

Council Information Packet
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 Friday, June 15, 2018

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The Grid

A working draft of Council Meeting Agendas

June 19, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Sole-source purchase of Tasers					
Bright Spot - Eagle Scout					
Public Hearing on Building Code Amendments.		CMR	C		
Public Hearing on FY18 Budget Amendments.		CMR		C	
Public Hearing on FY19 Budget Adoption		CMR		C	
Public Hearing on Transfer of Ownership for Retail Liquor License No. 7, Owned by Love Holdings LLC, d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street.		CMR			C
Wireless Communication Ordinance Amendments. 2nd reading			C		
Authorizing an Agreement with Sheet Metal Specialties, Inc., in the amount of \$56,700.00, for the WWTP HVAC Improvements.				C	
Authorizing a Contract for Professional Services with Hopper Disposal, Inc., in the amount of \$63,500, to shred or remove tires from the Casper Regional Landfill.				C	
Authorizing a Contract for Professional Services with FORTERRA, in the amount of \$23,625 to manufacture 50 concrete bin blocks to be used in the compost products yard at the Casper Regional Solid Waste Facility.				C	
Adopting the Water, Sewer, and Wastewater Treatment Plant System Investment Charge Fee Schedule.				C	
Authorizing a Contract for Outside-City Sewer Service with B & H Rig and Tong Sales, Inc.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$367,700, for the 15th and McKinley Street Intersection Improvements Project.				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$175,307, for the Fairdale Avenue Improvements Project.				C	
Requesting Natrona County Continue to Collect 8 Mills of Property Taxes on Behalf of the City of Casper.				C	
Authorizing a Lease to Casper Area Transportation Coalition, Inc., (CATC), A Wyoming Non-Profit Corporation, for Two buildings, Parking Area and Adjacent Land at 1715 East 4th Street, in an Amount of \$8,436, Commencing July 1, 2018 through June 30, 2019.				C	
Authorizing a Professional Services Contract with Casper Area Transportation Coalition, Inc., (CATC), a Wyoming Non-Profit Corporation, for Fiscal Year 2019, in an Amount not to Exceed \$1,885,286.				C	
Authorizing a Lease for the Use of Certain City-Owned Vehicles to Casper Area Transportation Coalition, Inc., (CATC), A Wyoming Non-Profit Corporation, for the Transportation of the Elderly, Disabled, and General Public For Fiscal Year 2019 in an Amount of \$25, Commencing July 1, 2018 through June 30, 2019.				C	
Authorizing an Underground Right-of-Way Easement with Rocky Mountain Power to Install Electrical Service Underground to the former Milo's Auto Body Shop at 274 West Midwest Ave.				C	
Authorizing Employment Agreement to Employ Cally E. Lund as Municipal Judge for the City of Casper.				C	

The Grid

A working draft of Council Meeting Agendas

Authorizing the Regulating and Operation of Highland Cemetery and Establishing Fees, Services and Sales Policies, Rules and Regulations.				C	
Authorizing an Amendment to the Lease Agreement between the City of Casper and Gary Marsh, Inc., in Regards to the WyoCity Golf Tournament.				C	
Authorizing the Purchase of Daily Wear Body Armor, in the Amount of \$25,903.80, from Warrior Kits Safety and Survival Gear for Use by the Casper Police Department.					C
Authorizing the Sole Source Purchase of X29P Series Tasers, in the Amount of \$31,820, from Pro Force Law Enforcement for Use by the Casper Police Department.					C
Authorize the Purchase of One (1) New One Ton Truck With Service Body and Accessories, in the Total Amount of \$63,559.86, for Use by the Water Distribution Division of the Public Services Department.					C

June 26, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
CEC Audit Review (Tom Pitlick)	Information Only	20 min	4:30
Parking Study Final Presentation (Kimley-Horn)	Information Only	20 min	4:50
Service Line Warranties of America- Sewer Line Protection Plan (Andrew Beamer)	Direction Requested	20 min	5:10
Sole Source- Pax Water Storage Tank Mixer (Andrew Beamer)	Direction Requested	20 min	5:30
Sole Source- Caterpillar Compactor & Front End Loader (Andrew Beamer)	Direction Requested	20 min	5:50
Agenda Review	Direction Requested	20 min	6:10
Legislative Update	Information Only	20 min	6:30
Council Around the Table	Information Only	45 min	6:50
Approximate Ending Time			7:35

July 3, 2018

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					
Pre-Meeting: DDA Board Appointment Candidates					
Building Code Amendments. 2nd reading			C		
Wireless Communication Ordinance Amendments. 3rd reading			C		
Denial of Future CDBG Entitlement Funding between the City of Casper and the U.S. Department of Housing and Urban Development.				C	
Parking Study (tentative)				C	
Strategic Plan for the Casper Historic Preservation Commission. (tentative)				C	
Grant Application - Transportation (tentative)				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	

The Grid

A working draft of Council Meeting Agendas

Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation Poplar Street Bridge over BNSF Railroad Project.				C	
Authorizing a Professional Services Agreement with Thyssenkrupp Elevator, in the Amount of \$74,979.72, for the Servicing of Elevators at City of Casper Facilities.				C	
Authorizing the Reappointment of Mr. Pete Fazio and Appointing New Members Mr. Shawn Houck and Mr. Tim Schenk, to the Downtown Development Authority Board of Directors.					C

July 10, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
I-25 Marginal - Cooperative Agreement	Direction Requested	20 min	4:30
Plains RFP		20 min	4:50
		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Direction Requested	20 min	5:50
Council Around the Table	Information Only	45 min	6:10
Approximate Ending Time			6:55

July 17, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Building Code Amendments. 3rd reading			C		
Wyoming Business Council Grant				C	

July 24, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Website Refresh (Michael Szewczyk)	Information Only	20 min	4:30
		20 min	4:50
		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Direction Requested	20 min	5:50
Council Around the Table	Information Only	45 min	6:10
Approximate Ending Time			6:55

The Grid

A working draft of Council Meeting Agendas

August 7, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent	N = Item is <u>not</u> on Consent					

August 14, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Direction Requested	20 min	6:10
Council Around the Table	Information Only	45 min	6:55
Approximate Ending Time			6:55

Upcoming Work Session Agenda Items
UBER (Taxi Ordinance Change)
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalites for Impound
Downtown Parking Study Implementation
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan
Goodstein Lot Lease (Long Term Plan)
Lifelight Service Insurance
6th Cent Funding Study
Grant for Midwest
Bike/Pedestrian Plan Update
CATC Public Hearing
Innkeeper & Registration Ordinance
Soil Compaction in Residential Areas - Draft Ordinance
Open Containers in Downtown - Summer

June 15, 2018

MEMO TO: J. Carter Napier, City Manager
FROM: Mark Harshman, ^{MSH} Acting Fire Chief
SUBJECT: 100 North Center, Fire and Building Code Information

The International Fire Code (IFC) adopted by the City of Casper establishes minimum requirements for fire prevention and fire protection systems using prescriptive and performance-related provisions. The purpose of the international codes, including the International Building Code (IBC), is to provide a reasonable level of safety, public health and general welfare. These codes consider a building's structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment. Adherence to these codes not only provides for the safety of the public, it also provides for the safety and survival of firefighters and emergency responders during emergency operations.

Internationally, code officials recognize the need for modern fire codes, addressing conditions hazardous to life and property from fires, explosions, handling or use of hazardous materials, and the use and occupancy of buildings and premises. The IFC is designed to meet these needs through model code regulations that safeguard the public health and safety in all communities large and small.

During the Casper City Council work session on June 12, 2018, a council member raised questions regarding the nine story building located at 100 N Center. The significant question referenced the code requirements for egress from the building and in particular, from the proposed restaurant on the ninth floor.

City of Casper code officials from the building department, fire department and health department have met with the owner's representative on numerous occasions both on and off site. The code officials have requested detailed architectural plans for any proposed use of the building above and below the ground floor. To date, detailed plans on which code officials could base their recommendations and decisions have not been received.

The 100 North Center Building will be required to have an IFC and IBC compliant egress system, fire sprinkler system and fire alarm system as an element of the overall life safety provisions of the codes.

The building currently has two "fire escape" stairways, one is enclosed on the south side of the building and the other is an open exposed stairway on the southern exterior of the building. Neither of these stairways meet the code requirements for egress and there is no "grandfathering" of these building features.

The owners' representative has stated that the owner intends on replacing the buildings elevator. It should be understood that elevators cannot be considered as part of the egress system of a building in

the event of a fire or explosion. Elevators are required to return to the main floor upon activation of a fire alarm and remain inoperable for the occupants of the building.

Many of today's codes were adopted because of the catastrophic loss of life and property in our country and around the world. Many of these catastrophic incidents have a common denominator of people not being able to exit the building in a timely manner. It is critical that a buildings egress system meet today's code requirements.



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

2435 King Blvd, Suite 249
Casper, WY 82604
(307) 472-5591

renee@arajpb-casper.org

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
MEETING MINUTES**

6:00 pm Wednesday, May 9, 2018

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Ben Schrader, Bob Hopkins, Bob Chynoweth, Ed Opella, Doug Follick, Scott Sissman, and Reed Merschat

Excused Absences: Jerad Stack and Bryce Row

Others Present: Michael Neuenschwander and Renee Hahn, Executive Director (ARAJPB).

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Vice Chairman Schrader. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes of the April 11, 2018 Regular Meeting

A motion was made by Mr. Opella and seconded by Mr. Follick to approve the Minutes. The Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy of Minutes on file.)

2. Treasurer's Report

Details on investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of May 9, 2018 were presented by Mr. Chynoweth. He also reviewed the financial report from Lenhart Mason.

A motion was made by Mr. Sissman and seconded by Mr. Merschat to approve the reports and authorize payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy attached to the Minutes.)

Investment & Financial Report- Mr. Chynoweth asked the Board if they wanted to see depreciation in the budget. They decided they did not want it in the budget nor did they want to see the Unrealized Gain in budget. Mr. Chynoweth and Ms. Hahn will notify Lenhart-Mason with the changes on the statement. The Board preferred to see the cash separate from the depreciation and unrealized gain in order to have a clear picture. The Financial Report – The full Financial Report was given at the Annual City/County Meeting Minutes. Please see Minutes attached.

Mr. Chynoweth shared the Proposed Budget to the Board with the understanding changes could be made on the Final Budget. Mr. Schrader informed the Board that there had been a change in the salary category. He confirmed the Board was aware of the change and

asked if the increase allowance was agreed upon. All in attendance agreed to the salary change.

3. **Committee Reports**

Reports for Architectural Review and Executive Committee were not discussed at the City and County Annual Meeting. Please see notes below. All other Reports were given and explained at the preceding meeting. (See the May 9, 2018, Annual City/County Joint Powers Meeting Minutes attached.)

- **Architectural Review** - Nothing to report.
- **Investment & Financial**- See Annual City/County Meeting Minutes.
- **PRC** – See Annual City/County Meeting Minutes.
- **Refined Properties** - See the Annual City/County Meeting Minutes.

4. **Three Crowns** – See the Annual City/County Meeting Minutes. In addition, Mr. Follick informed the Board a control panel was out on the irrigation pump. The estimated cost is about \$6,000 and the contingency fund will be used.

5. **Executive Committee** – See the Annual City/County Meeting Minutes. In addition, Mr. Schrader discussed all future meeting

6. **Interaction with City and County Representatives – Specific Issues and Concerns**
County Representative Opella and City Representative Hopkins had nothing to report.

7. **Other**

None.

8. **Future Meetings/Agenda**

May 17th - Three Crown's Committee Meeting 7:00 am, located in the Big Horn Conference Room.

May 28th – Office Closure - (Memorial Day)

June 13th - Regular Board Meeting 6:00 pm, 2435 King Blvd., Big Horn Conference Room.

June 21th – Three Crowns Committee Meeting at 7:00 am, located in the Big Horn Conference Room.

June 29th – Year-End Budget Session Meeting at noon, located in the Big Horn Conference Room

9. **Public Comment**

There was no public comment.

10. **Good of the Order**

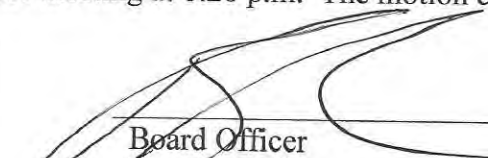
None.


11. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Follick and seconded by Mr. Opella to adjourn the meeting at 6:28 p.m. The motion carried with all members in attendance voting aye.

6/13/18
Date

6/13/18
Date


Board Officer


Presiding Officer



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

2435 King Blvd, Suite 249
Casper, WY 82604
(307) 472-5591

**SALT CREEK HEIGHTS
BUSINESS CENTER**

renee@arajpb-casper.org

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NATRONA COUNTY COMMISSIONERS / CASPER CITY COUNCIL
ANNUAL JOINT MEETING**

Wednesday, May 9, 2018, 4:30 pm
2435 King Blvd.,
Casper, WY 82604
Big Horn Conference Room

Present for ARAJPB: Ben Schrader, Bob Hopkins, Bob Chynoweth, Reed Merschat, Ed Opella, Scott Sissman, and Doug Follick

Excused Absences: Jerad Stack and Bryce Row

Present County Commissioners: Forrest Chadwick and John Lawson

Present City Council: Bob Hopkins

Others Present: John Glassburn (Wyoming Technology Business Center, WTBC), and Renee Hahn (Executive Director, ARAJPB)

- 1) Chairman Schrader called the meeting to order at 4:30 pm. He asked that all attendees participate in the Pledge of Allegiance to the Flag. Subsequently he asked each person to make self-introductions. He described the meeting as a method to share information and annual updates.
- 2) Mr. Glassburn informed the attendees that there currently are 11 incubator clients and 4 anchor tenants. The first incubator client graduated last Friday and moved to the Platte River Business Plaza. The current occupancy rate is approximately 85%. "You always want available space in the building to allow growth and availability for new companies". Mr. Lawson asked how long a client takes to graduate. Mr. Glassburn informed him it varied, 3-5 years which is comparable to the national average. Mr. Hopkins inquired on their upcoming budget and wanted to know if there would be cuts effecting them". Mr. Glassburn replied "their budget will be fine." Mr. Sissman inquired if and when they would become self-sufficient with rent payments. Mr. Glassburn stated

it would never be self-sufficient but the normal range is 60% of the rental income would cover the expenses. Mr. Glassburn asked for more questions. There were none.

*Mr. Glassburn exited the meeting at 4:51

- 3) Mr. Hopkins gave an overview on the Platte River Commons (PRC) on the work being completed by BP on the Slurry Wall. "Ultimately it improves the reclamation process. The work is to begin June 4th and should be completed by September. The final path will not be poured until next spring to allow drying time which will eliminate cracking on the asphalt". Mr. Hopkins asked if anyone had any questions. There were none.
- 4) Ms. Hahn gave the summary on the Salt Creek Heights Business Center (SCHBC) and PRC. She began by explaining the forecasted revenue created by Refined Properties. "The predicted lot sales are \$1.4 million for the 2018-2019 budget year. This includes two lot sales in the SCHBC. The map of all lot sales with logos was distributed to the attendees. (Copy of hand-out on file). Marketing efforts have been stepped up by Refined Properties by hiring Cornerstone Realty. All commissions due to this firm will be paid by Refined Properties. Mr. Schrader discussed the remaining lots for sale valued at over \$44 million dollars. (Copy of hand-out on file). "Even if lots are sold at a discounted rate, the amount of income available is great". Ms. Hahn asked for questions and none followed.
- 5) Mr. Chynoweth gave an overview on ARAJPB's financial status. He disclosed the following information:
 - a. Net Worth \$30.6 million
 - b. Cash Investments totaled \$10.6 million
 - c. Future land sales valued over \$45 million
 - d. Current equipment and property estimated at \$14.3 million

He then explained the Cash Investments were with the Davidson Fund, a Governmental Program with the City of Casper. "In this fund ARAJPB rate of return is approximately 1.3%." He discussed the Property Maintenance Fund which totaled \$205,000, including personnel services, professional services, and materials and supplies. He then explained liabilities of \$863,000 which include \$100,000 dollars of advanced costs related to lot sales and prepaid lease payments. Refined Properties advanced costs are paid when a lot is sold. He then followed up with Building and Facility Fund in the amount of \$361,000, explaining "it was compensation to Three Crowns." Mr. Chynoweth requested questions, and there were none.

- 6) Mr. Follick, Chairman of the Three Crowns LLC Management Committee reported that OB Sports Contract expires December 31, 2018. "In the past 15 years the yearly average that Three Crowns has been funded is \$360,000 for Operations and Maintenance and \$100,000 for Capital Equipment. This year Three Crowns budget was reduced to \$323,000 by eliminating an employee as the golf instructor. This position has been converted to an outside contractor by OB Sports. The Golf Shop inventory was also reduced. Mr. Follick also informed the attendees that no capital

equipment will be purchased this budget year. Mr. Follick also informed the attendees that Three Crowns Grill remains open during the entire off-season to help lessen losses. He stated that OB Sports has held the Management Contract for the past 15 years. He explained that there has been a Task-Force Committee in place to manage the Request for Proposal process. Mr. Merschat leads the RFP Taskforce Committee. Mr. Merschat stated the RFP's were sent out on January 4th. He was very pleased to receive a 30% return on the responses. He explained that Mr. Neuenschwander was brought in to help evaluate the RFP's and determine cost effective management. Mr. Merschat stated out of the 9 RFP's received and being reviewed, 3 were selected to interview with a scoring matrix. "With Mr. Neuenschwander statistics, it was determined that a third party management company will be the direction going forward". Mr. Lawson asked when a management contract would be awarded. Mr. Merschat stated possibly June 1st, though negotiations would need to still take place. Mr. Chadwick asked if OB Sports had been notified as of yet. Mr. Merschat stated they had not. "Again, until a management company is under contract nothing is firm." Mr. Follick stated we continue to search for a partner for this venture and want to make the right decision. "We also want to highlight the excellent job the current GM is doing for Three Crowns. He has turned Customer Service around in the past three years." He continued, stating whoever is selected as the management company all current employees are encourage to reapply for their jobs.

Mr. Schrader thanked everyone for their attendance and asked if there were questions. There were no questions.

Mr. Sissman stated he was the longest tenured Board Member still involved. He described the ARAJPB as the most functional Board to be involved with. He recognized Ms. Hahn as an exemplary employee. He continued noting this Board continues to do an excellent job and assured the attendees "the Board is doing as they had been charged." Mr. Schrader also stated everything is always transparent with this Board.

Mr. Schrader adjourned the meeting at 5:23 p.m.

Respectfully Submitted,

Renee Hahn



State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 May 2018 Reports



Type of Permit	Number of Permits	Fees	Valuations
Add-Deck	8	\$1,774.00	\$111,422.86
New-Residential	7	\$19,343.80	\$2,751,940.00
Rem-Residential	10	\$1,827.00	\$99,700.00
Rep-Comm Misc	3	\$4,262.50	\$348,158.00
Rep-Re-Roof	59	\$8,986.00	\$397,405.13
Retaining Wall	2	\$346.00	\$18,000.00
Rem-Garage	1	\$768.00	\$87,000.00
Add-Commercial	2	\$877.00	\$84,000.00
Rem-Commercial	8	\$9,516.57	\$758,561.98
Rem-Kitchen	2	\$577.00	\$38,805.00
Rem-Multi Family	2	\$426.00	\$25,000.00
Rem-Basement	5	\$1,443.00	\$104,900.00
Add-Garage	1	\$395.00	\$30,000.00
Add-Other	4	\$569.00	\$25,685.04
New-Detached Garage	1	\$140.00	\$6,000.00
Rem-Bathroom	2	\$248.00	\$8,200.00
Add-Residential	1	\$152.00	\$7,000.00
Dem-Commercial	1	\$708.00	\$76,000.00
Rep-Res Misc	1	\$162.00	\$7,700.00
Rep-Deck	1	\$70.00	\$600.00
	121	\$52,590.87	\$4,986,078.01

Electrical Permits Issued	Fees Invoiced
118	\$19,886.80

Mechanical Permits Issued	Fees Invoiced
79	\$10,777.00

Plumbing Permits Issued	Fees Invoiced
102	\$11,922.00

Single Family Houses YTD:		May Single Family Houses	
2017	23	2017	4
2018	27	2018	7

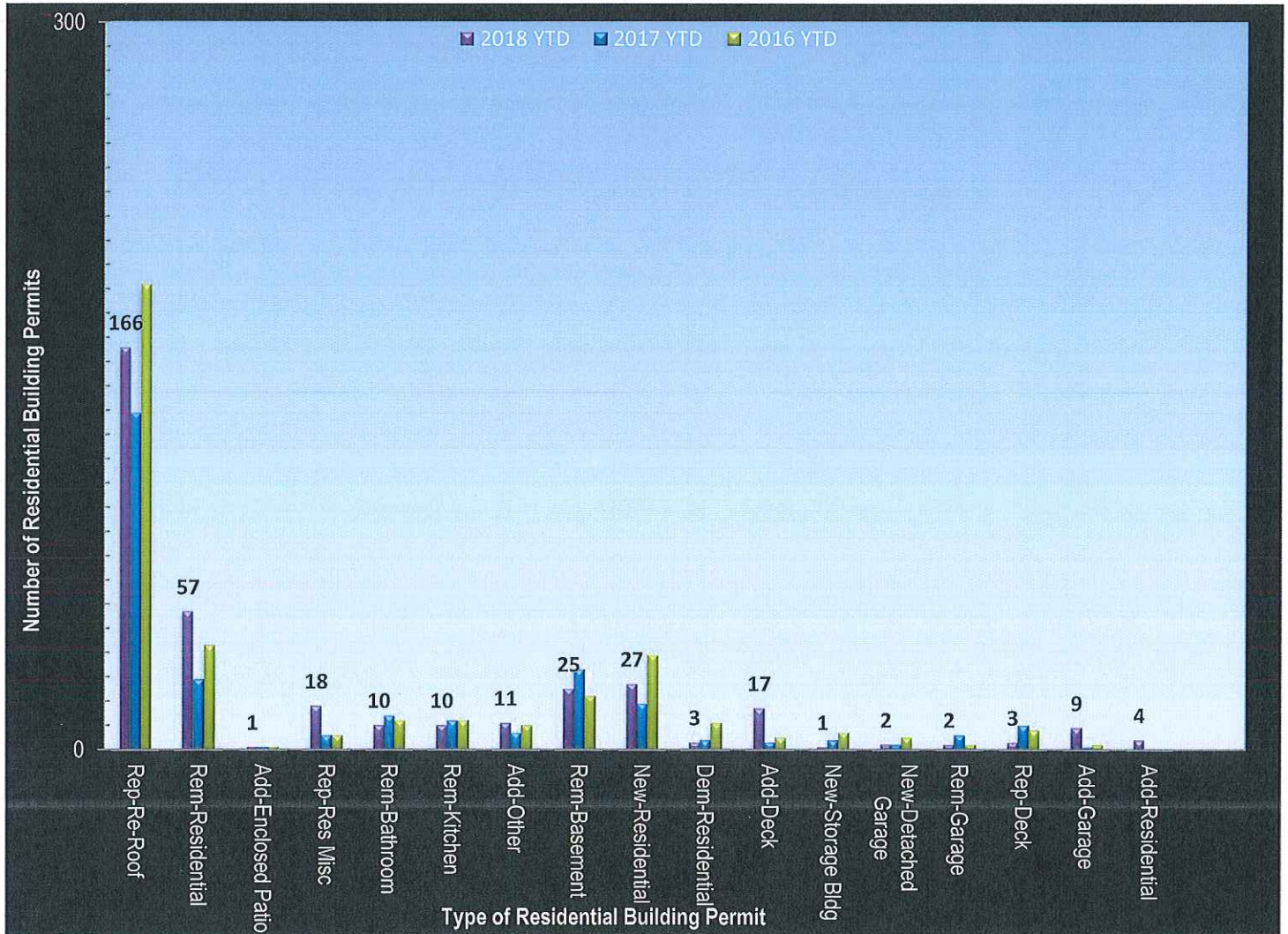
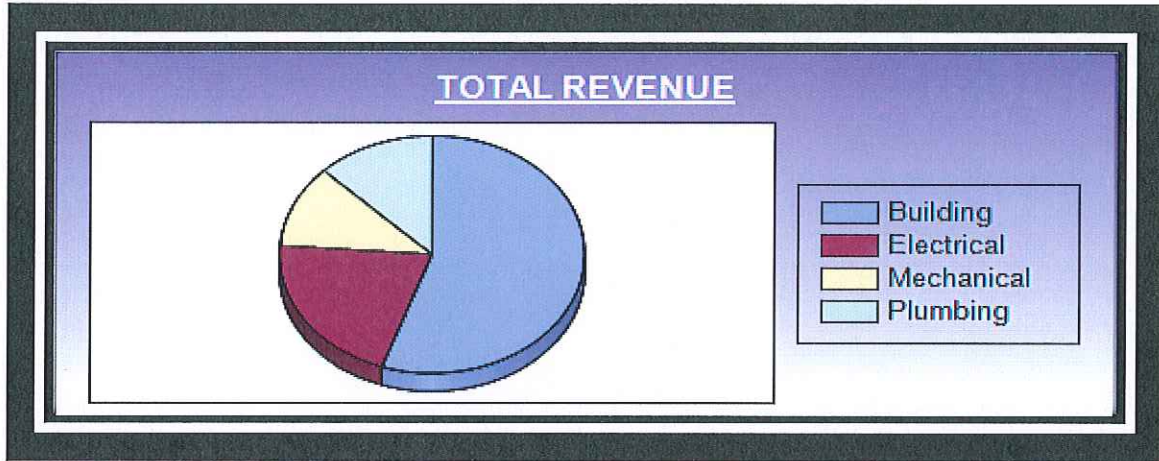


COMMUNITY DEVELOPMENT
DEPARTMENT

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

Building Department

May 2018 Reports





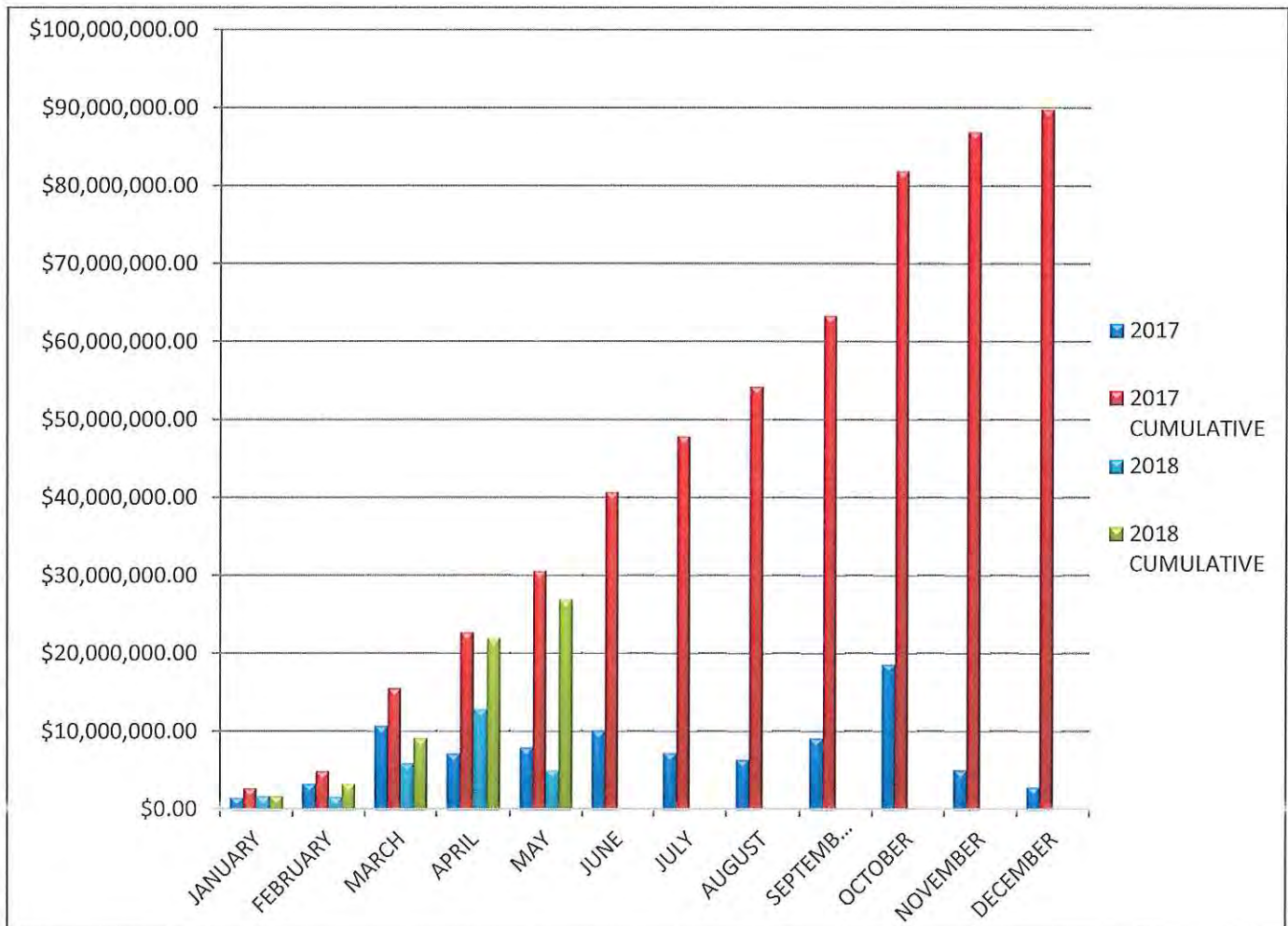
COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 May 2018 Reports



MONTH	2017 Valuation	2017 Cumulative Valuation	2018 Valuation	2018 Cumulative Valuation
JANUARY	\$1,530,744.20	\$2,659,149.99	\$1,661,039.40	\$1,661,039.40
FEBRUARY	\$3,271,856.76	\$4,802,600.96	\$1,551,977.75	\$3,213,017.15
MARCH	\$10,662,750.45	\$15,465,351.41	\$5,836,851.00	\$9,049,868.15
APRIL	\$7,162,724.38	\$22,628,075.79	\$12,821,244.41	\$21,871,112.56
MAY	\$7,907,350.15	\$30,535,425.94	\$4,986,078.01	\$26,857,190.57
JUNE	\$10,111,043.55	\$40,646,469.49		
JULY	\$7,183,820.80	\$47,830,290.29		
AUGUST	\$6,342,767.77	\$54,173,058.06		
SEPTEMBER	\$9,109,861.61	\$63,282,919.67		
OCTOBER	\$18,606,798.53	\$81,889,718.20		
NOVEMBER	\$5,007,976.20	\$86,897,694.40		
DECEMBER	\$2,850,440.36	\$89,748,134.76		
	\$89,748,134.76		\$26,857,190.57	\$26,857,190.57

LARGE VALUATIONS:





State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
Fees Collected
May 2018 Report



BUILDING PERMITS	\$ 75,383.80
ELECTRICAL PERMITS	\$ 17,547.80
MECHANICAL PERMITS	\$ 8,033.00
PLUMBING PERMITS	\$ 9,267.00
ELECTRICAL LICENSES	\$ 950.00
PLUMBING LICENSES	\$ 3.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 103.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 1,500.00
SIGN PERMITS	\$ 475.00
C-CAN PERMITS	\$ 25.00
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 26,361.30
PLANNING FEES	\$ -
DEMO PERMITS	\$ -
<div style="float: right; border-top: 1px solid black; border-bottom: 3px double black; padding: 5px 0;"> Totals: \$ 139,648.90 </div>	

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
230	202	130	60

CONSULTS	PLAN REVIEW	FIRE
34	46	1

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
933	822	608	239

CONSULTS	PLAN REVIEW	FIRE
110	181	22

2018 Monthly Inspections
May 2018

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Jim Bowden	3	1	100	51	2	0	0	157
Justin Scott	144	0	0	0	30	0	0	174
Shawn Barrett	9	95	0	0	2	0	17	123
Dan Elston	71	0	30	9	6	0	17	133
Bill McCloy	3	106	0	0	6	1	0	116
								0
Monthly Total	230	202	130	60	46	1	34	703

YTD Totals	933	822	608	239	181	22	110	2915	2915
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COMMUNITY DEVELOPMENT DEPARTMENT

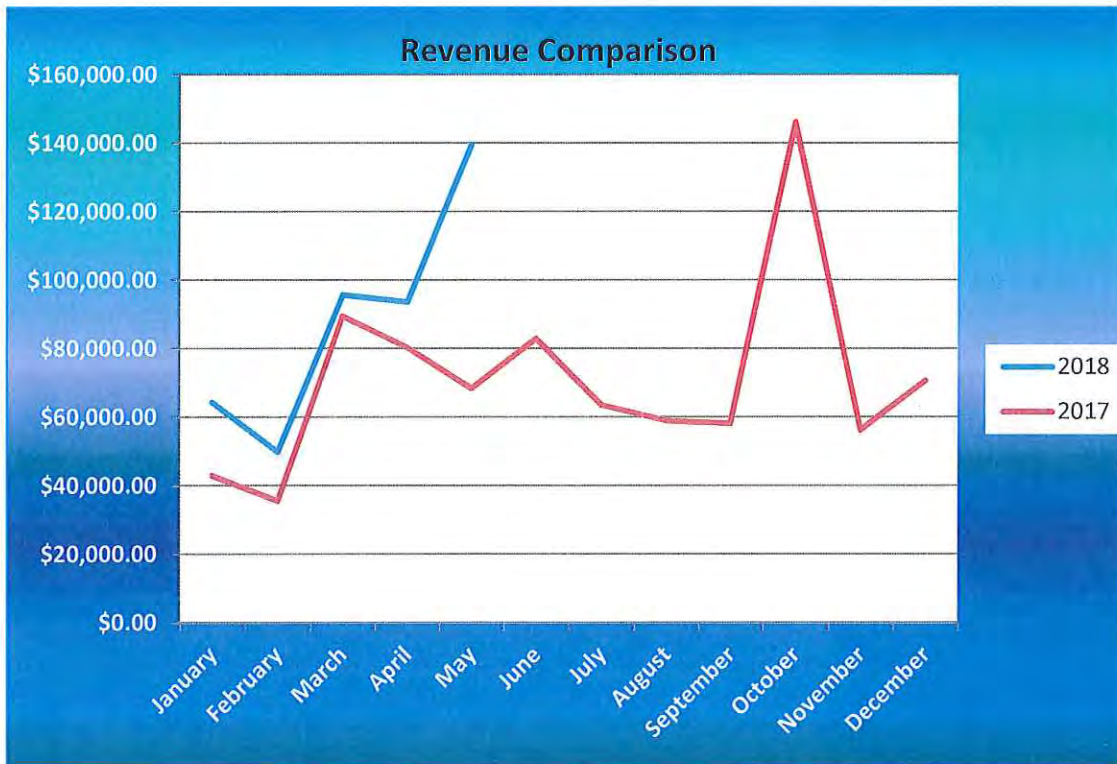
State of Wyoming
City of Casper

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

Building Department
Revenue Collected
May 2018 Report



Month	TOTAL REVENUE FOR 2017	TOTAL REVENUE FOR 2018
January	\$42,948.76	\$64,406.94
February	\$35,564.22	\$49,910.69
March	\$89,533.66	\$95,661.23
April	\$80,340.27	\$93,605.60
May	\$68,451.29	\$139,648.90
June	\$82,939.45	
July	\$63,462.70	
August	\$58,880.15	
September	\$58,098.97	
October	\$146,173.92	
November	\$56,338.25	
December	\$70,664.59	
	\$853,396.23	\$443,233.36



Dan Elston: Building Official

June 15, 2018

MEMO TO: J. Carter Napier, City Manager
FROM: Liz Becher, Community Development Director
Aaron Kloke, MPO Supervisor
SUBJECT: CATC Fiscal Year 2019 Budget Details

Meeting Type & Date:
Follow Up on June 12, 2018 Council Work Session

Action Type: No Action

Recommendation:
For Information Purposes Only

Summary:

Programs & Projects

The City of Casper Transit budget includes line items for “Programs and Projects”. These line items make up estimated expenditures using Federal FTA grants and local funds from the City of Casper General Fund and One-Cent Fund. The budget, as it will be presented on June 19th will show our expected Programs and projects expenditures to be \$1,639,894 total. This estimate is derived from the expected federal FTA-grant fund revenue that Casper’s transit system will receive. Roughly eighty-eight percent (88%) of these funds are used for Operations, while twelve percent (12%) is used for Capital. Funds used for Operations are matched 50/50. This means that for every one dollar (\$1) that comes from local funds, federal funds match it with one dollar (\$1). Funds used for Capital are matched 80/20. This means that for every one dollar (\$1) that comes from local funds, federal funds match it with (\$4).

The expenditures that are paid out of the Programs and Projects line items include, and are strictly limited to, FTA-approved expenditures that are deemed essential to a transit system. Operational expenditures include CATC personnel salaries, vehicle and facility insurance, fuel costs, etc. Capital expenditures include the purchase of new buses and preventive maintenance such as oil changes or transmission work.

Costs within these line items are expected to rise in FY 2019 for three reasons. 1.) Casper’s paratransit system, in the most recent triennial audit, was deemed ineligible for a more preferable federal grant matching ratio (50/50 rather than 80/20) for \$95,000 of our local funds; 2.) Labor rates are expected to increase at the City garage for medium sized vehicles, from \$58/hour to \$85/hour; 3.) As buses age, preventive maintenance costs and time spent being maintained increase. At this time, CATC’s bus fleet includes twenty (20) buses with an average age of five

and a half (5.5) years and an average of 97,753 miles. Buses are generally retired once they reach their Useful Life Benchmark of ten (10) years or two hundred thousand (200,000) miles. At this time, six (6) or thirty percent (30%) of CATC's buses are eligible for retirement.

With these rising costs in mind, CATC and MPO staff have proactively tried to curb maintenance costs, which are the greatest source of variable costs within the Programs & Projects line item. Typically, two to four buses are purchased on an annual basis. This spring, CATC and the MPO have purchased two (2) additional buses for the fixed route system. Furthermore, CATC and the MPO are in the process of purchasing two (2) additional buses for CATC's door-to-door service. These purchases were funded through WYDOT grants secured by CATC and it is expected that these new vehicles will keep maintenance costs from increasing beyond our available budget in FY 2019.

CDBG

This fiscal year and in years past, Community Development Block Grant (CDBG) Funds have been used to subsidize transit bus tokens and door-to-door tickets for individuals in need. Tokens/tickets are generally distributed twice a year by CATC following public advertisements. CATC is then reimbursed for the cost of these tokens/tickets by the CDBG Program, coordinated by Joy Clark of the City of Casper Housing & Community Development Division.

The total amount that was disbursed through this program in FY 2018 was \$35,000. This makes up roughly 11 percent (11%) of the total CDBG budget. These funds cannot be used towards operations or capital and are not matched by Federal funds as Federal funds (HUD) cannot match other sources of Federal funds (FTA) and Federal funds do not match fare box revenue.

These tokens/tickets that are provided through this program benefitted 912 people in a single year, according to the most recently available data from FY 2018. Between ten (10) and fifty (50) door-to-door tickets are distributed to an individual applicant, while roughly thirty (30) to one hundred (100) bus tokens are distributed to an individual applicant. It is unclear exactly where these tokens/tickets are used or on what routes these tokens/tickets are used because the subsidized tokens/tickets are the same as any other used on CATC transit services, therefore, bus drivers would have no way of knowing who is using subsidized tokens/tickets and who is using regularly priced tokens/tickets. What we do know is that roughly ninety-nine percent (99%) of these recipients have either no source of income or are considered having "extremely low income" or thirty percent (30%) of Casper's median income. It is estimated that these funds resulted in roughly 43,162 subsidized trips total throughout this fiscal year.

It is staff's recommendation that these funds be replaced with One-Cent funding and included in the City of Casper Transit budget as a separate line item.

Oversight/Project Responsibility:

Aaron Kloke, MPO Supervisor

Attachments:

None

June 15, 2018

MEMO TO: J. Carter Napier, City Manager
FROM: Liz Becher, Community Development Director
Aaron Kloke, MPO Supervisor
SUBJECT: Proposed Bus Route Modifications

Meeting Type & Date:
Follow Up on June 12, 2018 Council Work Session

Action Type: No Action

Recommendation:
For Information Purposes Only

Summary:

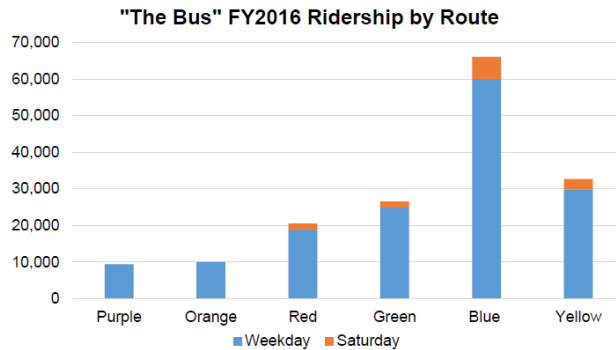
At the June 12, 2018 Council Work Session, Council directed MPO staff to consider a budget which included a General Fund contribution of \$200,000 to CATC's operations. This is a reduction of \$113,000 less compared with FY 2018. With federal FTA fund matching in mind, this is a true reduction of \$265,550, more or less.

MPO and CATC staff presented to Council a package of bus route modifications with the goal to achieve greater efficiencies within the CATC fixed route system and achieve cost savings while affecting the least amount of riders. These route modifications are based on the Casper Routes and Schedule Analysis, performed by LSC Transportation Consultants, Inc., and managed by CATC Board member Steve Kurtz. This study was adopted by Casper City Council in January 2017.

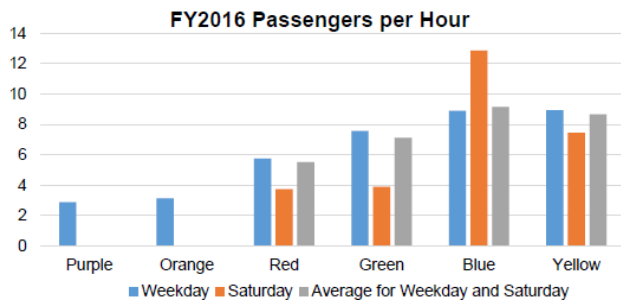
The purpose of the study was to complete a detailed evaluation of potential service changes and to develop specific recommendations to meet future fiscal constraints. The primary objectives of the study were to develop a multiyear implementation plan to increase ridership and fare box revenue, improve efficiency of service delivery, and effectively meet the transit needs of the community. Additionally, evaluation of the current transit system performance was key to identifying opportunities to improve efficiency.

Existing Route Analysis

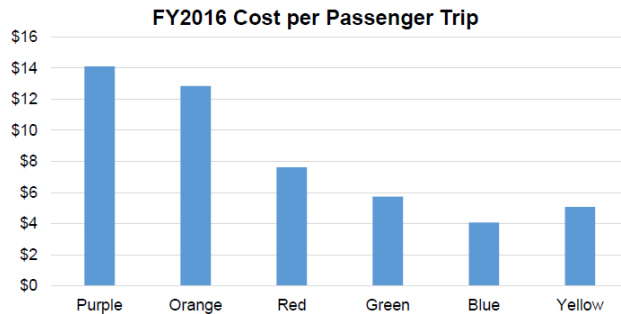
This study opens up with an analysis of ridership trends and performance measures of “The Bus”.



The Blue Route, which travels along E 2nd Street, has the highest ridership, followed by Yellow and Green.



The Bus averages 6.6 passengers per hour across all routes for weekdays and Saturdays during FY2016. This chart shows that Yellow had the highest rate of passengers per hour on weekdays (8.9), while the Blue had the highest rate on Saturdays (12.9).



The Bus averaged \$6.08 in cost per passenger-trip during FY2016. The Purple route had the highest cost per passenger-trip (\$14.11), while the Blue route had the lowest (\$4.07).

Route	Annual Passengers	Annual Cost per Passenger	Passengers per Hour
Blue	52,278	\$2.89	15.1
Green	28,380	\$5.95	8.2
Orange (Evansville)	8,750	\$13.49	3.5
Purple (Mills)	9,669	\$14.20	3.4
Red	19,704	\$8.21	5.7
Yellow	26,307	\$6.29	7.6

Greatest Needs Analysis

The “greatest transit need” is defined as those areas in Casper with the highest density of zero-vehicle households, older adults, people with disabilities, and low income populations. This information was used in developing service options and deciding which route modifications were most appropriate in implementing.

A map illustrating where these greatest needs exist is attached. (Pg. 6) This map presents the U.S. Census block group locations in the Casper area with the greatest transit need, along with the transit need index. Ten block groups were determined to have the greatest transit needs based on the factors listed above. These greatest needs are location in downtown and central Casper, the north Casper area between Beverly Street and Poplar Street, and areas scattered in South Casper located around the Westwood Elementary school, Southridge Elementary school and areas south of South Lane Center.

Potential Demand Analysis

This study also crafted potential fixed-route demand analyses for 2016 and 2021 to determine where demand may arise assuming ideal conditions in order to prioritize future routes. For example, demand may be low in certain areas simply due to the fact that a route does not currently exist, but we can make assumptions based on the available data that demand would spike if a route were present.

A map illustrating where the greatest potential demand may be located as of 2016 is attached. (Pg. 7)

Recommended Route Modifications

Attached to this memo is a map illustrating existing bus routes and where these proposed modifications will take place. (Pg. 8)

Several options exist to cut costs and create efficiencies including service reductions and route modifications. Staff has prepared the following recommended service reductions and route modifications to achieve the proposed budget, including \$200,000 from the City of Casper General Fund:

1. Eliminate portions of the Green Route
2. Eliminate portions of the Purple Route
3. Reduce service and eliminate portions on Yellow Route
4. Red Route adjustments

1. **Green Route** - *Would remove stops to Smith's Pharmacy*

% Change in Service: 8.12%
Est. Savings: \$67,679 - \$87,468

This route modification has been considered because it is duplicative along the busiest portions of CY. Existing portions of the Yellow route can accommodate the demand to access Smith's Pharmacy with the reorganizing of bus stops.

2. **Purple Route** – *Discontinue Fort Caspar neighborhood service*

% Change in Service: 5.91%
Est. Savings: \$28,803 - \$49,221

This route modification has been considered due to low ridership in the Fort Caspar neighborhood and the high costs per passenger on this route. Portions of this route that are located within the Town of Mills would remain untouched.

3. **Yellow Route** – *Remove Poplar Street segment*

% Change in Service: 4.02%
Est. Savings: \$25,839 - \$57,484

This route modification has been considered due to low ridership along this segment of the Yellow Route. The major impact from this adjustment would be access to the VA Casper Clinic located across from Sunrise Shopping Center. Riders may still access this destination by CATC door-to-door service by making an appointment.

4. **Yellow Route** – *Paradise Valley portion becomes deviation route*

% Change in Service: 3.16%
Est. Savings: \$20,302 – \$51,454

This route adjustment has been considered due to low ridership along this segment of the Yellow Route and the high costs associated with accessing this portion of the route. It is suggested that Paradise Valley remain as a “deviation route”. This means that it would be driven only when requested by a Bus rider.

5. **Red Route** - *Remove stop at Campus Drive and SE Casper loop*

% Change in Service: N/A
Est. Savings: \$9,487

Would result in greater efficiencies, but the exact change in service is unclear as the modification would remove mileage but also add mileage. Based on the study it would result in a small decrease in costs. This modification would result in greater

annual ridership and more passengers per hour as it would allow Red route riders more direct access to more desirable commercial destinations, such as Wal-Mart, on the east side of Casper.

6. Blue Route adjustments – *Remove stops along Walsh and Thelma*

% Change in Service: 2.42%
Est. Savings: \$12,305 – 58,665

While the Blue Route is the most efficient route, cuts to these portions of this route would result in faster headways to more desirable commercial destinations. The impact would be the removal of bus stops near several multi-family housing developments.

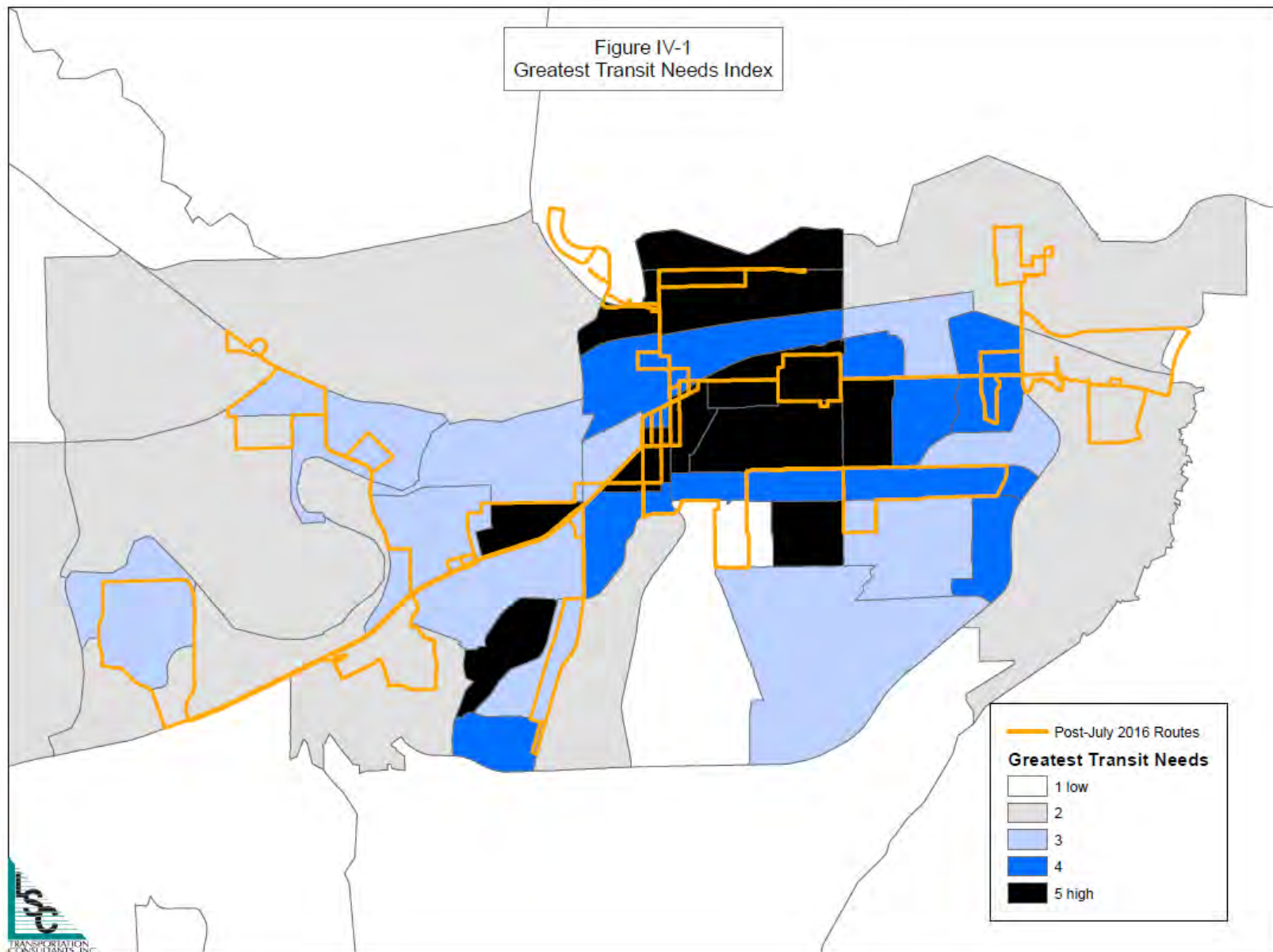
It may seem intuitive that route modifications should occur for the entirety of the Purple and Orange routes, as they have higher costs and lower ridership. But it should be kept in mind that the majority of these routes are located within Mills and Evansville. Any changes to routes within the city limits of Mills and Evansville would require coordination with these Towns and most likely would be politically difficult and result in reduced financial contributions. These Towns contribute roughly \$100,002 combined, resulting in \$14.80 per capita. As a comparison, the City of Casper will contribute \$6.74 per capita towards CATC operations with the proposed budget. For these reasons, route modifications have been focused on the Blue, Red, Yellow, and Green routes which are located within Casper City limits, and portions of the Purple route that are located within Casper City Limits.

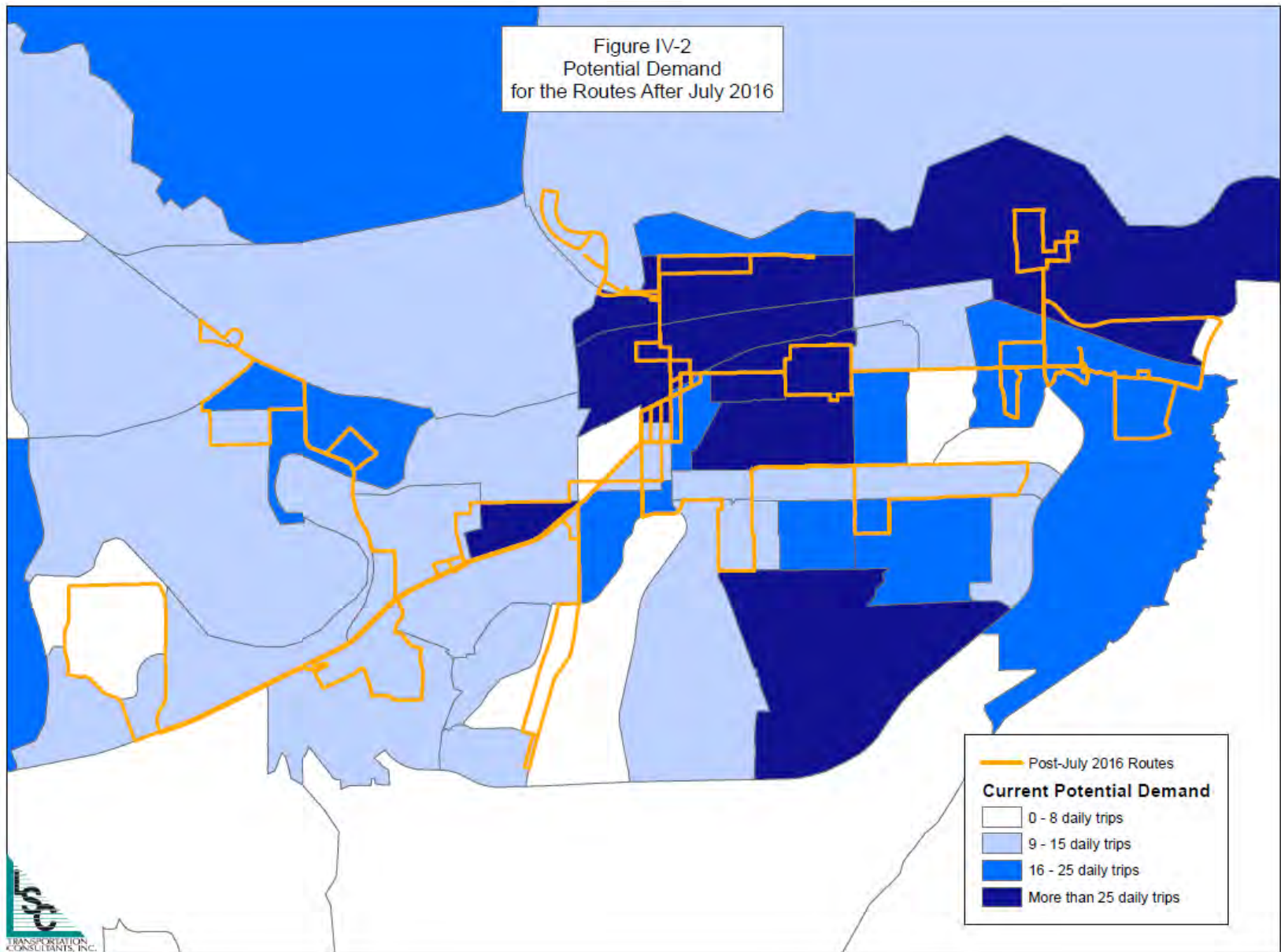
This package of options would result in an estimated 21% reduction of existing levels of service and savings between \$164,415 and \$313,779. While the lower end of this range does not meet the budget needs for FY 2019, there is a risk in modifying more routes than necessary. It is the advice of staff to implement the modifications listed above and if the cost savings are not enough, then further modifications can be revisited.

Any reductions in service of this size is federally required to be accompanied by a roughly 1.5 month public notification period along with legal notice and a public hearing. While an initial package of route modifications have been identified above, it is staff's recommendation that public feedback is considered when ultimately deciding upon which modifications are most appropriate. To do so is highly encouraged by FTA Region 8 staff and is considered best practice in transit planning.

Oversight/Project Responsibility:
Aaron Kloke, MPO Supervisor

Attachments:
Map illustrating greatest needs.
Map illustrating potential demand for 2016.
Map illustrating recommended areas for route modifications.





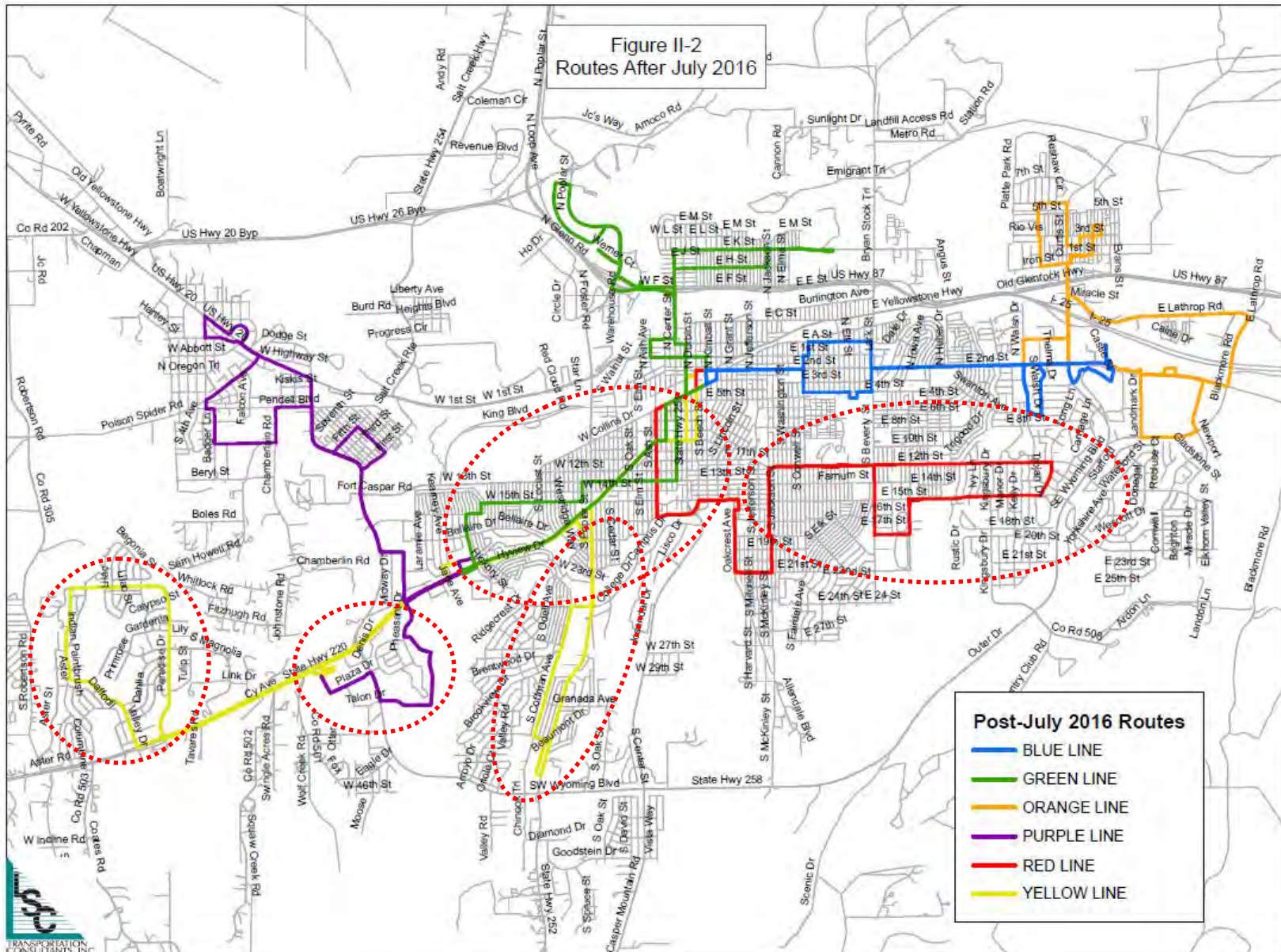


Figure II-2
Routes After July 2016

Post-July 2016 Routes

- BLUE LINE
- GREEN LINE
- ORANGE LINE
- PURPLE LINE
- RED LINE
- YELLOW LINE

..... Locations of Proposed Modifications

June 8, 2018

Charlie Powell

200 N. David St.

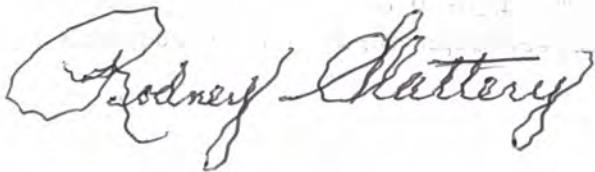
Casper, Wyo. 82601

Re: Funding Cut From CATC

Dear Charlie,

I am writing this Letter in Regards to the Federal Funding Being Cut From the CATC Office. I would not want the Federal Funding to be Cut from the CATC office Because I think it is a Great thing to have for the People to Ride the Buses in the Community. It is also a Good way to meet people and I have Found it to be the best way to get to work. They Do there Job to the best that they Know how. I would like to see more hours added to the Bus Service so people Don't Get Left Behind.

Sincerely,

A handwritten signature in cursive script that reads "Rodney Slattery". The signature is written in black ink and is positioned above the printed name.

Rodney Slattery



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, June 13, 2018
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | N.Grooms |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| | A) Charlie Powell | |
| | B) Liz Becher | |
| IV. | Approval of May 2018 Board Minutes | N.Grooms |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) May, 2018 Reports | N.Grooms |
| | B) June, 2018 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | N.Grooms |
| | a. New Board Member Vote | |
| | b. Executive Vote | |
| | B) MARCOM Committee | P.Fazio |
| | C) David Street Station | K.Hawley |
| | D) Finance Committee | N.Grooms |
| | a. Budget Vote | |
| | b. Public Budget Hearing 7/11 @ 12:00pm | |
| | E) Infrastructure | B.Daigle |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting July 11, 2018

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

May 9, 2018

Present: Brandon Daigle, Will Reese, Charlie Powell, Brettnee Tromble, Jenn True, Sona Rummel; Kevin Hawley, Jackie Landess, Michelle Solko; Craig Collins, Liz Becher

Excused: Pete Fazio, Nicholas Grooms, Critter Murray, Trudi Holthouse

Call to Order: Chairman Daigle called the May 9th, 2018 meeting to order at 11:38 A.M.

Public Comments: N/A

City Report

Charlie Powell: Parking study draft says there is plenty of parking but needs to be managed better and parking czar (*a person appointed by government to advise on and coordinate policy in a particular area*) has been suggested. Final report is upcoming, but it looks like metered parking may possibly return. Lengthy report can be viewed in work session packet in more detail.

Possible suggestions: City council very restrictive to mobile food trucks in requiring vendors to apply for permit 30 days in advance. Maybe designate a food truck area (Plains parking lot)?

Liz Becher: Councilman Powell did a good job last night asking questions relevant to downtown. City staff is going to incorporate council's comments into some of the public engagement piece. There will be a public hearing for additional comments. Metered parking and parking administration is being discussed for down the road. If board members have any comment, write them to council within next two weeks.

Monthly meeting with Brandon/ Kevin discussed Midwest reconstruction. Monday meeting with consultants and engineering firm for finalizing bid document on June 1st, responses and awarding will happen in August. Utility infrastructure discussion and timeline on Monday. Overhead wires going underground, utilities and storm water improvements, fiber upgrades will be implemented.

Considering marking east side of Ash Street as no parking due to hazards of limited visibility.

Code enforcement is partnering with downtown businesses to get items removed that have been dumped in alleyways.

C Powell: Payback time for metered systems could take two years. Just infrastructure for the equipment, they will have meter stations, not a meter as each spot.

Kevin Hawley: Recommendation regarding food truck parking from parking study? Charlie reiterated food truck designation, but council keeps delaying any decisions until after parking study. With decision of metered parking there is a critical component in enforcing parking regulations. There are many problems with enforcement and fines since rules and regulations are disregarded. The lack of enforcement creates a huge problem.

Parking regarding David Street Station- there may be 800 people coming per day for Splash Pad use. This is going to drastically change everything that the parking study found. Lastly, from budgeting perspective, I would like to know what will be happening with parking issues and parking garage. We've heard that the City is planning to take over the parking garage, just for budgeting reasons we need to know for our yearly budget. Liz Becher stated she oversees parking budget, and she did the budget for the next year with the same plan as previous years.

Approval of April 2018 Board Meeting Minutes

Motion, Second, Passed (Will Reese, Sona Rummel) (All Approved)

- **Charlie abstained, since he was not present at last months board meeting.**

Financials – Kevin Hawley

- Error in \$3K deposit in QuickBooks from DSS moved to parking garage
- Special Events Account creation has been voted to be approved, subaccount in QuickBooks, still its own bank account and reconcile separately.
- Caspar Construction has large invoices due \$650K May, \$400K June, so draining bank account
- FF&E items: \$4K Barricades for crowd control, \$2K for 12 picnics tables & \$8K for 40 tents
- Brandon asked about the \$500K from Business Council for Phase 2, Kevin clarified that it's been submitted but it's not in the bank
- Working with Hilltop, FIB & Goodstein Foundation on all their installments.

Approval of March 2018 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Brettnee Tromble, Jenn True) (All Approved)

Director's Report- Kevin Hawley

- (Pete absent for Marketing and Nick absent for Financials)
- Friends of the Station donations through "Donor Perfect" software is important to show that contributions make a difference. Marketing team Kirsten Ellis & Leah Reeb are working on the text to give function of Donor Perfect
- Working with high school students with Youth Empowerment Council & joint effort with Art Walk.
- McMurry Foundation \$25K upcoming and July 1 another \$25K, used for marketing and maintenance. Working on finding additional maintenance and contracted with the cleaning man from the parking garage for late night cleaning, he is the last one in the bathrooms, so he acts as security as well.
- Opening on May 25th. At DSS, stain on Splash Pad is almost done. They will be pouring ice rink concrete at 2:30am due to keeping tubing straight and encapsulating. Mobile Concrete is supplying concrete, but due to the specialized project a national team from D.C. has been brought in to pour and finish ice rinks throughout the country.
- Kevin asked Brandon D to do an update on available board member seats
- Kevin has been asked to be part of the State Task Force to represent downtown
- Sponsorships: WCDA for Farmer's Market, Casper College for Lunch on the Lawn series, and we are proud to announce that Hilltop National Bank is sponsoring our concert series.
- Observation deck reserved for special sponsorship donors as *VIP area only* since it is too small to open to the general public. We can have special catering, wine and cheese, etc. During the day, when we don't have a special event, it will be open to the general public.
- Jackie is doing a phenomenal job negotiating events and getting our costs down, so not worried about the events. We have 4 or 5 events each week. We are working on getting an event coordinator, to help hours for Jackie.
- Marketing: waiting on website to launch. It is supposed to launch today.
- Design change, in the original design there were tent anchors in concrete on ice rink was NOT a good idea. Too much money has been spent to compromise the ice rink. After talking to others in the industry they were in agreement, so there will be no tent anchors, in the ice rink. We will have tent anchors on the southeast side of the building, we could also park a food truck there, it will be more functional and has some wind protection
- Finishing up on FFE things: Zamboni issues and big screen TV to deal with yet.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Board vacancies and applications due May 28th. Brettnee Tromble’s term expires and she cannot renew after two terms. Brandon will not be chairman next year due to new board policy. The four executive positions: chairman, vice chairman, treasurer or secretary. Note: the new board member cannot serve in the executive committee role for six months. The Board will be holding officer elections in June.
- Kevin H suggested that **Brandon D** establish a review committee for the applications. Brandon said he would be happy to review candidates, Jenn True and Will Reese will be on that committee. They will be narrowed down for interviews. **Charlie P** suggested a rating system or rubric. Meeting June 6th @ 11:30am before giving recommendation to the Board during meeting on June 13th.
- **Kevin H:** Casper Star Tribune posted twice, it was emailed out to Property Owners, Merchants and Community Subscribers and is on our website. Hinge will be doing a post on Facebook.
- Draft Budget changes have been modified, we will talk about that more in finance committee report.

B.) MARCOM Committee – Kevin Hawley

- Website launch. Hinge gals, they are very structured and detail oriented and will keep the flow going after their contract is up and we go to a full-time marketing employee.

C.) David Street Station – Jackie Landess

- April 21st Trees for Trash event was successful with over 60 families and 150 participants and about 70 trees distributed. Beth Andress with Keep Casper Beautiful notified us that our event was published on a nationwide “Keep America Beautiful” website with some photos and description of the event!
- We had our first Art Walk on Thurs. May 3rd featuring Casper Children’s Chorale and Oil City Slickers. HQ BBQ was the first featured food truck (dealt with some health department issues but once resolved they had a long line of customers).
- Upcoming events: May 19th -MS Walk, May 26th & 27th -3on 3 Basketball Tournament, May 30th -Family Game Night, Fri. June 1st starts our Concert series, Mon. June 4th starts our Lunch on the Lawn series, Tues. June 5th starts Farmer’s Market series, along with upcoming Art Walks and Family Game Nights.
- Cinema at the Station series starts June 22nd.
- Finalizing budgets for the different events. Website should be going live today.
- Upcoming concert series artists: Barrelhouse, Whiskey Alibi a band from Cheyenne that opened for Dylan Scott, Zack Schommer opens for Two Tracks (from Sheridan). We have secured Satchmo, a Louis Armstrong cover; Blues/rock musician David Gerald; Wyoming Symphony Orchestra Brass Quintet for the Sept. Art Walk; Jake Maurer Aug. 24th and 25th.
- Next week is Splash Pad training for filter cleaning, etc.

D.) Finance – Kevin Hawley

- Guest Speakers don’t captivate a crowd, so looking into large LED TV (screen 17’ wide x 10’ high) with trailer (hydraulic lift height up to 7.5’ from ground). Kevin went down to CO for a preview. **Charlie P** concerned about durability and damage issues. Kevin will investigate durability and damage issues.
- **Brandon D** suggested we just try to rent the unit first to see long-term possibilities
- **Budget summary** - Draft budget with a special budget session in July. Packet page 25. 2018-19 Budget summary: Combine the totals of DDA, PG, DSS shows a \$147K shortfall (compared to 2017-18 \$135K shortfall) Discuss LED TV purchase, but also need reserves for Zamboni and dasher boards. Timeline and details emailed for quorum to other board members.

E.) Infrastructure – Brandon Daigle

- Field trip to David Street Station for tour of construction

F.) Governance – Will Reese

- No Report

Comments:

Action Items: N/A

Motion to adjourn at approximately 12:41PM

Motion, Second, Passed (Brettnee Tromble, Nicholas Grooms) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Downtown Development Authority

Board Meeting Minutes

May 17, 2018

Present: Brandon Daigle, Critter Murray, Nick Grooms, Brettnee Tromble, Jenn True, Sona Rummel, Will Reese; Kevin Hawley

Excused: Pete Fazio, Trudi Holthouse, Charlie Powell

Call to Order: Chairman Daigle called the May 17, 2018 meeting to order at 4:08 P.M.

Public Comments:

- N/A

Chairman Daigle asked for a brief history from the Executive Director

Mr. Hawley discussed how a projector and monitor were part of the original scope of work for the project from the design team. Unfortunately, we did not fully understand the limits of the specified equipment. Mainly, that you cannot see the screen during daylight hours, which would severely hinder our production capabilities. While looking for an LED wall rental for an upcoming event in June, Mr. Hawley came across this company. After receiving a quote to rent and purchase, as well as observing the system in person at an event in Denver, Mr. Hawley presented his findings to the board.

Board discussion: Questions on vandalism, repair, what equipment came with the purchase, etc. The board also discussed potential revenue, sponsor, and donor opportunities associated with the potential purchase.

The measure was called for a vote:

Motion to approve the purchase of Insane Impact trailer mounted LED TV in an amount not to exceed \$100,000

Motion, Second, Passed (Jenn True, Will Reese) (All Approved)

Comments: N/A

Motion to adjourn at approximately 4:25PM

Motion, Second, Passed (Nicholas Grooms, Sona Rummel) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA - Balance Sheet

May 31, 18

ASSETS

Current Assets

Checking/Savings

CHECKING 79,137.71

NOW Acct 252,015.01

Total Checking/Savings 331,152.72

Other Current Assets

Due from Parking Garage -13,405.69

Total Other Current Assets -13,405.69

Total Current Assets 317,747.03

TOTAL ASSETS 317,747.03

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,037.14

Total Other Current Liabilities 2,037.14

Total Current Liabilities 2,037.14

Total Liabilities 2,037.14

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -28,520.04

Net Income -38,094.51

Total Equity 315,709.89

TOTAL LIABILITIES & EQUITY 317,747.03

DDA- P&L

May 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	25.52
ASSESSMENTS	8,800.24
Misc.	69.79
Total Income	<u>8,895.55</u>
Expense	
ADMINISTRATIVE	
Administrative Services	3,476.80
Director's Salary	
ED Allocation to PKG Garage	-816.67
Director's Salary - Other	6,250.02
Total Director's Salary	<u>5,433.35</u>
Social Security	478.14
Unemployment Insurance	0.00
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	<u>9,463.29</u>
MARKETING-COMMUNICATIONS	129.00
OPERATIONS	
Accountant/Bookkeeper	301.00
Board Mtg. Expense	69.79
Office Automation	131.86
Music Service	50.00
Office Rent	1,550.00
Pigeon Control	1,970.52
Total OPERATIONS	<u>4,073.17</u>
Total Expense	<u>13,665.46</u>
Net Ordinary Income	<u>-4,769.91</u>
Net Income	<u><u>-4,769.91</u></u>

**Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through November 2017**

DDA - Budget vs Actual

													TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
City Funding - Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	-125,000.00	0.0%
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	26.56	25.06	22.59	23.88	22.13	20.96	28.64	25.25	26.07	26.38	25.52	273.04	840.00	-566.96	32.51%
ASSESSMENTS	493.66	4,718.01	0.00	0.00	23,623.77	0.00	103,721.00	3,242.73	2,897.78	0.00	8,800.24	147,497.19	161,000.00	-13,502.81	91.61%
Misc.	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	69.79	469.79			
Total Income	520.22	6,743.07	22.59	23.88	24,045.90	20.96	103,749.64	3,267.98	2,923.85	26.38	8,895.55	150,240.02	288,840.00	-138,599.98	52.02%
Expense															
ADMINISTRATIVE															
Incentives	0.00	0.00	0.00	2,000.00	0.00	6,400.00	0.00	0.00	0.00	0.00	0.00	8,400.00	12,400.00	-4,000.00	67.74%
Operations Manager Salary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	369.23	0.00	32,369.23	48,000.00	-15,630.77	67.44%
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,564.56	3,476.80	5,041.36			
Director's Salary															
Dir Salary-City Funding	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	0.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.01	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	68,750.21	75,000.00	-6,249.79	91.67%
Simple IRA	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	0.00	0.0%
Unemployment Insurance	37.60	19.60	13.60	20.40	13.60	4.76	96.35	57.35	4.87	22.11	0.00	290.24	400.00	-109.76	72.56%
Worker's Compensation	0.00	0.00	120.67	0.00	0.00	395.42	0.00	0.00	240.27	0.00	0.00	756.36	300.00	456.36	252.12%
ADMINISTRATIVE - Other	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	0.00	0.0%
MARKETING-COMMUNICATIONS															
City Funded Project 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	25,000.00	-25,000.00	0.0%
Media Expenditures	3,570.04	493.48	1,759.48	1,482.13	5,757.56	205.94	283.14	0.00	0.00	25.00	0.00	13,576.77	16,500.00	-2,923.23	82.28%
Other Projects	2,000.00	0.00	0.00	0.00	429.00	0.00	0.00	0.00	0.00	0.00	0.00	2,429.00	3,200.00	-771.00	75.91%
PR - Director	242.63	0.00	0.00	499.80	170.46	41.92	564.99	0.00	77.34	217.00	0.00	1,814.14	2,068.00	-253.86	87.72%
Recognition Awards	0.00	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%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,385.00	-3,385.00	0.0%
Total MARKETING-COMMUNICATION	8,612.67	493.48	1,759.48	1,981.93	6,357.02	872.86	848.13	1,129.00	206.34	1,293.00	129.00	23,682.91	64,453.00	-40,770.09	36.74%
OPERATIONS															
Employee Development	0.00	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%
Accountant/Bookkeeper	0.00	0.00	333.00	0.00	418.00	0.00	0.00	0.00	405.00	0.00	301.00	1,457.00	1,200.00	257.00	121.42%
Board Mtg. Expense	193.86	351.64	9.99	152.64	0.00	50.53	0.00	0.00	0.00	0.00	69.79	828.45	500.00	328.45	165.69%
Conference Registration	0.00	0.00	0.00	0.00	365.00	0.00	0.00	0.00	0.00	0.00	0.00	365.00	2,400.00	-2,035.00	15.21%
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	0.00	1,650.00	-1,650.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	399.00	0.00	899.00	1,055.00	-156.00	85.21%
Planters	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	4,800.00	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	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	4,000.00	-1,500.00	62.5%
Office Automation	249.77	225.77	454.34	129.89	129.89	129.89	129.89	236.82	129.89	131.83	131.86	2,079.84	3,000.00	-920.16	69.33%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	550.00	600.00	-50.00	91.67%
Office Rent - Other	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	17,050.00	25,800.00	-8,750.00	66.09%
Total Office Rent	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	17,050.00	25,800.00	-8,750.00	66.09%

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
 July through November 2017

Office Supplies	152.82	235.51	0.00	0.00	0.00	0.00	502.60	0.00	55.14	0.00	0.00	946.07	1,400.00	-453.93	67.58%
Pigeon Control	2,246.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,970.52	4,216.85	5,000.00	-783.15	84.34%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	196.00	0.00	0.00	0.00	0.00	196.00	700.00	-504.00	28.0%
Travel	0.00	0.00	0.00	0.00	0.00	995.96	0.00	0.00	0.00	0.00	0.00	995.96	12,500.00	-11,504.04	7.97%
Operation Alloc. to PKG Gar	0.00	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	7,353.18	7,137.92	2,838.25	2,203.87	2,538.76	3,276.38	2,662.92	6,636.82	2,190.03	3,214.29	4,073.17	44,125.59	70,605.00	-26,479.41	62.5%
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.64	0.00	184.64			
RESERVES															
Downtown Priority Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	26,295.93	17,943.47	15,024.48	16,651.67	19,201.86	26,231.48	13,899.88	18,115.64	8,627.99	12,676.67	13,665.46	188,334.53	468,658.00	-280,323.47	40.19%
Net Ordinary Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-4,769.91	-38,094.51	-179,818.00	141,723.49	21.19%
Net Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-4,769.91	-38,094.51	-179,818.00	141,723.49	21.19%

DDA - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/03/2018			Deposit	385.79	385.79
Liability Check	05/03/2018		IRS USA TAXPYMNT	83-0286881	0.00	385.79
Bill Pmt -Check	05/07/2018	5709	Animal & Plant Health Inspection Services	Bill # 1	-1,970.52	-1,584.73
Bill Pmt -Check	05/07/2018	5710	AUDIOMATRIX, INC.	Invoice #117708	-50.00	-1,634.73
Bill Pmt -Check	05/07/2018	5711	Charter Commumications	Invoice # 0976435042118	-131.86	-1,766.59
Bill Pmt -Check	05/07/2018	5712	Express Services, INC.	Invoice # 20485607	-869.20	-2,635.79
Bill Pmt -Check	05/07/2018	5713	FIB - MASTERCARD		-129.00	-2,764.79
Bill Pmt -Check	05/07/2018	5714	Jaclyn Landess		-69.79	-2,834.58
Bill Pmt -Check	05/07/2018	5715	PMCH	Invoice #2295	-301.00	-3,135.58
Bill Pmt -Check	05/07/2018	5716	Walsh Property Management	May Rent	-2,150.00	-5,285.58
Bill Pmt -Check	05/07/2018	5717	Express Services, INC.	#20515249	-869.20	-6,154.78
Paycheck	05/15/2018		Kevin Hawley		-2,622.44	-8,777.22
Deposit	05/21/2018			Deposit	8,484.24	-292.98
Bill Pmt -Check	05/29/2018	5718	Express Services, INC.	#20538179 & #20579210	-1,738.40	-2,031.38
Paycheck	05/31/2018		Kevin Hawley		-2,622.44	-4,653.82
Deposit	05/31/2018			Interest	6.26	-4,647.56
Total CHECKING					-4,647.56	-4,647.56
Deposit	05/31/2018			Interest	19.26	19.26
Total NOW Acct					19.26	19.26
TOTAL					-4,628.30	-4,628.30

DDA - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	06/11/2018	5722	Express Services, INC.		-1,336.40	-1,607.72
Bill Pmt -Check	06/11/2018	5723	FIB - MASTERCARD		-683.50	-2,291.22
Bill Pmt -Check	06/11/2018	5724	MOOD	118518	-50.00	-2,341.22
Bill Pmt -Check	06/11/2018	5726	Walsh Property Management	June Rent	-2,150.00	-4,626.22
Total CHECKING					-4,626.22	-4,626.22
TOTAL					-4,626.22	-4,626.22

PG - Balance Sheet

May 31, 18

ASSETS	
Current Assets	
Checking/Savings	
FIB - Parking Garage	25,224.74
Total Checking/Savings	25,224.74
Other Current Assets	
Undeposited Funds	1,397.00
Total Other Current Assets	1,397.00
Total Current Assets	26,621.74
TOTAL ASSETS	26,621.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Federal Withholding	250.00
Due to DDA	-13,405.73
Payroll Liabilities	-539.41
Total Other Current Liabilities	-13,695.14
Total Current Liabilities	-13,695.14
Total Liabilities	-13,695.14
Equity	
City of Casper-Distribution	-1,694.16
Unrestricted Net Assets	29,210.74
Net Income	12,800.30
Total Equity	40,316.88
TOTAL LIABILITIES & EQUITY	26,621.74

Downtown Development Authority Parking Garage
Profit & Loss
July 2016

PG - P&L

	<u>May 18</u>
Income	
Parking Fees	
Parking Garage	6,835.00
1st & Center	1,995.00
Daily Parking	531.65
Parking Fees - Other	5.00
Total Parking Fees	<u>9,366.65</u>
Interest Income	1.99
Total Income	<u>9,368.64</u>
Gross Profit	9,368.64
Expense	
Administrative	
Office Staff	
Exec. Director - Alloc. from DDA	816.67
Administrative Office	4,333.34
Total Office Staff	<u>5,150.01</u>
Garage Staff Payroll Expense	
Payroll Expense	1,847.75
Payroll Taxes - FICA & Medicare	472.86
Payroll Expenses - WC/SUTA/FUTA	85.49
Total Garage Staff Payroll Expense	<u>2,406.10</u>
Total Administrative	7,556.11
OPERATIONS	
Mail / Postage	11.26
Bank Fees	61.70
Office Automation	84.41
Utilities	1,408.72
Equip. & Supplies	
Office	41.99
Parking Garage	84.76
Total Equip. & Supplies	<u>126.75</u>
Parking Structure Rent	363.00
DDA Oper Costs - Allocated	600.00
Total OPERATIONS	<u>2,655.84</u>
Total Expense	<u>10,211.95</u>
Net Income	<u><u>-843.31</u></u>

PG - Budget vs Actual

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jul '17 - May 18	TOTAL		
													Budget	\$ Over Budget	% of Budget
Income															
Uncategorized Income	0.00	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%
Parking Fees															
Parking Garage	5,914.50	12,127.00	8,361.00	9,725.00	7,087.00	11,554.50	12,300.69	7,196.31	11,391.00	10,280.00	6,835.00	102,772.00	87,000.00	15,772.00	118.13%
1st & Center	1,925.00	2,065.00	1,540.00	1,995.00	1,750.00	910.00	3,465.00	910.00	2,625.00	1,575.00	1,995.00	20,755.00	23,500.00	-2,745.00	88.32%
Daily Parking	773.00	481.01	3,452.00	705.25	404.09	198.00	262.00	221.00	550.15	407.00	531.65	7,985.15	8,500.00	-514.85	93.94%
Parking Fees - Other	0.00	95.00	20.00	15.00	0.00	15.00	15.00	30.00	0.00	5.00	5.00	200.00			
Total Parking Fees	8,612.50	14,768.01	13,373.00	12,440.25	9,241.09	12,677.50	16,042.69	8,357.31	14,566.15	12,267.00	9,366.65	131,712.15	119,000.00	12,712.15	110.68%
Validation Incentive Program															
Parking Validations	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	20.00	0.00	370.00			
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	0.00	500.00	-500.00	0.0%
Promotions - Park Free Friday	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	0.00	0.0%
Commission (Vending Machines)	0.00	109.74	0.00	129.86	0.00	0.00	54.17	0.00	0.00	44.38	0.00	338.15	300.00	38.15	112.72%
Interest Income	1.88	1.67	1.76	2.15	2.09	2.00	1.99	1.76	1.63	1.85	1.99	20.77	5.00	15.77	415.4%
Total Income	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	9,368.64	132,441.07	125,805.00	6,636.07	105.28%
Gross Profit	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	9,368.64	132,441.07	125,805.00	6,636.07	105.28%
Expense															
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00			
Administrative															
Office Staff															
Exec. Director - Alloc. from DDA	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	8,983.37	9,800.00	-816.63	91.67%
Director Incentives	0.00	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	2,600.00	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	4,333.34	36,933.40	40,000.00	-3,066.60	92.33%
Admin. Incentives	0.00	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%
Total Office Staff	3,416.67	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	5,150.01	45,916.77	53,400.00	-7,483.23	85.99%
Garage Staff Payroll Expense															
Payroll Expense	1,818.40	2,084.25	1,896.70	1,866.25	1,926.50	2,428.05	1,719.10	2,038.00	1,820.00	1,903.50	1,847.75	21,348.50	32,000.00	-10,651.50	66.71%
Staff Incentives	0.00	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%
Payroll Taxes - FICA & Medicare	338.00	414.46	400.09	397.77	402.37	716.16	386.50	410.91	394.24	400.62	472.86	4,733.98	5,500.00	-766.02	86.07%
Payroll Expenses - WC/SUTA/FUTA	61.35	69.70	165.35	51.46	50.62	130.67	90.19	95.07	70.90	72.29	85.49	943.09	2,000.00	-1,056.91	47.16%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	3,600.00			
Total Garage Staff Payroll Expense	2,217.75	2,568.41	2,462.14	2,315.48	2,379.49	6,874.88	2,195.79	2,543.98	2,285.14	2,376.41	2,406.10	30,625.57	40,500.00	-9,874.43	75.62%
Total Administrative	5,634.42	6,718.42	6,612.15	6,465.49	6,529.50	11,024.89	6,345.80	6,693.99	6,435.15	6,526.42	7,556.11	76,542.34	93,900.00	-17,357.66	81.52%
OPERATIONS															
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	188.00	135.81	0.00	0.00	0.00	323.81			
City Profit Sharing	0.00	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%
Web Development / Support	1,000.00	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	0.00	100.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Mail / Postage	148.82	2.03	27.24	98.00	0.00	98.00	0.00	0.00	23.51	0.00	11.26	408.86	700.00	-291.14	58.41%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.73	0.00	264.73	300.00	-35.27	88.24%
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	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	58.05	58.25	64.55	64.45	68.35	58.30	75.45	58.65	54.75	111.80	61.70	734.30	800.00	-65.70	91.79%
Bad Debt	0.00	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%
Office Automation	179.44	179.44	180.47	180.47	180.89	180.89	180.89	180.97	180.97	277.45	84.41	1,986.29	1,500.00	486.29	132.42%
Utilities	1,057.47	941.55	1,077.35	1,166.06	1,140.02	1,356.12	1,672.85	1,564.97	1,781.34	1,652.93	1,408.72	14,819.38	22,000.00	-7,180.62	67.36%
Landscaping, Repairs / Maint.	50.00	0.00	0.00	0.00	0.00	50.00	635.00	335.00	804.83	125.00	0.00	1,999.83	4,000.00	-2,000.17	50.0%
Equip. & Supplies															

Office	0.00	97.76	134.54	0.00	0.00	0.00	0.00	0.00	0.00	53.31	41.99	327.60			
Parking Garage	0.00	0.00	0.00	0.00	1,323.24	0.00	108.54	0.00	0.00	0.00	84.76	1,516.54			
Equip. & Supplies - Other	185.60	40.51	44.14	56.62	0.00	26.92	0.00	187.50	21.80	0.00	0.00	563.09	2,500.00	-1,936.91	22.52%
Total Equip. & Supplies	185.60	138.27	178.68	56.62	1,323.24	26.92	108.54	187.50	21.80	53.31	126.75	2,407.23	2,500.00	-92.77	96.29%
Special Projects	5,920.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,420.00	6,000.00	420.00	107.0%
Building 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	1,000.00	-1,000.00	0.0%
Insurance (Liability)	2,500.00	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	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	363.00	363.00	363.00	3,630.00	3,993.00	-363.00	90.91%
DDA Oper Costs - Allocated	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	6,600.00	7,200.00	-600.00	91.67%
Total OPERATIONS	12,062.38	2,782.54	2,491.29	2,528.60	3,675.50	2,370.23	3,823.73	3,425.90	3,830.20	3,448.22	2,655.84	43,094.43	61,493.00	-18,398.57	70.08%
Total Expense	17,696.80	9,500.96	9,103.44	8,994.09	10,205.00	13,395.12	10,169.53	10,119.89	10,265.35	9,978.64	10,211.95	119,640.77	155,393.00	-35,752.23	76.99%
Net Income	-9,082.42	5,488.46	4,311.32	3,643.17	-911.82	-685.62	5,984.32	-1,760.82	4,302.43	2,354.59	-843.31	12,800.30	-29,588.00	42,388.30	-43.26%

Pg - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Liability Check	05/03/2018		United States Treasury	83-0286881	-2,836.23	1,608.77
Paycheck	05/04/2018		Tevin C Reams		-396.51	842.31
Bill Pmt -Check	05/07/2018	1500	AMBI	Invoice #18-04-191	-11.26	831.05
Bill Pmt -Check	05/07/2018	1501	Century Link	Acct #3072614605096B	-84.41	746.64
Bill Pmt -Check	05/07/2018	1502	City of Casper Business Services	Invoice #162381	-363.00	383.64
Bill Pmt -Check	05/07/2018	1503	Mastercard		-126.75	256.89
Bill Pmt -Check	05/07/2018	1504	Rocky Mountain Power	Acct # 04279137-001 0	-1,408.72	-1,151.83
Paycheck	05/15/2018		Jaclyn A Landess		-1,814.92	-2,966.75
Deposit	05/17/2018			Deposit	302.65	-2,664.10
Deposit	05/17/2018			Deposit	1,030.00	-1,634.10
Paycheck	05/18/2018		Tevin C Reams		-369.95	-2,446.04
Deposit	05/29/2018			Deposit	229.00	-2,217.04
Deposit	05/29/2018			Deposit	1,963.00	-254.04
Check	05/31/2018			Service Charge	-61.70	-2,130.65
Deposit	05/31/2018			Interest	1.99	-2,128.66

PG - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Paycheck	06/01/2018		Sharon A Elsberry		-458.69	-458.69
Paycheck	06/01/2018		Tevin C Reams		-409.28	-867.97
Deposit	06/01/2018			Deposit	4,397.00	3,529.03
Deposit	06/11/2018			Deposit	2,569.00	6,098.03
Liability Check	06/11/2018		United States Treasury	83-0286881	-3,003.96	3,094.07
Bill Pmt -Check	06/12/2018	1505	AAA Landscaping	Invoice #15156	-125.00	2,969.07
Bill Pmt -Check	06/12/2018	1506	Century Link	Acct #3072614605	-84.41	2,884.66
Bill Pmt -Check	06/12/2018	1507	Charter	Invoice #0780589051018	-94.94	2,789.72
Bill Pmt -Check	06/12/2018	1508	City of Casper Business Services	Invoice #163648	-363.00	2,426.72
Bill Pmt -Check	06/12/2018	1509	City of Casper Water and Sewer	Acct # 381802	-65.46	2,361.26
Bill Pmt -Check	06/12/2018	1510	Mastercard		-307.44	2,053.82
Bill Pmt -Check	06/12/2018	1511	Rocky Mountain Power	Acct #04279137-001 0	-1,116.45	937.37
Deposit	06/15/2018			Deposit	184.20	1,121.57
Total FIB - Parking Garage					1,121.57	1,121.57
TOTAL					1,121.57	1,121.57

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Angie Smart	0.00	0.00	20.00	0.00	0.00	20.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Deb King	0.00	113.00	0.00	0.00	0.00	113.00
Envy Nails - Khanh Mai	0.00	0.00	0.00	0.00	0.00	0.00
First Interstate Bank-Emp.						
Amanda Harrison	0.00	35.00	35.00	0.00	0.00	70.00
Breanna Sterling	0.00	0.00	0.00	0.00	0.00	0.00
Darla Freeman	0.00	35.00	0.00	0.00	0.00	35.00
Total First Interstate Bank-Emp.	0.00	70.00	35.00	0.00	0.00	105.00
Garden Creek Law Office	0.00	113.00	78.00	0.00	0.00	191.00
Hampton M. Young Law Office	0.00	70.00	70.00	70.00	0.00	210.00
Ide, Land and Leasing	0.00	1,128.00	0.00	0.00	0.00	1,128.00
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	35.00	0.00	0.00	0.00	35.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Phil & Laura Nickerson	0.00	468.00	0.00	0.00	0.00	468.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mountain Real Estate-1	0.00	183.00	183.00	0.00	0.00	366.00
Total Rocky Mountain Real Estate	0.00	183.00	183.00	0.00	0.00	366.00
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 Rea	0.00	43.00	0.00	0.00	0.00	43.00
Tom Rogers	0.00	35.00	35.00	0.00	0.00	70.00
Toni Hargrove	0.00	35.00	35.00	0.00	0.00	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	2,293.00	456.00	70.00	2,141.00	4,960.00

DSS - Balance Sheet

May 31, 18

ASSETS

Current Assets

Checking/Savings

Plaza Checking 542,052.87

Special Events 38,800.53

Total Checking/Savings 580,853.40

Accounts Receivable

Accounts Receivable 6,800.00

Total Accounts Receivable 6,800.00

Total Current Assets 587,653.40

TOTAL ASSETS 587,653.40

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets 1,697,901.09

Net Income -1,110,247.69

Total Equity 587,653.40

TOTAL LIABILITIES & EQUITY 587,653.40

DDA _David Street Station
Profit & Loss
July 2016

DSS - P&L

	<u>May 18</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	60.15
Direct Public Support	
Corporate Contributions	22,500.00
Direct Public Support - Other	11,000.00
Total Direct Public Support	<u>33,500.00</u>
Other Types of Income	
Miscellaneous Revenue	950.00
Total Other Types of Income	<u>950.00</u>
Program Income	
Event Sponsorship	55,800.34
Partners In Progress	25,000.00
Vendor Fees	50.00
Total Program Income	<u>80,850.34</u>
Total Income	<u>115,360.49</u>
Gross Profit	115,360.49
Expense	
Contract Services	
Construction Expense	614,511.20
Design/Engineering	790.00
Legal Fees	660.00
Contract Services - Other	2,883.87
Total Contract Services	<u>618,845.07</u>
Facilities and Equipment	
FF&E	67,269.69
Rent, Parking, Utilities	1,868.11
Total Facilities and Equipment	<u>69,137.80</u>
Marketing	2,973.05
Operations	
Books, Subscriptions, Reference	317.99
Entertainment/Talent	600.00
Event Expense	93.35
Total Operations	<u>1,011.34</u>
Total Expense	<u>691,967.26</u>
Net Ordinary Income	<u>-576,606.77</u>
Net Income	<u><u>-576,606.77</u></u>

Wyoming Business Council- Phase 1 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1 - \$65,963.60	23,747.00	3/28/2016	23,747.00		\$ 476,253.00
Draw 2 - \$71,608.70	\$ 25,779.00	4/27/2016	\$ 25,779.00		\$ 450,474.00
Draw 3 - \$245,233.00	\$ 88,284.00	5/18/2016	\$ 88,284.00		\$ 362,190.00
Draw 4 - \$309,394.00	\$111,188.00	8/8/2016	\$111,188.00		\$ 251,002.00
Draw 5 - \$94,132.78	\$33,887.00	9/17/2016	\$33,887.00		\$ 217,115.00
Draw 6 - \$116,480.00	\$46,133.00	12/28/2016	\$46,133.00		\$ 170,982.00
Draw 7 - \$315,464.00	\$113,568.00	3/3/2017	\$113,568.00		\$ 57,414.00
Draw 8 - \$274,050.00	\$57,414.00	6/6/2017	\$57,414.00		\$0

Wyoming Business Council- Phase 2 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1	500,000	4/2/2018	\$ 500,000.00		\$ 500,000.00
					\$0

City of Casper 1 Cent Allocation

Activity	Amount	Date	DR	CR	Balance
					\$ 3,000,000.00
Purchase of 226 South David	\$772,105.00	2/4/2016	\$ 772,105.00		\$ 2,227,895.00
Stateline No.7 - Design	\$39,423.20	3/7/2016	\$39,423.20		\$ 2,188,471.80
Draw #3	57,878.30	4/1/2016	57,878.30		\$ 2,130,593.50
Draw #4	326,124.20	4/25/2016	326,124.20		\$ 1,804,469.30
Draw #5	203,118.10	5/3/2016	203,118.10		\$ 1,601,351.20
Draw #6	326,376.29	6/3/2016	326,376.29		\$ 1,274,974.91
Draw #7	1,274,974.91	12/28/2017	1,274,974.91		\$0

state	\$ 500,000.00
cash	500,864.00
pledges	270,000.00
Total funds	1,270,864

DSS - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/07/2018			Deposit	700.00	700.00
Bill Pmt -Check	05/07/2018	1308	Adbay		-751.25	-51.25
Bill Pmt -Check	05/07/2018	1309	AMBI Mail & Marketing	Invoice #18-04-052	-25.73	-76.98
Bill Pmt -Check	05/07/2018	1310	Black Hills Energy	Acct #8238 3062 75	-895.85	-972.83
Bill Pmt -Check	05/07/2018	1311	C-Can Rentals	Invoice #27136	-100.00	-1,072.83
Bill Pmt -Check	05/07/2018	1312	Caspar Building Systems, Inc.	Pay App 10	-614,393.20	-615,466.03
Bill Pmt -Check	05/07/2018	1313	Connect Elevation LLC	Invoice #1006	-358.75	-615,824.78
Bill Pmt -Check	05/07/2018	1314	David Gerald Enterprises	Deposit for Performance on August 9th	-500.00	-616,324.78
Bill Pmt -Check	05/07/2018	1315	L4 Communications	Invoice #1111	-900.00	-617,224.78
Bill Pmt -Check	05/07/2018	1316	Mastercard		-7,959.22	-625,184.00
Bill Pmt -Check	05/07/2018	1317	Nicolaysen & Associates, P.C.	Invoice #2748	-660.00	-625,844.00
Bill Pmt -Check	05/07/2018	1318	Oil City Slickers	Art Walk May 3rd 2018	-100.00	-625,944.00
Bill Pmt -Check	05/07/2018	1319	R&R Rest Stops of Casper	Invoice # 43489	-118.00	-626,062.00
Bill Pmt -Check	05/07/2018	1320	Rocky Mountain Power	Acct # 04279137-002 8	-688.58	-626,750.58
Bill Pmt -Check	05/07/2018	1321	Stateline No 7 Architects	Invoice #1715	-2,525.12	-629,275.70
Bill Pmt -Check	05/07/2018	1322	Strata	Invoice # CA181104	-790.00	-630,065.70
Bill Pmt -Check	05/07/2018	1323	Townsquare Media - Casper	Invoice # 433192-3	-922.00	-630,987.70
Bill Pmt -Check	05/07/2018	1324	AMBI Mail & Marketing	#18-04-046	-70.88	-631,058.58
Bill Pmt -Check	05/07/2018	1325	Black Hills Energy	5833 6256 06	-183.68	-631,242.26
Deposit	05/07/2018			Deposit	50.00	-631,192.26
Check	05/09/2018	1326	Downtown Development Authority	To move deposit incorrectly deposited back to parking garage	-3,971.00	-635,163.26
Deposit	05/21/2018			Deposit	250.00	-634,913.26
Deposit	05/23/2018			Deposit	22,500.00	-612,413.26
Check	05/25/2018	EFTPS	Insane Impact, LLC.		-60,025.00	-672,438.26
Deposit	05/29/2018			Deposit	59,500.00	-612,938.26
Bill Pmt -Check	05/29/2018	1327	Natrona County Health Department	Plaza - Wyoming Aquatic Facility license	-100.00	-613,038.26
Deposit	05/31/2018			Interest	59.96	-612,978.30
					-612,978.30	-612,978.30
TOTAL					-612,978.30	-612,978.30

DSS - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/12/2018	1328	Adbay	Invoice #4838	-4,243.56	-4,243.56
Bill Pmt -Check	06/12/2018	1329	AMBI Mail & Marketing	Invoice #18-06-012	-275.00	-4,518.56
Bill Pmt -Check	06/12/2018	1330	Black Hills Energy	Acct # 5833625606	-359.95	-4,878.51
Bill Pmt -Check	06/12/2018	1331	C-Can Rentals	Invoice #27257	-100.00	-4,978.51
Bill Pmt -Check	06/12/2018	1332	Charter Communications	Invoice #1113376060118	-79.97	-5,058.48
Bill Pmt -Check	06/12/2018	1333	Chase Nash	June 1st Performance	-650.00	-5,708.48
Bill Pmt -Check	06/12/2018	1334	City of Casper - Water Services	Acct #360003	-91.88	-5,800.36
Bill Pmt -Check	06/12/2018	1335	CJ's Sound		-2,500.00	-8,300.36
Bill Pmt -Check	06/12/2018	1336	Culmination & Co LLC	June 4th Performance	-150.00	-8,450.36
Bill Pmt -Check	06/12/2018	1337	Hinge Studio	Invoice # 1073	-5,287.50	-13,737.86
Bill Pmt -Check	06/12/2018	1338	Hood's Equipment & Sprinkler	Invoice #45813	-586.39	-14,324.25
Bill Pmt -Check	06/12/2018	1339	Jackie Landess		-100.00	-14,424.25
Bill Pmt -Check	06/12/2018	1340	Mastercard		-9,012.92	-23,437.17
Bill Pmt -Check	06/12/2018	1341	Natrona County Schools	Invoice #2018-ISP	-3,477.39	-26,914.56
Bill Pmt -Check	06/12/2018	1342	Nicholas Learned	June 1st Performance	-100.00	-27,014.56
Bill Pmt -Check	06/12/2018	1343	Overhead Door		-137.28	-27,151.84
Bill Pmt -Check	06/12/2018	1344	Rocky Mountain Power	Acct #4279137-002 8	-728.33	-27,880.17
Bill Pmt -Check	06/12/2018	1345	Rocky Mountain Sound & Light	#017657	-500.00	-28,380.17
Bill Pmt -Check	06/12/2018	1346	Sean Ingledew	June 7th Performance	-400.00	-28,780.17
Bill Pmt -Check	06/12/2018	1347	Secure Gunz LLC	Invoice # 264	-442.50	-29,222.67
Bill Pmt -Check	06/12/2018	1348	Strata	Invoice #CA181124	-581.25	-29,803.92
Bill Pmt -Check	06/12/2018	1349	Swank Motion Pictures Inc	Order #RG1513956	-3,533.00	-33,336.92
Bill Pmt -Check	06/12/2018	1350	The Two Tracks	June 28th Performance	-1,100.00	-34,436.92
Bill Pmt -Check	06/12/2018	1351	Townsquare Media - Casper	Invoice #491456-1	-922.00	-35,358.92
Bill Pmt -Check	06/12/2018	1352	Whiskey's Alibi	June 15th Performance	-800.00	-36,158.92
Bill Pmt -Check	06/12/2018	1353	City of Casper - Water Services	#6167002	-7.81	-36,166.73
Bill Pmt -Check	06/12/2018	1354	Culmination & Co LLC	July 5 - Art Walk	-600.00	-36,766.73
Bill Pmt -Check	06/12/2018	1355	Rocky Mountain Power	#04279137-0036	-1,585.68	-38,352.41
Bill Pmt -Check	06/12/2018	1356	R&R Rest Stops of Casper	Invoice #43748	-100.00	-38,452.41
Bill Pmt -Check	06/12/2018	1357	Wyoming Signs, LLC		-2,510.66	-40,963.07
Bill Pmt -Check	06/12/2018	1358	Secure Gunz LLC	#257	-225.00	-41,188.07
TOTAL					-41,188.07	-41,188.07

Activity Report for the Month of May 2018

Executive Director

Project Milestones (Event, Target Date, Completion Date)

- Phase II Opening

Accomplishments

- Donor Perfect
- YMCA Youth Empowerment Council

Planned Activities

- Budget
- State Task Force
- WCDA, Hilltop, Foss, CC
- AMBI P&P
- YEC
- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs

- Wayfinding/Selfie Spots?

- 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:** June 5, 2018
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** B.Daigle, B. Tromble, N. Grooms, K. Hawley
5. **Discussion:**

- 5.1. Financials, including draft budget, were reviewed and discussed.
- 5.2. Discussion on Plaza updates including funding for FFE & Operations/staff.
- 5.3. Discussion and update on events at David Street Station.
- 5.4. Discussion over officer elections and new board member recommendations

6. **Actions/Follow-Up**

KH to prepare ballots



June 13, 2018

Board of Directors membership vote – circle 3 names

Peter Fazio – Renewal

Shawn Houck – New applicant

Tim Schenk – New applicant

Dana Volney – New applicant

Aaron Cawiezell – New applicant

Justin Binfet – New applicant

Board Member Initials: _____



June 13, 2018

Board of Directors membership vote – circle 3 names

Peter Fazio – Renewal

Shawn Houck – New applicant

Tim Schenk – New applicant

Dana Volney – New applicant

Aaron Cawiezell – New applicant

Justin Binfet – New applicant

Board Member Initials: _____



June 13, 2018

Board of Directors – Executive Board vote
4 positions available

Chairman

- Jenn True
- Write-in _____

Treasurer

- Nicholas Grooms
- Write-in _____

Vice-Chairman

- Brandon Daigle
- Write-in _____

Secretary

- Pete Fazio
- Write-in _____

Executive term: July 1, 2018 - June 30th, 2019



June 13, 2018

Board of Directors – Executive Board vote
4 positions available

Chairman

- Jenn True
- Write-in _____

Treasurer

- Nicholas Grooms
- Write-in _____

Vice-Chairman

- Brandon Daigle
- Write-in _____

Secretary

- Pete Fazio
- Write-in _____

Executive term: July 1, 2018 - June 30th, 2019

MONTHLY ACTIVITY REVIEW April 2018

May 4, 2018

Committee Chair: Pete Fazio
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> |
|-----------------------------------|--------------------|----------------------|
| • Website(s) | | |
| • Social Media/Marketing Services | | |
| • Phase II opening | | |

ACCOMPLISHMENTS

- Contract for services with Hinge Studio's for marketing
 - Donor recognition, sponsors, events, ambassadors, friends of station, etc.
 - Website, social media, newsletter, etc.
- Increased subscriptions to Newsletter
- Incremental increase in facebook followers
- Social Media/Marketing contract services
- Dylan Scott announcement – website event update, facebook, newsletter
- New Logo
- Website updated
- Downtown Map and Picture/Video

PLANNED ACTIVITIES

- Press Releases for Donors
- Website launch
- Social Media specialist

CHALLENGES/CONCERNS

-

Activity Report for the Month of May 2018

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

General Overview/Responsibilities

- Monthly Financials-
 - PG -105% of budget for revenues, 77% for expenses
 - DDA -52% on revenues, 40% for expenses
 - Station – invoices: Caspar Pay App, Stateline No. 7, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

Downtown Dev. Authority
Budget Summary 2018-2019

	Revenue	Expense	
DDA	\$167,250	\$195,050	-\$27,800
PG	\$131,920	\$148,893	-\$16,973
DSS	\$573,000	\$671,000	-\$98,000
Capital	\$1,483,000	\$1,483,000	\$0
	<hr/>	<hr/>	<hr/>
	\$2,355,170	\$2,497,943	-\$142,773

Casper DDA Budget for FY July 2018 - June 2019

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
(Allocation to Pkg Garage)	(\$9,800.00)
ED Bonus/Incentives	\$6,400.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$9,000.00
TOTAL ADMINISTRATIVE	\$81,500.00
OPERATIONS	
Board MTG Expense	\$750.00
Office Automation	\$3,000.00
Conference Registration	\$2,400.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,500.00
Planters	\$10,000.00
Graffiti	\$1,500.00
Insurance/Bonding (WARM)	\$4,000.00
Subscriptions	\$1,200.00
Music Service	\$600.00
Office Equipment	\$5,000.00
Office Rent	\$31,800.00
Garage Allocated	(\$7,200.00)
Office Supplies	\$3,000.00
Pigeon Control	\$5,000.00
Postage	\$1,000.00
Employee Development	\$1,500.00
Travel	\$6,000.00
TOTAL OPERATIONS	\$74,550.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$7,500.00
Strategic Planning	\$4,000.00
Media Expenditures	\$20,000.00
Other Projects	\$3,000.00
Recognition Awards	\$1,500.00
PR - Director	\$3,000.00
TOTAL Marketing/Comm.	\$39,000.00
TOTAL OPERATING EXPENSE	\$195,050.00
REVENUE	
Assessments @ Mill Levy of 16%	\$165,000.00
Interest (Savings and CD's)	\$250.00
Donations	
<u>Donations</u>	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$167,250.00
OPERATING SURPLUS/DEFICIT	(\$27,800.00)
BUDGET SUMMARY	
BUDGET	
BEGINNING BANK BAL (ALL ACCTS)	\$332,000.00
OPERATING EXPENSE	(\$195,050.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$167,250.00
ENDING BANK BALANCE	\$304,200.00

Parking Garage Budget July 1, 2018-2019

EXPENSE	BUDGET
Exec. Director Allocated	9,800.00
Administrative Expense	\$40,000.00
Garage Staff Payroll Expense	\$35,000.00
Staff Incentives	\$3,000.00
Director Incentives	\$1,600.00
Payroll Liabilities	\$8,500.00
TOTAL ADMINISTRATIVE	\$97,900.00

Advertising/Promotion	\$3,500.00
Mail/Postage	\$700.00
WARM Insurance Coverage	\$2,500.00
Software Subscriptions	\$300.00
Accounting and Legal	\$2,000.00
Bank Fees	\$800.00
Bad Debt	\$1,000.00
Office Automation	\$2,000.00
Utilities	\$18,000.00
Landscaping, Repairs/Maint.	\$4,000.00
Equip./Supplies	\$2,500.00
Annual City Profit Sharing	\$1,500.00
Building Repairs/Maintenance	\$1,000.00
DDA Operating Cost Allocated	\$7,200.00
Base Rent to City	\$3,993.00
	\$50,993.00

TOTAL ADMIN & OPERATIONS \$148,893.00

REVENUE	
	\$400.00
Validation Sticker Sales Income	\$500.00
Hourly Parking Income	\$7,500.00
Garage Monthly Rent	\$100,000.00
1st and Center Lot Monthly Rent	\$23,500.00
	\$20.00
	\$0.00
TOTAL REVENUE	\$131,920.00

Monthly Net Profit/Loss (\$16,973.00)

(LESS INVESTMENT BY DDA)

BUDGET SUMMARY	
BEGINNING BANK BALANCE	\$35,000.00
OPERATING EXPENSE	\$148,893.00
REVENUE COLLECTED	\$131,920.00
ENDING BANK BALANCE	\$18,027.00

David Street Station -Operational Budget

EXPENSE		Jul'17-Jun'18	Notes
ADMINISTRATIVE			
Operations Manager		\$52,000.00	
Marketing Manager		\$48,000.00	
Event Coordinator		\$40,000.00	
Maintenance Staff +1.5		\$52,000.00	
Payroll Bonuses		\$10,000.00	
Payroll Liabilities		\$20,000.00	
TOTAL ADMINISTRATIVE		\$222,000.00	
OPERATIONS			
Website Development/Support		\$4,000.00	
Marketing/Advertising/Promotion		\$30,000.00	
Event Expenses		\$223,500.00	
Event Help (Contract)		\$30,000.00	
Mail/Postage		\$2,500.00	
Software Subscriptions		\$5,000.00	
Accounting and Legal		\$6,000.00	
Bank Fees		\$0.00	
Office Automation		\$2,400.00	
Utilities		\$45,000.00	
Landscaping, Repairs/Maint.		\$17,700.00	
Equip./Supplies		\$19,500.00	
Building Repairs/Maintenance		\$18,000.00	
Insurance (Liability)		\$25,500.00	
Fundraising		\$20,000.00	
Office Space Rent		\$0.00	
TOTAL OPERATIONS		\$449,100.00	
TOTAL ADMIN & OPERATIONS		\$671,100.00	
REVENUE			
Event Income/Sponsorships		\$171,000.00	
Endowment		\$30,000.00	
Ice Skating Income		\$65,000.00	
Operational Grants		\$50,000.00	
Friends of Plaza (Corp)		\$100,000.00	
Friends of Plaza (Citizens)		\$55,000.00	
Event Space Rental/Misc. Income		\$12,000.00	
Beverage Sales		\$90,000.00	
TOTAL REVENUE		573,000.00	
Monthly Net Profit/Loss		(\$98,100.00)	
(LESS INVESTMENT BY DDA)			

One Time Capital Campaign Needs

Caspar Phase II Pay	750,000
Design/Engineering	20,000
Dasher Boards	40,000
Zamboni	75,000
Misc	15,000
AV	150,000
Security Camera	35,000
LED WALL	100,000
FFE	100,000
Misc/Contingency	40,000
Ash	158,000
	1,483,000

MONTHLY ACTIVITY REVIEW May 2018

June 4, 2018

Name: Brandon Daigle

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 May 2018

June 4, 2018

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

MASTERSON Place

Groundbreaking
Ceremony



Wyoming Medical Center
Foundation

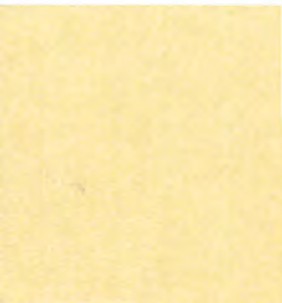
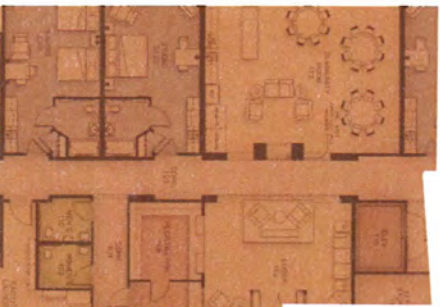


You are cordially invited to the
ceremonial groundbreaking of
the new

MASTERSON Place

Monday July 9th, 2018
10:00 a.m.

At the New Masterson Place Site
310 S. Washington St.
Casper, Wyoming



At the corner of
Washington & 3rd Streets

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
BOARD MEETING
Tuesday, June 19, 2018 - 11:30 A.M.
Visit Casper – 139 West 2nd Street, Suite 1B - Casper, Wyoming
AGENDA

- 11:30 A.M.**
- I. Call to Order - Chair Renee Penton-Jones
 - A. Introductions
 - II. Roll Call (Meetings: Attended/Excused/Held)

Kevin Hawley, City of Casper (2/2/4)	Ken Thoren, Town of Edgerton (1/1/2)
Shawn Johnson, City of Casper (2/1/4)	Jim Ruble, Town of Evansville (2/2/4)
Renee Penton-Jones, Natrona County (4/0/4)	Debbie Peterson, Town of Midwest (3/0/4)
Tiffany Gamble, Natrona County (4/0/4)	Erik Aune, Town of Mills (2/2/4)
Brad Murphy, Town of Bar Nunn (4/0/4)	
 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: May 22, 2018
 - IV. Treasurer's Report, *Tiffany Gamble*
 - A. May 31, 2018
 - V. Old Business:
 - A. 2018/2019 Fiscal Year Budget Review
 - B. Budget Amendments
 - C. CNFR Economic Impact Study
 - VI. New Business:
 - A. Gubernatorial Panel June 28th
 - B. 5150 Local Creative
 - C. HVS Market Demand Study
 - D. Fish Casper
 - E. Slate of Officers
 - F. Outstanding Grants
 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization
 - VIII. Council Comments
 - IX. Public Comments
 - X. Upcoming Council Meeting Date: Tuesday, July 17, 2018
 - XI. Executive Session
 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

PUBLIC MEETING MINUTES
TUESDAY, MAY 22, 2018 ~ 11:30 AM
CASPER, WYOMING

I. **CALL TO ORDER**

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, May 22, 2018, at 11:36 a.m. at the Casper Area Convention & Visitors Bureau. Roll call determined the presence of a quorum.

II. **ROLL CALL**

Present: Renee Penton-Jones, Natrona County
Erik Aune*, Town of Mills
Ken Thoren, Town of Edgerton
Brad Murphy, Town of Bar Nunn
Tiffany Gamble, Natrona County

Excused: Jim Ruble, Town of Evansville, *Excused*
Debbie Peterson, Town of Midwest
Kevin Hawley, City of Casper, *Excused*
Shawn Johnson, City of Casper

Also Present: Brook Kaufman, CEO
Mikki Milosevic, Administrative Assistant
Tim Monroe, Wyoming Business Report

III. Moved by Mrs. Gamble, seconded by Mr. Murphy and carried without dissent to approve the agenda as presented. (Exhibit 1)

IV. Moved by Mr. Aune, seconded by Mrs. Gamble and carried without dissent to approve the April 2018 minutes as presented. (Exhibit 2)

V. **TREASURER'S REPORT -- TIFFANY GAMBLE**

Mrs. Gamble reviewed financial reports and checks for the CACVB and CSA ending April 30, 2018. Moved by Mr. Murphy, seconded by Mrs. Gamble and carried without dissent to accept financial reports including CACVB checks 15539-15566 for a total of \$120,082.40 and CSA checks 6161-6170 for \$161,232.09. (Exhibit 3 and 4)

VI. **OLD BUSINESS**

2018/2019 FISCAL YEAR BUDGET REVIEW:

Ms. Kaufman walked the Board through a year-to-date balance sheet and P & L. Currently, the organization is at 82.2% of budgeted expenses and 99% of budgeted lodging tax revenue. State statute requires the organization spend a minimum of 90% and up to 100% of collections on tourism promotion. Large expenditures through the end of the fiscal year include the CNFR Economic Impact Study, the Young Strategies Visitor Profile Study, a grant to CNFR and a grant to the Casper Sports Alliance. The

board also discussed wrapping the Bureau's vehicle or submitting a request for proposal for bids on a new vehicle. The board gave thumbs up that the budget reviewed would be one they could vote in support of at the next meeting.

VII. NEW BUSINESS

LODGING TAX RENEWAL: Ms. Kaufman informed the board that a local political action committee, Citizens for the Lodging Tax, has been resurrected and the paperwork has been filed with the County. Trent Tatum is Chair of the PAC, Cheryl Howard is the Treasurer. The PAC was created to raise funds and awareness for the 4% lodging tax proposition that will be on the ballot in Natrona County in November.

CNFR UPDATE/EVENTS – Ms. Kaufman shared that CNFR will be recognized during intermission of the Chancey Williams show at NIC FEST Saturday night, June 9th at 8:00 p.m. Dave Parks, head of the local CNFR committee, will ask the National Faculty and Student President, as well as Roger Walters, to come on stage. Afterwards, NIRA will introduce Cinch who is recognizing student athletes and coaches. Dean Runyan and Associates is close to completing the survey that will be used to collect economic data, and Ryan Hauck has been working with the Wyoming Office of Tourism on a FAM during CNFR week. Visit Casper is hosting a hospitality night at the Casper Events Center Thursday, June 14, 2018, from 6pm – until the end of the rodeo. The event celebrates the power of tourism and the 20-Year Anniversary of CNFR in Casper.

WLRA POLITICAL ACTION COMMITTEE: Wyoming Lodging and Restaurant Association is fundraising to support local and state political candidates. The association's goal is to raise \$20k+. To donate, contact Chris Brown at chris@wlra.org.

NOTHING ADDITIONAL

VIII. COMMUNICATIONS REPORTS:

Staff Reports: None
Community Liaison Reports: None

IX. **COUNCIL COMMENTS:** Ms. Kaufman asked Mr. Aune what kind of involvement he wants from Visit Casper for the Fishing Festival. Mr. Aune suggested some key people for her to speak with. Ms. Kaufman suggested a potential influencer tour around this event. Mr. Aune will send more information.

X. **PUBLIC COMMENTS:** None

XI. **UPCOMING MEETING DATE:** The next Council meeting is Tuesday, June 19, 2018, and will convene at 11:30 a.m. at the Visit Casper office.

ADJOURNMENT: Mrs. Gamble made a motion to adjourn the public meeting at 12:51 p.m, seconded by Mr. Thoren and carried without dissent. Motion carried.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

**Natrona County Travel and Tourism Council
Statement of Revenue and Expense**

	May	Y-T-D	Budget	%	
INCOME	<u>\$161,493</u>	<u>\$1,530,671</u>	<u>\$1,387,584</u>	<u>110%</u>	
EXPENSE					
ADMINISTRATION					
Office Expense	\$13,592	\$120,792	\$115,500	105%	(a)
Staff	<u>\$41,759</u>	<u>\$431,758</u>	<u>\$554,651</u>	<u>78%</u>	
Total Administration	<u>\$55,351</u>	<u>\$552,550</u>	<u>\$670,151</u>	<u>82%</u>	
MARKETING					
Grants and Sponsorships					
Grants/Sponsorships	<u>\$10,500</u>	<u>\$87,340</u>	<u>\$150,000</u>	<u>58%</u>	
Total Grants/Sponsorships	<u>\$10,500</u>	<u>\$87,340</u>	<u>\$150,000</u>	<u>58%</u>	
DEPARTMENTAL MARKETING					
Fishing	\$325	\$325	\$30,000	1%	
Sports	\$16,608	\$29,546	\$45,000	66%	
Meetings	\$5,495	\$21,246	\$29,000	73%	
Tour & Travel	\$1,037	\$20,088	\$21,000	96%	
Information Distribution	\$460	\$4,949	\$15,000	33%	
Special Projects	(\$713)	\$93,665	\$99,667	94%	
Travel/Trade Shows	<u>\$6,465</u>	<u>\$40,317</u>	<u>\$51,000</u>	<u>79%</u>	
Total Departmental Marketing	<u>\$29,676</u>	<u>\$210,136</u>	<u>\$290,667</u>	<u>72%</u>	
ADVERTISING					
Leisure Travel	\$92,009	\$202,262	\$80,000	253%	(b)
Fishing	\$0	\$2,188	\$86,766	3%	
Sports	\$0	\$100	\$20,000	0%	
Meetings	\$0	\$44,823	\$41,000	109%	
Tour & Travel	\$0	\$169	\$9,000	2%	
Casper Guides	<u>\$0</u>	<u>\$50,749</u>	<u>\$40,000</u>	<u>127%</u>	(c)
Total Advertising	<u>\$92,009</u>	<u>\$300,291</u>	<u>\$276,766</u>	<u>108%</u>	
Total Marketing	<u>\$187,537</u>	<u>\$597,767</u>	<u>\$717,433</u>	<u>83%</u>	
Total Expenses	<u>\$187,537</u>	<u>\$1,150,317</u>	<u>\$1,387,584</u>	<u>83%</u>	
INCOME IN EXCESS OF EXPENSES	<u>(\$26,044)</u>	<u>\$380,354</u>			

(a) Over budget - Simpleview and new office computers/monitors

(b) Fishing budget was billed to leisure travel, we're over on content creation by \$38k+

(c) Printed additional 2017 guides in 2018

CEO REPORT

JUNE 2018

WHY I'M STOKED. (AND WHY YOU SHOULD BE, TOO!)

Anna Wilcox joined the Visit Casper team on June 11th as our Director of Advocacy and Communications. Her top priorities will be educating the public on the 4% lodging tax, the women's suffrage anniversary in 2019, growing participation in our CTA program, partnership activation and more. Please join me in welcoming her back to Casper!

NEED-TO-KNOW PROJECTS/INITIATIVES

Visitor Center: Visitation at the Visitor Center is up 13% in May and 1% over LY. This year, we are participating in the WOT Sticker Program to drive visitation and engagement with the visitor center. (Thanks to Erik Aune for helping with the design!) We have a PT person at the visitor center working Fridays, Saturdays and Sundays.

2018/2019 Budget: You'll be asked to review the budget one more time before passing the budget at the annual meeting in July. To-date, we are 20% ahead of budget with \$275k in net income.

OTHER PROJECTS/INITIATIVES

Market Demand Study – You received a copy of the market demand study performed by HVS. We'll discuss the outcome and how to share this information with partners at the board meeting on the 19th.

Gubernatorial Candidate Forum – please join us Thursday, June 28th at the Nicolaysen Art Museum to listen to the Gubernatorial Candidates weigh in on tourism. To RSVP for this event (as our guest) please email me.

Sustainable Funding for the Wyoming Office of Tourism – The Wyoming Lodging and Restaurant Association is hosting funding webinars in July and August 2018. It's likely the industry will put forward a 3% statewide tax and ask for something more sustainable for local option. You'll hear a lot more about this in the next few months.

CNFR 2018: Please join us Thursday, June 14th for an evening of fun and hospitality at the Rock Star Balcony at the Events Center to celebrate CNFR. Email me to RSVP. The total value of room nights donated for this year's event was \$99,759.

Visitor Profile Study – We're currently in market on this study – we need 2 more hoteliers to participate before moving into the next phase. The project is still on track for completion in September.

Casper Area CTA Program – Our next class is August 7 at the National Historic Trails Interpretive Center between 8:30 and 12:00 pm. We'd love to have full board participation with the program! (Hint: Tiffany, Shawn and Ken!)

5150 Local – Visit Casper is launching a "Casper for Casper" brand this summer to engage residents and drive ambassadorship and awareness for Casper as a destination. You'll see the creative for this initiative at the June board meeting.

Crisis Communication Plan – Scott Murray (our attorney) is vetting our Crisis Communications

plan – look to review/approve this in June or July.

Meetings Sales Collateral – We’re working with West Edge from Cheyenne on a short video that highlights Casper as a good choice for meetings and conventions – we’re also working on a sales kit for Ryan to distribute at tradeshow. We’ve invested heavily in m/c creative this year to support sales efforts.

3x3 Basketball – We saw an increase in the number of teams registered for the Foss Motors 3x3 Bball Tournament this year. We had a few operational challenges that will be addressed with new registration deadlines and bracketing. World Events is seeking another 2-year contract with Visit Casper for this event.

Advertising – June 30th is the end of our agency of record contract with Adbay and we are exploring other partnership options. We will

work with adbay on a retainer basis for projects throughout the year.

Slate of Officers – this will be discussed at our June meeting, I’m recommending we stay with the same executive committee next year to grow bench strength.

Year-end Grants - You’ll be asked to consider 2 grants at the June meeting – one to 5150 Tourism Development, Inc. and one to the Casper Sports Alliance.

Fish Casper – we are pursuing a partnership with Lightening Bug Public Relations from Cheyenne to drive earned media around fishing. The proposal includes both influencer and media in market 4xs in fiscal 2018 2019. We’ll move budget from paid media to PR.

Sports and Events Summary

June 12, 2018

Projects

- **Facebook**
 - Work daily on updating Visit Casper, Casper Sports Alliance, Cowboy State Games, Wyoming 3x3 and Proud to Host the Best
- **Cowboy State Games**
 - Hosted judo
 - Hosted grappling
 - Preparing for 10K trail run
- **Foss Motors 3x3 Basketball Tournament**
 - 104 teams
 - Beer and water sales were a huge hit and fundraiser for Proud to Host the Best
 - Sponsors were all happy
 - World Sports Events Marketing is interested in a two-year extension
 - Secured streets for 2019
- **White's Mountain Subaru Bear Bait 8**
 - Secured Mountain Khakis as a sponsor
 - Ridley's is a VIK sponsor
 - Registrations are increasing
 - Distributed marketing materials
 - Course will be set on Friday
- **Casper Marathon**
 - We provided the podium for the event and people loved having the "status"
 - 361 participants
- **Proud to Host the Best**
 - Worked Track

Meetings and Functions Attended

- **Proud to Host the Best**
 - Provided treasurer's report
 - There will be a vote for new board positions at next meeting
- **Outdoor Recreation**
 - Sat on a panel to discuss outdoor recreation at the Outdoor Show

Director of Sales & Corporate Sponsorships Board Report

May 16, 2018 – June 12, 2018

Sales & Marketing

Sales Blitz

One large ask from my Community Partners Committee was that I develop, create, and coordinate a sales blitz in Cheyenne and Laramie. So, throughout the later parts of April and beginning of May I did just that. The team I was able to bring with me was Megan Miller with the Ramkota, Amber Shephard with the Parkway, Anita Wheeler with the Holiday Inn – McMurry Park, and Zach Martinez with the JJM Hotel Group. I set up meetings with 23 associations in Cheyenne and Laramie, and we were also able to present to four different colleges at the University of Wyoming. We all came away with multiple leads from this blitz and should lead to either new or growth of M&C with the state associations.

Promotional Tools

Working with agencies other than AdBay has been an exciting process that has also taught us some lessons. With West Edge, one of those lessons is the different approach they have during the making of the MICE video. They have required us to find and coordinate the talent, coordinate times with the venues for West Edge to shoot and help with the video crew's requests. With that being said, this video has taken a bunch of time from Amanda and myself. We will be receiving the raw footage this week and should have a final 2-minute video within the next 1-2 months.

Trade Shows - CSAE

I attended the 2018 Colorado Society of Association Executives Annual Conference for the first time personally. I was able to have a one on one speed dating session with six planners, and network with 30 planners over the three days in Greeley, CO. Wyoming SAE also held their conference with this group. Overall this conference was not at the same level as move of the trade shows I attend. I am leaving a few leads from this show that I will follow up with soon.

Events

Wyoming Outdoor Expo

In the Wyoming Game and Fish's eyes, this event was very successful. The Casper Events Center was the perfect venue for the event, there were over 30 school busses from around the state that attended, and Saturday had thousands of the public attend. Wyoming Game and Fish have already announced they will be hosting this in Casper in May 2019. With the amount of time it took out of my schedule and everyone else in the office, Visit Casper will be taking a different role with this event next year.

Professional Development

ENDOW: Engage

I attended the ENDOW: Engage session in Laramie on 6/9. This was an invite only single day forum for 16-35 year-old Wyoming residents. The purpose of this ENODW event was to gather opinions and factual info from this particular age group on how Wyoming can economically diverse itself as a state. With many categories offered, I was able to chose four to discuss my opinions that will be further discuss with the ENDOW Executive Council.

MARKETING MANAGER REPORT

JUNE 2018

PROJECTS

Creative Assets Library

We've been working with Wyoming-based photographers and videographers to bulk up our photo and video asset library. The video crew, West Edge Collective, was in market the first week of June and the photo team, BHP Imaging, was in market last week. I've been working closely with these crews as well as our team to prioritize the content we need, coordinate talent and work with partners. Our photographer will be back in market to finish gathering content mid-July. We should have all the assets from both teams within 2 weeks of the completed shoots.

In addition, we also are in the process of receiving all of our assets from the last several years from Adbay. I will be spending some time in the next month organizing and classifying all of these assets for easy access.

5150 Local

Logo finalized, website build out and marketing plan in progress

Sports

Ongoing promotion of Cowboy State Games Events

Sports Partnership Guide

In the process of creating a sponsorship activation and best practices toolkit for Cowboy State Games events.

ENDOW ENGAGE Summit

Attended the ENDOW ENGAGE Summit in Laramie on June 9

VISIT *Casper*



**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

Charlie Powell,
Secretary

John Lawson,
Treasurer

Kenyne Humphrey

Shawn Johnson

Chris Walsh

Kenneth Waters

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday June 19, 2018 11:30 a.m.

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

1. Announcements
2. Approve Minutes – May 15, 2018 *
3. Approve Vouchers – June 2018 *
4. Financial Report – May 2018 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Project Updates:
 - i) Alternate Backwash Water Supply Tank Project
 - ii) Airport Elevated Water Storage Tank Project
 - b) Other
8. New Business
 - a) Consider Change Order No. 7 for the Alternate Backwash Water Supply Tank Project No. 15-37 in the amount of \$12,990 *
 - b) Consider FY2018 Budget Encumbrances *
 - c) Consider FY2019 Wholesale Water Rate *
 - d) Consider Updates to System Investment Charge Fee Schedule *
 - i) Consider Resolution No. 18-01 *
 - e) Consider FY2019 Budgets *
 - i) WTP Operations Budget *
 - ii) RWS Agency Budget *
 - f) Update of Annual Banking Letters – Board Member Johnson
 - g) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – July 17, 2018

****Indicates Attachment***



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

MEETING PROCEEDINGS

May 15, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, May 15, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

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

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.;

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

1. In Announcements, Mr. Martin stated that Ms. Linda Tasler has the proxy for Board Member Waters.
2. Chairman King asked for a motion to approve the minutes from the April 17, 2018

meeting. A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve the minutes from the March 20, 2018 meeting. Motion put and carried.

3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that three additional vouchers were added to the listing; voucher 7851 for Power Service in the amount of \$11,265.00 for sand pumps; voucher 7852 for COP Wyoming in the amount of \$118,416.52 for the Alternate Backwash Water Supply Project; and voucher 7853 for COP Wyoming c/o First Interstate Bank in the amount of \$129.15 for retainage for the Alternate Backwash Water Supply 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 May 2018 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the May 2018 voucher list to include voucher numbers 7840 through 7853 in the amount of \$675,311.06. 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 April 2018 was 173 MG. Mr. Martin stated that the five year average is 172 MG. Mr. Martin stated that year to date production is 2.81 BG and the five year average is 2.99 BG.

Mr. Martin asked the Board to reference page 2 of the April Financial Report. Mr. Martin stated that Water Sales for FY18 year to date is \$4,838,547, which is approximately \$60,339 higher than last year. Mr. Martin stated that even though less water was sold, revenues are higher due to the rate increase.

Mr. Martin stated that Operating Expense for FY2018 is \$2,477,256 which is approximately \$98,899 higher than last year. Mr. Martin stated that this is mainly due to timing of chemical purchases.

Chairman King asked for a motion to approve the April 2018 Financial Report as presented. A motion was made by Secretary Powell and seconded by Board Member Walsh to approve the April 2018 Financial Report as presented. Motion put and carried.

Board Member Humphrey arrived at 11:35 a.m.

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

Mr. Schroeder stated that it has been quite busy at the WTP. Mr. Schroeder stated that the contractor has completed the replacement of the Actiflo settling tubes on Train #2. Mr. Schroeder stated that the settling tubes for Train #1 should be delivered the week of May 24th. Mr. Schroeder stated that the contractor will install the settling tubes the following week.

Mr. Schroeder stated that the Actiflo trains were originally designed to produce 13.5 MGD, but with the new settling tubes, the Operators were able to run 14.2 MGD through

Train #2 with no problems. Mr. Schroeder stated that it worked perfectly, better than it ever has, and stated that he thinks this is a successful project.

Secretary Powell asked if this project was one of the top priority projects from the Facilities Plan Update. Mr. Schroeder stated that this is one of the top priority projects. Mr. Schroeder stated that when the old settling tubes were removed, they were plugged full of sand and sludge. Mr. Schroeder stated that the old settling tubes were 2-inches and the new settling tubes are 4-inches.

Mr. Schroeder stated that the Bulk Sand Loading System is under design.

Mr. Schroeder that construction on the Surface Water High Service Pump VFD Project is scheduled to begin next week.

Mr. Schroeder stated that he is in contact with the vendor to replace the Ozone generator digital displays.

Mr. Schroeder stated that the SCADA/PLC Project is on-going.

Mr. Schroeder stated that three groundwater well pump replacements have been ordered.

Chairman King asked if anything more has been done with the River Project on the section going through the wellfield. Mr. Schroeder stated that he believes they are going to skip this section and move on to another section of the river.

Mr. Schroeder stated that water production has been fluctuating with the weather, anywhere from 8 MGD to 16 MGD.

Mr. Schroeder stated that the surface water plant should be up and running for the summer by June 1st.

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

Mr. Conner stated staff has been doing water sampling and taking care of mowing and weed control at the booster stations.

Mr. Conner stated that staff will be hauling sludge to the Landfill in the next couple of weeks.

Mr. Conner stated that last year during the EPA Sanitary Survey, there were some issues with a tank vent and hatch so staff has been correcting those issues.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

- i. Mr. Martin turned the time over to Mr. Scott Baxter with the City of Casper Engineering Department for an update on the Alternate Backwash Water Supply Tank Project.

Mr. Baxter stated that the Alternate Backwash Water Supply Tank Project is moving along with the coating. Mr. Baxter showed some pictures of the tank coating in progress. Mr. Baxter stated that there were a few areas where the primer was on a little thick, but the contractor was able to take some of it back off.

Mr. Baxter stated that the piping has been completed for the tank and project close-out should start in about three weeks.

Mr. Baxter stated that there is some concrete replacement work that needs to be done that was not part of the project. Mr. Baxter stated that this came about as a result of the surge protection issue. Mr. Baxter stated that they are getting pricing right now for the concrete work.

Secretary Powell asked when this tank is completed, if it will be put into service so the 2.6 MG tank can be taken out of service and repaired. Mr. Baxter stated that was correct. Mr. Baxter stated that the 2.6 MG tank will be repaired next fiscal year.

- ii. Mr. Martin stated that the Airport Elevated Water Storage Tank Project is also being overseen by Mr. Baxter and turned the time back to him.

Mr. Baxter stated that the Airport Elevated Water Storage Tank Project is going really well. Mr. Baxter stated that the bowl of the tank was completed on May 7th and the painters will be on site next week to start work. Mr. Baxter stated that the tank should be ready to raise to the top of the pedestal in mid-June. Mr. Baxter stated that once it is raised, the roof will be installed and the painters will complete the painting. Mr. Baxter stated that the project should be completed in August or September.

- iii. Mr. Martin turned the time over to Mr. Alex Sveda with the City of Casper Engineering Department for an update on the WTP Emergency Power Project.

Mr. Sveda stated that the WTP Emergency Power Project was substantially complete on March 23, 2018. Mr. Sveda stated that Wyoming Machinery is currently completing the punch list items, site work grading and paving. Mr. Sveda stated that they should be completed by June 1st.

Mr. Sveda stated that approximately \$217,000 has been assessed as liquidated damages at this time on this project. Mr. Sveda stated that the

project is 327 days passed substantial completion so there is the potential of \$327,000 being assessed as liquidated damages. Mr. Sveda stated that he is waiting for the final invoice from Wyoming Machinery and a recommendation from the consulting engineering to bring to the Board for a discussion on what to do in regards to assessing liquidated damages for this project.

Board Member Walsh asked if substantial completion means that if the power fails, a switch can be flipped and the generator will work. Mr. Sveda stated that was correct; the contractor is just working on items that are not critical for the system to work.

- b. In Other Old Business, Chairman King announced that Mr. Bob Hopkins is no longer on the Board and has been replaced by Ms. Kenyne Humphrey. Chairman King welcomed Board Member Humphrey to the Board.

8. In New Business:

- a. Mr. Martin stated that for the past couple of years, crews have been working on eliminating Russian Olive trees in the wellfield. Mr. Martin stated that the trees have been chipped into piles and staff would like to get the piles moved out of the wellfield. Mr. Martin stated that staff has been approached by J & G Landscaping (J & G) about taking the chips.

Mr. Martin stated that the Memorandum of Understanding before the Board is for J & G to remove the chips from the wellfield. Mr. Martin stated that J & G would not be charged for the chips, and J & G would not charge for the removal. Mr. Martin stated that the one stipulation in the agreement is that J & G can only use the chips at their nursery; they cannot sell the chips or use them for landscaping purposes.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the Memorandum of Understanding with J & G Landscaping, Inc. for the removal of the Russian Olive tree chip piles from the wellfield at no charge. Motion put and carried.

- b. Mr. Martin stated that in March the Board reviewed the Capital Improvement Plan, and in April the Board reviewed the Preliminary FY19 Budget. Mr. Martin stated that this month, the Board will review the Preliminary FY19 Rate Model. Mr. Martin stated that at the June meeting the Board will formally adopt the budget and wholesale water rate for FY19.

Mr. Martin asked the Board to reference the Wholesale Water Rate Narrative, and reviewed the following assumptions used in the rate model:

- 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.

- The rate model takes into consideration no COLA for City Personnel Services in FY19. In FY20 and beyond, the model assumes a 2% increase for Personnel Services expense each year over the next five years. In FY19 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).
- The model assumes the volume of water produced by the Regional Water System represents the most probable case for the next five years.
- 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.
- 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 model assumes an FY18 SRF loan in the amount of \$1,600,000 for the PLC/SCADA Improvements Project.
- The model assumes that grant/loan funding will be secured in FY21 for the Ultraviolet Light Disinfection System.

Mr. Martin stated that with these assumptions, the rate model shows a wholesale water rate increase of 7% for FY19. Mr. Martin stated that with this rate increase, the Reserves are projected to be \$4.58 M, with the Minimum Required Reserves \$4.09 M.

Mr. Martin asked the Board to reference the new rate model on the screen. Mr. Martin stated that the bottom line on the graph represents minimum reserves, and the top line is a 10% cushion above the minimum reserves. Mr. Martin stated that staff is trying to keep the actual reserve amount between these two lines.

Mr. Martin stated that there was a 7% wholesale water rate increase last year. Mr. Martin showed the Board on the graph that if there is no wholesale water rate increase this year, the reserve level drops below minimum reserves.

Mr. Martin stated that the big UV Project is coming up, and he would like to build reserves so the Board won't have to borrow as much money for the project.

Mr. Martin recommended a 7% wholesale water rate increase for FY19, with a 5% wholesale water rate increase for FY20.

Secretary Powell asked Mr. Martin for his best guess for a timeline for the UV

Project. Mr. Martin stated that staff requested that EPA allow seven years to complete the project, but he is not sure what they will allow. Secretary Powell asked if staff was already informed by EPA that UV must be done. Mr. Martin confirmed that EPA has declared that UV must be installed, but they won't give an answer for the time limit to install the UV system for another two to three months.

Mr. Martin stated that with a 7% increase to the wholesale water rate, the rate would be \$1.84 per thousand gallons.

- c. Board Member Humphrey signed her annual banking letter during open session of the meeting on this date and is incorporated as part of these minutes.

Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.

- d. There was no Other New Business.

- 9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on June 19, 2018.

A motion was made by Secretary Powell and seconded by Board Member Walsh to adjourn the meeting at 12:04 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
June 14, 2018**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
7854	COP Wyoming, LLC	Capital Expense – WTP Alternate Backwash Water Supply PP# 10	\$253,838.82
7855	Arcadis U.S., Inc.	Capital Expense – WTP Emergency Power PP#27	\$3,947.60
7856	City of Casper	Operations Reimbursement – May18	\$282,182.14
7857	ITC Electrical Technologies	Capital Expense – Re-terminate Gate Power – SWHS Leak	\$1,743.37
7858	Dell Marketing L.P.	Capital Expense – VLA Office Pro Plus 2016 – Front Desk Computer	\$345.47
7859	Industrial Maintenance & Fabricating Inc.	Capital Expense – Stainless Steel Plate for Actiflo Settling Tube Replacement	\$200.00
7860	Casper Star Tribune c/o Lee Enterprises	Capital Expense – Notice of Final Payment – WTP Emergency Generator Project No. 10-09	\$199.42
7861	Wyoming Office of State Lands & Investments	Loan Payment – DWSRF#129	\$8,182.83
7862	DXP Enterprises, Inc.	Capital Expense – 2 Corrosion Inhibitor Pumps	\$6,694.78
7863	Computer Professionals Unlimited, Inc.	Capital Expense – Color Laserjet M553N Printer	\$489.00
7864	Sage Software Inc.	BusinessWorks Software Annual Update	\$790.00
7865	Williams, Porter, Day & Neville, P.C.	Legal Expense – May18	\$1,159.19
7866	City of Casper	Loan Payment	\$127,960.40
7867	DXP Enterprises, Inc.	Capital Expense – 2 Ammonia Pumps	\$6,676.73
7868	Modern Electric, Co.	Capital Expense – Water Treatment Plant Variable Frequency Drive Project No. 17-094	\$84,027.50
7869	Landmark Structures I, LP	Capital Expense – Airport Elevated Tank Project PP#11	\$45,600.00
7870	Long Building Technologies	Capital Expense – WTP Exhaust Fans	\$12,813.00
7871	Veolia Water Technologies, Inc.	Capital Expense – Actiflo Settling Tube and Support Sets	\$114,336.90
		Total	\$951,187.15

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

**INVOICE &
 STATEMENT OF ACCOUNT**

7856

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

DATE: 6/4/2018

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
05/31/2018	163700	MAY18 OPERATIONS REIMBURSEMENT	CURRENT	\$282,182.14

May 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$123,721.48
9020.00	Chemical Charge - O&M		\$46,225.17
9030.00	Utilities - O&M		\$100,752.27
9040.00	Supplies - O&M		\$3,791.04
9060.00	Training - O&M		\$0.00
9070.00	Major Maint, Repair, Replc - O&M		\$1,094.89
9080.00	Testing & Lab Services - O&M		\$1,874.98
9090.00	Other Reimbursable Costs - O&M		\$4,722.31
	80-404000-5819 Invoice Total		\$282,182.14

NEW CHARGES	
PREVIOUS BALANCE	\$282,182.14
TOTAL AMOUNT DUE	\$282,182.14

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: \$282,182.14

AMOUNT ENCLOSED: **\$282,182.14**

Pay Invoice(s): 163700

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
May 31, 2018

Vendor	Account Name	Date	Invoice Number	invoice Amount	Purchased
Albertsons - Pcard	Lab Testing	5/25/2018	00083461	12.98	Lab Sample Shipping Supplies
Albertsons - Pcard	Other Materials & Supplies	5/25/2018	00003371	66.14	Lunch Supplies for RWS meeting
Albertsons, Pizza Hut - Petty Cash	Other Materials & Supplies	5/3/2018	RIN0028582	45.80	Lunch Supplies for CWGG meetings
All-Out Fire - Pcard	Other Materials & Supplies	5/25/2018	23490	144.00	Fire Extinguisher Inspection
ALSCO - Pcard	Laundry & Towel	5/7/2018	LCAS1193386, LCAS1194747, LCAS1196103, LCAS1197527	145.08	Mats, Mops, Towels
AmeriGas - Pcard	Vehicle Supplies	5/7/2018	13988390	13.49	Fork Lift Fuel
Atlas Office Products - Pcard	Other Materials & Supplies	5/7/2018	36148-0	27.82	Cleaning Supplies
Atlas Office Products - Pcard	Other Materials & Supplies	5/14/2018	36474-0	69.01	Cleaning Supplies
Atlas Office Products - Pcard	Other Materials & Supplies	5/21/2018	36497-0	10.76	Cleaning Supplies
Atlas Office Products - Pcard	Other Materials & Supplies	5/21/2018	36673-0	37.78	Paper Towels
Atlas Office Products - Pcard	Other Materials & Supplies	5/21/2018	C36474-0	(37.93)	Return Wrong Paper Towels
Atlas Office Products - Pcard	Other Materials & Supplies	5/25/2018	36981-0	150.14	Paper Trimmer
Atlas Office Products - Pcard	Other Materials & Supplies	5/25/2018	36911-0	132.18	Cleaning Supplies
Black Hills Energy	Energy - Natural Gas	5/14/2018	RIN0028626	4,935.65	Natural Gas Bill
Brenntag Pacific	Chemicals	4/27/2018	BPI829781	13,718.45	Ferric Chloride
Brenntag Pacific	Chemicals	5/4/2018	BPI832185	14,658.28	Ferric Chloride
Build.Com - Pcard	Other Materials & Supplies	5/7/2018	68699586	659.57	Ozone Eye Wash Station
Carus Corporation	Chemicals	4/30/2018	SLS 10066294	7,560.00	Polymer
Casper Contractors Supply - Pcard	Other Materials & Supplies	5/7/2018	1501151	808.42	Safety Harnesses
Casper Public Utilities	Sewer	4/30/2018	RIN0028592	21.65	Sewer Bill
Casper Public Utilities	Refuse Collection	4/30/2018	RIN0028592	106.50	Sanitation Bill
Casper Star Tribune - Pcard	Advertising	5/25/2018	40729	43.54	Legal Ad - RWS Meeting Notice
City of Casper Balefill	Refuse Collection	5/4/2018	4361/162473	222.24	Dispose of Concrete from Flag Pole
Coastal Chemical - Pcard	Vehicle Supplies	5/7/2018	0116732	99.69	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	5/14/2018	0116843	41.65	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	5/25/2018	0116934	125.77	Gasoline
DPC Industries, Inc.	Chemicals	5/14/2018	727000087-18	6,964.88	Sodium Hypochlorite
Energy Laboratories - Pcard	Lab Testing	5/7/2018	149809, 150284, 150566	300.00	NPDES Permit, Aerobic Spores, New Tank Bacti
Energy Laboratories - Pcard	Lab Testing	5/7/2018	151290	231.00	Aerobic Spores
Energy Laboratories - Pcard	Lab Testing	5/14/2018	152659, 152739, 152740, 152382, 152119	484.00	Aerobic Spores Testing
Energy Laboratories - Pcard	Lab Testing	5/25/2018	154709, 155043, 155042, 155484	374.00	Aerobic Spores, TOC, Alkalinity, UV254 Testing
Energy Laboratories - Pcard	Lab Testing	5/25/2018	156030, 156233	273.00	NPDES Permit, Aerobic Spores Testing
Equivalent Controls	Well Supplies	5/17/2018	905071	376.70	Parts for Well Turbidimeters
Eurofins Eaton Analytical - Pcard	Lab Testing	5/7/2018	L0381480	200.00	Bromate Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	5/7/2018	033335	(200.00)	Credit for double billed invoice
Eurofins Eaton Analytical - Pcard	Lab Testing	5/14/2018	L0386694	200.00	Bromate Testing
FedEx - Pcard	Postage	5/14/2018	6-163-39901	57.22	WTP SCADA Loan Ap, Response to EPA re: UV

City of Casper Wyoming
Expenditure Reimbursement Request
May 31, 2018

Vendor	Account Name	Date	Invoice Number	invoice Amount	Purchased
Ferguson - Pcard	Other Materials & Supplies	5/21/2018	C602061	18.60	Parts for So. Chem Eye Wash Station
Greiner Ford - Pcard	Vehicle Supplies	5/14/2018	85385	243.88	Oil Change, New Tire
Health Insurance	Health Insurance	5/3/2018		5,573.11	Health Insurance
Health Insurance	Health Insurance	5/17/2018		5,573.11	Health Insurance
Health Insurance Transfer	Transfers Out	5/14/2018		1,575.67	Additional Health Insurance Allocation
Hrbor Freight Tools - Pcard	Other Materials & Supplies	5/25/2018	073898	94.96	Hose Reel - So. Chem Compressor
Industrial Maintenance & Fab - Pcard	Equipment Repairs	5/7/2018	4911	200.00	Actiflo System Repair
Industrial Screen & Mtce - Pcard	Other Materials & Supplies	5/21/2018	70711 054047	220.00	Screen for Tank Drain
Interdepartmental Charges	Interdepartmental Services Fixed	5/14/2018		22,676.33	2 FTE's from Water Distribution
Interdepartmental Services	Interdepartmental Services	5/14/2018		(2,386.42)	Reimbursement for Shared Employee
Long Building Technologies	Maintenance Agreements	4/27/2018	SCPAY0040498	3,662.25	Quarterly HVAC Maintenance
Long Building Technologies	Maintenance Agreements	4/30/2018	SRVCE0089859	392.35	Troubleshoot HVAC Cooling Issue
Long Building Technologies	Maintenance Agreements	5/21/2018	SRVCE0090141	667.71	Repair HVAC Valves in front office
Menards - Pcard	Booster Station Supplies	5/25/2018	005008	11.08	Mt. View Booster Roof Vent
Mouser Electronics - Pcard	Other Materials & Supplies	5/7/2018	47901736	146.54	Misc. Instrumentation Parts
NAPA Auto Parts - Pcard	Other Materials & Supplies	5/14/2018	292543	20.39	Belt for Sand Pump
NC Clerk - Petty Cash	Other Materials & Supplies	5/3/2018	RIN0028582	21.00	Easement Recording Fee
Other Insurance	Other Insurance	5/3/2018		267.03	Other Insurance Benefits
Payroll	Personnel	5/3/2018		29,756.77	5/3/18 Payroll
Payroll	Personnel	5/17/2018		29,415.81	5/17/18 Payroll
Payroll	Personnel	5/31/2018		29,562.24	5/31/18 Payroll
Phone, Email, Internet, Wireless	Telecommunications	5/14/2018		93.90	Phone, Email, Internet, Wireless
Pizza Hut - Pcard	Other Materials & Supplies	5/25/2018	033734	40.00	Lunch for RWS Meeting
Rocky Mtn. Air Solutions - Pcard	Chemicals	5/7/2018	6690190	3,323.56	Liquid Oxygen
Rocky Mtn. Power	Energy - Electricity	5/14/2018	RIN0028634	88,149.83	Electricity - WTP, Wells
Rocky Mtn. Power	Energy - Electricity	5/14/2018	RIN0028634	7,200.00	Electricity - Boosters, Tanks, Meters
Sutherlandlands - Pcard	Other Materials & Supplies	5/7/2018	162221	2.99	Plumbing Parts for Lab
Sutherlandlands - Pcard	Other Materials & Supplies	5/25/2018	162818	7.49	Latch for Fence Gate
Sutherlandlands - Pcard	Other Materials & Supplies	5/25/2018	162906	26.49	Mailbox
Sutherlandlands - Pcard	Well Supplies	5/25/2018	162898	7.59	Hose Bib for Morad #7
Sutherlandlands - Pcard	Booster Station Supplies	5/25/2018	009102	24.97	Mt. View Tank Vent Parts
Tedder Valve Co LLC	Booster Station Supplies	5/4/2018	1160	388.76	Metro Booster PRV Kit
UPS - Pcard	Lab Testing	5/7/2018	00008F045W158	116.28	Lab Testing Shipping Fees
UPS - Pcard	Lab Testing	5/14/2018	00008F045W188	(116.28)	Credit for double billed invoice
USPS - Petty Cash	Postage	5/3/2018	RIN0028582	7.92	Certified Mail - SRF Pre-Ap Loan for WTP SCADA Imp.
Verizon - Pcard	Telecommunications	5/11/2018	9804573958	22.50	Cell Phone Bill
Wardwell Water & Sewer District	Water Line Materials	5/4/2018	RIN0028596	14.30	Wardwell Booster Irrigation
Wear Parts - Pcard	Other Materials & Supplies	5/21/2018	348140	2.40	Parts for So. Chem Eye Wash Station
Workers' Compensation	Workers' Compensation	5/14/2018		1,707.83	Workers' Compensation
WY Steel & Recycling - Pcard	Booster Station Supplies	5/25/2018	69040	71.49	Parts for Mt. View Tank
Xerox - Pcard	Other Materials & Supplies	5/7/2018	093097554	298.25	Copier Lease
			Total	\$282,182.14	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2017-2018

Entity	Gallons of Water Produced											
	5/31/2018	4/30/2018	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	Year-to-Date
Salt Creek JPB	3,569,945.918	2,077,713.265	2,307,718.367	2,037,346.939	2,425,082.653	2,000,631.633	1,717,840.816	2,601,401.020	3,955,097.959	5,199,300.000	6,167,809.184	34,059,887.754
Wardwell W&S	18,817,791.840	9,664,506.122	7,804,785.714	7,286,007.143	9,223,221.429	7,431,680.612	7,716,814.286	9,465,779.592	24,117,421.430	33,192,017.350	38,820,892.860	173,540,918.378
Pioneer	3,641,367.347	2,693,867.347	2,429,208.163	1,965,672.449	2,460,207.143	2,233,330.612	2,496,651.020	3,807,093.878	4,543,956.122	6,203,697.959	7,759,000.000	40,234,052.040
Poison Spider	625,867.347	656,836.735	627,040.816	506,734.694	562,755.102	463,367.347	487,244.898	573,775.510	1,394,285.714	1,754,234.694	2,104,693.878	9,756,836.735
33 Mile Road	821,683.674	808,112.245	779,336.735	787,244.898	1,262,346.939	1,278,316.327	2,022,295.918	2,188,316.327	1,090,051.020	980,561.225	1,434,693.878	13,452,959.185
Sandy Lake	967,833.674	798,011.225	519,210.204	548,216.327	742,163.265	536,665.306	1,021,418.367	816,878.571	1,652,311.224	1,858,611.224	2,314,211.224	11,775,530.610
Lakeview	281,324.490	109,105.102	124,044.898	101,595.918	98,972.449	84,193.878	113,010.204	180,982.653	404,552.041	562,475.510	700,029.592	2,760,286.735
Mile-Hi	458,611.225	398,714.286	334,428.571	214,247.959	164,665.306	138,233.674	223,887.755	195,623.469	535,903.061	587,086.735	767,185.714	4,018,587.755
City of Casper	257,189,010.500	157,456,704.700	138,743,980.500	125,549,366.700	160,396,895.700	131,485,905.600	144,127,014.700	177,582,958.000	377,170,014.400	521,053,882.300	632,141,355.700	2,822,897,088.800
Regional Water	(1,000,200.00)	(1,219,420.00)	(251,000.000)	0.000	(862,000.000)	(900,000.000)	(2,300,293.000)	(3,996,471.000)	(1,264,150.000)	(846,558.000)	(1,376,600.000)	(14,016,692.000)
TOTAL	285,373,236.013	173,444,151.026	153,418,753.969	138,996,433.027	176,474,309.986	144,752,324.988	157,625,884.964	193,416,338.021	413,599,442.971	570,545,308.996	690,833,272.030	3,098,479,455.992

TOTAL PRIOR YEAR (FY2017) GALLONS PRODUCED:

3,695,131,334.888

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2017-2018

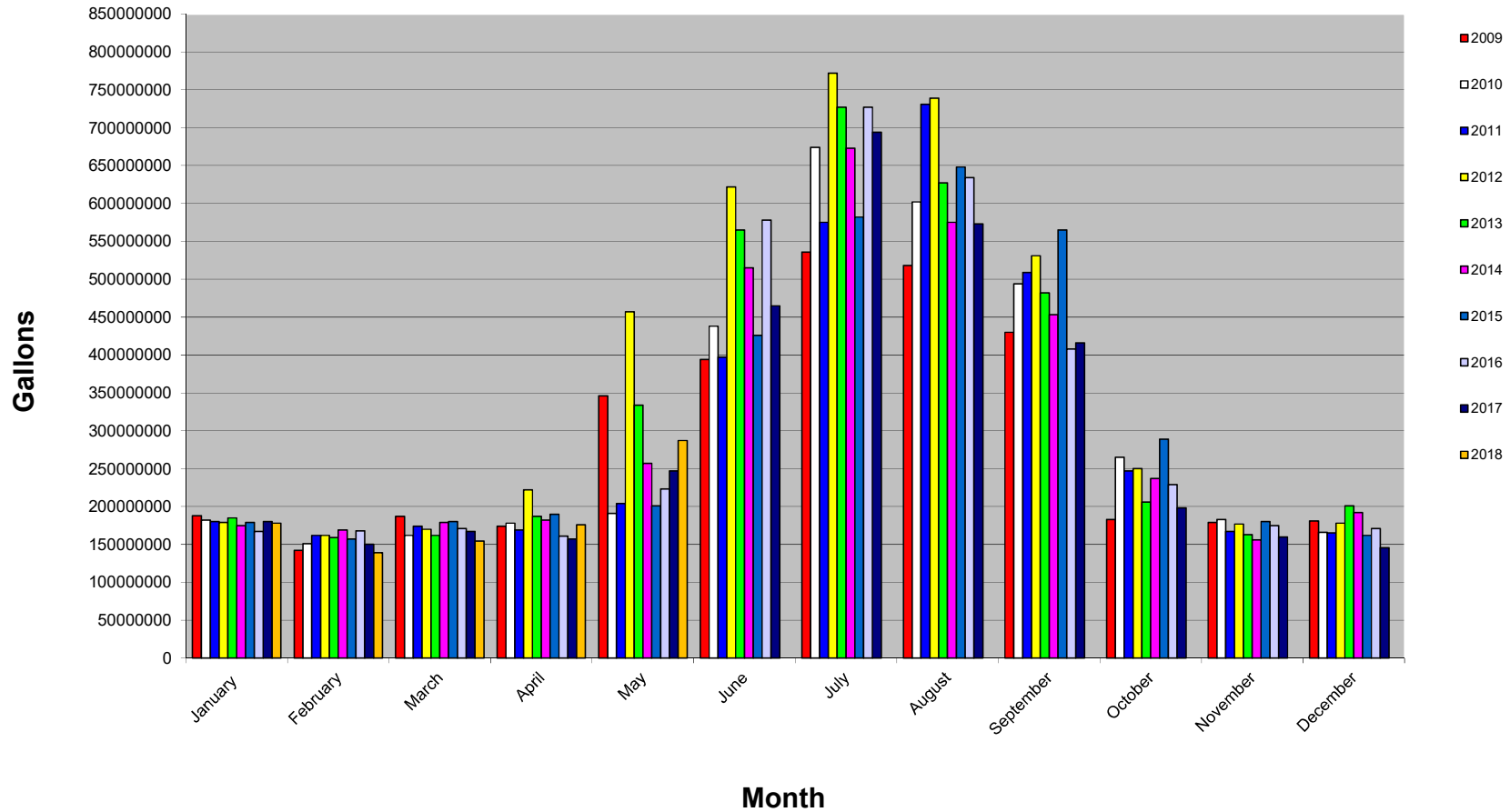
Entity	Water Rates Billed											
	5/31/2018	4/30/2018	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	Year-to-Date
Salt Creek JPB	\$ 6,140.31	\$ 3,573.67	\$ 3,969.28	\$ 3,504.24	\$ 4,171.14	\$ 3,441.09	\$ 2,954.69	\$ 4,474.41	\$ 6,802.77	\$ 8,942.80	\$ 10,608.63	\$ 58,583.03
Wardwell W&S	\$ 32,366.60	\$ 16,622.95	\$ 13,424.23	\$ 12,531.93	\$ 15,863.94	\$ 12,782.49	\$ 13,272.92	\$ 16,281.14	\$ 41,481.96	\$ 57,090.27	\$ 66,771.94	\$ 298,490.37
Pioneer	\$ 6,263.15	\$ 4,633.45	\$ 4,178.24	\$ 3,380.96	\$ 4,231.56	\$ 3,841.33	\$ 4,294.24	\$ 6,548.20	\$ 7,815.60	\$ 10,670.36	\$ 13,345.48	\$ 69,202.57
Poison Spider	\$ 1,076.49	\$ 1,129.76	\$ 1,078.51	\$ 871.58	\$ 967.94	\$ 796.99	\$ 838.06	\$ 986.89	\$ 2,398.17	\$ 3,017.28	\$ 3,620.07	\$ 16,781.74
33 Mile Road	\$ 1,413.30	\$ 1,389.95	\$ 1,340.46	\$ 1,354.06	\$ 2,171.24	\$ 2,198.70	\$ 3,478.35	\$ 3,763.90	\$ 1,874.89	\$ 1,686.57	\$ 2,467.67	\$ 23,139.09
Sandy Lake	\$ 1,664.67	\$ 1,372.58	\$ 893.04	\$ 942.93	\$ 1,276.52	\$ 923.06	\$ 1,756.84	\$ 1,405.03	\$ 2,841.98	\$ 3,196.81	\$ 3,980.44	\$ 20,253.90
Lakeview	\$ 483.88	\$ 187.66	\$ 213.36	\$ 174.74	\$ 170.23	\$ 144.81	\$ 194.38	\$ 311.29	\$ 695.83	\$ 967.46	\$ 1,204.05	\$ 4,747.69
Mile-Hi	\$ 788.81	\$ 685.79	\$ 575.22	\$ 368.51	\$ 283.22	\$ 237.76	\$ 385.09	\$ 336.47	\$ 921.75	\$ 1,009.79	\$ 1,319.56	\$ 6,911.97
City of Casper	\$ 442,365.10	\$ 270,825.53	\$ 238,639.65	\$ 215,944.91	\$ 275,882.66	\$ 226,155.76	\$ 247,898.47	\$ 305,442.69	\$ 648,732.42	\$ 896,212.68	\$ 1,087,283.13	\$ 4,855,383.00
Regional Water	\$ (1,720.34)	\$ (2,097.40)	\$ (431.72)	\$ -	\$ (1,482.64)	\$ (1,548.00)	\$ (3,956.50)	\$ (6,873.93)	\$ (2,174.34)	\$ (1,456.08)	\$ (2,367.75)	\$ (24,108.70)
TOTAL	\$490,841.97	\$298,323.94	\$263,880.27	\$239,073.86	\$303,535.81	\$248,973.99	\$271,116.54	\$332,676.09	\$711,391.03	\$981,337.94	\$1,188,233.22	\$5,329,384.66

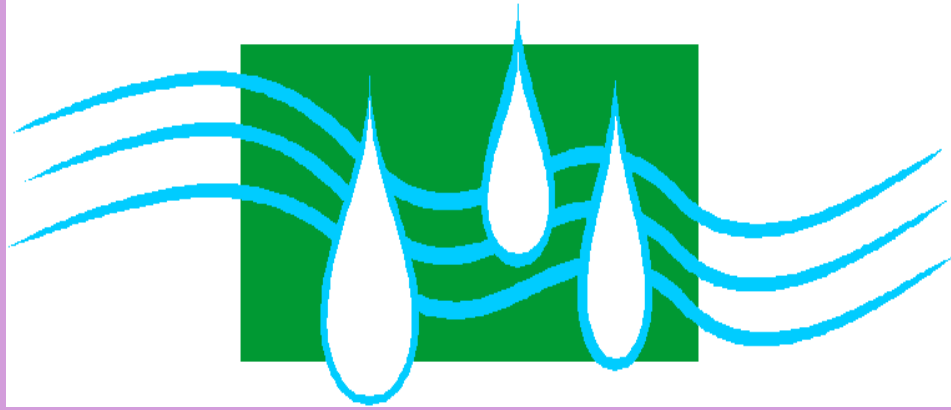
TOTAL PRIOR YEAR (FY2017) BILLING:

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

\$ 5,912,210.13

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

May 31, 2018

Prepared by:
City of Casper
Finance Department

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

ASSETS	<u>FY 2018</u>	<u>FY 2017</u>
Current Assets		
Cash and cash equivalents	\$ 5,461,667	\$ 2,256,879
Investments	514,694	4,501,939
Receivables from water service	502,028	345,239
Grant receivables	157,720	18,195
Interest receivable on investments	-	2,860
Inventory	405,475	320,501
Prepaid insurance	<u>27,474</u>	<u>28,839</u>
Total Current Assets	7,069,057	7,474,452
Capital Assets		
Land	580,874	580,874
Construction in Progress	3,362,491	2,409,826
Depreciable capital assets	78,163,991	78,113,226
Accumulated depreciation	<u>(43,477,410)</u>	<u>(41,418,123)</u>
Total Capital Assets	<u>38,629,945</u>	<u>39,685,803</u>
Total Assets	<u>\$ 45,699,002</u>	<u>\$ 47,160,255</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 282,182	\$ 166,068
Accrued interest	133,750	115,496
Accrued expenses	62,223	64,930
Retainage payable	117,861	-
Current portion of long-term debt	<u>1,753,696</u>	<u>1,702,103</u>
Total Current Liabilities	<u>2,349,712</u>	<u>2,048,598</u>
Noncurrent Liabilities		
Loans payable	<u>12,448,990</u>	<u>14,103,208</u>
Total Noncurrent Liabilities	<u>12,448,990</u>	<u>14,103,208</u>
Total Liabilities	14,798,702	16,151,806
NET ASSETS		
Invested in capital assets, net of related debt	24,427,259	23,880,492
Reservations		
General operating reserves	409,251	404,468
Emergency reserves	409,251	404,468
Debt service reserve - Loan	381,685	381,685
Water rights development	487,320	487,307
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	1,482,385	2,162,035
Undesignated reserves	<u>2,330,940</u>	<u>2,287,994</u>
Total Reservations	<u>6,500,831</u>	<u>7,127,957</u>
Total Net Assets	<u>30,928,090</u>	<u>31,008,449</u>
Total Liabilities and Net Assets	<u>\$ 45,699,002</u>	<u>\$ 47,160,255</u>

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

OPERATING REVENUES	<u>FY 2018</u>	<u>FY 2017</u>	<u>Variance</u>	<u>Percent Variance</u>
Water sales	<u>\$ 5,329,389</u>	<u>\$ 5,171,046</u>	<u>\$ 158,342</u>	<u>3.06%</u>
Total Operating Revenues	5,329,389	5,171,046	158,342	3.06%
OPERATING EXPENSES				
Operating expenses	2,636,195	2,440,180	196,015	8.03%
Insurance	77,003	75,919	1,084	1.43%
Legal	22,571	11,270	11,302	100.28%
Auditing	<u>30,000</u>	<u>27,751</u>	<u>2,249</u>	<u>8.10%</u>
Total Operating Expenses	2,767,348	2,555,870	211,478	8.27%
Net Operating Income	2,562,041	2,615,177	(53,136)	-2.03%
NONOPERATING REVENUE (EXPENSES)				
Interest income	62,457	23,596	38,861	164.69%
State Grant/Loan	5,128,522	155,543	4,972,980	3197.18%
Other income - system investment fees	92,038	61,488	30,550	49.68%
Capital expenses	(5,705,250)	(963,783)	(4,741,468)	491.96%
Interest expense	(431,196)	(475,756)	44,559	-9.37%
Investment fees	(196)	(365)	169	-46.32%
Depreciation	<u>(1,884,273)</u>	<u>(1,719,608)</u>	<u>(164,665)</u>	<u>9.58%</u>
Total Nonoperating Revenue (Expenses)	(2,737,897)	(2,918,884)	180,987	3857.42%
INCREASE/(DECREASE) IN NET ASSETS	(175,857)	(303,708)	127,851	
NET ASSETS				
Beginning of Year	<u>31,103,947</u>	<u>31,312,157</u>		
YTD Balance End of Month	<u>\$ 30,928,090</u>	<u>\$ 31,008,449</u>		

**Central Wyoming Regional Water System
Joint Powers Board
Budget Versus Actual
May 31, 2018**

	Adopted Budget	Transfers & Carryover Encumbered Funds	Final Budget	5/31/2018 Fiscal YTD	Remaining Budget
OPERATING REVENUES					
Water sales	\$ 6,789,827	\$ -	\$ 6,789,827	\$ 5,329,389	\$ 1,460,438
Total Operating Revenues	\$ 6,789,827	\$ -	\$ 6,789,827	\$ 5,329,389	\$ 1,460,438
OPERATING EXPENSES					
Contracted services	\$ 3,081,427	\$33,129	\$ 3,114,556	\$ 2,635,837	\$ 478,719
Consulting fees	500	\$6,642	7,142	358	6,784
Legal	29,500	-	29,500	22,571	6,929
Auditing	31,000	-	31,000	30,000	1,000
Insurance & bonds	86,814	-	86,814	77,003	9,811
Travel & training	2,000	-	2,000	-	2,000
Other Contractual	3,000	-	3,000	1,579	1,421
Total Operating Expenses	\$ 3,234,241	\$ 39,771	\$ 3,274,012	\$ 2,767,348	\$ 506,663
Net Operating Income	3,555,586	(39,771)	3,515,815	2,562,041	953,775
NONOPERATING REVENUE (EXPENSES)					
Interest income	17,000	-	17,000	62,457	(45,457)
Other income - system investment fees	65,050	-	65,050	92,038	(26,988)
State grant/loan	7,091,514	-	7,091,514	5,128,522	1,962,992
Investment fees expense	(1,500)	-	(1,500)	(196)	(1,304)
Long-term debt service payments	(2,222,577)	-	(2,222,577)	(2,137,863)	(84,714)
Capital new	(366,000)	(\$1,836,812)	(2,202,812)	(1,392,896)	(809,915)
Capital replacement	(2,935,500)	(\$5,791,167)	(8,726,667)	(4,312,354)	(4,414,314)
Total Nonoperating Revenue (Expenses)	\$ 1,647,987	\$ (7,627,979)	\$ (5,979,992)	\$ (2,560,291)	\$ (3,419,701)
NET INCOME/(LOSS)	5,203,573	(7,667,750)	(2,464,177)	1,749	(2,465,926)
INCREASE (DECREASE) TO RECONCILE BUDGETARY BASIS TO ACCRUAL					
Accrued interest/expense				\$ 133,750	
Loan payments				1,572,917	
Depreciation				(1,884,273)	
Capitalized Fixed Assets				-	
INCREASE/(DECREASE) IN NET ASSETS				\$ (175,857)	

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

Operating Accounts at Hilltop Natl Ba	<u>Checking Accounts</u>	<u>Money Market Sweep Accounts</u>	<u>Reconciled Balance</u>	<u>31-May-18 Interest Earnings</u>	<u>Interest Rate</u>
Operating Fund Account	\$ 10,337.37	\$ 5,539,670.23	\$ 5,361,232.44	\$ 6,809.01	1.08%
Rate Stabilization Fund Account	10,815.22	82,114.07	93,026.02	101.73	1.09%
General Fund Reserve Account	7,413.10	-	7,408.10	-	0.00%
Total Hilltop Bank Account Deposits	<u>\$ 28,565.69</u>	<u>\$ 5,621,784.30</u>	<u>\$ 5,461,666.56</u>	<u>\$ 6,910.74</u>	

Money Market Investments at WGIF

Wyoming Government Investment Fund					
Total General Reserve		\$ 511,302.17		\$ 724.08	1.22%
Total Water Rights Reserve		1,140.79		1.62	1.22%
Total Capital Construction Reserve		<u>2,251.17</u>		<u>3.19</u>	1.22%
Total WGIF Deposits		<u>\$ 514,694.13</u>		<u>\$ 728.89</u>	

Certificates of Deposit at Hilltop Natl Bank

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

<u>Account Number</u>	<u>Original Purchase Date</u>	<u>Current CD Balances</u>	<u>Term</u>	<u>Interest Paid & Accrued YTD</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
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		<u>\$ -</u>		<u>\$ -</u>		

Total Money Market Funds \$ 6,136,478.43

Pledging Detail

Total Cash and Cash Equivalents	<u>\$ 28,565.69</u>	
	\$ 5,500,000.00	Amount Pledged
	\$ 4,950,000.00	90% of Amount Pledged
	<u>\$ -</u>	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
 May 31, 2018**

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							
163746	5/31/2018	\$10,998.00	\$10,998.00				
***Customer Bal		\$10,998.00	\$10,998.00				
CustomerTotal							* \$10,998.00
2091 OFFICE OF STATE LANDS & INVEST.							
161693	3/31/2018	\$24,001.11			\$24,001.11		
162839	5/17/2018	\$129,761.22	\$129,761.22				
162840	5/17/2018	\$3,957.34	\$3,957.34				
***Customer Bal		\$157,719.67	\$133,718.56		\$24,001.11		
CustomerTotal							* \$157,719.67
2594 LAKEVIEW IMPROVEMENT & SERVICE DISTRICT							
162426	4/30/2018	\$187.66		\$187.66			
163747	5/31/2018	\$483.88	\$483.88				
***Customer Bal		\$671.54	\$483.88	\$187.66			
CustomerTotal							* \$671.54
2595 SANDY LAKE ESTATES IMPROVEMENT DISTRICT							
163748	5/31/2018	\$1,664.67	\$1,664.67				
***Customer Bal		\$1,664.67	\$1,664.67				
CustomerTotal							* \$1,664.67
2596 33 MILE ROAD IMPROVEMENT & SERVICE DISTRICT							
163749	5/31/2018	\$1,413.30	\$1,413.30				
***Customer Bal		\$1,413.30	\$1,413.30				
CustomerTotal							* \$1,413.30
2597 POISON SPIDER WATER							
163750	5/31/2018	\$1,076.49	\$1,076.49				
***Customer Bal		\$1,076.49	\$1,076.49				
CustomerTotal							* \$1,076.49
2598 PIONEER WATER & SEWER DISTRICT							
163751	5/31/2018	\$6,263.15	\$6,263.15				
***Customer Bal		\$6,263.15	\$6,263.15				
CustomerTotal							* \$6,263.15
2599 WARDWELL WATER & SEWER DISTRICT							
163752	5/31/2018	\$30,668.62	\$30,668.62				
***Customer Bal		\$30,668.62	\$30,668.62				
CustomerTotal							* \$30,668.62
2600 SALT CREEK CWRWS JPB							
163753	5/31/2018	\$6,123.11	\$6,123.11				
***Customer Bal		\$6,123.11	\$6,123.11				
CustomerTotal							* \$6,123.11
2601 CITY OF CASPER-REGIONAL WATER							
163754	5/31/2018	\$442,359.94	\$442,359.94				
***Customer Bal		\$442,359.94	\$442,359.94				
CustomerTotal							* \$442,359.94
5169 MILE-HI IMPROVEMENT & SERVICE DISTRICT							
163755	5/31/2018	\$788.81	\$788.81				
***Customer Bal		\$788.81	\$788.81				
CustomerTotal							* \$788.81
***Period Totals		\$659,747.30	\$635,558.53	\$187.66	\$24,001.11		
**Fund Total 80							* \$659,747.30
**# of Customers			11	1	1		

June 8, 2018

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. 7 with COP Wyoming, LLC, in the amount of \$12,990.00, for concrete replacement work for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Meeting Type & Date

Regular Board Meeting
June 19, 2018

Action type

Authorization

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 7 with COP Wyoming, LLC, in the amount of \$12,990.00, for concrete replacement work for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Summary

COP Wyoming, LLC is under contract to construct the new WTP Alternate Backwash Water Supply Tank. The 1.1 million gallon alternate backwash water supply tank provides the necessary redundancy and functions to allow the existing tank to be taken out of service for repairs and re-painting.

This change order is due to unresolved surfacing that was necessarily removed or damaged during the surge vault and 20-inch line modifications in Change Order #3. At the time of these modifications, the scope of the surfacing work was not clear, and there was no conclusion whether the work would fall under the Emergency Generator Project or the Backwash Tank Project. The scope, which includes 35 feet of valley gutter and 45 feet of curb & gutter, has been minimized to the maximum extent possible to keep costs down.

The proposed change order will not affect the Substantial Completion Date of July 1, 2018.

Woodard & Curran, the engineering consultant retained by the JPB to manage the construction, has reviewed the contractor's change order proposal and has recommended approval.

Financial Considerations

Funding for the project is from Drinking Water State Revolving Funds (DWSRF) in the form of a loan up to \$1,892,066 with the remaining funding \$307,934 to come from Regional Water

System Reserves. The DWSRF representative, Wade Verplancke, has given approval for this change order. Change Order No. 7 will be paid from within the remaining contingency amount of \$44,198.58, reducing this amount to \$31,208.58.

Oversight/Project Responsibility

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

Attachments

Change Order No. 7 Form

Woodard & Curran Recommendation Letter

COP Wyoming, LLC Change Order Proposal

CITY OF CASPER
CHANGE ORDER

NO. Seven (7)

PROJECT: WTP Alternate Backwash Supply Tank
Project No. 15-37

DATE OF ISSUANCE: June 8, 2018

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: COP Wyoming, LLC

ENGINEER: Woodard & Curran

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

Description: Price increase due to underground change of conditions.

Attachments: Memo, Consultant's Recommendation & Contractor's Change Order Proposal

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: <u>\$ 2,084,975.00</u>	Original Contract Time: (days or date) <u>Substantial completion: November 30, 2017</u> <u>Final completion: December 30, 2017</u>
Previous Change Orders No. <u>1</u> to <u>5</u> <u>\$ 70,826.42</u>	Net change from previous Change Orders (days): <u>-- 213 --</u>
Contract Price prior to this Change Order: <u>\$ 2,155,801.42</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: July 1, 2018</u> <u>Final completion: July 31, 2018</u>
Net Increase/Decrease of this Change Order: <u>\$ 12,990.00</u>	Net Increase/Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: <u>\$ 2,168,791.42</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: July 1, 2018</u> <u>Final completion: July 31, 2018</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: 

BY: 

BY: _____

Contractor

Engineer

Owner

June 8, 2018



Scott Baxter
Project Manager
City of Casper
200 North David
Casper, WY 82601

**Re: Concrete Curb & Gutter Repair Recommendation
Alternate Backwash Water Supply Tank Project**

Dear Mr. Baxter:

This letter is to provide Woodard & Curran's recommendation for a change order to the Alternate Backwash Water Supply Tank project to repair approximately 35 lf of valley gutter and 45 lf of curb/gutter located near the entrance to the WTP.

The recommendation is to approve COP Wyoming to complete this work for a total contract value change of \$12,990. This letter provides a brief overview of the history requiring these repairs.

BACKGROUND

Previous change orders approved the need to maintain the existing surge protection vault near the entrance of the WTP with a design modification to install a 20-inch line to connect to the new 36-inch discharge piping. This work was approved, but the consideration for asphalt and concrete repair was put on hold due to overlap of work with the generator project.

Subsequent negotiations with the contractor for the generator project removed any asphalt repair from this project but left the concrete work for COP Wyoming to complete.

Wade Verplancke has been previously notified of the need for asphalt and concrete repair and has approved. He has also been notified of the change of cost by removing the asphalt portion of repair.

Please contact me by phone or email if you have any questions or concerns with this recommendation.

Sincerely,

Stacey Hellekson, PE
Project Manager

Attachments

COP WYOMING LLC P.O. BOX 979 SHERIDAN, WYOMING 82801 PHONE: 307-673-2570 FAX: 307-333-0188



June 4, 2018

Stacey Hellekson, P.E.
Woodard & Curran
1800 West Koch, Suite 6
Bozeman, Montana 59715

RE: Casper Alternate Backwash Tank
Bulletin #010 C&G and Valley Gutter
Replacement

Stacey,

Per your request and the information provided in Bulletin No. 010, COP Wyoming LLC submits the following price for your review.

	Quantity	Unit	Unit Price	Price
F&I 30" C&G per details in Bulletin #010	45	LF	\$130.00	\$5,850.00

	Quantity	Unit	Unit Price	Price
F&I 6' Valley Gutter per Details in Bulletin #010	35	LF	\$204.00	\$7,140.00

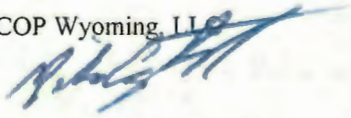
1. Prices are quoted to be completed as a package with work to be done when concrete channel is finished.
2. Asphalt to be sawcut and concrete poured against it.
3. Any changes to the proposed construction items that are outlined in bulletin #010 may result in price adjustments.
4. Quote is good for 30 days, unit prices to prevail, and final billing determined by measurements of completed work.

This proposal to be referenced in all change order documents. We appreciate your timely consideration into this matter and your quick response will be greatly appreciated.

Thank you.

Sincerely,

COP Wyoming, LLC


Mike Cartwright
Manager

CC: #17202 RFP #10 File

BULLETIN



To: Mike Cartwright
From: Stacey Hellekson, PE
Issuance Date: May 30, 2018
Bulletin No.: 010 – Concrete

Project Name: Casper Backwash Water Supply Tank
Project No.: 229604.00
Project Location: Casper, WY

Proposal Request

Please submit an itemized quotation within 14 days for changes in Contract Sum and/or Time incidental to proposed modifications to the Contract Documents. This is not a change order or a direction to proceed with the work described herein.

Engineer's Supplemental Instructions

The work should be carried out in accordance with instructions provided below or attached with this bulletin without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no charge in the Contract Sum or Contract Time

Description of Bulletin:

Concrete Work
Details include:
<ul style="list-style-type: none">Per City request, please provide a quote to install approximately 35 linear feet of a 6-foot wide valley gutter and approximately 45 linear feet of curb/gutter.The valley gutter is to be installed to match the existing valley gutter near the southern entrance to the WTP.The curb/gutter is to be installed on the east side of the newly paved approach to the generator.

Reference: Drawing No.: N/A Detail No.:

Spec. Section No.: Section 32 16 00 CURBS, GUTTERS, SIDEWALKS, AND DRIVEWAY

Other sections as applicable.

Purpose or Intent for Bulletin:

Concrete repair needed due to changes in design for the surge pipe installation.

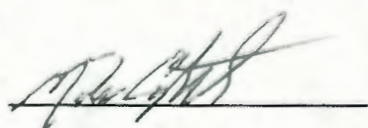
Attachments:

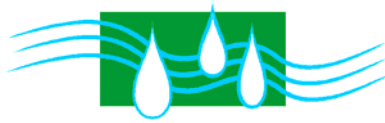
Figures: N/A New Specifications: None
Reference existing specifications for work requirements not included on the attached Drawings.
Reference Division 00 and 01 for general work requirements and all other divisions for work not specifically identified or described in the attached documents.

A handwritten signature in black ink that reads "Stacey Hellekson".

Signature of Engineer: _____

Acknowledgement by the Contractor

Signature of Contractor: 



CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-1

Date	Quantity	Description	Price Each	Total
1/16/2018	1	Design & Construction Administration for the	\$70,515.00	\$70,515.00
		Wardwell Zone IIIB Tank Repairs		\$0.00
		Less Previous Payments		(\$4,781.81)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

GRAND TOTAL **\$65,733.19**

Suggested Vendor: 03520-0 HDR Engineering Inc.

Purchase Order Number: 340WTP0618-07

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD
Encumbrance Request Form**

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5720

Encumbrance Number: RWS2018-2

Date	Quantity	Description	Price Each	Total
4/13/2018	1	Labor to install exhaust fans	\$12,580.00	\$12,580.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$12,580.00

Suggested Vendor: 00348-0 Long Building Technologies

Purchase Order Number: 340WTP0418-16

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Vice-Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-3

Date	Quantity	Description	Price Each	Total
3/20/2018	1	Raw Water #5 Pump	\$55,455.00	\$55,455.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$55,455.00

Suggested Vendor: 02903-0 DXP Enterprises

Purchase Order Number: 340WTP0318-01

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

_____ Chairman

_____ Treasurer

JPB Remarks:



CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-52170000040000

Encumbrance Number: RWS2018-4

Date	Quantity	Description	Price Each	Total
2/20/2018	1	Amendment No. 2 - WTP Emergency Generator	\$42,000.00	\$42,000.00
		Project No. 10-09		\$0.00
		Less Previous Payments		(\$31,012.84)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$10,987.16

Suggested Vendor: 04451-0 Arcadis U.S.

Purchase Order Number: 340WTP0618-10

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-5

Date	Quantity	Description	Price Each	Total
5/23/2018	1	Well Pump for Casper #5	\$9,550.00	\$9,550.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$9,550.00

Suggested Vendor: 02903-0 DXP Enterprises

Purchase Order Number: 340WTP0518-02

Public Utilities Manager: _____

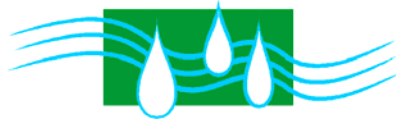
Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5520

Encumbrance Number: RWS2018-6

Date	Quantity	Description	Price Each	Total
4/17/2018	1	Design & Construct Monorail Crane System	\$2,100.00	\$2,100.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$2,100.00

Suggested Vendor: 00853-0 Lower & Co., P.C.

Purchase Order Number: 340WTP0618-06

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-7

Date	Quantity	Description	Price Each	Total
4/17/2018	1	Replace Actiflo Settling Tubes	\$84,000.00	\$84,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$84,000.00

Suggested Vendor: 04767-0 Lillard & Clark - Wyoming, Inc.

Purchase Order Number: 340WTP0618-09

Public Utilities Manager: _____

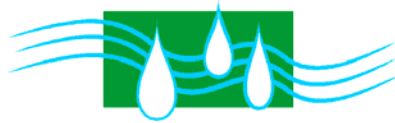
Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5720

Encumbrance Number: RWS2018-8

Date	Quantity	Description	Price Each	Total
4/30/2018	1	Replace Ozone Exhaust Fans	\$1,925.00	\$1,925.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$1,925.00

Suggested Vendor: 00348-0 Long Building Technologies

Purchase Order Number: 340WTP0418-14

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-9

Date	Quantity	Description	Price Each	Total
5/23/2018	1	Well Pump for Casper #7	\$9,550.00	\$9,550.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$9,550.00

Suggested Vendor: 02903-0 DXP Enterprises

Purchase Order Number: 340WTP0518-03

Public Utilities Manager: _____

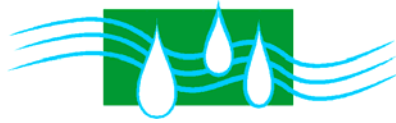
Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5720

Encumbrance Number: RWS2018-10

Date	Quantity	Description	Price Each	Total
5/10/2018	1	WTP Outside Pipe Painting	\$14,750.00	\$14,750.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$14,750.00

Suggested Vendor: 01228-0 Western Power Wash

Purchase Order Number: 340WTP0518-06

Public Utilities Manager: _____

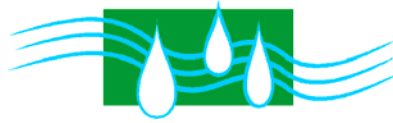
Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5760

Encumbrance Number: RWS2018-11

Date	Quantity	Description	Price Each	Total
12/19/2017	1	Source Water Protection Plan	\$40,456.00	\$40,456.00
				\$0.00
		Less Previous Payments		(\$19,758.40)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$20,697.60

Suggested Vendor: 03520-0 HDR Engineering, Inc.

Purchase Order Number: 340WTP0618-08

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-12

Date	Quantity	Description	Price Each	Total
5/23/2018	1	Well Pump for Morad #12	\$9,033.00	\$9,033.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$9,033.00

Suggested Vendor: 02903-0 DXP Enterprises

Purchase Order Number: 340WTP0518-04

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:



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

Encumbrance Request Form

Date: 6/12/2018

Account Description: Capital Expense

Account Number: 6025.10 / 80-404000-5730

Encumbrance Number: RWS2018-13

Date	Quantity	Description	Price Each	Total
5/24/2018	1	Ozone Generator Digital Controller	\$16,321.00	\$16,321.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$16,321.00

Suggested Vendor: 05185-0 Xylem Water Solutions

Purchase Order Number: 340WTP0518-12

Public Utilities Manager: _____

Approved by CWRWS JPB

Date: _____

Chairman

Treasurer

JPB Remarks:

May 8, 2018
(Updated) June 13, 2018

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

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

SUBJECT: Fiscal Year 2018-19 CWRWS Wholesale Water Rate

Wholesale Water Rate Narrative

City of Casper staff and the Regional Water System have made efforts to keep the FY19 Operations Budget and forecasted future budgets at minimal increases. One additional full time employee was added in the FY19 budget as well as additional Interdepartmental Services charges for Information Technology, Finance, Human Resources, Legal, and City Administration services. 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 a 2% COLA and a one-time bonus approved by Casper City Council for City Personnel Services in FY19. In FY20 and beyond, the model assumes a 2% increase for Personnel Services expense each year over the next five years. In FY19 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 the updated 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 an FY18 SRF loan in the amount of \$1,600,000 for the PLC/SCADA Improvements Project.
8. The model assumes that grant/loan funding will be secured in FY21 for the Ultraviolet Light Disinfection System and the Westwinds Road Water Line Extension Project.
9. The criteria and results for the model presented are as follows:

7.0% wholesale water rate increase. FY19 Wholesale Water Rate - \$1.84/1,000 gallons.


Result –

FY19 Reserves	
Projected	- \$5.05 M
Minimum Required	– \$4.09 M
FY20 Reserves	
Projected	- \$4.56 M
Minimum Required	– \$4.12 M
FY21 Reserves	
Projected	- \$5.15 M
Minimum Required	– \$4.13 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.

June 11, 2018

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: Resolution Adopting Central Wyoming Regional Water System, System
Investment Charge Fee Schedule

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting
June 19, 2018

Action Type

Resolution

Recommendation

That the JPB, by resolution, adopt an updated Central Wyoming Regional Water System (CWRWS), System Investment Charge Fee Schedule.

Summary

System investment charges (SIC's), or tap fees, are a one-time fee charged for new or enlarged water and sewer system connections. SIC revenues are used to recover costs of existing and future water and wastewater system capital improvements (i.e. – tanks, booster stations, transmission mains, sewer interceptors, lift stations, water and wastewater treatment plant expansions, etc.).

The CWRWS SIC fee schedule has not been updated since 1998. In February 2017, the CWRWS collaborated with the City of Casper to retain Raftelis Financial Consultants, Inc. (Raftelis) to, in part, conduct a comprehensive System Investment Charge Study to determine future revenue requirements from system investment charges. Raftelis presented the findings and recommendations from that study to the JPB at the November 2017 JPB meeting.

Raftelis calculated the proposed SIC's utilizing industry standard methods accepted by the American Water Works Association and the Water Environment Federation. Additionally, Raftelis reviewed Wyoming State statutes to assess the legal basis of SIC's in Wyoming.

Staff has confidence that the data and methods used by Raftelis are accurate and defensible and recommends adopting the CWRWS System Investment Charge Fee Schedule based on the results of the 2017 Raftelis System Investment Charge Study.

Financial Considerations

None

Oversight/Project Responsibility

Andrew Beamer, P.E., Public Services Director

Bruce Martin, Public Utilities Manager

Attachments

Resolution

RESOLUTION NO. 18-01

A RESOLUTION ADOPTING SYSTEM INVESTMENT CHARGES FOR THE CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD.

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board (JPB) has the authority to set or amend wholesale water system investment fees for the Central Wyoming Regional Water System (CWRWS); and,

WHEREAS, it is essential to the public health, welfare, and safety of the inhabitants of the entities serviced with wholesale water by the JPB to provide an adequate wholesale water system and to provide sufficient funding to meet the costs of expanding same; and,

WHEREAS, the JPB has determined that regulating system investment charges (connection charges) for water service is a preferred method of regulation of new connections in order to ensure that new connections bear a proportionate share of the costs of the wholesale water facilities necessary to accommodate new development and promote and protect the public health, safety, and welfare; and,

WHEREAS, the JPB, in 1998, adopted a “System Investment Charge Schedule” for Regional Water System Investment Charges; and,

WHEREAS, in 2017, the JPB collaborated with the City of Casper to retain Raftelis Financial Consultants Inc. (Raftelis) to, in part, conduct a comprehensive system investment charge study for the CWRWS; and,

WHEREAS, Raftelis has recommended an updated system investment charge fee schedule.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD, CASPER, WYOMING: That any previous CWRWS System Investment Fee Schedules are hereby rescinded, and that a new CWRWS System Investment Fee Schedule is hereby adopted, effective January 1, 2019 as follows:

Meter Size (inches)	Central Wyoming Regional Water System System Investment Charge Fee Schedule	
	Existing	Proposed
¾	\$600	\$1,869
1	1,002	2,991
1 ½	1,998	3,739
2	3,198	11,964
3	7,002	23,929
4	12,000	37,389
6	25,002	74,778
8	36,000	119,644
10	58,002	171,988
12	85,998	373,888

BE IT FURTHER RESOLVED, CWRWS participating members and wholesale water customers shall collect the appropriate Regional Water System Investment Charges for all new retail connections within their service areas subject to provisions of the “Central Wyoming Regional Water System (RWS) Joint Powers Board Growth Policy” as amended February 27, 2002 and any future amendments, and remit the proceeds to the Central Wyoming Regional Water System Joint Powers Board

ADOPTED this _____ day of _____, 2018.

APPROVED AS TO FORM:

ATTEST:

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD

Charlie Powell
Secretary

H. H. King, Jr.
Chairman

April 10, 2018
(Updated) June 11, 2018

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 2018-19 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

Find below the narrative regarding the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget. Only critical and higher dollar line items will be discussed.

The Public Utilities Division, in the preparation of the FY19 budget, has made serious efforts to maintain the Operations Budget at FY18 levels. The Regional Water System Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

The personnel budget includes the addition of one full-time water treatment plant operator position, a 2% COLA, and a one-time bonus approved by Casper City Council.

Many operational line items will be status quo or close to the FY18 budget. However, some expenses, especially utility costs (electricity and natural gas), chemical costs, and small equipment replacement/repair costs are difficult to budget as yearly regional water usage and utility/chemical/fuel/equipment price increases cannot always be anticipated. Many of the large expenditures are essentially out of management control as the Regional Water System requires electrical, natural gas, telecommunications, and chemicals to produce and pump potable water meeting all health and regulatory requirements regardless of the budget. Smaller dollar equipment replacements/repairs are often needed immediately to ensure proper operation and maintenance of the system.

The new and replacement capital expenditures in the Agency Budget generally follow the WTP Capital Improvement Plan (CIP). There have been many projects added to the CIP, some of which are Priority 1 recommendations from the recently completed WTP Facilities Plan.

Capital revenue is expected from state grants and loans. A portion of state grant/loan funding is expected to be received in FY19 from FY18 projects including the Emergency Generator, Backwash Tank, Airport Elevated Tank Projects, and PLC/SCADA Project. Those portion of funds expected to be received in FY19 are included in the budget as capital revenue. Completion of large capital projects is variable and can spread across multiple budget years.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,050,765 – This represents a \$106,008 increase over the FY18 budget. Personnel budget increases include the additional WTP operator position, accrued leave, 2% COLA, and one-time bonus. Decreases include elimination of the disability buy-back option.

Contractual Services

- a) Lab Testing – \$56,500 – This represents a decrease of \$10,000 from the FY18 budget. The WTP is not required to participate in any UCMR testing this year.
- b) Refuse Collection - \$40,000 – This represents a decrease of \$20,000 from the FY18 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant. Staff has stabilized the operation of these ponds and data from the past couple of years indicates that a budget of \$40,000 is sufficient for refuse disposal.
- c) Equipment Repairs - \$45,000 – This represents a \$10,000 increase over the FY18 budget. The primary reason for this increase is aging equipment and increased cost of repair.
- d) Maintenance Agreements - \$30,314 – This represents a \$21,000 decrease from the FY18 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff. It was anticipated that new maintenance agreements would be added for the LOX and air compressor systems. It was determined that a maintenance agreement would not be cost effective for these systems.
- e) Interdepartmental Services - \$256,001 – This represents an increase of \$92,276 over the FY18 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. Additionally, beginning in FY18, city administration revised the methods used to calculate interdepartmental charges. As this was done after approval of the FY18 budgets, no increase was attributed to the WTP budget in FY18. These costs are proposed to begin in FY19. The revised method includes interdepartmental costs to the WTP for Information Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services.

- f) Insurance & Bonds – \$22,187 – This represents a \$1,999 increase over the FY18 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- g) Energy - Electricity - \$854,760 - This represents an increase of \$16,760 from the FY18 budget. The increase is in response to the increased RMP franchise fee. Electric usage is greatly dependent upon summertime water sales. There is no choice but to utilize electricity in order to meet treatment needs and water production demands at the WTP and Booster Stations.
- h) Energy – Natural Gas - \$50,000 – This represents a \$15,000 decrease from the FY18 budget. This cost is heavily dependent upon the winter weather. Prior year’s data indicates that a budget of \$50,000 should be sufficient for natural gas.

Materials and Supplies

- a) Chemicals - \$750,000 – This amount is unchanged from the FY18 budget. This line item was increased by \$120,000 in FY17. Current projections show that, even with a slight increase in chemical costs, \$750,000 is sufficient.
- b) Other Materials and Supplies - \$43,000 – This represents an increase of \$13,000 over the FY18 budget. This line item covers office supplies, safety equipment, machinery supplies, and laboratory supplies. The majority of the increase is for machinery supplies used for equipment repairs. These costs have increased year after year.
- c) Booster Station Supplies - \$15,000 – This represents an increase of \$7,000 over the FY18 budget. These are costs associated with repairs at the regional booster stations.
- d) Bulk Fuel - \$10,000 – This is a new line item. This is the line item that will be used for purchasing fuel for the new emergency generator.

Summary

This budget is a break-even budget (reimbursement to the City from the Regional Water System for operation, maintenance, and management of the Regional Water System.) An amount of 30% of the WTP Instrumentation Technician salary and benefits will be reimbursed to the Regional Water System from the City Water Fund. This position spends approximately 30% of their time working on the Casper Water Distribution system boosters and tanks.

The FY19 Operations Budget is 3.0% greater than the projected FY18 Operations Budget. In large part, the increase is a result of the additional WTP operator position, additional interdepartmental charges, increased electrical costs, increased machinery repair costs, and the addition of the bulk fuel line.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue – \$6,929,444 - This reflects an increase of \$139,617 over the FY18 budget. These revenues are proportioned to each wholesale entity based on the January 2017 – December 2017 percentage of RWS production based on a five-year average of total RWS production.
- b) Interest on Investments –\$17,000 – This amount is unchanged based on FY18 estimates.
- c) System Development Charges - \$98,500 - The budgeted System Development Charges for FY19 increased from the FY18 budget by \$33,500 based on FY18 estimates.
- d) State Loans – \$1,812,710 - This includes remaining amounts on one existing loan and one anticipated loan from the Drinking Water State Revolving Fund (DWSRF) at 2.5% interest for 20 years as follows:
 - Water Treatment Plant Backwash Water Supply Project - \$212,710 – This project will construct a parallel 1.1 M gallon water storage tank next to the existing 2.6 M gallon tank on the WTP grounds. This \$2.2 M loan was obtained in FY16 and includes 25% principal forgiveness. The engineering and construction administration contract was awarded in FY16. The construction contract was awarded in FY17. The project will be complete in early FY19.
 - PLC/SCADA Replacement Project - \$1,300,000 – This project will include upgrading the existing PLC/SCADA system at the WTP and the Regional Water storage tanks and booster stations. This loan has yet to be obtained. Design for the project is underway with construction to be awarded in FY19.
- e) State Grant - \$437,872 – This includes the remaining amount on one grant as follows:
 - Airport Elevated Water Storage Tank Project - \$1,504,150 – This project will replace the Airport Water Storage Tank with a new 40 feet higher elevated tank with a capacity of 1 MG. A \$1,504,150 grant was obtained from the WWDC for this project. The engineering design was awarded in FY15. Construction for this project was awarded in FY17 with completion anticipated in FY19.
- f) Transfer In - \$300,000 – This transfer represents the City of Casper share of the PLC/SCADA replacement project.

Personnel Services

- None - The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System. Personnel costs are included in the Water Treatment Plant Operations Budget.

Contractual Services

- a) Consulting Fees – \$15,000 – This amount for outside consulting work is unchanged from the FY18 budget.
- b) Legal Fees - \$15,000 – This amount for legal fees is unchanged from the FY18 budget.
- c) Accounting & Auditing - \$31,000 - This amount for accounting and auditing fees is unchanged from the FY18 budget.
- d) Insurance & Bonds – \$92,023 – This is an increase of \$5,209 from the FY18 budget and includes an anticipated increase of 6%.
- e) Travel & Training - \$2,000 – This is for RWS Board travel and training. No monies are anticipated to be spent in FY18. The breakout is as follow:
 - Travel - \$ 1,000
 - Training - \$ 1,000

Debt Service

- a) Principal Payments - \$1,881,758 - This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and two DWSRF loans per the amortization schedules:
 - City Loan - \$ 1,359,545
 - WWDC (New Const.) - \$ 322,146
 - WWDC (Rehab.) - \$ 102,885
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 22,475
 - DWSRF Loan #115 (Emergency Power) -\$ 74,707

The FY12 City Loan was for \$15.905 M at 2.5% interest with 5 years remaining. Both WWDC loans have 10 years left at 4% interest.

- b) Interest Expense - \$536,410 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and one DWSRF loan per the amortization schedules:
 - City Loan - \$ 175,980
 - WWDC (New Const.) - \$ 173,783

- WWDC (Rehab.) - \$ 55,502
- DWSRF Loan #129 (Zone IIB Imp.) - \$ 12,395
- DWSRF Loan #115 (Emergency Power) -\$ 118,750

- c) The repayment of DWSRF Loan #115 (Water Treatment Plant Emergency Power Project) starts repayment in FY19. The repayment of DWSRF Loan #153 for the WTP Backwash Water Supply Project will not start until one year after substantial completion of the projects.

Capital – New

- a) Buildings – \$90,000 – This is for the installation of the bulk sand-loading crane, which has been re-budgeted from FY18.
- b) Improvements Other Than Buildings – \$45,000 – 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 - \$25,000 – This project will be to install VFD's on the Caisson wells to allow for optimized flow control directly from the WTP control room.
- c) Light Equipment - \$10,000 – This cover the following:
- Riding Lawn Mower - \$10,000 – A riding lawn mower will be purchased for mowing around the WTP.
- c) Technologies - \$8,000 – This cover the following:
- Teldig Software – \$8,000 – This is Regional Water's share to purchase software for improving the efficiency of utility locating services. This cost is split between RWS, City Water Distribution, and City Wastewater Collection.

Capital – Replacement

- a) Buildings - \$75,000 – This is for the following:
- Security - \$15,000 – This is an on-going project that included the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long range cameras, external light replacements, and fire alarm installations. This line item will be used for additional security upgrades.
 - Roof Replacement - \$40,000 – The roof of the cargo elevator area of the Water Treatment Plant needs replaced.

- Coating System Rehabilitation - \$20,000 – This will be for building and external pipe recoating.

b) Improvements Other Than Buildings - \$3,577,000 - This includes:

- Major Equipment Replacements - \$75,000 - This is for unanticipated equipment replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
- 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 2004 turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
- Actiflo Sand Pumps - \$40,000 - Three sand pumps will be replaced in FY19. Sand pumps can be rebuilt twice before they need full replacement. There are a total of twelve sand pumps.
- Well Pumps - \$45,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. The existing pumps were installed in 1999 and are coming to the end of their life cycle. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
- PLC/SCADA Replacement Project - \$1,300,000 – This project has been re-budgeted from the FY18 budget.
- Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported. This on-going project is for mag meter replacements.
- Well Rehabilitation - \$90,000 - 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.
- Total Chlorine Analyzers - \$12,000 – During the most recent Sanitary Survey, EPA required that two monochloramine analyzers be replaced with total chlorine analyzers.
- Wardwell Zone IIIB Tank Replacement - \$500,000 – This project has been re-budgeted from the FY18 budget.
- Chemical System Level Indicator Replacements - \$10,000 – This will replace the level indicators on the sulfuric acid and ferric chloride system.
- Raw Water Switch Gear and VFD Replacements - \$185,000 – This will replace the electrical switch gear in the raw water pump station as well as add VFD's for pump control.
- Ground Water High Service Pump VFD Replacement - \$95,000 – This will replace the existing 19 year old VFD.
- Water Storage Tank Renovations - \$1,100,000 – This project includes renovation and recoating of the existing 2.6 MG water storage tank at the WTP.

- Liquid Oxygen System Heater Replacements - \$40,000 – This project would replace the failing heater on the LOX system. The heater is critical to operation of this system.
 - Lab Turbidimeter - \$5,000 – This project will replace the existing lab turbidimeter that has reached the end of its useful life.
- c) Intangibles – None this year.
- d) Light Equipment – \$32,000 – This includes:
- ½ Ton Pickup Replacement - \$32,000 - This is to replace the 2004 Ford Ranger with a new ½ ton pickup
- e) Technologies - \$29,130 – This includes:
- Computers - \$6,000 – Replacement computers at the WTP
 - Phones - \$1,300 – Replace unsupported IP phones
 - IT Switches - \$9,830 – Replace unsupported IT switches
 - ERP Software (GEMS Replacement) - \$12,000 – This is RWS’s share of the GEMS software upgrade

Summary

Staff considers the budgeted requests (operational and capital) to be responsible expenses for meeting the Regional Water System’s public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases.

The recently completed WTP Facilities Plan brought to light several capital projects that need to be addressed. Additionally, WTP staff has taken an in-depth look at equipment and processes and have made recommendations for numerous capital equipment replacements and optimizations. Because of the age of much of the equipment and unit processes at the WTP and wellfields (18 years old or older), there is need for many smaller dollar unit and equipment replacements this budget year which will continue into the future.

The FY19 capital budget is aggressive. Close attention will have to be paid to the cash flow as the fiscal year progresses. A few of the capital projects may not be able to be completed in FY19 depending on cash flow.

Water Treatment Plant Fund (WTP)

Function: To operate the Central Wyoming Regional Water System Treatment Plant Joint Powers Board's water treatment plant, thereby producing and delivering high quality water to the members of the Regional Water System.

Water Treatment Plant Operations Staffing Summary

	FY 2016	FY 2017	FY 2018	FY 2019
Full Time Positions				
WTP Operations Manager	1	1	1	1
Water Plant Lead Operator	1	1	1	1
Custodial Maintenance Worker I	1	1	1	1
Instrument and Controls Tech	1	1	1	1
Plant Mechanic II	1	1	1	1
Water Plant Operator I	-	-	-	1
Water Plant Operator II	1	-	-	-
Water Plant Operator III	-	1	-	-
Water Plant Operator IV	4	4	5	5
Total	10	10	10	11
Part Time Employees (Budget)	\$ 15,728	\$ 16,574	\$ 18,686	\$ 18,686

Water Treatment Plant (WTP) Highlights

The FY19 budget contains a personnel increase for a Water Plant Operator I position.

Water Treatment Plant Budget Summary

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Revenues					
Charges for Service	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Total Revenues	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Expenditures					
Personnel	\$ 914,542	\$ 944,757	\$ 929,307	\$ 1,015,939	8%
Contractual Services	1,211,570	1,421,604	1,354,229	1,368,487	-4%
Materials & Supplies	762,274	814,500	810,950	850,000	4%
Transfers Out	-	18,908	18,908	-	-100%
Total Expenditures	\$ 2,888,386	\$ 3,199,769	\$ 3,113,394	\$ 3,234,426	1%
Net Water Treatment Plant Operations	\$ -	\$ (89,705)	\$ (3,330)	\$ (1,469)	98%
		Actual Reserves on June 30, 2017		\$ -	
		Projected Reserves on June 30, 2018		\$ (3,330)	
		Projected Reserves on June 30, 2019		\$ (4,799)	

Water Treatment Plant Fund (WTP)

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Operations					
Charges For Services					
Intergovernmental Reimbursements	\$ 2,859,749	\$ 3,081,427	\$ 3,081,427	\$ 3,208,147	4%
Administrative Fees	28,637	28,637	28,637	24,810	-13%
Total Charges For Services	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Total Operating Revenue	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 633,907	\$ 646,829	\$ 638,603	\$ 676,746	5%
Part Time	16,574	18,686	17,535	18,686	0%
Overtime	7,083	14,683	9,746	14,683	0%
Total Salaries & Wages	\$ 657,564	\$ 680,198	\$ 665,884	\$ 710,115	4%
Other Pay					
Standby Time	\$ 6,862	\$ 7,392	\$ 5,411	\$ 7,392	0%
Disability Leave Buy-Back	6,337	-	-	-	0%
Accrued Leave	-	159	160	6,200	3799%
Total Other Pay	\$ 13,199	\$ 7,551	\$ 5,571	\$ 13,592	80%
Benefits					
Health Insurance	\$ 109,093	\$ 118,543	\$ 123,310	\$ 140,709	19%
Other Insurance Benefits	4,364	3,191	3,812	3,383	6%
FICA/Medicare Tax	49,305	51,982	49,082	55,881	8%
Retirement Contributions	54,244	55,998	54,251	60,479	8%
Workers' Compensation	20,280	20,494	20,928	24,980	22%
Other Allowances	6,000	6,000	5,940	6,000	0%
Clothing Allowance	493	800	529	800	0%
Total Benefits	\$ 243,779	\$ 257,008	\$ 257,852	\$ 292,232	14%
Total Personnel	\$ 914,542	\$ 944,757	\$ 929,307	\$ 1,015,939	8%
Contractual Services					
Lab Services	\$ 44,706	\$ 66,500	\$ 49,500	\$ 56,500	-15%
Sewer	252	250	250	275	10%
Refuse Collection	34,396	60,000	35,000	40,000	-33%
Energy - Electricity	829,027	838,000	835,000	854,760	2%
Energy - Natural Gas	48,083	65,000	50,000	50,000	-23%
Equipment Repairs	38,611	35,000	35,000	45,000	29%
Maintenance Agreements	24,317	51,314	48,000	30,314	-41%
Insurance & Bonds	20,781	20,188	20,188	22,187	10%
Telecommunications	2,342	3,486	2,500	3,500	0%
Postage/Shipping	472	850	825	850	0%
Advertising	907	800	775	800	0%
Printing / Reproduction	-	1,100	575	1,100	0%
Travel & Training	1,118	4,000	1,500	4,000	0%
Interdepartmental Charges	163,725	272,116	272,116	256,001	-6%
Association Dues	921	1,000	1,000	1,100	10%
Laundry & Towel Service	1,912	2,000	2,000	2,100	5%
Total Contractual Services	\$ 1,211,570	\$ 1,421,604	\$ 1,354,229	\$ 1,368,487	-4%
Materials & Supplies					
Chemicals	\$ 699,390	\$ 750,000	\$ 750,000	\$ 750,000	0%
Other Materials & Supplies	38,342	30,500	30,250	43,000	41%
Uniforms	-	1,000	700	1,000	0%
Water/Sewer Line Materials	630	7,000	5,000	7,000	0%
Instrumentation	5,648	7,000	7,000	8,000	14%
Booster/Lift Station Supplies	10,649	8,000	8,000	15,000	88%
Other Structures	-	-	7,000	8,000	100%
Well Supplies	3,985	8,000	-	-	-100%
Vehicle Supplies	3,630	3,000	3,000	8,000	167%
Bulk Fuel	-	-	-	10,000	100%
Total Materials & Supplies	\$ 762,274	\$ 814,500	\$ 810,950	\$ 850,000	4%
Transfers Out					
Transfers Out-Health Insurance Fund	\$ -	\$ 18,908	\$ 18,908	\$ -	-100%
Total Other Expenses	\$ -	\$ 18,908	\$ 18,908	\$ -	-100%
Total Expenses	\$ 2,888,386	\$ 3,199,769	\$ 3,113,394	\$ 3,234,426	1%
Net Fund	\$ -	\$ (89,705)	\$ (3,330)	\$ (1,469)	98%

Regional Water Agency Fund

Mission: We are dedicated to developing, maintaining and providing safe, reliable, affordable water to Regional customers.

Regional Water Budget Summary					
	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Revenues					
Charges for Service	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Miscellaneous	27,937	17,050	24,157	17,050	-29%
Transfers In	-	-	-	300,000	100%
System Development Charges	70,998	65,000	98,500	98,500	0%
Grants	172,691	7,091,514	7,091,514	1,950,582	-72%
Total Revenues	\$ 6,183,836	\$ 13,963,391	\$ 13,164,171	\$ 9,295,576	-29%
Expenditures					
Contractual Services	3,055,051	3,275,512	3,275,012	3,422,966	5%
Other	2,222,573	2,222,577	2,222,577	2,418,168	9%
Capital	1,952,480	10,929,480	10,142,979	3,866,130	-62%
Total Expenditures	\$ 7,230,104	\$ 16,427,569	\$ 15,640,568	\$ 9,707,264	-38%
Net Agency Fund	\$ (1,046,268)	\$ (2,464,178)	\$ (2,476,397)	\$ (411,688)	83%
			Actual Reserves on June 30, 2016	\$ 7,730,035	
			Projected Reserves on June 30, 2017	\$ 7,519,028	
			Projected Reserves on June 30, 2018	\$ 5,398,657	
Regional Water FY 2019 Capital Summary					
<u>Replacement Capital</u>		<u>New Capital</u>			
Bulk Sand Loading Crane System	\$90,000	WTP Landscaping	\$	20,000	
Security Improvements	\$15,000	Caisson Wells VFD's	\$	25,000	
Roof Replacements	\$40,000	Riding Lawn Mower	\$	10,000	
Building Maintenance &Painting	\$20,000	Tel Dig Software	\$	8,000	
Major Equipment Replacements	\$75,000				
Groundwater Well Turbimeters	\$30,000				
Actiflo Sand Pump Replacements	\$40,000				
Well Pumps	\$45,000				
PLC/SCADA Equip. Repl.	\$1,300,000				
Mag Meters	\$50,000				
Well Rehabilitation	\$90,000				
Total Chlorine Analyzers	\$12,000				
Wardwell Zone IIIB Tank Roof Repl.	\$500,000				
Chemical System Level Indicator Repl	\$10,000				
Raw Water Switch Gear & VFD Repl	\$185,000				
GW High Service Pump VFD Replacement	\$95,000				
Water Storage Tank Renovations	\$1,100,000				
LOX System Heater Replacements	\$40,000				
Lab Turbidimeter	\$5,000				
1/2 Ton Pickup Replacement	\$32,000				
Computers	\$15,830				
Phones	\$1,300				
ERP Software - GEMS Replacement	\$12,000				
Total	\$3,803,130	Total	\$	63,000	

Regional Water Agency Fund

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Operations					
Charges For Services					
Water Rate Revenue	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Total Charges For Services	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Miscellaneous Revenue					
Interest On Investments	\$ 27,847	\$ 17,000	\$ 24,157	\$ 17,000	-30%
Miscellaneous Revenue	90	50	-	50	100%
Total Miscellaneous Revenue	\$ 27,937	\$ 17,050	\$ 24,157	\$ 17,050	-29%
Total Operating Revenue	\$ 5,940,147	\$ 6,806,877	\$ 5,974,157	\$ 6,946,494	16%
Expenses					
Contractual Services					
Reimbursable Contract Expenses	\$ 2,859,749	\$ 3,081,427	\$ 3,081,427	\$ 3,263,443	6%
Consulting Fees	1,465	21,642	21,642	15,000	-31%
Investment Fees	391	1,500	1,000	1,500	50%
Legal	17,655	15,000	15,000	15,000	0%
Accounting & Auditing	28,541	31,000	31,000	31,000	0%
Engineering Services - Emergency Power	63,371	33,129	33,129	-	-100%
Insurance & Bonds	83,129	86,814	86,814	92,023	6%
Travel & Training	-	2,000	2,000	2,000	0%
Other Contractual - Water Purchases	750	3,000	3,000	3,000	0%
Total Contractual Services	\$ 3,055,051	\$ 3,275,512	\$ 3,275,012	\$ 3,422,966	5%
Other Expenses					
Debt Service	\$ 1,718,965	\$ 1,756,416	\$ 1,756,416	\$ 1,881,758	7%
Interest	503,608	466,161	466,161	536,410	15%
Depreciation	-	-	-	-	0%
Total Other Expenses	\$ 2,222,573	\$ 2,222,577	\$ 2,222,577	\$ 2,418,168	9%
Total Operating Expenses	\$ 5,277,624	\$ 5,498,089	\$ 5,497,589	\$ 5,841,134	6%
Operating Income (Loss)	\$ 662,523	\$ 1,308,788	\$ 476,568	\$ 1,105,360	132%

Regional Water Agency Fund

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Capital Revenue					
Grants					
State Grants/Loans	\$ 172,691	\$ 7,091,514	\$ 7,091,514	\$ 1,950,582	-72%
Total Grants	<u>\$ 172,691</u>	<u>\$ 7,091,514</u>	<u>\$ 7,091,514</u>	<u>\$ 1,950,582</u>	<u>-72%</u>
Operating Transfers					
System Investment Charges	\$ 70,998	\$ 65,000	\$ 98,500	\$ 98,500	0%
Transfers In	-	-	-	\$ 300,000	100%
Total Operating Transfers	<u>\$ 70,998</u>	<u>\$ 65,000</u>	<u>\$ 98,500</u>	<u>\$ 398,500</u>	<u>305%</u>
Total Capital Revenue	<u>\$ 243,689</u>	<u>\$ 7,156,514</u>	<u>\$ 7,190,014</u>	<u>\$ 2,349,082</u>	<u>-67%</u>
Capital Expenses					
Capital - New					
Buildings	\$ 558,492	\$ 1,922,806	\$ 1,922,806	\$ 90,000	-95%
Improve Other Than Buildings	255,267	270,006	270,006	45,000	-83%
Light Equipment	8,303	10,000	8,500	10,000	18%
Intangibles	-	-	-	-	0%
Technologies	-	-	-	8,000	100%
Total Capital - New	<u>\$ 822,062</u>	<u>\$ 2,202,812</u>	<u>\$ 2,201,312</u>	<u>\$ 153,000</u>	<u>-93%</u>
Capital - Replacement					
Buildings	\$ 153,670	\$ 125,000	\$ 125,000	\$ 75,000	-40%
Improve Other Than Buildings	961,250	8,534,960	7,770,167	3,577,000	-54%
Light Equipment	-	-	-	32,000	100%
Intangibles	15,498	62,208	42,000	-	-100%
Technologies	-	4,500	4,500	29,130	547%
Total Capital - Replacement	<u>\$ 1,130,418</u>	<u>\$ 8,726,668</u>	<u>\$ 7,941,667</u>	<u>\$ 3,713,130</u>	<u>-53%</u>
Total Capital Expenses	<u>\$ 1,952,480</u>	<u>\$ 10,929,480</u>	<u>\$ 10,142,979</u>	<u>\$ 3,866,130</u>	<u>-62%</u>
Net Capital	<u>\$ (1,708,791)</u>	<u>\$ (3,772,966)</u>	<u>\$ (2,952,965)</u>	<u>\$ (1,517,048)</u>	<u>49%</u>
Net Fund	<u>\$ (1,046,268)</u>	<u>\$ (2,464,178)</u>	<u>\$ (2,476,397)</u>	<u>\$ (411,688)</u>	<u>83%</u>