.24	59.41	53.51	47.54	48.92	47.67	41.75	33.26	32.21	515.90			
Direct Public Support														
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	0.00	0.00	179,166.67			
Total Direct Public Support	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	0.00	0.00	179,166.67	50,000.00	129,166.67	358.33%
Investments														
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	0.00	0.00	31,200.84	30,000.00	1,200.84	104.0%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	0.00	0.00	31,200.84	30,000.00	1,200.84	104.0%
Other Types of Income														
Miscellaneous Revenue	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	9,050.00			
Total Other Types of Income	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	9,050.00			
Program Income														
Beverage Sales	8,184.00	15,440.25	4,780.00	2,114.00	0.00	0.00	142.00	0.00	1,529.38	0.00	32,189.63	90,000.00	-57,810.37	35.77%
Event Sponsorship	20,000.00	40,000.00	7,500.00	0.00	5,243.72	0.00	0.00	0.00	0.00	61,500.00	134,243.72	171,000.00	-36,756.28	78.51%
Facility Rental	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	1,500.00	10,000.00	13,500.00	12,000.00	1,500.00	112.5%
Friends of Station														
Giving Tuesday 2018	0.00	0.00	0.00	0.00	801.00	0.00	0.00	0.00	0.00	0.00	801.00			
Treedtion 2018	0.00	0.00	0.00	0.00	2,255.00	0.00	0.00	0.00	0.00	0.00	2,255.00			
Friends of Station - Other	265.00	160.00	224.00	60.00	45.00	960.00	3,051.95	680.00	110.00	60.00	5,615.95	55,000.00	-49,384.05	10.21%
Total Friends of Station	265.00	160.00	224.00	60.00	3,101.00	960.00	3,051.95	680.00	110.00	60.00	8,671.95	55,000.00	-46,328.05	15.77%
Ice Skating Fees	0.00	0.00	0.00	0.00	4,369.02	30,781.46	23,005.69	1,546.75	0.00	0.00	59,702.92	65,000.00	-5,297.08	91.85%
Membership Dues	0.00	0.00	0.00	-330.00	0.00	0.00	0.00	0.00	0.00	0.00	-330.00			
Partners In Progress	4,000.00	28,000.00	26,500.00	10,500.00	1,000.00	5,000.00	23,750.00	0.00	1,000.00	0.00	99,750.00	100,000.00	-250.00	99.75%
Program Service Fees	0.00	3,785.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,785.00			
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855.90	855.90			
Vendor Fees	525.00	2,625.00	450.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	3,650.00			
Total Program Income	34,474.00	90,010.25	39,454.00	12,894.00	13,713.74	36,741.46	49,949.64	2,226.75	4,139.38	72,415.90	356,019.12	493,000.00	-136,980.88	72.22%
Total Income	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,394.34	5,097.64	73,373.11	575,952.53	573,000.00	2,952.53	100.52%
Gross Profit	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,394.34	5,097.64	73,373.11	575,952.53	573,000.00	2,952.53	100.52%
Expense														
Contract Services														
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Construction Expense	1,902.41	0.00	191,691.10	8,050.80	26,069.00	1,061.00	2,076.00	75,925.00	1,253.50	7,000.00	315,028.81	750,000.00	-434,971.19	42.0%
Design/Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
Legal Fees	690.00	0.00	0.00	31.59	0.00	0.00	46.95	0.00	0.00	0.00	768.54			
Contract Services - Other	2,762.55	1,550.00	1,550.00	1,500.00	3,543.00	3,802.00	5,110.00	4,131.00	2,662.56	1,350.00	27,961.11			
Total Contract Services	5,354.96	1,550.00	193,241.10	9,582.39	29,612.00	4,863.00	7,232.95	80,056.00	3,916.06	8,350.00	343,758.46	806,000.00	-462,241.54	42.65%
Facilities and Equipment														
Building Repairs/Maint	0.00	0.00	0.00	0.00	490.60	0.00	1,807.23	0.00	0.00	0.00	2,297.83	18,000.00	-15,702.17	12.77%
Equip Rental and Maintenance	768.05	586.91	440.62	708.00	644.51	10,710.00	405.69	34,077.39	1,409.84	1,675.34	51,426.35			
FF&E	44,961.36	671.83	6,480.61	12,391.85	14,632.57	14,676.81	4,310.97	2,554.97	159.92	0.00	100,840.89	555,000.00	-454,159.11	18.17%
Landscaping, Repairs/Maint.	0.00	0.00	0.00	1,060.31	89.49	0.00	0.00	0.00	0.00	177.00	1,326.80	17,700.00	-16,373.20	7.5%
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,500.00	-25,500.00	0.0%
Property Insurance	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Rent, Parking, Utilities	3,579.14	3,527.00	3,843.50	5,044.63	2,813.74	6,840.90	5,624.21	10,001.57	3,785.38	4,227.34	49,287.41	158,000.00	-108,712.59	31.2%
Facilities and Equipment - Oth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.08	0.00	61.09	253.17			

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through April 2019**

DSS - Budget v Act												TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Total Facilities and Equipment	51,808.55	4,785.74	10,764.73	19,204.79	18,670.91	32,227.71	12,148.10	46,826.01	5,355.14	6,140.77	207,932.45	776,700.00	-568,767.55	26.77%
Marketing														
Advertising/Media	1,214.00	0.00	1,070.31	0.00	0.00	0.00	161.87	0.00	0.00	3.38	2,449.56	30,000.00	-27,550.44	8.17%
Fundraising Expense	1,279.94	0.00	67.68	0.00	0.00	0.00	0.00	0.00	74.80	553.95	1,976.37	20,000.00	-18,023.63	9.88%
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.39	45.00	195.39	4,000.00	-3,804.61	4.89%
Marketing - Other	13,858.75	13,210.71	14,106.92	11,923.97	10,401.56	25,125.47	572.47	8,442.03	9,448.69	4,488.78	111,579.35			
Total Marketing	16,352.69	13,210.71	15,244.91	11,923.97	10,401.56	25,125.47	734.34	8,442.03	9,673.88	5,091.11	116,200.67	54,000.00	62,200.67	215.19%
Operations														
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.90	78.79	112.69			
Books, Subscriptions, Referer	376.99	177.00	0.00	33.45	846.87	0.00	311.06	0.00	0.00	260.03	2,005.40			
Entertainment/Talent	1,800.00	3,925.00	3,600.00	400.00	0.00	0.00	0.00	0.00	0.00	500.00	10,225.00			
Equip/Supplies	0.00	0.00	0.00	52.49	151.64	2,568.27	605.12	361.62	344.85	115.36	4,199.35	19,500.00	-15,300.65	21.54%
Event Expense														
A/V	4,440.00	10,130.00	4,200.00	2,500.00	200.00	200.00	400.00	200.00	0.00	100.00	22,370.00			
Insurance	1,488.65	1,734.37	941.40	684.00	684.00	469.70	0.00	0.00	0.00	354.20	6,356.32			
Security	3,587.50	3,025.00	6,490.00	3,150.00	2,875.00	4,072.50	2,800.00	3,375.00	2,700.00	2,850.00	34,925.00			
Event Expense - Other	10,835.01	23,631.83	15,068.81	3,957.19	5,682.58	5,620.72	1,592.84	1,894.80	5,498.49	5,223.28	79,005.55	223,500.00	-144,494.45	35.35%
Total Event Expense	20,351.16	38,521.20	26,700.21	10,291.19	9,441.58	10,362.92	4,792.84	5,469.80	8,198.49	8,527.48	142,656.87	223,500.00	-80,843.13	63.83%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	0.00	0.00	0.00	1.71	104.00	0.00	0.00	0.00	0.00	105.71	2,500.00	-2,394.29	4.23%
Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	252.00	0.00	0.00	0.00	252.00			
Service Charge	28.78	8.33	7.59	28.81	3.81	75.70	32.18	9.62	6.99	3.81	205.62			
Software/Subscriptions	0.00	0.00	177.00	313.04	0.00	187.03	0.00	255.02	453.02	81.36	1,466.47	5,000.00	-3,533.53	29.33%
Supplies	1,042.64	704.21	1,688.40	1,058.64	195.29	2,076.30	0.00	225.41	235.09	363.73	7,589.71			
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,729.01	195.66	1,430.80	1,131.81	4,487.28	45,000.00	-40,512.72	9.97%
Operations - Other	0.00	0.00	0.00	426.50	0.00	632.20	0.00	177.51	0.00	0.00	1,236.21			
Total Operations	23,599.57	43,335.74	32,173.20	12,604.12	10,640.90	16,006.42	7,722.21	6,694.64	10,703.14	11,062.37	174,542.31	297,900.00	-123,357.69	58.59%
Other Types of Expenses														
Other Costs	0.00	0.00	0.00	0.00	0.00	316.99	0.00	0.00	0.00	0.00	316.99			
Total Other Types of Expenses	0.00	0.00	0.00	0.00	0.00	316.99	0.00	0.00	0.00	0.00	316.99			
Travel and Meetings														
Conference, Convention, Meet	48.08	0.00	0.00	325.00	0.00	0.00	0.00	419.00	473.40	0.00	1,265.48			
Travel	0.00	0.00	0.00	74.14	0.00	0.00	0.00	0.00	1,524.70	0.00	1,598.84			
Travel and Meetings - Other	0.00	0.00	0.00	60.76	0.00	0.00	0.00	0.00	0.00	0.00	60.76			
Total Travel and Meetings	48.08	0.00	0.00	459.90	0.00	0.00	0.00	419.00	1,998.10	0.00	2,925.08			
Total Expense	97,163.85	62,882.19	251,423.94	53,775.17	69,325.37	78,539.59	27,837.60	142,437.68	31,646.32	30,644.25	845,675.96	1,934,600.00	-1,088,924.04	43.71%
Net Ordinary Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-40,824.21	35,584.71	-108,043.34	-26,548.68	42,728.86	-269,723.43	-1,361,600.00	1,091,876.57	19.81%
	<u>-61,651.46</u>	<u>27,891.30</u>	<u>-210,985.53</u>	<u>93,430.68</u>	<u>-21,305.76</u>	<u>-40,824.21</u>	<u>35,584.71</u>	<u>-108,043.34</u>	<u>-26,548.68</u>	<u>42,728.86</u>	<u>-269,723.43</u>	<u>-1,361,600.00</u>	<u>1,091,876.57</u>	<u>19.81%</u>

DSs - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	04/01/2019			Deposit	1,500.00	1,500.00
Bill Pmt -Check	04/08/2019	1624	Ahern Rentals		-483.63	1,016.37
Bill Pmt -Check	04/08/2019	1625	Black Hills Energy	David St. Station - 2897771773	-66.27	950.10
Bill Pmt -Check	04/08/2019	1626	Brent Phillips	St. Patrick's Day	-100.00	850.10
Bill Pmt -Check	04/08/2019	1627	Caspar Building Systems, Inc.	Phase 2 Alt #3	-4,000.00	-3,149.90
Bill Pmt -Check	04/08/2019	1628	Charter Communications	Invoice #111337603276	-81.16	-3,231.06
Bill Pmt -Check	04/08/2019	1629	Consolidate Electrical Dustritutors	Lights for DSS	-1,042.00	-4,273.06
Bill Pmt -Check	04/08/2019	1630	Cowdin Cleaning		-1,350.00	-5,623.06
Bill Pmt -Check	04/08/2019	1631	Hinge Studio		-4,256.25	-9,879.31
Bill Pmt -Check	04/08/2019	1632	LONG Building Technologies, Inc.	Ash St.	-177.00	-10,056.31
Bill Pmt -Check	04/08/2019	1633	MCF LLC	Storage Unit - April - June	-450.00	-10,506.31
Bill Pmt -Check	04/08/2019	1634	Rocky Mountain Power	David Street Station - 042791370028	-2,542.54	-13,048.85
Bill Pmt -Check	04/08/2019	1635	Secure Gunz LLC		-2,850.00	-15,898.85
Bill Pmt -Check	04/08/2019	1636	The Lyric	April Storage	-100.00	-15,998.85
Bill Pmt -Check	04/09/2019	1637	Black Hills Energy	Acct #5833625606 - Ash St	-1,065.54	-17,064.39
Bill Pmt -Check	04/09/2019	1638	David Gerald Enterprises	Deposit for 7/27/19 Performance	-500.00	-17,564.39
Bill Pmt -Check	04/09/2019	1639	Jason Fellman Music LLC	Deposit for 8/24/19 Performance	-3,000.00	-20,564.39
Bill Pmt -Check	04/09/2019	1640	Mastercard		-436.90	-21,001.29
Bill Pmt -Check	04/09/2019	1641	Murdoch's Ranch & Home	VOID: Horse Stall Mats	0.00	-21,001.29
Bill Pmt -Check	04/09/2019	1642	Rocky Mountain Power	Acct #042791370036 - Ash St	-1,153.64	-22,154.93
Bill Pmt -Check	04/09/2019	1643	Mastercard		-1,373.56	-23,528.49
Bill Pmt -Check	04/09/2019	1644	AMBI Mail & Marketing	Mailer	-553.95	-24,082.44
Deposit	04/11/2019			Deposit	20.00	-24,062.44
Deposit	04/11/2019			Deposit	10.30	-24,052.14
Deposit	04/12/2019			Deposit	326.30	-23,725.84
Deposit	04/14/2019			Deposit	20.00	-23,705.84
Deposit	04/14/2019			Deposit	20.60	-23,685.24
Bill Pmt -Check	04/16/2019	1645	Caspar Building Systems, Inc.	Concretist 1 of 2 payments	-3,000.00	-26,685.24
Bill Pmt -Check	04/25/2019	1646	Jacob K. Maurer	Flights Reimbursement	-2,058.00	-28,743.24
Deposit	04/25/2019			Deposit	81.80	-28,661.44
Deposit	04/25/2019			Deposit	30.90	-28,630.54
Deposit	04/29/2019			Deposit	241.20	-28,389.34
Deposit	04/30/2019			Deposit	164.80	-28,224.54
Check	04/30/2019			Service Charge	-3.81	-28,228.35
Deposit	04/30/2019			Interest	27.43	-28,200.92
Total Plaza Checking					-28,200.92	-28,200.92
TOTAL					-28,200.92	-28,200.92

Downtown Development Authority
Transaction Detail by Account
 May 1 - 13, 2019

DSS - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	05/01/2019			Deposit	122.70	122.70
Deposit	05/02/2019			Deposit	113.30	236.00
Deposit	05/03/2019			Deposit	600.00	836.00
Bill Pmt -Check	05/03/2019	1647	Chancey Williams Music LLC	Deposit for 8/23 performance	-2,500.00	-1,664.00
Deposit	05/03/2019			Deposit	20,000.00	18,336.00
Deposit	05/06/2019			Deposit	6,363.16	24,699.16
Deposit	05/06/2019			Deposit	3,054.95	27,754.11
Deposit	05/06/2019			Deposit	480.20	28,234.31
Bill Pmt -Check	05/08/2019	1648	ADEGA LLC	Invoice #16861	-500.00	27,734.31
Bill Pmt -Check	05/08/2019	1649	Ahern Rentals	Invoice #19629398-008	-485.63	27,248.68
Bill Pmt -Check	05/08/2019	1650	Alliance Electric	Invoice #8492	-161.45	27,087.23
Bill Pmt -Check	05/08/2019	1651	AMBI Mail & Marketing	Invoice #19-04-591	-312.50	26,774.73
Bill Pmt -Check	05/08/2019	1652	Brent Phillips	Taco Fest	-1,000.00	25,774.73
Bill Pmt -Check	05/08/2019	1653	City of Casper - Water Services	Acct #311502	-186.00	25,588.73
Bill Pmt -Check	05/08/2019	1654	Cowdin Cleaning	201307	-1,100.00	24,488.73
Bill Pmt -Check	05/08/2019	1655	Galles Greenhouse & Hepp Landscaping	Invoice #10804	-1,731.76	22,756.97
Bill Pmt -Check	05/08/2019	1656	GW Mechanical	Invoice #5146	-1,333.91	21,423.06
Bill Pmt -Check	05/08/2019	1657	H6R Ventures LLC	Taco Fest Reimbursement	-500.00	20,923.06
Bill Pmt -Check	05/08/2019	1658	Hinge Studio	Invoice #1210 & 1211	-4,551.25	16,371.81
Bill Pmt -Check	05/08/2019	1659	KET LLC	Taco Fest Reimbursement	-500.00	15,871.81
Bill Pmt -Check	05/08/2019	1660	Proud to Host the Best	Invoice #5085	-640.00	15,231.81
Bill Pmt -Check	05/08/2019	1661	Rocky Mountain Power	Acct #04279137-003 6	-1,079.36	14,152.45
Bill Pmt -Check	05/08/2019	1662	Secure Gunz LLC		-2,925.00	11,227.45
Bill Pmt -Check	05/08/2019	1663	The Lyric	Storage May	-100.00	11,127.45
Bill Pmt -Check	05/08/2019	1664	The Smokin' Armadillo LLC	Taco Fest Reimbursement	-500.00	10,627.45
Bill Pmt -Check	05/08/2019	1665	Western Distributing	Invoice #281756	-591.00	10,036.45
Bill Pmt -Check	05/08/2019	1666	Wyoming Department of Agriculture	Facility ID: 8457	-50.00	9,986.45
Bill Pmt -Check	05/08/2019	1667	Black Hills Energy	Acct #833625606	-578.37	9,408.08
Bill Pmt -Check	05/08/2019	1668	City of Casper - Water Services	Acct #360003	-307.76	9,100.32
Bill Pmt -Check	05/08/2019	1669	Rocky Mountain Power	Acct #04279137-002 8	-854.41	8,245.91
Bill Pmt -Check	05/08/2019	1670	Black Hills Energy	Acct #2897771773	-38.77	8,207.14
Bill Pmt -Check	05/08/2019	1671	City of Casper - Water Services	Acct #6167002	-16.10	8,191.04
Bill Pmt -Check	05/08/2019	1672	City of Casper - Water Services	Acct #6167904	-93.35	8,097.69
Bill Pmt -Check	05/08/2019	1673	Charter Communications	invoice #1113376050119	-79.99	8,017.70
Deposit	05/08/2019			Deposit	613.00	8,630.70
Bill Pmt -Check	05/09/2019	1674	Mastercard	1558 - Jackie Landess	-2,393.37	6,237.33
Bill Pmt -Check	05/09/2019	1675	Peden's Inc.		-485.00	5,752.33
Deposit	05/09/2019			Deposit	257.50	6,009.83
Deposit	05/09/2019			Deposit	71.50	6,081.33
Bill Pmt -Check	05/09/2019	1676	Mastercard		-1,351.85	4,729.48
Bill Pmt -Check	05/09/2019	1677	Secure Gunz LLC	Invoice #368	-675.00	4,054.48
Deposit	05/10/2019			Deposit	6,500.00	10,554.48
Total Plaza Checking					<u>10,554.48</u>	<u>10,554.48</u>
TOTAL					<u>10,554.48</u>	<u>10,554.48</u>

Activity Report - May 2019

Executive Director

Old Business

- John P. Ellbogen Foundation Mtg
- Opportunity Zone
- State Task Force
-
- Recycle Grant Letter
- Ice Skating Operations
- Sales Tax Inventory
- Mill-levy property review

New Business

- Donor Agreement (Update)
- Foundation – bylaws; 1023 review
- BoD member application process
- Event Coordinator & Intern
- City Zamboni
- Sponsorships: WCDA, Hilltop, Casper College
- Marcom Reboot
- Endowment disbursement
-

- Grant Applications

Challenges/Concerns

- Fundraising
- Staffing
 - Plaza Team
- Opportunities:
 - Continual education and advocacy – DDA & PG & DSS

Board Action Requested (if any)

- Continued support from BOD

Downtown Development Authority (DDA) Executive Committee

1. **Participants:** Executive Committee
2. **Date:** May 2, 2019
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** J. True, B.Daigle, N. Grooms, P. Fazio, K. Hawley
5. **Discussion:**

5.1. Financials were reviewed and discussed. Budget preparation discussions began.

5.2. Discussion regarding DDA Board members and application process. Term out: Brandon, Sona; Renew: Trudi

5.3. Discussion regarding 501c3 or Foundation for fundraising purposes.

5.4. Discussion about long term planning at DSS, including reserve account & secondary endowment that is more aggressively invested and accessible.

6. **Actions/Follow-Up**

- NG – Review 1023 before KH files
- WR – Review bylaws before KH files
- WR – Insurance review

MONTHLY ACTIVITY April 2019

May 3, 2019

Committee Chair: Shawn Houck

Committee: MARCOM

Project(s): Review Budgets, Media Campaign, PR

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>	<u>Complete Date</u>
• Downtown Survey	April 2019	
• Annual Mtg – State of Downtown	June 2019	
• Communication Initiative	June 2019	
• Engage – Downtown Tour Series	June 2019	

ACCOMPLISHMENTS

- Adbay polled the city of Casper via a geo-fenced Facebook post in late April.
- Purpose of the poll was to better understand public perceptions of Downtown Casper
- We received 424 completed surveys, representing a statistically significant portion of the community
- Top of mind awareness response data is currently being tabulated, a full report will be shared with the board once this process is complete
- We will be using the results of the survey to guide future DDA initiatives, events, policies and marketing. The survey will also provide a "baseline" from which to measure impacts of future initiatives, events, policies and marketing.

- Some key takeaways are as follows:

Primary downtown trip motivators include Restaurants (66.5%), Shopping (58%), City/State Government business (54%), David Street Station Events/Activities (53%), Movie Theatres (48%), Library (43.6%)

70% of respondents report "Positive" or "Very Positive" opinions of Downtown Casper

61% of respondents report their opinion of Downtown Casper is either "Somewhat more favorable" or "Much more favorable" compared to last year

Top characteristics of downtown include "Clean" (57%), Family Friendly (57%), Historical (53%), "Evolving" (52%), "Growing" (52%), "Welcoming" (51%).

63% of respondents report attending an event at David Street Station in the past 12 months

88% of respondents are either "Somewhat likely" or "Very likely" to recommend Downtown Casper to friends or family

Activity Report for the Month of May 2019

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

General Overview/Responsibilities

- Monthly Financials-
 - PG -84% of budget for revenues, 73% for expenses
 - DDA –77% on revenues, 55% for expenses
 - Station – invoices: Caspar Pay App, event expenses, utility bills.
- Market Driven Funding (TIF) - N/A
- Project funding oversight for Plaza.

Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting
- Budget Prep

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

MONTHLY ACTIVITY REVIEW April 2019

May 3, 2019

Name: Tim Schenk
Committee: Infrastructure
Project(s): Gateway, Public Restrooms, Parking Garage, Downtown Plaza

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Maintain and develop utility infrastructure within DDA boundaries
- Develop special projects and support city in pursuit of projects
- Identify potential developments and recruit investors to DDA district
- Maintain and manage parking garage and surface parking lot

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>
• DDA Gateway	Ongoing
• One-Way Street Study	Ongoing
• Downtown Housing	Ongoing
• Downtown Sound Plan	Ongoing

ACCOMPLISHMENTS

PLANNED ACTIVITIES

CHALLENGES/CONCERNS

- Budget Constraints
- Fundraising

PROJECT COSTS

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
[title	[]	[]	[]

MONTHLY ACTIVITY REVIEW April 2019

May 3, 2019

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Review and compliance of Statute
- Review and compliance of by-laws

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

- Review/Explore Insurance options
- Review Policy/Procedure
- Review of by-laws
- Review of State Statute

PLANNED ACTIVITIES

Investigate By-Laws and State Statute for Plaza Committee
Draft legal action plan to add to master plan of plaza
Recruit new governance volunteers

CHALLENGES/CONCERNS

PROJECT COSTS

Description

NA

Budget

NA

Actual

NA

Difference

NA

From: Platte River Trails Trust [mailto:platteriver@wyoming.com]
Sent: Monday, May 13, 2019 12:15 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Upcoming Meetings, Events and Projects



Platte River Trails Meetings, Events and Projects

May 13, 2019

Our Trails Belong to You! Join Us For the Upcoming Friends Meeting

Have you ever wanted to learn more about upcoming trail events and projects and become involved with our volunteer led community trail organization? Here's your chance! Join us this **Wednesday, May 15th 5:30 p.m.- 6:30 p.m. at the Tate Pumphouse.** *Our trails belong to you!*

Friends
of the Platte
River Trail

2019 Spring Clean-up

Bring Your Friends, Family & Colleagues

Bring your friends, family and colleagues for a morning of fun and clean-up to get our community trails summer ready on **Saturday, May 18th, 9 a.m. to Noon.** Groups are asked to meet at the Tate Pumphouse and fan out along the River Trail and Rail Trail for the morning. Businesses and groups are a perfect fit for this community centered event. [Email the Trails office](#) for more information or download the clean-up [registration form](#) here. Special thanks to our sponsors [Keep Casper Beautiful](#) and [Wyoming Machinery](#) for helping us clean-up our community trails!



**Help get our trails
Summer ready!**

**Saturday, May 18
Tate Pumphouse, 9am-noon**



Morad To Walmart Trail Design

Design on the Morad to Walmart trail will begin in June of 2019. Stay tuned for further details about this exciting new project.

[Text Link](#)



From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Wednesday, May 15, 2019 4:15 PM
Subject: Call to action - Franchise Fees

Good afternoon WAM,

Just wanted to pass along this message from Casper Assistant City Attorney Wallace Trembath about a proposed statewide restructuring of franchise fees. WAM Executive Director Dave Fraser was present and testified at the mentioned meeting and can provide further information to any member communities that would like it at dfraser@wyomuni.org or 307-414-0265. He is still currently attending committee meetings through the rest of this week, so please leave a message and he'll get back to you at his earliest convenience.

****Mr. Trembath's Message****

Distinguished Wyoming Local Government Attorneys:

On May 13, 2019, I listened to an alarming meeting held by the Wyoming Legislature's Corporations, Elections & Political Subdivisions Committee. Representative Tyler Lindholm proposed state-wide legislation that would strip the power of cities and towns to negotiate reasonable, fair compensation for the use of municipal rights-of-way by telecommunication companies. Instead, he proposed a state-wide, incremental, cost-based reimbursement model for compensation.

In Casper alone, the result could be the **loss of hundreds of thousands of dollars of revenue**. For most of your clients, the impact could be similarly disturbing. This an industry-initiated cash grab with a long history that parallels a recent decision by the FCC regarding wireless communication facilities. And, interestingly, the bill's primary sponsor, Representative Lindholm, lives in Sundance, Wyoming, one of the few jurisdictions that has no franchise fees on electricity or cable, and a mere 1% franchise fee on phone service. So, it would minimally impact his constituents; but, would create a substantial hardship for most local governments.

Please assist us if you can! We need you to:

1. **Spread the word:** Let your clients know this legislation is in the pipeline. ask them to find out how much revenue is collected each year for their franchises (separated by Company).
2. **Compile and forward franchise fee information:** Ask your client to find out how much revenue is collected each year for their franchises (separated by Company), and forward that information to me. That way, I can start to analyze potential revenue impact state-wide. Casper's franchise revenue is attached for your reference.
3. **Support a forthcoming WAM Resolution:** Ask your client to support a WAM resolution to make this issue a priority for the legislative session, including funding for expert witnesses (as needed). I will be drafting a resolution for the June 12-14, 2019, WAM meeting in Sheridan.
4. **Contact your local legislators and corporation committee members:** Ask your client to contact your Wyoming State Senators and Representatives to let them know you oppose any legislation that would

strip franchise fee/rights-of-way funding from cities and towns, and/or impose a statewide, cost-based model that subsidizes private corporations at the expense of local governments. Here is the link to find your Wyoming state legislators: <https://www.wyoleg.gov/Legislators>. The members of the corporations committee are:

Senators: Cale Case, Bill Landen, Tara Nethercott, Wendy Schuler, Charles Scott

Representatives: Jim Blackburn, Aaron Clausen, Scott Clem, Andi Clifford, Shelly Duncan, Roy Edwards, Danny Eyre, Dan Furphy, Tyler Lindholm

5. **Gather Speakers:** We need attorneys, mayors, city-managers and council-members who are eloquent, persuasive, and willing to speak at the next Committee meeting. To stop or modify this potential legislation, we need strong, cohesive coalition. I am suggesting packing the committee meeting with **at least 15 speakers**. The next committee meeting is in Jackson, Wyoming, on September 16-17, 2019, at 8:00 a.m.

If you or your client would like to view the meeting yourself, [here's the YouTube link: https://www.youtube.com/watch?v=XTdqJt2QI00&feature=youtu.be](https://www.youtube.com/watch?v=XTdqJt2QI00&feature=youtu.be). The rights-of-way discussion starts at 2:52:20. Please feel free to contact me.

Sincerely,
Wallace Trembath III
Deputy City Attorney
200 N. David
Casper, WY 82601
Phone: (307) 235-7503

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

From: Justin Schilling [mailto:jschilling@wyomuni.org]

Sent: Friday, May 10, 2019 4:00 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - Interim Committee Schedule, Mary Kelly Message, Trivia!



Wyoming
Association of
Municipalities
Building Strong Communities

Word from WAM!

A Weekly Message

Legislative Interim Committee Schedule



Left to right: Representative Cyrus Western (Sheridan), WCCA Executive Director Jerimiah Rieman and WAM Executive David Fraser listen as Lander Mayor Monte Richardson testifies in front of the Joint Revenue Committee.

Interim Committee Season Begins and WAM Needs You!

As the Wyoming Legislature begins its interim committee work, remember how impactful your presence and participation in these meetings can be to advancing WAM's legislative efforts. Simply put, legislators love to see, and receive input from, local elected officials. So, if any upcoming meetings are in your neck of the woods, we'd encourage you to join us as we lay the groundwork for a successful 2020 Legislative Session.

Interim Committee Schedule

May

13-14 Joint Corporations, Casper College, Strausner Hall RM 217, Casper,
8:00 AM

14-15 Joint Transportation, Gillette College Technical Education Center, RM 213, Gillette, 8:30 AM

16-17 Joint Minerals, Gillette College Technical Education Center, RM 213, Gillette, 8:30 AM

16-17 Joint Water, Water Development Commission, Conference Room, Cheyenne, 1:30 PM

29-30 Joint Management Audit, Jonah Building, RM L54, Cheyenne, 8:00 AM

June

3-4 Joint Judiciary, Gillette College, TEK Flex, Strausner, Gillette, 8:30 AM

5-6 Joint Education, Oil and Gas Commission, Casper, 8:30 AM

10-11 Joint Agriculture, Sheridan College Thorne Rider Campus Center, TRCC008, Sheridan, 8:30 AM

13-14 Joint Labor, TBD, Riverton, 8:00 AM

25 Joint Natural Resources, TBD, Douglas, 8:00 AM

27-28 Joint Travel, TBD, Gillette, 8:00 AM

**WAM Summer Convention Keynote Speaker
Mary Kelly is Excited to See You There!**



Speaker Mary Kelly

Kelly to Focus on Successful Leadership in Sheridan

Mary Kelly is excited to be back at WAM Summer Convention helping you understand how to be a better leader everyday. Have you registered for Summer Convention yet? Time is running out!

[Click here to see Mary's message to WAM](#)

Spring Region Meetings: Great Attendance, Great Discussion



Region 5 Meeting in Kemmerer

WAM Maintains Positive Momentum, As More Members from More Municipalities Attended Meetings

Thank you to everyone who took time out of their busy schedules to attend their

respective Spring Regional Meeting throughout April. Attendance was fantastic overall, with Region 5 coming away with bragging rights for the largest attendance with 29 members from 10 different cities and towns! Summer Regional Meetings will take place Thursday, June 13th at WAM Summer Convention in Sheridan.

Next Gen 911 and Wyoming 2-1-1 Presentations from Spring Meetings

Get the 411 on 2-1-1 and Next Gen 911

Those that were able to attend the training portion of the Spring Regional Meetings received valuable

information about the community benefits of Wyoming 2-1-1 from Wyoming 2-1-1 Executive Director Sabrina Lane and a primer on Next Gen 911 systems from Laramie County Combined Communications Center Director Glen Crumpton, and GIS experts Karen Rogers from Wyoming game and Fish and Jordan Evans from Laramie County. As promised, here are their presentation materials for further review. WAM thanks Sabrina, Glenn, Karen and Jordan for taking the time and making the effort to travel the state with us to present to our membership.



[Click Here for Next Gen 911 Presentation](#)

[Click Here for Wyoming 2-1-1 Presentation for Region 1](#)

[Click Here for Wyoming 2-1-1 Presentation for Region 2](#)

[Click Here for Wyoming 2-1-1 Presentation for Region 3](#)

[Click Here for Wyoming 2-1-1 Presentation for Region 4](#)

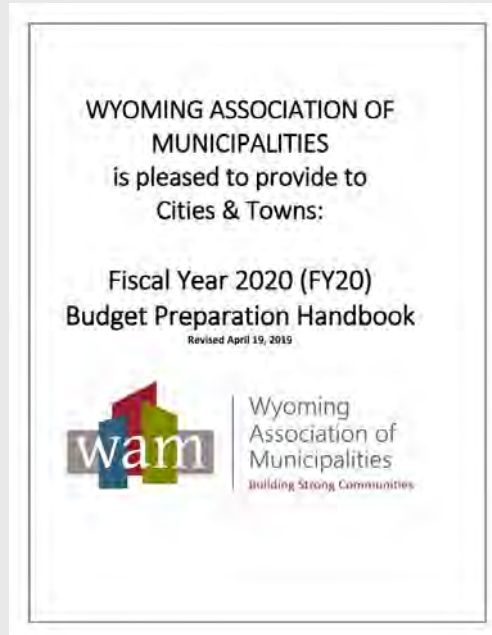
[Click Here for Wyoming 2-1-1 Presentation for Region 5](#)

[Click Here for Wyoming 2-1-1 Presentation for Region 6](#)

**WAM Municipal Budget Prep Handbook
Now Available**

Handbook Offers Budget
Guidance to
Municipalities

[Click here](#) to see this year's
handbook.



**2019 WAM Summer Convention
Registration Now Open!!**



Join Us June 12-14
in Beautiful
Sheridan

Please make plans to join us, and a few hundred of your municipal peers, at the 2019 WAM Summer Convention, June 12-14, 2019 in Sheridan. We think we've prepared a great event for you, filled with fantastic training opportunities, interesting cultural experiences, and

as always, the chance to socialize and network with elected leaders and municipal staff members from all over Wyoming. Room blocks are open now, **but will fill up fast** as



The Brinton Museum, home to this year's Welcome Reception

several other events are happening around Sheridan that week, [so please do not delay](#) in making your room reservations!

Online Registration [is here](#).

Printable Agenda [is here](#).

Convention Host Hotel Information [is here](#).

A Plethora of Wyoming Business Council Grant Opportunities



Vertical Garden in Downtown Laramie

Grants available for vertical gardens to provide fresh, local food to cities

When chefs at Altitude Chophouse and Brewery in Laramie need some greens or produce for menu items, there's a good chance it's harvested from a garden growing on one of the restaurant's exterior walls, just steps from where their customers sit. [Continue reading...](#)

Business Council offers energy efficiency grants

The Wyoming Business Council's State Energy Office will have competitive federal grant funds available for Wyoming local governments, public schools and small businesses seeking to improve their buildings while reducing utility costs. The money will be split between four programs. [Continue reading...](#)

Weekly WAM Wyo-centric Trivia!

This Week's Winner Gets a \$10 Pre-Paid Card

You've got to have a little fun in life. So, every week in Word From WAM, we'll be posting a Wyo-centric trivia question for fun and fabulous prizes. Click the button below to submit your answer, and we'll draw a winner from all the correct answers we receive to get a \$10 pre-paid card from your friends here at WAM. Have fun and good luck!

Please Note These cards are good for in-person purchases anywhere Mastercard is accepted, but cannot be used for online purchases.

Question: When Congress chose Wyoming as the name for the then territory in 1868, it was not an indigenous name to the west. Instead it was a Delaware Indian word meaning???

[Click to Answer](#)

Congratulations to last week's winner Sabra Davis, Clerk of the Town of Manderson. She knew that Bentonite is the type of clay that makes Wyoming the kitty litter capitol of the United States. Your gift card is on its way, and thanks to all for playing!



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From: Justin Schilling [mailto:jschilling@wyomuni.org]

Sent: Friday, May 17, 2019 11:12 AM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - Convention Trolley Tours, Interim Committee Schedule, Mary Kelly Message, Trivia!



Wyoming
Association of
Municipalities
Building Strong Communities

Word from WAM!

A Weekly Message

**Trolley Tours at Summer Convention to
Highlight Economic and Rural Development**

Guided Tours to Offer Insights on Community Building

There will be two separate trolley tours available during WAM Summer Convention next month in Sheridan. Both tours will leave directly from the convention venue and will take riders to locations that serve as



City of Sheridan Trolley Buses

examples of either successful rural or economic development projects. The Rural Development Tour will take place on Thursday, June 13, leaving at 1 p.m. and returning by 4 p.m. in time for the WAM All Membership Meeting. This tour will be guided by Dayton Mayor Norm Anderson and Ranchester Mayor Peter Clark, as they showcase recently completed development projects in their communities. The Economic Development Tour will begin at 8:30 a.m. on Friday, June 14th and will be guided by Mark Collins, Administrator for the City of Sheridan and Robert Briggs, Planning Director for the Northern Wyoming Community College District, and Administrator for the Sheridan Economic and Educational Development Authority. They will begin with a presentation on the ongoing economic development efforts in Sheridan before departing to visit the facilities of Kennon, Vacutech, Weatherby and EMIT before returning to campus at noon.

Space on both tours is limited. If you'd like to save a seat on either tour please RSVP by clicking the button below.

RSVP

**140 attendees and counting... Don't miss
WAM Summer Convention!!**



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Please Note These cards are good for in-person purchases anywhere Mastercard is accepted, but cannot be used for online purchases.

Question: Adopted by the Wyoming Legislature to provide temporary financial relief for struggling cities and towns in 1935, this was reinstated permanently in 1937 with an initial rate of 2%?

[Click to Answer](#)

Congratulations to last week's winner Cindy Baker, Administrative Services Officer for the City of Cody. She knew that the name Wyoming comes from the Delaware Indian word meaning "Large Plains." Your gift card is on its way, and thanks to all for playing!



tel: 307.632.0398 | fax: 307.632.1942 | www.wyomuni.org

Wyoming Association of Municipalities, 315 West 27 Street, Cheyenne, WY 82001

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