

# INFORMATION PACKET

Friday, January 20, 2023



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C.A.S.P.E.R.

Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### January 24, 2023 Councilmembers Absent: Pollock Virtual

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
City Attorney Swear In		4:30	5 min
Meeting Follow-up: Teams Hand Raising Training		4:35	10 min
CY & Poplar Intersection	Direction Requested	4:45	30 min
Sports & Recreation Subsidy	Direction Requested	5:15	45 min
Athletics Fund & One Cent #17 Fund	Direction Requested	6:00	15 min
Natrona County Recreation Joint Powers Board Grant	Direction Requested	6:15	15 min
Agenda Review		6:30	20 min
Legislative Review		6:50	20 min
Council Around the Table		7:10	20 min
Approximate Ending Time:			7:30

### January 31, 2023 Councilmembers Absent: Pollock Virtual

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
<b>Strategic Planning Meeting</b>		4:00	
Approximate Ending Time:			

### February 7, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Intro of FWC General Manager					
Pre-Meeting: Game & Fish - Turkey Discussion					
Approval of 1/3 Minutes					C
Approval of 1/17 Minutes					C
Approval of 1/17 Exec Session Minutes					
EPH Councilor Language Ordinance					
Public Hearing: Flag Lot Ordinance		N			
Public Hearing: Setbacks for PH Zoning		N			
2nd Reading: An Ordinance Approving A Zone Change of Three (3) Lots Located at 1231, 1235 and 1241 South Washington Street, Lots 294, 295 and 296, Kenwood Addition Subdivision in the City of Casper, Wyoming			N		
Athletic Fund and One Cent #17 Fund					
Amendment to Knife River Real Estate Purchase				C	
Access Easement Agreement with Knife River (JTL)				C	

**The Grid**

A working draft of Council Meeting Agendas

**February 7, 2023 (continued) Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Lease Agreement for Wyoming Sports Ranch				C	
Authorizing the Acceptance of a Grant from the Wyoming Office of Homeland Security.				C	
Authorize a Contract for Professional Services with Burns & McDonnell Engineering Company, Inc., in the amount not to exceed \$169,572, for the 2023 to 2027 Casper Solid Waste Annual Title V Reporting Project No. 22-072.				C	
Approving the Bar Nunn Streetscape Plan				C	
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.					C
Acceptance of Natrona County Recreation Joint Powers Board Grant					C
Authorizing the Purchase of One (1) New Compact Front End Wheel Loader in the Total Amount of \$105,764.28 for Use by the Solid Waste Division of the Public Services Department.					C
Authorizing the Purchase of Seventy (70) New Club Car Tempo Golf Cars to be Used by the Casper Municipal Golf Course.					C

**February 14, 2023 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Casper Natrona Health Department	Information Only	4:35	20 min
Golf Enterprise	Direction Requested	4:55	45 min
Aquatic Center Roof Deck Funding Plan	Direction Requested	5:40	20 min
Interim Topics for WAM	Direction Requested	6:00	30 min
Annual City of Casper Liquor Review and Report	Direction Requested	6:30	30 min
Agenda Review		7:00	20 min
Legislative Review		7:20	20 min
Council Around the Table		7:40	20 min
Approximate Ending Time:			8:00

**The Grid**

A working draft of Council Meeting Agendas

**February 21, 2023** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Rocky Mountain Power Update					
Approval of 2/7 Minutes					C
Public Hearing: Councilor Language Ordinance					
Public Hearing: Annual Renewal of Liquor Licenses		N			
2nd Reading: Flag Lot Ordinance			N		
2nd Reading: Setbacks for PH Zoning			N		
3rd Reading: An Ordinance Approving A Zone Change of Three (3) Lots Located at 1231, 1235 and 1241 South Washington Street, Lots 294, 295 and 296, Kenwood Addition Subdivision in the City of Casper, Wyoming			N		

**February 28, 2023** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Intro of Platte River Trails Trust Executive Director	Information Only	4:35	5 min
Casper Area Transit Electric Fleet Conversion Study Update	Direction Requested	4:40	30 min
EKW Easement	Direction Requested	5:10	20 min
City of Casper Website	Direction Requested	5:30	30 min
Council Leadership Selection Process	Direction Requested	6:00	30 min
Agenda Review		6:30	20 min
Legislative Review		6:50	20 min
Council Around the Table		7:10	20 min
Approximate Ending Time:			7:30

**March 7, 2023** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Rocky Mountain Power Update					
Approval of 2/21 Minutes					C
3rd Reading: Flag Lot Ordinance			N		
3rd Reading: Setbacks for PH Zoning			N		

**The Grid**  
A working draft of Council Meeting Agendas

**March 14, 2023** Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Capital Budget Review	Direction Requested	4:35	60 min
Camping Ordinance	Direction Requested	5:35	45 min
Agenda Review		6:20	20 min
Legislative Review		6:40	20 min
Council Around the Table		7:00	20 min
Approximate Ending Time:			7:20

**March 21, 2023** Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 2/7 Minutes					C

**March 28, 2023** Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Snow Plowing	Direction Requested	4:35	30 min
NAPA IBS	Direction Requested	5:05	20 min
Agenda Review		5:25	20 min
Legislative Review		5:45	20 min
Council Around the Table		6:05	20 min
Approximate Ending Time:			6:25

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			After January 2023
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Class and Compensation Study Follow-up			April
Parking Garage Lease			April
Detox Funding Discussion			May
LGBTQ Advisory Committee Update			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Banner Health and Fire Agreement			
One Cent Discussion			March
Publication Requirements			
Solid Waste Residential Passes			April
Game & Fish Discussion Regarding Turkeys			Feb 7? (Tentative)

### Staff Items:

City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
Sponsorships and Naming Rights (Tentative)			
Judge's Quarterly Update			Recurr Quarterly- To be requested by the Judge
Ford Wyoming Center Subsidy			
Tentative Budget to Council	May 9, 2023		
Council Budget Review	May 22 & 24		
Second Sheet of Ice Financing			Spring 2023

### Potential Topics-- Council Thumbs to be Added:

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### Future Regular Council Meeting Items:

Summary Proposed Budget to Council	6/6/2023		
Est. PH - Adopt FY24 Budget	6/6/2023		
PH & Adoption of FY24 Budget	6/20/2023		

### Retreat Items:

Economic Development and City Building Strategy
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Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official

Craig Collins, AICP, City Planner

Subject: December, Commercial Development Report

Date: 01/03/2023

Permitting Update:

For the month of December, 0 building permits for single family homes were issued. This brings the total building permits for single family residences to 75 for the calendar year for a value of \$33,963,254.00. The Building Division issued 31 Building, 51 Electrical, 56 Mechanical and 50 Plumbing permits with a value of construction of \$7,592,883.08 with a permit revenue of \$22,327.75. A commercial building permit was issued on December 30<sup>th</sup> for a value of \$4,487,954.00 (U-Haul, 725 Bryan Stock Trail), which is included in the value of construction, the revenue of \$41,932.34 is NOT included in the revenue since it will be collected in 2023.

Calendar year: January 1<sup>st</sup> through December 31<sup>st</sup>

Permit total = 3,749 permits issued for a value of \$103,976,924.60 with a revenue of \$1,041,934.31

Fiscal Year: July 1<sup>st</sup> through December 31<sup>st</sup>

Permit total = 1,803 permits issued for a value of \$42,921,528.89 with a revenue of \$400,887.45

December Inspection Update:

The Building Division completed 88 building, 114 electrical, 170 plumbing/mechanical inspections, plus 2 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 10 major commercial projects that are in progress:

Note: All projects are not included in this list, smaller projects including remodeling, alterations and additions may not be listed.

- Alder Park Apartments, 59 units (Tranquility Way) Drywall in process 1<sup>st</sup> floor, final finish 2<sup>nd</sup> and 3<sup>rd</sup> floor.
- LDS Temple Foundation (3011 Independence Dr.) Interior connections and finish are in process.

**COMMUNITY DEVELOPMENT DEPARTMENT**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)

- Liberty Square Apartment Complex, 60 units (1100 S. Beverly) Bld. C, framing in process, M/E/P rough in in process Bld. A and Community Center. Anticipated completion for this project is April of 2023.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.
- Casport Mint, Helical Piers only (170 Star Lane) Interior structural steel and framing in process, M.E.P. rough-ins are in process for Phase 1, this project has been divided into 7 phases. (First machine on-line for testing)
- La Cocina Restaurant (4110 Centennial Hills) Foundation complete, framing in process
- Alma Business Bld. (260 W. 1<sup>st</sup>. St, Old Bakery) Final finish in process
- Nolan Phase II (225 S. David St. Condominiums) Framing in process.
- Jump Craze (SE Wyoming BLVD) Site work in process.
- Harbor Freight Expansion (Sunrise Mall) Drywall in process.

Projects Completed:

- LDS Ancillary Bld. (3001 Independence Ct.)
- Casper Wedding Chapel (514 S Beech)
- Tattoo Parlor (300 N. Center)
- Indoor playground (2113 E. 12<sup>th</sup> St. Beverly Plaza, close to Taco's Mexico)

Approved projects not started:

- Discount Tire (4990 E. 2<sup>nd</sup> St.)
- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)
- U-Haul (725 Bryan Stock Trail) Remodel existing building.
- Wyoming Food for Thought (Old north Casper School)

New Projects Submitted for Approval:

- Core/Shell Building (Next to Marshals, Newport Rd.)
- Johnstone Supply (3100 E. Yellowstone, Old Lariat Trucking Bld.)

Anticipated Projects:

- WYO Sports Ranch (former Power2Play, near Events Center) 133,000 sq. ft. indoor sports facility



**From:** Dave Fraser <dfraser@wyomuni.org>  
**Sent:** Monday, January 16, 2023 2:41 PM  
**Subject:** 2023 WY Legislature - Week 1

The first week of the second session of 67<sup>th</sup> Wyoming Legislature concluded on Friday January 13<sup>th</sup>. As of Friday afternoon, there have been 261 bills prefiled. While many of these bills have no impact on Wyoming cities and towns, there are a number that do. WAM is currently tracking 44 bills. We are supporting 17 bills, opposing 3 and monitoring 24.

Eight bills have been filed that address increases in state and local property taxes. WAM is currently monitoring all these bills. We are currently working to determine the impact on municipal revenue. Once we understand the impact on local revenues, our position may change on any of these bills.

The following is a summary of the status of the most significant bills WAM is tracking. Please note these are not all the bills we are following, but the ones that most directly affect our members. As noted, the full legislative summaries and bill status are on the WAM website.

The WAM Website contains information on the bills we are tracking, along with status of each bill. A link to site may be found at: <https://wyomuni.org/wam-legislative-tracking-database/>. From this page, click the Track All Bills hyperlink. This will take you the list of bills WAM is tracking. From there you can go directly to a bill. You can also sort by bills that WAM is supporting, opposing, and monitoring.

To review the all the bills that have been filed, go to the WYOLEG website. It may be found at <https://wyoleg.gov/Legislation/2023>

### **First Week Highlights**

The first week of the session has been busy with the swearing in of legislators, the election of House and Senate Leadership, bill filings and committee meetings. On Wednesday the Governor gave the State of the State Address to a joint session of the and House and Senate.

The following paragraphs provide a summary of bills WAM is tracking.

#### **House Bill 02– Town Officers – Salary Waiver**

This bill allows a town council member or mayor to refuse their salaries. This bill has been introduced and referred to House Corporations. WAM is monitoring this bill

#### **House Bill 40 – Airport Districts**

This bill allows for the creation of a special improvement district for the purpose of supporting airports. This bill has been introduced and referred to House Minerals. WAM is supporting this bill.

#### **House Bill 42 – Off Road Recreational vehicle operations**

This bill allows for the use of the Interstate right of way for off road vehicles in certain situations. This bill would enable the over road network in southwest Wyoming to be connected across I-80. The bill has been introduced and referred to House Minerals. WAM is supporting this bill.

#### **House Bill 45 – Peace Officer Retirement and rehiring**

This bill provides that once a peace officer has retired; he(he) can be rehired without adverse impacts to the retiree pensions benefits. The bill has been introduced and referred to House Transportation. WAM is monitoring this bill.

**House Bill 46 – Wyoming Public Safety Communications Trust Fund.**

This bill appropriates \$100 million to establish a trust fund to fund the WYOLink System. 90% of the investment earnings would pay for the operations and maintenance of WYOLink system and 10% would be return to the trust fund corpus. This bill has been introduced and referred to House Appropriations. WAM is supporting this bill.

**House Bill 49 – Municipal Non-Partisan Rank Choice Elections**

Authorizes rank choice elections for non-partisan election. Municipalities can choose this method or continue to use existing election procedures. The bill has been introduced and referred to House Corporations. WAM is monitoring this bill.

**House Bill 50 – Solid Waste Cease and Transfer Funding**

This bill creates prioritized cease and transfer projects for municipal solid waste facilities and provides funding for these projects. This bill has been introduced and has passed the House Appropriations Committee. WAM is supporting this bill.

**House Bill 54 – Homestead Exemption**

This bill exempts the first \$100,000 of assess value for Wyoming homeowners with 5 years of residency. It is estimated to reduce state revenues by \$35 million annually. We are working to determine impact on municipal property taxes. The bill has been introduced. WAM is monitoring this bill.

**House Bill 71 – Back to School Sales Tax holiday.**

This bill provides for sales tax exemptions for specified back to school supplies. The exact date of the holiday will be determined in the bill. The bill has been introduced and referred to House Revenue. WAM is monitoring this bill.

**House Bill 72 – Sales Tax Revisions**

This bill is a significant revision to how sales are taxed in Wyoming. This bill would eliminate all existing sales tax exemptions and begin the taxation of services. It would also reduce the state sales tax from 4.0% to 2.5%. The LSO estimates that the revenue loss to the state would be \$157 million and the loss to local governments would be \$13 million. The bill has been introduced and referred to House Revenue. WAM is monitoring the bill.

**House Bill 73 – Annexation vote requirement**

This bill requires that two-thirds (2/3) written approval from all landowners owning a majority of the land in an area before annexation into a municipality. This bill would make it significantly more difficult to annex properties into a municipality. The bill has been introduced and referred to House Corporations. WAM is opposing this bill.

**House Bill 95 – Working Animal Protection Act**

This bill prohibits cities and towns from passing ordinances or bans that unduly restrict a person from using a working animal in lawful commerce or an animal enterprise. The section supersedes any municipal ordinance or policy that conflicts with this section but shall not supersede municipal zoning ordinances or any municipal ordinance or policy relating to public health or public safety. The bill has been introduced and referred to House Agriculture. WAM is opposing this bill.

**House Bill 98 – Property Tax Homeowners Exemption**

This bill provides a property tax exemption for low-income homeowners who meet specified requirements. The bill has been received for introduction. WAM is monitoring the bill.

### **House Bill 99 Property Tax Refund Program**

This bill would allow certain property owners who meet specific income qualifications to apply for a partial refund of property taxes. This bill expands an existing program. LSO estimates loss of revenue to be approximately \$2 million. WAM is monitoring this bill.

### **House Bill 105 – Repeal Gun Free Zones and Preemption Amendments**

This bill repeals specified gun free zones. Specifically, a person with a conceal carry permit would be allowed to carry firearms: in any meeting of a governmental entity, any meeting of the legislature or a committee thereof, any public school, public college or university or professional athletic event, except as provided in W.S. 21-3-132. This is yet another preemption bill and WAM is opposing it.

### **House Bill 118 – Volunteer Firefighter Pension Funding**

This bill would appropriate \$9 million to the Volunteer Pension. Money to fund this pension were diverted last year to address deficiencies in Fire Fund A. WAM is monitoring this bill.

### **House Bill 121 – Property Tax deferral Program Amendments**

This bill would allow certain low-income residential property owners to defer up to ½ of their property taxes. When this occurs, the state will place a lien on the property and the repayment of the deferment occurs with interest. It is anticipated that the state would be repaid at the time of the sale of said property. The bill has been received for introduction. WAM is monitoring this bill.

### **House Bill 132 – Wyoming Housing Trust Fund**

This bill appropriates \$15 million from the General Fund to create the Wyoming Housing Trust Fund. The bill has been assigned a number but not introduced. WAM is supporting this bill.

### **House Bill 135 – Cities and Towns – Abandoned and nuisance buildings**

This bill provides tax credits for the remediation and/or removal of abandoned and nuisance building. The bill has received a number assignment and is awaiting introduction. WAM is supporting this bill.

### **HJ - 0001 – Residential Property Tax Amendment**

This bill will authorize an election to amend the Wyoming Constitution to create four classes of property for the purposes of taxation. Currently the constitution allows for three classes of property, Industrial, Minerals and others. Residential and commercial properties are in the “other” category. This would make residential property its own class. The bill has been introduced. WAM is monitoring this bill.

### **HJ – 0002 Constitutional Amendment – Residential Property class**

This is another constitutional amendment that is similar to HJ001.

### **Senate File 03 – Retail Liquor Licenses**

This bill removes the limit on what may be charged for new retail liquor licenses issued after July 1, 2023. There is no limit on what the licensing authority may charge. The annual renewal charge can be no less than \$300 nor more than \$1500. The bill has been introduced and referred to Senate Corporations. WAM is supporting this bill.

### **Senate File 12 – Tavern and Entertainment Liquor License**

This bill creates a new class of license called the Tavern and Entertainment License. This license allows entertainment (as defined by the local licensing authority) to meeting the non-alcohol requirement of this license. Like the Bar and Grill and Restaurant licenses 60% of the revenue must come from food or entertainment revenue. The bill has been introduced and referred to Senate Corporations. WAM is supporting this bill.

**Senate File 13 – Bar and Grill License Amendments**

This bill reduces the population requirement for bar and grill licenses effectively increasing the number of bar and grill licenses allowed. Removes population requirements in 2033. The bill has been introduced and referred to Senate Corporations. WAM is supporting the bill.

**Senate File 22 – WYOLink Funding**

This bill appropriates \$8.6 million from the General Fund to pay for maintenance of the WYOLink system. These funds are to be a bridge to the Trust Fund created by HB 46 is established. The bill has been introduced and referred to Senate Transportation. WAM is supporting this bill.

**Senate File 35 – School crosswalks and pedestrian crossings**

This bill appropriates \$10 million (\$5 million per year) for the purposes of planning, design and construction of crosswalks and sidewalks in communities around the state. WAM is supporting this bill.

**Senate File 70 – Back to school tax holiday**

This bill is comparable to House Bill 71 and would designate a day where the purchase of school supplies would be exempt from sales tax. The bill has been introduced and referred to Senate Revenue. WAM is monitoring this bill.

**Senate File 82 – Eligible Water and Sewer Projects**

This bill provides \$89 million for selected water and sewer projects around the state. The bill has been introduced and referred to Senate Agriculture. WAM is supporting this bill.

**Senate File 90 – Wyoming Property Tax Relief Authority**

This bill would create the Wyoming Property Tax Relief Authority. The authority would sell bonds to help specified residential property owners. The bill has been introduced and referred to Senate Revenue. WAM is monitoring this bill.

**Senate File 104 – Property Tax Mill adjustment**

This bill would require that mill levys be reduced when assessed values grow beyond certain levels. The bill has introduced and referred to Senate Revenue. WAM is monitoring this bill.

**Senate File 110 – Personal Property Tax Exemption**

This bill would exempt all tangible property from taxation. The bill has received its number assignment. WAM is monitoring this bill.

**SJ 003 – Property Tax Exemption for elderly and infirm**

This bill would authorize an election to change the Wyoming Constitution to provide for a property tax exemption for the elderly and infirm. The bill has been introduced and referred to Senate Revenue. WAM is monitoring this bill.

If you have questions about any legislative issue, please do not hesitate to call Bob McLaurin at (307) 413-3483 or myself at (307) 414-0265.

**J. David Fraser**, Executive Director

Wyoming Association of Municipalities, [www.wyomuni.org](http://www.wyomuni.org)

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Cheyenne, WY 82001

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## 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](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

5:00 p.m. Wednesday, December 14, 2022  
1601 King Blvd, Three Crowns, Casper, WY 82604

Present: Rob Hurless, Larry Madsen, Terry Lane, Jim DeGolia, Jeff Goetz, Peter Nicolaysen, Amy Freye, and John Lee

Excused Absence: Jai-Ayla Sutherland

Others Present: Cynthia Olsen (Skogen, Cometto & Associates), Matt Reams, and Renee Hahn

With a quorum in attendance, the meeting was called to order at 5:01 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance.

#### 1. Approval of Audit Report

Ms. Olsen presented and explained the 2022 Audit Report, "It is the third combined audit with Three Crowns". The substantial points of discussion were as follows:

- The monthly financial reports prepared by Lenhart-Mason & Associates for ARAJPB and Landscapes Unlimited for Three Crowns are valuable both for preparation of the audit and providing accurate financial information to the Board. Lenhart-Mason updated the Leases for Government Auditing purposes.
- Restricted Funds has been reviewed and approved. Economic Development Restricted Funds total \$1,225,363 and Building and Facilities Restricted Funds total \$2,119,871. Unrestricted Net Assets total \$10,638,786.

#### 1. Minutes from November 9, 2022

A motion was made by Mr. Lane and seconded by Mr. Goetz to approve the Minutes of the November 9, 2022 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### 2. Approval of December 14, 2022 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of December 14, 2022 were presented by Mr. Madsen.

A motion was made by Mr. Lee and seconded by Mr. DeGolia to approve the Treasurer's Report of December 14, 2022, containing the financial report of the investment funds, checking

account and interest accrued, as well as the authorization for 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 to accept the report. Mr. Madsen then explained the investments.

- **Investment/Financial Committee**

Mr. Madsen discussed the investment made with Wyoming Class that was moved from FIB Wealth Management.

### **3. Committee Reports**

- **Architectural Review**

No Report.

- **PRC**

No Report.

- **ARAJPB Development**

Ms. Hahn reviewed the information from the meeting with BP and WDEQ. It was determined by WDEQ that the potential Fire Station would be allowed on the PRC designated as Commercial Property other than Restricted Residential as first determined in 2019. Ms. Hahn has shared all the requested materials with BP to conduct a Risk Assessment Report for the safety of all concerned. This report is expected to be complete by the end of January 2023.

#### **Three Crowns**

Mr. Reams announced by the January meeting he will share his next year's budget and capital expenses.

- **Executive Committee**

No Report.

### **4. Interaction with City and County Representatives – Specific Issues and Concerns**

Mr. Nicolaysen had shared that the zoning regulations for the County are almost completed. He is unsure who the next County Representative will be in 2023, the elections are held in January and we will be notified.

### **5. Other**

Mr. Hurless shared that elections for next year's Executive Board will be held at the January Meeting. All members are encouraged to get more involved.

Ms. Hahn thanked the entire Executive Committee for their time and involvement. She presented Mr. Hurless with a gift from the Board for his continuous efforts.

### **6. Future Meetings/Agenda**

- Three Crowns Committee Meeting – January 9<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting – January 11<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.

#### **Office Closures:**

December 26<sup>th</sup> - Christmas

January 2, 2023 – New Year's

**7. Public Comment**

There was no public comment.

**8. Good of the Order**

No Comments.

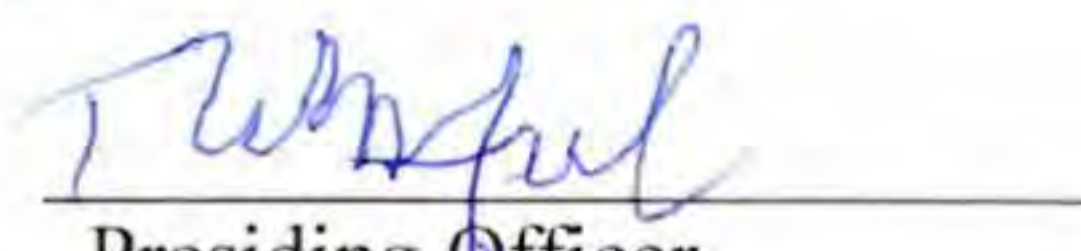
**9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. Lane to adjourn the meeting at 5:44 p.m. The motion carried with all members in attendance voting aye.

1/12/23  
Date

1/13/23  
Date

  
Board Officer

  
Presiding Officer



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**  
**BOARD OF HEALTH MEETING**

**JANUARY 19TH, 2023**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK: <https://us02web.zoom.us/j/84805911594>**

**Phone: 1 253 215 8782 Passcode: 84805911594**

**5:30 PM**

- I. AGENDA/MINUTES**
  - a. **Previous Meeting Minutes/Notes**
    - i. November meeting minutes\*
  
- II. BUDGET/FINANCIAL**
  - a. **FINANCIALS**
    - i. October Financials\*
    - ii. November Financials\*
    - iii. December Financials\*
    - iv. WYOSTAR Transfer\*
    - v. Checking Account Transfer\*
  
- III. BOARD**
  - a. **Next Meeting Date**
    - i. **Proposed Meeting Date FEBRUARY 16th, 2023\***
    - ii. Board Elections
  
- IV. HEALTH OFFICER**
  - i. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. **ADMINISTRATION-Anna**
    - i. **General Administration**
      - 1. Reporting grid-updated, please review
      - 2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED



3. Adaptive Leadership Training-NACCHO
4. Building update
5. Employee Market Study
6. Job announcements
  - a. Proposing Nurse/HIV Case Management
7. CNCHD By-Laws
8. Board Goals
9. Holidays approval
10. Meeting schedule
11. Next month Standard Operating Procedures, Employee Personnel Handbook
12. Farewell-County Attorney

**b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

**c. ENVIRONMENTAL HEALTH-Ruth**

- i. Voluntary National Retail Food Regulatory Program Standards

**d. NURSING PROGRAMS**

- i. DISEASE PREVENTION CLINIC-Kendall
- ii. ADULT HEALTH PROGRAM-Mary Ann
  1. Expedition
  2. HIV Case Management
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

**e. PUBLIC HEALTH PREPAREDNESS- Tammy**

**f. City of Casper/City of Mills/County Liaison**

\*Welcome Brandy Haskins for City Liaison

**g. Board Member Reports**

**h. Adjourn**

**CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

Statement of Operations - Actual vs. Budget  
For the Six Months Ending December 31, 2022

	December				YTD				Annual
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	335000.22	334529.04	471.18	334999.98	669058.00
TAX REVENUE (CASPER)	47914.43	47916.67	(2.24)	47916.87	287486.58	287500.02	(13.44)	287500.22	575000.00
TAX REVENUE (MILLS)	0.00	0.00	0.00	30000.00	3750.00	0.00	3750.00	30000.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	206031.52	188345.23	17686.29	859338.05	1120468.16	1130071.38	(9603.22)	2206765.75	2260142.84
GENERATED REVENUE	115626.39	59509.69	56116.70	116890.15	587156.94	357058.14	230098.80	566941.53	714116.72
STATE NURSING REVENUE	115808.25	38602.76	77205.49	115808.25	231616.50	231616.56	(0.06)	231616.50	463233.00
INTEREST AND INVESTMENT INCOME	3902.29	666.67	3235.62	395.33	10575.24	4000.02	6575.22	2758.58	8000.00
BUDGETED FROM RESERVED FUNDS	(343.50)	0.00	(343.50)	0.00	2493.70	0.00	2493.70	0.00	0.00
<b>Total Revenue</b>	<b>544772.75</b>	<b>390795.86</b>	<b>153976.89</b>	<b>1226181.98</b>	<b>2578547.34</b>	<b>2344775.16</b>	<b>233772.18</b>	<b>3685582.56</b>	<b>4689550.56</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	5016.93	0.00	(5016.93)	5259.36	8391.05	0.00	(8391.05)	7271.36	0.00
REGULAR SALARIES	204111.19	190770.11	(13341.08)	196019.75	1047371.95	1144620.66	97248.71	1228748.81	2289241.30
BENEFITS-EMPLOYMENT TAXES	18049.75	19400.08	1350.33	17958.28	94618.26	116400.48	21782.22	111604.72	232800.23
BENEFITS-WY RETIREMENT	31388.35	34451.27	3062.92	29364.23	182944.38	206707.62	23763.24	168969.85	413415.00
BENEFITS-MEDICAL INSURANCE	43024.60	52032.94	9008.34	42358.12	256127.50	312197.64	56070.14	221102.09	624395.32
CONTRACT LABOR	15536.00	15566.68	30.68	81473.63	77731.99	93400.08	15668.09	138023.09	186800.00
HEALTH OFFICER	7399.89	2466.67	(4933.22)	0.00	14799.78	14800.02	0.24	12333.15	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1154.70	3450.00	2295.30	0.00	6900.00
AUTO EXPENSES	191.98	1761.06	1569.08	1330.08	1246.04	10566.36	9320.32	9221.23	21132.58
ED PUBLIC	115.00	4880.80	4765.80	11879.70	4843.95	29284.80	24440.85	98889.23	58569.43
ED EMPLOYEE CONFERENCE/TUITION	2886.63	5550.00	2663.37	8667.53	17280.58	33300.00	16019.42	18549.38	66599.86
EMPLOYEE MEDICAL TESTING	30.00	43.33	13.33	285.00	368.00	259.98	(108.02)	571.00	520.00
EQUIPMENT MAINTENANCE	0.00	692.91	692.91	4803.81	5214.25	4157.46	(1056.79)	5336.44	8315.00
EQUIPMENT PURCHASE	0.00	2695.83	2695.83	0.00	2648.01	16174.98	13526.97	216021.74	32350.00
EQUIP COPY EXPENSE	847.28	1610.24	762.96	3621.62	8161.61	9661.44	1499.83	10559.65	19323.01
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	10000.02	10000.02	5000.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	124.98	124.98	0.00	250.00
MARKETING	5538.55	12883.93	7345.38	27332.50	61258.44	77303.58	16045.14	116097.33	154607.17
MEETING EXPENSE	2640.46	1636.85	(1003.61)	573.88	15808.57	9821.10	(5987.47)	4045.35	19642.25
MILEAGE	0.00	72.90	72.90	0.00	667.90	437.40	(230.50)	0.00	875.00
MISC EXPENSE	1479.61	199.98	(1279.63)	15328.61	(1464.37)	1199.88	2664.25	5837.78	2400.00
PERIODICAL/BOOKS	362.02	140.01	(222.01)	75.62	765.97	840.06	74.09	214.10	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	49.98	49.98	0.00	100.00
POSTAGE	250.65	702.09	451.44	442.90	2617.41	4212.54	1595.13	2589.41	8425.00
RENT EXPENSE	2609.47	1541.66	(1067.81)	874.85	16286.52	9249.96	(7036.56)	4429.03	18500.00
REIMBURSEMENT	9085.87	7497.66	(1588.21)	500712.44	67391.43	44985.96	(22405.47)	518614.97	89971.86
RETURNED CHECKS AND BAD DEBTS	13.30	6.25	(7.05)	0.00	83.15	37.50	(45.65)	236.15	75.00
SOFTWARE	1985.83	4074.99	2089.16	3371.66	9306.41	24449.94	15143.53	26606.87	48900.00
SUPPLIES	28316.53	19332.14	(8984.39)	20182.66	203137.44	115992.84	(87144.60)	162847.19	231985.36
TELEPHONE	3628.31	3395.02	(233.29)	5291.89	21458.68	20370.12	(1088.56)	17852.90	40740.15
TESTS	2917.88	2375.01	(542.87)	2677.81	18768.94	14250.06	(4518.88)	15377.80	28500.00
UTILITIES	2946.98	1583.33	(1363.65)	1793.24	13029.74	9499.98	(3529.76)	10995.89	19000.00
NON GRANT EXPENSE	604.59	0.00	(604.59)	0.00	14098.06	0.00	(14098.06)	10029.81	0.00
<b>Total Expenditure</b>	<b>390977.65</b>	<b>389634.57</b>	<b>(1343.08)</b>	<b>981679.17</b>	<b>2166116.34</b>	<b>2337807.42</b>	<b>171691.08</b>	<b>3147976.32</b>	<b>4675613.52</b>
<b>Revenue Over(Under) Expenditures</b>	<b>153795.10</b>	<b>1161.29</b>	<b>152633.81</b>	<b>244502.81</b>	<b>412431.00</b>	<b>6967.74</b>	<b>405463.26</b>	<b>537606.24</b>	<b>13937.04</b>

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

Casper City Hall  
Downstairs Meeting Room

Wednesday, January 25, 2023      7:00 a.m.

**AGENDA:**

1. Election of Officers
- \* 2. Consider Approval of the November 30, 2022 Meeting Minutes
- \* 3. Discuss Statistical Report
  - a. November 2022
  - b. December 2022
- \* 4. ARPA Grants Update
5. Project Updates
  - a. 1<sup>st</sup> and Poplar Street Utility Relocation – Under Design by CEPI/WYDOT
  - b. Poplar Street CY to Collins – Under Design – WWC Engineering/WYDOT
  - c. Derington Water Main Replacement Project – 71 Construction – Completed
  - d. Water Storage Tank Recoating Project – Sun I South Exterior and CY Interior – Worldwide Industries Corp. – Completed
  - e. North Platte Sanitary Sewer Rehabilitation Project – Under Construction – Insituform
  - f. Sewage Lift Station Emergency Generator Replacements – Modern Electric – Completed
  - g. WWTP Boiler Project – Under Construction – Sheet Metal Specialties
  - h. Centrifuge #1 Rehabilitation Project – Under Construction – Andritz Separation
  - i. WWTP Transformer Replacement Project – Under Contract – ITC Electrical Technologies
  - j. Standard Specification Update - CEPI
6. Other Business
7. Adjournment

**Additional Information:**

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

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

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

- B. Sales Tax Chart

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

**MEETING PROCEEDINGS  
November 30, 2022  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, November 30, 2022 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English  
                  Council Liaison Steve Cathey

Absent:

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  Financial Services Director, Jill Johnson  
                  Meter Services Utility Supervisor, Mike Dean  
                  Administrative Assistant III, Janette Brown

Others:        Robert and Sandra Young

The regular meeting was called to order at 6:58 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the August 24, 2022 meeting.

A motion was made by Secretary Lawson and seconded by Vice President Jones to approve the minutes of the August 24, 2022 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the October 2022 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 205 MG, which is 19 MG more than the five-year average of 186 MG. Mr. Martin stated that October was a very dry month compared to the usual, and there were good water sales through the month. Mr. Martin stated that Fiscal Year to Date Gallons Purchased is 1.89 BG which is 134 MG more than the five-year average of 1.76 MG.

Mr. Martin stated that there was one Water Main Break in October, with a total of 12 Water Main Breaks year to date compared to 10 Water Main Breaks the same time one year ago.

Mr. Martin stated there were no Service Line Breaks in October, with a total of 8 year to date compared to 12 one year ago.

Mr. Martin stated there was one Sewer Main Stoppage in October, with a year to date total of 3 compared to a total of 4 one year ago.

Mr. Martin stated the current number of Active Accounts is 22,507, which is 111 more than last year.

Board Member Jay asked if apartment buildings count as one account. Mr. Martin stated that it depends on how they are set up; if there is more than one building in the apartment complex, there could be more than one meter. Board Member Jay asked if the number of accounts reflects population. Mr. Martin stated that it does not.

Board Member English asked what caused the increase in Total Gallons Purchased. Mr. Martin stated that he attributes the increase to the hot, dry weather which caused more irrigation. Mr. Martin stated that Precipitation for October was 0.27 inches, compared to 2.69 inches one year ago.

3. President Bell asked what the rules are for the formal appeal process, as there has not been one during his tenure on the Board. Mr. Martin stated that the Board received a request for a formal water bill appeal from the Youngs for 4643 Smokerise Road. Mr. Martin read City Code 13.03.130 – Appeals, which reads as follows: “Bills and adjustments may be appealed to the financial services director or his/her designee within thirty days of the bill date or adjustment date. If satisfactory settlement is not reached within thirty days, the customer may appeal to the Casper utilities advisory board by submitting a written request to the financial services department. If satisfactory settlement is not reached within thirty days with the Casper utilities advisory board, the customer may appeal to the city council by submitting a written request. All decisions made by the city council will be final.”

Mr. Martin showed a map of the property area and stated that 4643 Smokerise has a separate meter for the barn. Mr. Martin showed where the meter pit for the barn is located, and showed the general area where staff thinks the leak on the service line is located. Mr. Martin stated that the blue line on the map is the suspected path that the water leak took. Mr. Martin stated that Mr. and Mrs. Young were out of town starting in February, and returned in July. Mr. Martin stated that when they returned they noticed standing water and thought there was a potential fire hydrant leak and called it in. Mr. Martin stated that Meter Services went to investigate, and determined that the fire hydrant was not leaking, but there was a leak on the water service line.

Mr. Martin stated that it is his understanding that there is a history of very minimal usage on the barn water meter. Mr. Dean stated that in August 2019 there was a low usage/no usage meter check done on this meter. Mr. Dean stated that at that time the owners stated that the water to the barn was not used much, so a low usage/no usage reading was not out of the ordinary. Mr. Dean stated that there was also a meter check for low/no usage done in 2016 and it was determined that the meter was working fine at that time.

Mr. Martin stated that it is not uncommon to get a zero read for this account. Mr. Martin stated that at this latest meter check the meter was read and showed 6.3 MG usage. Mr. Martin stated that the meter was pulled and tested and was determined to be accurate and that amount of water did go through the meter. Mr. Martin stated that a leak adjustment was calculated based on City Code 13.03.090 – Adjustments, Section B., which reads as follows: “A bill may be adjusted for a water leak if the following condition applies. The usage on the customer's bill with the leak exceeds by three times the usage amount on the customer's bill for the same period one year previous. The leak adjustment is calculated at forty percent of the difference between the current period usage and the usage billed for the same time period one year previous.” Mr. Martin stated that the previous year showed zero usage, so this definitely qualified for a leak adjustment.

Mr. Martin stated that Customer Service did apply the leak adjustment to the bill. Ms. Johnson stated that the original bill was \$37,339.90 and was adjusted to \$16,601.85.

Mr. Martin stated that in researching how the reading went from zero to 6 MG, it was determined that the radio transmitter that transmits the meter reading to the meter reading equipment was not working. Mr. Martin stated that it wasn't really a zero read all that time, there could have been minimal usage, but the transponder was not working.

Mr. Martin stated that when the Youngs received the water bill, they appealed to Ms. Johnson per the normal process. Mr. Martin stated that Ms. Johnson met with Mr. Dean, Ms. Coyle, Customer Service Supervisor, and himself to discuss how to address it. Mr. Martin stated that they looked at the fact that the transponder was not working, and if it had been working, the high usage would have been realized in the first month. Mr. Martin stated that they anticipate that the water service line was leaking for over a six to eight month period. Mr. Martin stated that Mr. Dean and his staff went out and tested how much water was going out the leak and it was running between 18 to 20 gpm. Mr. Martin stated that the rationale that was applied was that if the transponder had been working, they would have noticed a high bill on the first month that it was leaking, so the 18 gpm was used for 30 days to come up with the new bill, which was \$2,767.10. Ms. Johnson stated that was after the leak adjustment, and the bill was calculated to be \$4,602.30 and after applying the ordinance to allow for the leak adjustment, it was reduced to \$2,767.10. Ms. Johnson stated they thought this would be an appropriate bill.

Mr. Martin stated that the bill for \$2,767.10 was sent to the Youngs and they decided to appeal to the Board per the ordinance. Mr. Martin stated that this is brought to the Board today to see if an amicable agreement can be reached on this bill.

Mr. Martin stated that to reiterate, the transponder was not working, it was giving a zero read. Mr. Martin stated that 6.3 MG did go through the meter from the last good reading, which staff figures was over a six to eight month time period. Mr. Martin stated that staff feels the City does have some responsibility since the transponder did not work, that's why the bill was dropped to 30 days at 18 gpm.

Mr. Martin turned the time over to the Youngs for anything they wish to add or discuss.

Mrs. Young stated that the fact that the transponder didn't work was gone over, but through this she spoke to Ms. Coyle and when it first happened she said that it has probably been leaking a lot longer than that and so the 18 gpm to get to 6.3 MG took eight months. Mrs. Young stated that Ms. Coyle stated that usually leaks start small and gradually increase in size. Mrs. Young stated that their argument is that if the leak had started small, they would have caught it within the first month, not when it got to 18 gpm.

Mr. Young stated they would have seen a crater in the yard, or an area of the driveway washed away if it had been flowing that much for the whole time as that is a lot of water.

Mrs. Young stated that when Meter Service first came out she asked how they would know where the leak is, and they told them they would see a depression or sink hole when it dries out. Mrs. Young stated that there is no sink hole. Mrs. Young stated that they chopped down all the vegetation in the corral and ditch and there is no indication of where the water could potentially have gone.

Mr. Dean stated that when he went out with staff on the 25<sup>th</sup> to time the leak, he felt that the leak is within twenty feet of the meter pit. Mr. Dean stated that because of the alkalinity of the soil, the water is following the path of least resistance towards the yard hydrant and daylighted down where the yard hydrant is located. Mr. Young stated that there was no outstanding vegetation in that area, it was all closer to the meter pit.

Mr. Dean stated that when staff turned on the water, as soon as it was pressured up, he could hear the leak right away as it was very loud at the pit. Mrs. Young stated that it was loud, but it could not be heard from the street with the lid on the meter pit.

Mr. Dean stated that there is quite a bit of green vegetation in the area. Mr. Young stated that was why they noticed it, because they were gone for the winter and came back in the spring. Mr. Dean stated that is a possible location for the leak, but you just never know with the alkalinity.

Mrs. Young stated that they filled their RV with water from the yard hydrant before they left in February and there was no loss of pressure at that time. Mrs. Young stated that you would think that if it was leaking 18 gpm at that time you would be able to tell.

Board Member Jay asked the Youngs if they received a water bill for zero gallons when they filled up their RV. Mrs. Young stated that you still get the first 1,500 gallons as zero for minimum usage. Board Member Jay asked what the minimum bill is. Mrs. Young stated that their minimum bill is \$11.34. Mrs. Young stated that they don't have sewer on this bill.

Mr. Young stated that their barn is used as a workout place as they don't have livestock or anything else. Mr. Young stated that they rarely use the water at the barn.



President Bell asked if there were any questions from anyone.

Board Member English asked if this was the same meter pit as the house. Mr. Young stated that it was not.

Board Member Jay asked if this bill started out at \$36,000. Mr. Young stated it started out at \$37,000.

President Bell asked what size the water service line is. Mrs. Young stated that they did not know. Mr. Dean stated that there is a ¾-inch meter, but the service line after the meter could be 1-inch.

Mr. Young stated that when they saw the vegetation after coming home from being gone for six months, the first thing they did Monday morning was call in a leaking fire hydrant. Mrs. Young stated that they really did believe it was the fire hydrant leaking.

President Bell asked what water tank feeds this property. Mr. Martin stated that it is out west, so most likely the Indian Springs tank in the Webb Creek area. President Bell stated that he thinks that 777,000 gallons of water would wash away the hillside, let alone 18 gpm. Mr. Young stated that there is a slight depression right by the meter box, but that is it.

President Bell asked what the reading was for filling their RV. Mrs. Young stated that they didn't get a reading, just a bill for minimum usage. Mr. Martin stated that the meter was working but the transponder wasn't so it was the same reading each month. President Bell stated that there was a reading of 6555 and asked what the meter reading was prior to that. Mrs. Young stated that the prior meter reading was 248. President Bell stated that there was 6,000 gallons was run through the meter. Mrs. Young stated that there was 6.5 MG run through the meter. Board Member English stated that those were thousands of gallons.

Mr. Dean stated that the reading that staff was getting was the same as the prior month, because the transponder was sending out the last reading it had. President Bell stated that before the meter was pulled it had a previous reading, and when it was pulled it was 6555. Mrs. Young showed their bills from July and August with the meter readings. Mrs. Young stated that when Meter Services came out they moved the transponder and the next bill was 6550. President Bell stated that the meter should have shown the usage. Mrs. Young stated that the August bill showed the 6.5 MG of usage.

Board Member English stated that the meter reading is independent of the transponder. Mr. Martin stated that the meter continued working, but the transponder did not. Mr. Dean stated that if the meter in the pit had been read visually, the usage would have been seen, but the drive-by system picks up the signal from each meter. Mr. Martin stated that knowing that this meter is typically a no/low usage, it didn't trigger. Mrs. Young stated that if they had not called, it would still be leaking today.

President Bell asked what size the Webb Creek Tank is. Mr. Beamer stated that he thinks it is a 400,000 gallon tank. President Bell asked why the SCADA system didn't pick up the leakage. Mr. Martin stated that a leak of 26,000 gpm when the WTP is pushing out 26 MGD in the summertime, would not be seen. President Bell stated that it would be seen in the spring because the tank level would continue to drop. Mr. Martin stated that even in the winter at 6 MGD it wasn't enough to set off any alarms. Board Member English stated that it would be good if the SCADA could pick up something like that from the tanks. President Bell stated that he thinks it does. Mr. Beamer stated that the SCADA won't pick up a service leak from a tank as it is too small. Board Member English asked if the equipment would pick up a main leak. Mr. Beamer stated that a tank will drain really quick with an 8-inch main break, but a 3/4-inch leak won't be seen. Mr. Dean stated that a contractor drilled through an 8-inch waterline out in that area a few years ago and it drained the tank really quick, plus it came to the surface right away.

Board Member Jay asked if it is correct that the leak is in the service line. Mr. Dean stated that was correct, that the leak is beyond the meter pit. Board Member Jay stated that if a leak is in his service line, he is responsible for it. Mr. Dean stated that anything beyond the curb stop is the homeowner responsibility. Mr. Young asked where the curb stop is for this. Mr. Dean stated that it is approximately two feet away from the meter pit. Mr. Young stated that is right where the sinkhole might be, so would be on the City side of the curb stop. Mr. Dean stated that the leak is after the meter, so it is their responsibility. Mr. Dean stated that when the water is shut off at the curb stop, the water is no longer going through the meter and feeding the leak.

Board Member Jay asked the Youngs if they felt the City had not acted in good faith with this issue. Mr. Young stated that was not the case. Mrs. Young stated she just thinks the leak has been going on a lot longer than the 18 gpm for eight months. Mrs. Young stated that according to Ms. Coyle, leaks usually start small, so that leak must have been going on at minimal use and gradually got bigger and bigger.

Mrs. Young stated that there is no extra vegetation growing, or a creek that can be seen, so most of that water is under the corral. Mrs. Young stated that they feel that if it had started leaking at 18 gpm it would have been visible before they left. Mrs. Young stated that they think they would have seen a path the water traveled toward the pond. Mrs. Young stated that is why they feel like it was leaking a bit longer at a lower flow and the if the transponder had been working they would have gotten a bill. Mr. Young stated they would have known immediately. Mrs. Young stated that if the bill had of been \$50, they would have questioned it as they don't use that water.

Board Member Jay stated for clarification that the City took the bill from \$37,000 to \$16,000 to \$2,700 and asked what it is that the Youngs are wanting. Mrs. Young stated that Ms. Johnson asked them if there was an amount that they would offer to pay, and she offered \$500 because she felt that it was a substantial leak. Mrs. Young stated that she felt it would have been caught before 777,000 gallons a month. Mrs. Young stated that she just picked out \$500 from her head, there was no rhyme or reason, she just felt

it was reasonable. Mrs. Young stated that they understand that it is their responsibility after the meter as long as they get the proper bill.

Ms. Johnson stated that when doing the calculations, they did try to take a scientific method using everybody's input to get something that's reasonable for the Youngs. Ms. Johnson stated that when they originally thought about this they looked at 30 days instead of 45 days since they were out of town. Ms. Johnson stated that this would have taken time for the bill to get to them and it would have continued to leak during that time. Ms. Johnson stated that it was decided to just do the 30 days, and see what that would come up with. Ms. Johnson stated that staff felt this was a reasonable solution and she does feel there is responsibility on both sides.

Board Member English asked if the Board forgave the bill, would it be setting any type of precedent that the Board may not want to live with for the next 30 years. Mr. Beamer stated that anything the Board does sets a precedent. Mr. Beamer stated that President Bell mentioned that this is the first time this has come up during his tenure, so this does not tend to come up very often.

Mr. Dean stated that in a rural area it is very difficult to find a leak, especially when they don't tend to use very much water. Mr. Dean stated that typically a leak is in a home or in a yard and is easy to find. Mr. Young asked if there is usually a visual indication of a leak. Mr. Dean stated that there usually is. Mr. Young stated that the green vegetation when they came home was their visual indication. Mr. Dean stated that there are cases where the leak never surfaces. Mr. Dean stated that there was a service leak on Lexington where the copper service blew a hole in the clay sewer service line and ran for who knows how many years. Mr. Dean stated that there have also been main breaks where they follow old abandoned waterline and then surfaces two blocks away.

Board Member English asked what the procedure is for transponder maintenance/replacement. Mr. Dean stated that typically Meter Services gets zero usage appointments weekly. Mr. Dean stated that the Billing Department picks up on the zero usage and sends the address to Meter Services, who then goes out and tries to make contact with the customer. Mr. Dean stated that if there is no response a card is left that states if an appointment is not set to fix or replace the equipment, then the water will be shut off. Mr. Dean stated that usually gets their attention. Board Member English asked if it is usually the transponder that needs replaced when there are zero usage readings. Mr. Dean stated that typically it is the transponder, but it could also be the meter. Mr. Dean stated that in this case it wasn't flagged because there is very minimal usage on the meter.

Mr. Dean stated that the lifespan of the transponders is 20 years, the battery fails and sends out the same reading. Mr. Young asked what the age is of their transponder. Mr. Dean stated that it is approximately 17 years old. Mrs. Young stated that when the first guy came out, he moved it somehow and it started working. Mr. Dean stated that the new transponder that was installed with the new meter sends out a stronger signal and was placed in the meter pit.

Board Member English asked what the City cost is for that water from Regional Water. Mr. Martin stated that the Regional Water wholesale rate is \$2.23 per thousand. Council Liaison Cathey stated that would be \$13,440 that was billed to the City for the 6.5 MG.

Mr. Martin stated that there are so many variables that it is difficult to piece together. Mr. Martin stated that he suggests that if the Board wants to change the gpm it can be plugged into the spreadsheet and calculated.

Board Member English stated that the City is into Regional for \$13,000 for the 6.5 MG, that the tax payers have paid.

Vice President Jones stated that this is a very unusual case. Vice President Jones stated that the thing that stands out to him is the transponder failed and clouds what the Board should do. Vice President Jones stated that he understands how the dollar amount for the bill was calculated, but he feels that is still too much to charge because of the issue with the transponder.

Secretary Lawson stated that even if the transponder failed, it probably wouldn't have been caught until 30 days. Secretary Lawson stated that the real question is how much water flowed during that 30 days. Secretary Lawson stated that no one is going to know for certain how much water flowed during that first 30 days. Secretary Lawson stated that in his mind the flow rate for the first 30 days should be agreed upon.

Vice President Jones stated that he agrees that a lower number should be used for the flow.

After much discussion, Mr. Martin suggested that the gpm be adjusted to 9 gpm. Mr. Martin updated the spreadsheet to reflect 9 gpm, which showed an adjusted amount due of \$1,381.82.

Board Member Jay asked the Youngs if they feel the \$1,381.82 is reasonable. Mr. Young stated the amount is agreeable.

A motion was made by Board Member English and seconded by Board Member Jay to adjust the amount due for 4643 Smokerise to \$1,381.82.

Mr. Young suggested that if there is ever a zero read again, that the transponder be tested. Mr. Dean stated that wouldn't have worked for them because there is low usage all the time. Mr. Dean suggested that if the Youngs go out of town for an extended time to have their water shut off while they are gone. Mr. Dean stated that snowbirds do this all the time.

Motion passed.

Ms. Johnson stated that she will make the adjustment to the bill, and asked Mr. Martin to send her the spreadsheet.

4. Mr. Martin stated that water and sewer rates are set every two years, and this will just be a review to see how things are going. Mr. Martin showed a comparison of the Water rate model when the rate was set and the updated rate model. Mr. Martin stated that the Board went with a 7% water rate increase in 2022, and January 2023. Mr. Martin stated that included a 6% rate of inflation and 0.5% rate of growth. Mr. Martin stated that the Water Fund rate model has been updated with audited FY2022 numbers and the FY2023 budget. Mr. Martin stated that the water rate model is tracking pretty good from where it was anticipated to be. Mr. Martin stated that one of the big changes is the \$12 M for the 10 MG Reservoir Project was kicked out a year in the budget. Mr. Martin stated that there is a 6% rate of inflation included. Mr. Martin stated that when rates are set next year we'll see where things stand. Mr. Martin stated that there will definitely be some changes made to the model.

Mr. Martin stated that another change is it was anticipated that \$2.5 M of 1%#17 funds would be used, but Council has reduced the amount that will be going to Water and Sewer. Mr. Martin stated that \$2.1 M will be allocated in the first couple of years of 1%#17, with \$2.2 M in the last couple of years. Mr. Martin stated that the funding can be shuffled between Water and Sewer and changes will be made next year during rate setting.

President Bell stated that it was good to see the projected and actual above the actual budget is coming closer together.

Mr. Martin stated that the approved rate model goes out to FY26, and the update is extended out to FY27.

Mr. Martin stated that when data is updated each year things are going to change. Mr. Martin stated that next year during rate setting it will be a different set of data, as it will be updated with FY23 data.

Mr. Martin stated that the rate model showed that the fund would be at \$12.705 M at FY23, and it is a bit higher than that now. Mr. Martin stated that there was reduced revenue and some savings in expenditures.

President Bell asked if this includes the Federal Funds that will be coming to the City. Mr. Martin stated that it does not, those will be factored in next year.

Mr. Martin showed the comparison of the Sewer rate models. Mr. Martin stated that there was better revenue than expected and a little bit of expense savings. Mr. Martin stated that the Sewer Fund is starting out FY23 in a little bit better position than anticipated.

Mr. Martin stated that there was an 11% rate increase in January 2022, and there will be another 11% rate increase in January 2023.

Mr. Martin stated that One Cent Funding was set at \$500,000, and because of the dip in the rate model, he opted to keep the One Cent funding at \$500,000 for the first couple of

years and then drop it to \$400,000. Mr. Martin stated that this may change when it is reviewed next year.

Board Member Jay asked if a 6% rate of inflation was used on both rate models. Mr. Martin stated that was correct. Mr. Martin stated that the 6% is included in each year on the rate model. Board Member Jay asked Mr. Martin how he felt about that at this point. Mr. Martin stated that he hoped to see that go down. Ms. Johnson stated that the expectation is that since it is going out for so many years, is that it is an average. Ms. Johnson stated that right now inflation is 8-9% regionally, but it is expected to decrease over the next couple of years. Ms. Johnson stated that the regional rate of inflation is higher than the national average.

Board Member English asked what Board Member Jay thought of including a projected 6% rate of inflation in the rate model. Board Member Jay stated that he thinks that an average of 6% should work.

Board Member Jay asked if enough is being invested in the infrastructure so there isn't a catastrophe ten years down the road. Mr. Martin stated that more should probably be invested in the infrastructure, and that's where the One Cent helps. Mr. Martin stated that we're probably not seeing the true cost of running the system. Mr. Martin stated that replacing \$6 M instead of \$2 M of water lines would really wreak havoc on the rates.

Board Member Jay stated that our rates have come up to be on par with other rates in the region.

Mr. Martin stated that the Sewer rate model projected 11% increases each year for the next several years. Mr. Martin stated that in the out years the fund performance takes off nicely, and you might think that it might be able to go down to 8%, or we might say we need to invest more in the infrastructure and increase the capital, which will put downward pressure on the fund balance trajectory.

Council Liaison Cathey stated that he would propose leaving the 11% and use the funds to work on the infrastructure. Council Liaison Cathey stated that everyone saw the uproar when Council decided to cut funding to the 503(c) entities so the funds could be used for infrastructure, streets, water, and sewer. Council Liaison Cathey stated that his opinion is that the 503(c)'s should be privately funded by donations instead of taxing everyone to fund them. Council Liaison Cathey stated that they end up taxing everyone they are trying to help. Council Liaison Cathey stated that he would not recommend lowering the rates or changing the 11% increase.

Board Member Jay stated that the model shows the 11% increase going on, and the rates were recommended for two years.

Secretary Lawson stated that in this case it isn't taxes, it's the water and sewer users. Council Liaison Cathey stated that the rates are charging the people that are using the service.

Board Member English stated that the rates are reviewed every two years so the option is there to adjust the numbers.

President Bell asked if Amendment A passed during the elections. Ms. Johnson stated that it did.

Vice President Jones stated that it was good to see that the One Cent passed as well. Council Liaison Cathey stated that it passed, but the percentage that it was approved was down from the last time it was put to the vote.

5. Mr. Martin stated that the City submitted six projects for the ARPA Grant Program. Mr. Martin stated that there were 113 project applications received for the \$50 M ARPA funding that was available. Mr. Martin stated that the total amount asked for in the applications was \$225,481,868. Mr. Martin stated that there was definitely not enough funds to go around for the 113 project applications.

Mr. Martin stated that when the OS LI staff submitted their recommendations to the OS LI Board a score was assigned to the projects based on population, match amount, etc. Mr. Martin stated that the \$50 M was enough to cover 18 projects. Mr. Martin stated that everything with a score of 17 and up was enough to get a funding recommendation from the OS LI Board, with the exception of if an entity put in more than one project, only the Priority 1 projects were funded in order to spread the funding out over more than just 18 entities. Mr. Martin stated that anyone that had a score above 17, if it was a Priority 2, it was recommended for zero funding.

Mr. Martin stated that when the OS LI Board looked at what amount was recommended by staff, they decided they wanted to spread the funding out more, so reduced funding to some of the projects. Mr. Martin stated that several cities had funding cut, including the City of Casper WWTP Secondary Rehabilitation project which was cut by \$2 M. Mr. Martin stated that they were now able to fund an additional eight projects, including a couple of projects that were due to compliance issues with EPA or DEQ.

Mr. Martin stated that he was happy to get the \$1 M funding for the City of Casper project as well as the \$1.5 M for Regional Water. Mr. Martin stated that it would have been great to get all the projects funded, but he is happy to the \$1 M for the WWTP project.

Mr. Martin stated that in the last Select Water Committee meeting they are proposing adding another \$35 M to the \$50 M to get legislation in place to bump the total amount up to \$85 M. Mr. Martin stated that with the \$85 M they anticipate they will be able to cover projects all the way down to a score of 14 or more. Mr. Martin stated that the City of Casper has a couple of projects that scored 15, but he is assuming that they will look at them the same way and only go with Priority 1 projects.

Board Member Jay stated that with the size of Casper population percent compared to the population of Wyoming and only getting \$1 M out of \$50 M doesn't seem right. Mr. Beamer stated that the rules were set up to help the smaller communities. Board Member

English stated that is the flaw in the system, as it is not benefitting the population, it's trying to spread it out.

President Bell stated that the Infrastructure Improvement Act funding is still coming. Mr. Martin stated that he thinks there will be more rounds of ARPA funding coming out.

Secretary Lawson stated that \$100 M ARPA funding was allocated to Wyoming, but the Governor withheld \$50 M, so we're only seeing half of the ARPA funds. Mr. Martin stated that was it exactly.

President Bell stated that the \$2.5 M should help on the water rates. Mr. Martin stated that the City of Casper received \$1 M, and Regional Water received \$1.5 M of ARPA funds.

Mr. Martin stated that it is unknown if the Infrastructure Improvement Act funding will be grants or loans. President Bell stated that he thinks it will be grants just like the ARPA funding. Mr. Martin stated that if it is grants, applications will definitely be submitted.

6. In Other Business:

- a) Mr. Martin stated that the Sales Tax year to date is \$757,000 above projected.
- b) President Bell asked if there will be a meeting in December. Mr. Martin stated that typically no meeting is scheduled for December.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 8:18 a.m. Motion passed.

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Secretary



**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
NOVEMBER 2022**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	151,040,336	205,422,959	148,355,741	2,043,463,512	1,846,575,598
<b>NEW SERVICES</b>	5	13	10	40	45

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

<b>PRECIPITATION (Inches)</b>	1.15	0.27	0.48	4.53	6.58
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	1	1	3	13	13
<b>SERVICE LINE BREAKS</b>	1	0	1	9	13
<b>SEWER MAIN STOPPAGES</b>	1	1	1	4	5

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,948	19,935	19,819
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,684	1,693	1,682
<b>OUTSIDE CITY (WATER RES)</b>	495	499	492
<b>OUTSIDE CITY (WATER-COMM)</b>	136	137	135
<b>IRRIGATION ONLY</b>	234	243	232
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,497	22,507	22,360

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
DECEMBER 2022**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	159,828,240	151,040,336	143,199,077	2,203,291,752	1,989,774,675
<b>NEW SERVICES</b>	5	5	7	45	52

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

<b>PRECIPITATION (Inches)</b>	0.74	1.15	0.63	5.27	7.21
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	1	1	0	14	13
<b>SERVICE LINE BREAKS</b>	2	1	2	11	15
<b>SEWER MAIN STOPPAGES</b>	2	1	2	6	7

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,975	19,948	19,856
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,695	1,684	1,683
<b>OUTSIDE CITY (WATER RES)</b>	498	495	494
<b>OUTSIDE CITY (WATER-COMM)</b>	134	136	135
<b>IRRIGATION ONLY</b>	233	234	229
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,535	22,497	22,397

January 19, 2023

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

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

SUBJECT: Submission of Several Local Government Project ARPA Program Grant Applications to the Wyoming Office of State Lands and Investments (OSLI).

**Meeting Type & Date**

CPU Advisory Board Meeting  
January 25, 2023

**Action Type**

None

**Recommendation**

Information Only

**Summary**

The OSLI is accepting grant applications for the Local Government Project ARPA Program. The program contains \$50,000,000 for various types of projects including water and sewer projects. Applications will be accepted through January 23, 2023, with project selection to be at an upcoming State Loan and Investment Board meeting.

In August of 2022, the City submitted six applications for the Water and Sewer ARPA grant program with one project receiving funding. The grant applications for the remaining five projects will be updated and submitted for this round of funding. Project applications include:

1. WWTP MCC Project - \$3 M
2. 1<sup>st</sup> and Poplar Street Utility Relocation Project - \$4 M
3. Poplar Street CY to Collins Utility Replacement Project - \$1.2 M
4. WWTP Secondary Concrete Rehabilitation Project - \$1.2 M
5. Poplar Street Water Main Replacement Project - \$2 M

**Financial Considerations**

There is no application submittal cost. Match funding will be from the WWTP Fund, Sewer Fund, and the Water Fund. Match funding may include water and sewer one cent funding and/or current fund reserves.

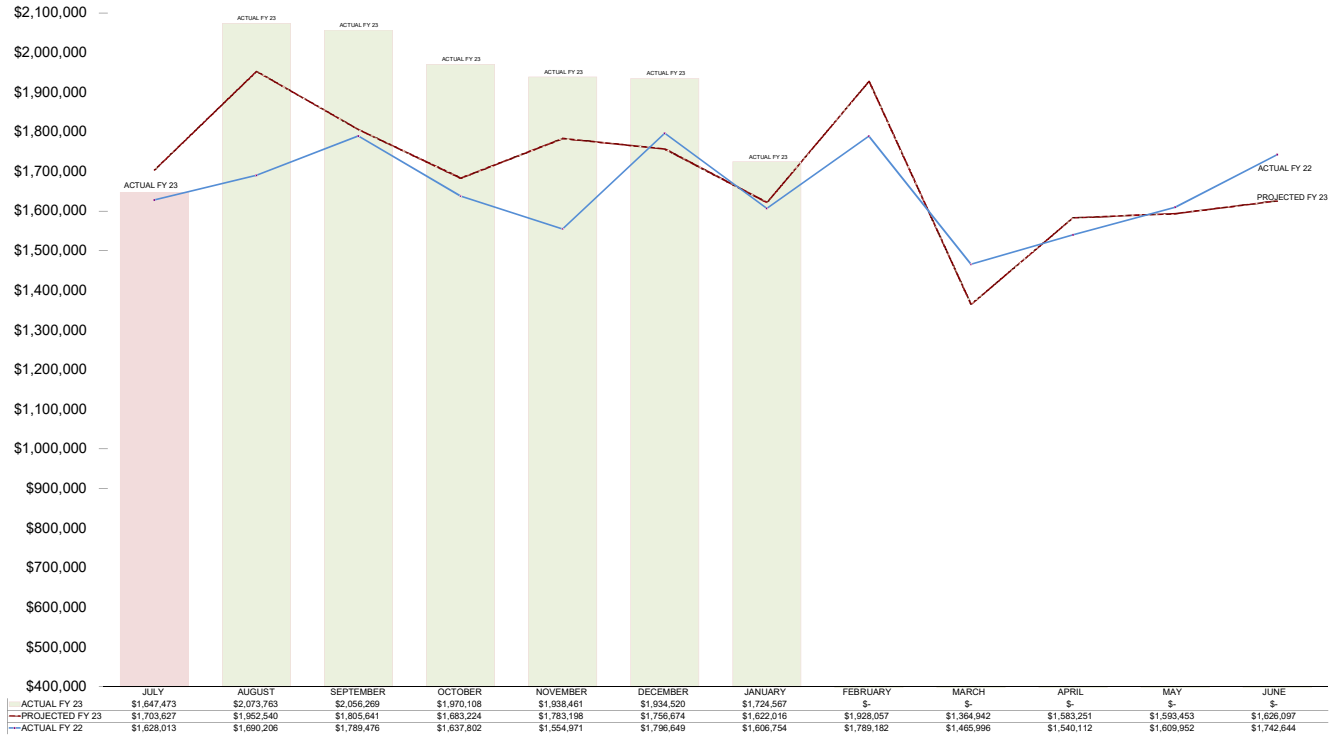
**Oversight/Project Responsibility**

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

**Attachments**

NA

# Sales Tax FY 2023 Versus Projection and Prior Year



	ACTUAL FY 22	PROJECTED FY 23	ACTUAL FY 23
YTD TOTAL	\$ 11,703,872	\$ 12,306,921	\$ 13,345,161
YTD VARIANCE			\$ 1,038,240
			<b>% Difference      In Dollars</b>
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH			8.32%      \$102,551
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE			8.44%      \$1,038,240
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH			7.33%      \$117,813
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE			14.02%      \$1,641,290

**Additional  
Information  
"B"**

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

**MEETING PROCEEDINGS**

December 20, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 20, 2022 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 -** Vice-Chairman Bertoglio, Secretary Waters, Treasurer Cathey, and Board Members, Sabrosky and Sutherland. Chairman King, and Board Members Knell and Pollock were absent.

**City of Casper –** Cathey, Sutherland, Andrew Beamer, Bruce Martin, Tom Edwards, Mark Anderson, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –**

**Wardwell Water & Sewer District –** Sabrosky

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates –**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

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

The Board meeting was called to order at 11:31 a.m.

1. In Announcements, Vice-Chairman Bertoglio stated that he is sitting as Chairman for Chairman King while he is recovering from surgery.

2. Vice-Chairman Bertoglio asked for a motion to approve the minutes from the November 15, 2022 Regular meeting. A motion was made by Secretary Waters and seconded by Board Member Sutherland to approve the minutes from the November 15, 2022 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8530 for Dave Loden Construction, Inc. in the amount of \$91,090.75 is for the WTP Roof Replacement Project No. 21-062. Mr. Martin stated that this project is for the North Chem Building roof, and has been completed.

Mr. Martin stated that voucher 8532 for Skogen, Cometto & Associates, P.C. in the amount of \$12,000 is for the completion of the FY2022 Audit.

Mr. Martin stated that the vouchers are in good order and recommended approval.

Vice-Chairman Bertoglio asked for a motion to approve the December 2022 vouchers. A motion was made by Treasurer Cathey and seconded by Board Member Sabrosky to approve the December 2022 voucher listing to include voucher numbers 8527 through 8533 in the amount of \$491,958.03. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production Charts in the agenda packet. Mr. Martin stated that there were 166 MG of water produced in November, which is 6 MG above the five year average of 160 MG.

Mr. Martin stated that year to date water production in November was 2.24 BG, which is 143 MG above the five year average of 2.1 BG. Mr. Martin stated that so far, every month of FY23 has been above the five year average.

Mr. Martin stated that Interest Earned for FY23 is \$59,792. Mr. Martin stated that this is a result of putting funds in the WyoStar accounts.

Mr. Martin stated that Water Utility Charges for FY23 is \$5,004,190, which is approximately \$718,000 more than last year. Mr. Martin stated that the increase is due to the rate increase, and the above average water sales.

Mr. Martin stated that under Expenses, Consulting Services is \$5,263, which is a bit above what was spent last year. Mr. Martin stated that this expense was for surveying work for the Pioneer Tank easement with BLM.

Mr. Martin stated that Reimbursable Contract Expense is \$1,889,376. Mr. Martin stated that the current figure also includes the November Operations Reimbursement. Mr. Martin stated that this is a change in the way it is posted by Finance in order to be more accurate. Mr. Martin stated that this line item is on track for where it was expected to be.

Vice-Chairman Bertoglio asked if the natural gas bill came in yet. Vice-Chairman Bertoglio stated that several County facilities and other people he has spoken to had a

huge spike in the volume of gas that was used. Secretary Waters stated that it makes sense, as there were at least two weeks with steady high winds that sucked the heat out of homes. Treasurer Cathey stated that his bill volume was double what it was a year ago.

Vice-Chairman Bertoglio asked for a motion to approve the November 2022 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Sutherland to approve the November 2022 Financial Report as presented. Motion put and carried.

5. Vice-Chairman Bertoglio turned the time over to Mr. Edwards for the WTP Operations Update.

Mr. Edwards stated that production is currently 5.5 MGD and is being met using eight Casper wells and seven Morad wells.

Mr. Edwards stated that Maintenance staff has been rebuilding the Surface Water Injector Pump No. 2 and replacing the conduits on the pump.

Mr. Edwards stated that a new turbidimeter was installed on Casper Well 15. Mr. Edwards stated that the well was flushed and put back in service.

Mr. Edwards stated that Maintenance staff has begun cleaning out Actiflo and the Settled Water Basin as part of the winter maintenance.

Mr. Edwards stated that the Ozone Cooling Water Pump was rebuilt.

Mr. Edwards stated that the Raw Water Screen Wash line was re-plumbed.

Mr. Edwards stated that valves were replaced in Ground Water Ozone Injection, Settled Water Injection Pump. Mr. Edwards stated that a broken check valve and recirculating pump in the Mechanical Room was replaced. Mr. Edwards stated that some chain valves were replaced on the Ground Water Injector Pump. Mr. Edwards stated that ball valves on the Actiflo Sand Pumps were also replaced.

Mr. Edwards stated that the contractor has completed the North Chem Roofing project.

Mr. Edwards stated that he has a follow-up to the electrical issue on Caisson No. 1. Mr. Edwards stated that Modern Electric replaced the meter housing as there was some arcing due to loose electrical connections, possibly because of the wind and age. Mr. Edwards stated that Modern Electric also replaced the weatherhead.

Vice-Chairman Bertoglio turned the time over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that staff has been continuing to service the non-draining fire hydrants. Mr. Anderson stated that during the cold months, the non-draining fire hydrants are serviced monthly.

Mr. Anderson stated that there was a leaking pump at Salt Creek Booster. Mr. Anderson stated that the pump was leaking through the packing, and staff replaced the packing.

Mr. Anderson stated that Wardwell Water's Blair Lane Waterline tie-in has not been completed as there have been issues.

Mr. Anderson stated that staff redid the seal lines and worked on the line to the pressure transducer at Sandy Lake Booster. Mr. Anderson stated that they were getting old and plugged up.

Mr. Anderson stated that there is some nitrification still going on in the system. Mr. Anderson stated that he suspects the cold weather will help with that. Mr. Anderson stated that the nitrification season usually ends in December.

Board Member Sabrosky asked if a day has been scheduled for the Blair Lane tie-in. Mr. Anderson stated that the last he heard they weren't passing bacti testing, so they haven't done service tie-overs yet. Mr. Anderson stated that he spoke to the contractor yesterday and gave instructions on how to re-chlorinate and flush the line.

6. There was no Public Comment.

7. There was no Old Business.

a. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that Per- and Polyfluoroalkyl Substances (PFAS) are chemicals that are commonly found in firefighting foam, non-stick cookware, stain resistant furniture and carpets, stain resistant clothing, fast food packaging, floor care products, and makeup and personal care products. Mr. Martin stated that this chemical has been found to be linked to harmful health effects in humans and animals.

Mr. Martin stated that since the early 2000's, state and federal authorities have established a number of health-based regulatory values and evaluation criteria for PFAS. Mr. Martin stated that in the last couple of years it has really started to come into the Water and Wastewater industries. Mr. Martin stated that probably in the very near future the EPA will establish a Maximum Contaminate Level for drinking water.

Mr. Martin stated that some preliminary testing has been done, and it has not been found in our source water. Mr. Martin stated that he doesn't think we will have a problem, but you just never know, for example, if someone upstream puts out a fire with firefighting foam that contains PFAS it could get into the environment and show up in the source water. Mr. Martin stated that PFAS is a long-lasting chemical that doesn't go away.



Mr. Martin stated that he received an email from Mark Pepper with Rural Water. Mr. Martin stated that the National Rural Water Association has teamed with Napoli Shkolnik law firm to enter into a cost recovery action. Mr. Martin stated that this is kind of like the Opioid suit, where the intent is to hit the major manufacturers and a pool of money is set aside for entities that have to deal with this, whether it's testing, or treatment, there may be an option to get some funding from that pool if it comes to fruition. Mr. Martin stated that there is no guarantee that the pool will be there.

Mr. Martin stated that with the cost recovery action, there are a few things to keep in mind with it. Mr. Martin stated that the action taken is cost recovery, not punitive; It is filed against the global manufactures of these forever compounds, thus does not impact a local company who may have used them; There is no upfront cost to register onto the rolls and benefit from this action, but a system must be registered prior to a settlement in order to benefit.

Mr. Martin stated that you have to register online to be a part of the action, and answer a few questions. Mr. Martin stated that they send a retainer agreement, that will be reviewed by Mr. Chapin, and then brought to the Board before a commitment is made. Mr. Martin stated that this is an opportunity for the Board to join this suit, and the Board should be able to benefit from some of these funds if costs have to be covered in the future.

Board Member Sabrosky asked if there is a deadline to participate. Mr. Martin stated that there is a deadline to register very soon. Mr. Martin stated that his understanding is that they are in discussion with the action now, and in January they may make the final decision so we would want to be registered ahead of that. Mr. Martin stated that it is a time sensitive issue.

Vice-Chairman Bertoglio asked if this is just being a party to a class action, with no cost to the Board. Mr. Martin stated that was correct. Board Member Sabrosky asked if it is an actual class action, or a possible class action. Mr. Chapin stated that he suspects it is a class action, as that is the normal way that they proceed on these.

Board Member Sutherland asked if there is any downside to joining the cost recovery action. Mr. Chapin stated that there is not. Mr. Chapin stated that one of the advantages to lawyers in a class action suit is that they take a percentage of the amount obtained.

Board Member Sabrosky asked who the defendants would be. Mr. Chapin stated that it is the manufacturers. Mr. Chapin stated that how it works is they file the lawsuit and everyone sits down and figures out how much of the overall production there was of this substance. Mr. Chapin stated that it is then parceled out, and they come up with a settlement amount and everyone pays their proportionate share.

Board Member Sabrosky asked if this chemical is found in the water, and

someone gets sick, would this protect the Board for doing their due diligence, or can they still come after the Board for contaminated water. Mr. Chapin stated that he doesn't think this protects the Board, but it is a step in the direction that the Board has undertaken activities necessary to eradicate it out of the system. Mr. Chapin stated that the Board would probably be named as a party in the action, which is unfortunate as the Board didn't have anything to do with it.

Treasurer Cathey stated that it sounds like, based on what Mr. Martin said, that we have already been testing for the PFAS and not found any. Treasurer Cathey stated that becomes the Board biggest defense against someone coming after the Board. Board Member Sabrosky stated that the Board would be proactive.

Vice-Chairman Bertoglio asked that if the chemical is found in the source water, how is it treated. Mr. Martin stated that granulated activate carbon is one way, reverse osmosis is also a way to treat it. Vice-Chairman Bertoglio stated that it is expensive. Mr. Martin agreed, saying that it adds to the treatment process.

Board Member Sutherland asked how frequently tests for PFAS are being performed. Mr. Martin stated that it has been a couple of years since it was tested, but it is included in the upcoming testing for UCMR5. Mr. Martin stated that then depending on what regulation EPA comes down with will determine the frequency of testing.

Mr. Chapin asked if the testing for PFAS is expensive. Mr. Martin stated that it costs approximately \$2,000 for the test. Mr. Martin stated that this is fairly expensive and is relatively new test methods. Mr. Edwards stated that there are only a handful of labs in the United States that test for PFAS. Mr. Edwards stated that it is tested as parts per trillion, which is very small.

Board Member Sabrosky asked if the new Ultraviolet Disinfection System that will be installed will help with the PFAS. Mr. Martin stated that it would not.

Chairman King asked the Board their preference regarding joining the cost recovery action suit. A motion was made by Board Member Sutherland and seconded by Board Member Sabrosky to join the PFAS cost recovery action suit. Motion put and carried.

- b. Mr. Martin stated that the topic of increasing the WTP Administrative Assistant position to full-time was discussed last year during budget preparations. Mr. Martin stated that with preparing for FY2024 budget, a recommendation is being made to make the part-time WTP Administrative Assistant position full-time.

Mr. Martin stated that some of the reasoning for this is that in the recent Risk and Resilience Assessment, as well as the Security Assessment completed by the Casper Police Department, found a deficiency in the security at the WTP. Mr. Martin stated that usually the Administrative Assistant monitors the gate, lets people in to the building, making sure that they are not just wandering around, but are assigned to a member of staff to escort them as needed. Mr. Martin stated that

there is also a need to monitor phone calls, as currently the Administrative Assistant only works until noon, and other staff is not always available to answer phones, and there is the potential to miss a water emergency call.

Mr. Martin stated that other benefits to making this position full-time is assistance with sourcing contractors, vendor quotes, ext. Mr. Martin stated this full-time position would provide inventory procurement control, enter workorders into the workorder software, help with the monthly EPA reporting, and help free up Maintenance and Operations staff to focus on their regular duties, rather than covering the front desk.

Mr. Martin stated that this position could also help with some accounts receivable and accounts payable tasks. Mr. Martin stated that Ms. Brown helps with a lot of this now, and this would be good for succession planning and cross training.

Mr. Martin stated that when looking at budget impacts, right now \$20,000 is budgeted annually for the part-time position. Mr. Martin stated that looking at going full-time with full benefits, the worst case scenario would be adding \$46,000 to the annual budget. Mr. Martin stated that this would equate to a 0.5% rate increase.

Mr. Martin stated that employees at the WTP are City of Casper employees, so this position request would have to be considered by the City Manager and City Council, not just this Board. Mr. Martin stated that the Board's recommendation weighs heavily on this as the funding for the position comes from the Board.

Mr. Martin stated that this is a consideration request at this time, final approval would not happen until the budget is approved. Mr. Martin stated that this is being brought forward to the Board prior to the budget preparation process.

Mr. Martin stated that this position reports directly to Mr. Edwards.

Secretary Waters asked who is currently doing all the monthly reports, and everything else that was discussed that could be picked up by this position. Mr. Martin stated that right now Mr. Edwards and Mr. Van Wyck do the majority of the monthly reporting.

Vice-Chairman Bertoglio asked that if it is so critical to put this position at full-time, why not start it now. Mr. Martin stated that it was not budgeted in FY23, so it is being looked at to start in the FY24 budget, which starts in July.

Mr. Martin stated that this would also need to be included in the rate model for FY24.

Vice-Chairman Bertoglio asked if staff is looking for support to change the position from part-time to full-time. Mr. Martin stated that was correct, that if the Board supports this, he will move it forward in the budget preparation process.

It was the consensus of the Board to make the WTP Administrative Assistant position full-time in FY24.

c. There was no Other New Business.

9. A motion was made by Secretary Waters and seconded by Treasurer Cathey to adjourn into Executive Session at 11:54 a.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Sabrosky to adjourn from Executive Session and move back into Regular Session at 12:10 p.m. Motion put and carried.

The Regular Session was called to order at 12:10 p.m.

The following motion was made by Treasurer Cathey and seconded by Secretary Waters:

I hereby move to authorize Mr. Chapin and Mr. Silva, Counsel for the Board, to prepare and file an Amended Complaint in the matter of *Central Wyoming Regional Water System Joint Powers Board, et al. v. The City of Mills f/k/a The Town of Mills*, filed in the District Court, Seventh Judicial District, Natrona, County, Civil Action Number 109776-A. The amendment is sought to allow the correction of a questioned jurisdictional issue raised by the Court during a Status Conference conducted by the Court on November 30, 2022, in relation to notice being made to the State of Wyoming of the pending action.

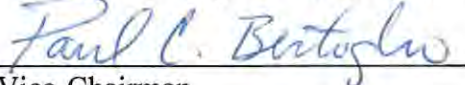
Motion put and carried.

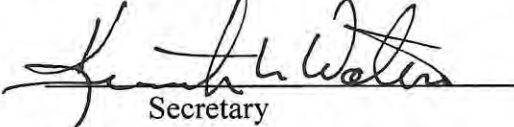
Mr. Chapin stated that as he is trying to get the Amended Complaint filed in a timely manner, he requested authorization for the Board Officers to sign the motion as approved on this date. Vice-Chairman Bertoglio asked if a motion is needed. Mr. Chapin stated that it is.

A motion was made by Board Member Sabrosky and seconded by Secretary Waters to grant the Board Officers the authorization to sign the motion regarding authority to file an Amended Complaint indicating the motion was approved on this date. Motion put and carried.

10. In the Chairman's Report, Vice-Chairman Bertoglio stated that he will be back on the Board next month. Secretary Waters asked in what capacity. Vice-Chairman Bertoglio stated that he will be representing the City of Casper. Vice-Chairman Bertoglio stated that in the Joint Powers Agreement, the City can have one of their four representatives be a citizen at large. Vice-Chairman Bertoglio wished everyone a Merry Christmas and Happy New Year.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to adjourn the meeting at 12:15 p.m. Motion put and carried.

  
Vice-Chairman

  
Secretary



# AGENDA

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LGBTQ ADVISORY COMMITTEE

Friday, January 20, 2023 - 3:30 p.m. – 4:30 p.m.

**City Hall - 200 N. David St. - Downstairs Meeting Room**

*\*Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

1. Approve December 16, 2022, Meeting Minutes
2. Status Report to Council
  - o Project Focus
3. Casper Pride 2023
  - o Direction/Planning
4. Other Business
5. Adjourn

Next Meeting: February 17, 2023, 3:30 p.m.



## **CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING**

Friday, December 16, 2022, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

### **MINUTES**

The meeting began at 3:40 p.m. with the attendance of City of Casper staff member, Heidi Rood, and the following committee members: Alex Petrino, Christy Jourgensen, Darrell Wagner, David Esposito, Gage Williams, Kelly Stiefvater, Skylar Cooper, Marie Puryear and Vickie Skates Natrona County School District Representatives.

Absent: Mayor Ray Pacheco, Council Member Amber Pollock, Riley Jourgensen, Casper Police Liaison Sergeant Stedillie, Hollie Brogan, and Kate Allen

### **Approve November 18, 2022, Meeting Minutes**

Motion to approve November 18, 2022, minutes made by Darrell Wagener and seconded by Skylar Cooper with no objections.

### **New Member**

The committee reviewed the application submitted by Brook Ostrander. A motion was made by Skylar Cooper to approve Brook's term with the advisory committee and seconded by Riley Jourgensen with no objections. Gage will contact Brook with the information and invite her to the next meeting.

### **Status Report to Council**

Prepare a list of action items to discuss at the January meeting.

### **Non-Discrimination Ordinance**

A recommendation for the next steps of the ordinance was suggested by Alex. For instance, provide information and training on how to follow the ordinance on the LGBTQ Advisory section of the City's website. Also, consider including inclusive language for gender identity.

### **Casper Pride 2023 Planning**

Gage reported Casper Pride is currently working on the strategic plan for 2023 Pride and suggests tabling the planning for pride until after that time.



**Other Business**

Casper Cares - Darrell asked if Gage would communicate with Casper Pride for a partnership on the Casper Cares program.

NCSD Representative Change - Marie Puryear introduced Vickie Skates who will be taking her seat on the committee as the NCSD representative.

The meeting was adjourned at 4:40 p.m.

**Next Meeting Date**

January 20, 2023, 3:30 p.m.

DRAFT

# GAME CHANGERS



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

Dear Friend of the Club,

Thank you for reserving your seat at the Reverse Raffle & Auction at the Ford Wyoming Center on Saturday, February 4, 2023. Enclosed are your tickets for the event. These serve as an event reminder and do not need to be presented for entry.

Pre-register for the event by scanning the QR code below. By pre-registering, you will utilize a separate check-in area and enter the event at a quicker pace!



A few things to keep in mind:

- Doors open at 5 p.m.
- Program and dinner begin at 6 p.m.
- Every guest has a chance to win \$5,000!
- View and start bidding on silent auction items beginning Wednesday, February 1, by scanning the QR code above

We can't wait to see you and celebrate being game changers for youth at the Boys & Girls Clubs of Central Wyoming's Reverse Raffle & Auction!

For the kids,

Ashley Bright  
Chief Executive Officer

Angela Boyles  
Event Co-Chair

Courtney McKee  
Event Co-Chair



**From:** Lee, John L <John.L.Lee@charter.com>  
**Sent:** Thursday, January 19, 2023 10:59 AM  
**To:** Lee, John L <John.L.Lee@charter.com>  
**Subject:** Charter Programming Update

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

Programming	Change
Fox Sports 1 (FS1)	FS 1 will be "bonused" on Spectrum Lifestyle for a to-be-determined amount of time.

Please contact me should you have any questions.

Sincerely,  
John Lee



John Lee | Senior Manager, Government Affairs  
6399 S. Fiddler's Green Circle 2nd Floor | Greenwood Village, Colorado 80111  
O: 720 482-6086  
C: 303 949-6671  
E: [John.L.Lee@Charter.com](mailto:John.L.Lee@Charter.com)