

INFORMATION PACKET

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Friday, February 14, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

February 18, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting - GETAC Computers - Sole Source Purchase					
Pre-Meeting - NEA Grant Application for the Old Yellowstone District					
Pre-Meeting - PAX Water Storage Tank Mixers - Sole Source Purchase					
Bright Spot - Random Acts of Kindness Proclamation					
Establishing March 3, 2020 as Public Hearing Date for Consideration of an Ordinance Approving a Plat Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of said Addition to R-4 (High Density Residential).	C				
Establishing March 3, 2020 as Public Hearing Date for Consideration of an Ordinance Approving a Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition.	C				
Establish March 3, 2020 as Public Hearing Date for Consideration of an Ordinance Approving a Replat, Zone Change, and Subdivision Agreement for the Kensington Heights No. 1 Addition.	C				
Establishing Public Hearing Date for March 3, 2020 - Fiscal Year 2020 Budget Amendment #2	C				
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2020 through March 31, 2021.		N			
Authorizing the Mayor to Sign the Casper Historic Preservation Commission Annual Report.				C	
Approving a Plat Creating the NOWCAP Addition, and the Associated Subdivision Agreement.				C	
Approving Amendments to the Centennial Hills Planned Unit Development (PUD) Guidelines.				C	
Authorizing the Sole Source Purchase of GETAC Computers from HP Inc., in the Amount of \$47,675.21.				C	
Authorizing an Agreement with WLC Engineering & Surveying in the Amount of \$63,400 for Design and Bidding Services related to the Industrial Avenue Storm Sewer and Street Improvements Project.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River in the Amount of \$306,643, for the Hogadon Parking Lot Project.				C	
Authorizing a Contract between the Casper Area Metropolitan Planning Organization and Fugro USA Land, Inc. for the Geographic Information System 2020 Aerial Mapping Update in an Amount of \$69,627.31.				C	
Rejecting All Bids for the Casper Events Center Walk-In Cooler and Freezer Replacement Project.					C
Authorizing the Purchase of One (1) New 3/4 Ton 4x4 Cab and Chassis, From Fremont Motors of Sheridan, Wyoming, in the Total Amount of \$30,116 Before Trade-in Allowance, for Use by the Metro Animal Control Division of the Casper Police Department.					C
Authorizing the Purchase of One(1) New Three-Quarter-Ton Crew Cab Pickup Truck with Eight-Foot Bed, from Fremont Motors, Casper, Wyoming, in the Total Amount of \$30,735, Before Trade, for Use by the Parks Division of the Parks and Recreation Department.					C

Authorizing the Purchase of One (1) New Bulldozer, from Wyoming Machinery of Casper, Wyoming, in the Total Amount of \$474,128.38, Before Trade-in Allowance, for Use by the Solid Waste Division of the Public Services Department.					C
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February 25, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
IMS Pavement Management Report	Direction Requested	30 min	4:35
NCS D Petition to Vacate 8th St between David & Center St. & Transportation Cutouts	Direction Requested	30 min	5:05
FY'20 Budget Amendment #2 Review	Direction Requested	30 min	5:35
Goodstein Lease Update	Direction Requested	30 min	6:05
Agenda Review		20 min	6:35
Legislative Review		10 min	6:55
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

March 3, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Public Hearing: Fiscal Year 2020 Budget Amendment #2		N			
Public Hearing: Plat to Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of Said Addition to R-4 (High Density Residential).		N			
Public Hearing: Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition.		N			
Public Hearing: Replat, Zone Change, and Subdivision Agreement for the Kensington Heights No. 1 Addition.		N			
Authorizing a Procurement Agreement with Thatcher Company for Eight 46,000 Pound Deliveries of Ferrous Chloride for use at the Indian Paintbrush Chemical Feed Facility.				C	

March 10, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
6th Cent Survey Results	Direction Requested	30 min	4:35
Capital Budget Review	Direction Requested	30 min	5:05
Community Promotions Funding (Part 1)	Direction Requested	30 min	5:35
Property Maintenance Code Revisions	Direction Requested	45 min	6:05
Agenda Review		20 min	6:50
Legislative Review		10 min	7:10
Council Around the Table		10 min	7:20
Approximate Ending Time:			7:30

March 17, 2020 Councilmembers Absent:

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

March 24, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Community Promotions Funding (Part 2)	Direction Requested	30 min	4:35
Finance Policies - Phase 4	Information Only	30 min	5:05
Agenda Review		20 min	5:35
Legislative Review		10 min	5:55
Council Around the Table		10 min	6:05
Approximate Ending Time:			6:15

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Event Center Update			After May 1
Liquor License Late Application Sanctions		30 min	
Downtown Parking Garage Capital & Operations	April 14, 2020	30 min	
Formation of Additional Advisory Committees			

Staff Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Pre-Annexation Agreement			
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Comp & Class Study Review	April 14, 2020		
Tentative Budget Review	May 12, 2020		
College National Finals Rodeo Discussion	April 14, 2020		

Special Work Sessions

Budget Work Sessions	May 18 & 20
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Future Council Meeting Items

Establish Public Hearing - FY 21 Budget Adoption Summary Proposed Budget published in minutes	June 2, 2020
Public Hearing Date - FY 21 Budget Adoption	June 16, 2020

Retreat Items

Economic Development and City Building Strategy



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

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



renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, January 8, 2020

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

Present: Reed Merschat, Bob Chynoweth, Ben Schrader, Terry Lane, Brook Kaufman,
Bob Hopkins, Rob Hurless, and Jim Belcher

Absences: Doug Follick

Others Present: Brendan LaChance (Oil City News), Matt Reams (Three Crowns), and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:01 p.m. by Chairman Merschat. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes from December 11, 2019 Regular Meeting

A motion was made by Ms. Kaufman and seconded by Mr. Chynoweth to approve the Minutes of the December 11, 2019 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of January 8, 2020 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of January 8, 2020 were presented by Mr. Chynoweth.

A motion was made by Mr. Chynoweth and seconded by Mr. Follick to approve the Treasurer's Report of January 8, 2020, containing the financial report of the investment funds, checking account and interest accrued and 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. Chynoweth explained the investments and informed the Board that a government entity is very limited with their investments.

The December 2019 monthly financial statement draft by Lenhart Mason was presented by Mr. Chynoweth. He inquired if any of the Board had additional questions. Ms. Kaufman asked for an explanation on deferred rent. Ms. Hahn then explained the liability. No other questions were asked.

Investment/Financial Committee

Mr. Chynoweth discussed the four dates the securities will be maturing from the Davidson Funds in 2020. Two of the securities maturing in February and April will not be reinvested and will be disbursed to ARAJPB to pay for the new Three Crowns Club Car Fleet and the annual payment to Three Crowns for their Operations and Maintenance Budget Year 2020-2021.

3. Committee Reports

- **Three Crowns**

Mr. Reams informed the Board that there had been 17 Christmas Parties held in December and 2 additional holiday parties scheduled for January. Work currently consists of; watering greens, pallets placed in bunkers to protect them from the wind, tree pruning, and a wedding show scheduled for this weekend. The old cart fleet will be picked up this coming week as well as next week.

Mr. Reams and Mr. Wallraff will be presenting next year's budget at the February Meeting.

- **PRC**

Ms. Hahn informed the Board that the insurance and temporary liquor license will cost around \$200 for the art unveiling scheduled on June 5th.

- **Refined Properties**

Mr. Schrader reported that the SFA Feasibility Study on the Sports Complex will be completed in the next couple of weeks and he will share it with the Board next month. Mr. Schrader also shared that ARAJPB and Refined Properties continue to work with BP to determine the correct process for future development in the PRC. Ms. Hahn stated she has a scheduled conference call with BP on the Friday, January 10th.

Mr. Schrader also shared the closing date on the purchased lot in Salt Creek is scheduled for 1/31/2020. He also discussed that there is currently an interested party looking at two lots in the SCH.

Mr. Chynoweth inquired why ARAJPB was paying 6% interest on the advanced funds to Refined Properties. Mr. Schrader will refresh himself on this topic and report back to the Board next month.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Merschat shared that ARAJPB is exploring options for an expansion at Three Crowns for events so tents will not have to be rented.

4. Election of Officers

Mr. Merschat announced nominations to the Board and the following members have agreed to serve for the year 2019:

- Chairman: Bob Chynoweth
- Vice Chairman: Reed Merschat
- Treasurer: Terry Lane
- Secretary: Ben Schrader

A motion was made by Mr. Chynoweth and seconded by Mr. Hopkins approving the selection of committees and members. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

5. Establishment of Regular Meeting Dates and Times for Calendar Year 2020

A motion was made by Mr. Merschat and seconded by Mr. Schrader that the Board establish the second Wednesday and, if needed, the fourth Wednesday of each month as the regular meeting dates for the Board for the calendar year of 2020, with all meetings starting at 6:00 pm and that the normal meeting location will be in the Big Horn Conference Room of Casper Area Innovation Center, located at 2435 King Blvd., Casper, WY with one exception for the December Meeting being held at Three Crowns 1601 King Blvd., starting at 5:00 p.m. and a special meeting to be held on June 26, 2020 to pay all unpaid invoices for the fiscal year. There being no further discussion, the Board proceeded to vote, and the motion carried with all members in attendance voting aye.

6. Establishment of Financial Institutions

A motion was made by Mr. Belcher and seconded by Ms. Kaufman to have the official financial institutions for the year 2020 be Hilltop National Bank, the Wyoming Government Investment Fund and the FIB Davidson Fund, aka as FIB Wealth Management. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

7. 2020 Committee Members and Tasks

The following committee and membership were presented by Chairman Merschat:

- Financial/Investment: Terry Lane - Chair, Rob Hurless, Brook Kaufman, and Bob Chynoweth.
- Three Crowns Management: Doug Follick, Bob Chynoweth, and Jim Belcher ARAJPB Representatives.
- Jona/Refined Properties: Ben Schrader and Reed Merschat ARAJPB Representatives.
- Architectural Review Committee: Ben Schrader - Chair and Brook Kaufman.
- Platte River Commons Maintenance: Bob Hopkins - Chair, Jim Belcher, and Reed Merschat.
- Executive Committee: Bob Chynoweth - Chair, Reed Merschat - Vice Chair, Terry Lane - Treasurer, and Ben Schrader - Secretary.

8. Interaction with City and County Representatives – Specific Issues and Concerns

City Representative Hopkins informed County Representative Kaufman about an email he had received about VOR (VHF Omni Directional Range Beacon) at the Natrona County Airport. She will check into the details and report back to the Board.

9. Other

None.

10. Future Meetings/Agenda

- Regular Board meeting - February 13th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee - February 27th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

*Normally this meeting occurs on the third Thursday of every month but will be changed to the 4th Thursday in February for budgeting purposes only.

Office Closures:

January 20th - Martin Luther King Day

February 17th - Presidents' Day

March 17-24th (Renee absent)

11. Public Comment

There was no public comment.

12. Good of the Order

None.

13. Adjournment

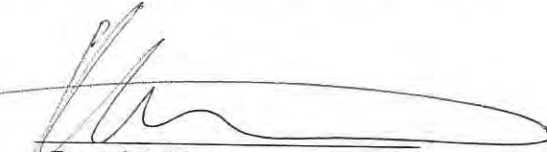
There being no further action by the Board, a motion was made by Ms. Kaufman and seconded by Mr. Schrader to adjourn the meeting at 6:58 p.m. The motion carried with all members in attendance voting aye.

2/12/20

Date

2-12-20

Date


Board Officer


Presiding Officer



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 January 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Add-Commercial	1	\$13,298.01	\$1,388,866.00
Rem-Commercial	11	\$15,614.17	\$1,316,790.00
Rem-Bathroom	4	\$638.00	\$31,000.00
Rep-Deck	2	\$280.00	\$10,648.00
Rep-Re-Roof	21	\$3,002.00	\$125,702.00
New-Residential	5	\$12,056.20	\$1,651,101.00
Rem-Kitchen	1	\$207.00	\$12,000.00
Rem-Residential	7	\$1,955.60	\$164,116.00
New-Sign	1	\$152.00	\$6,810.00
Dem-Residential	1	\$200.00	\$0.00
New-Detached Garage	1	\$636.00	\$62,820.00
Rep-Res-Misc	3	\$583.00	\$34,300.00
New-Storage Bldg	1	\$95.00	\$2,000.00
Rep-Comm Misc	1	\$152.00	\$7,000.00
Add-Other	1	\$104.00	\$3,000.00
Dem-Commercial	1	\$300.00	\$0.00
	62	\$49,272.98	\$4,816,153.00

Electrical Permits Issued	Fees Invoiced
84	\$14,866.00

Mechanical Permits Issued	Fees Invoiced
79	\$11,325.00

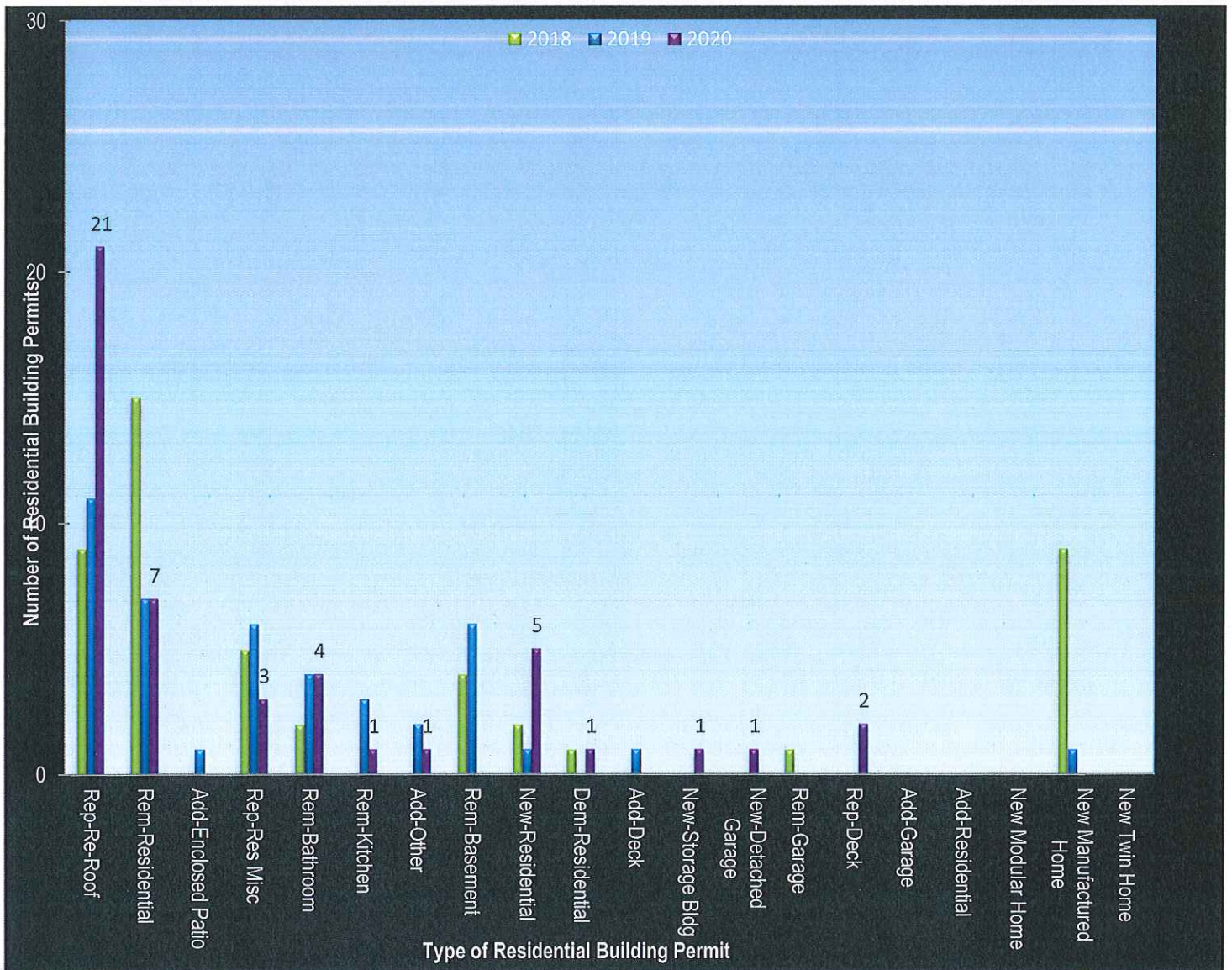
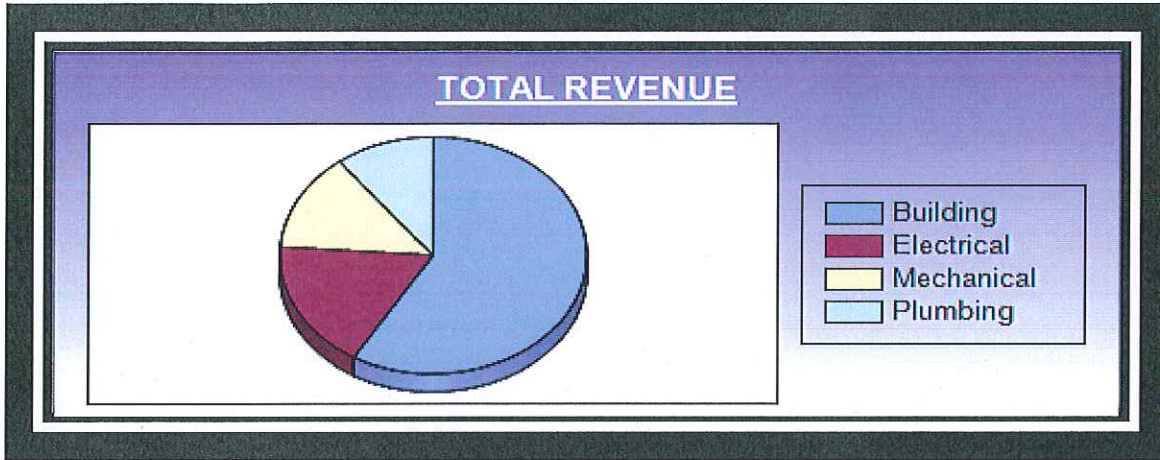
Plumbing Permits Issued	Fees Invoiced
98	\$8,769.00

Single Family Houses YTD			January Single Family Houses		
2019		1		2019	1
2020		5		2020	5



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 January 2020 Report





COMMUNITY DEVELOPMENT
DEPARTMENT

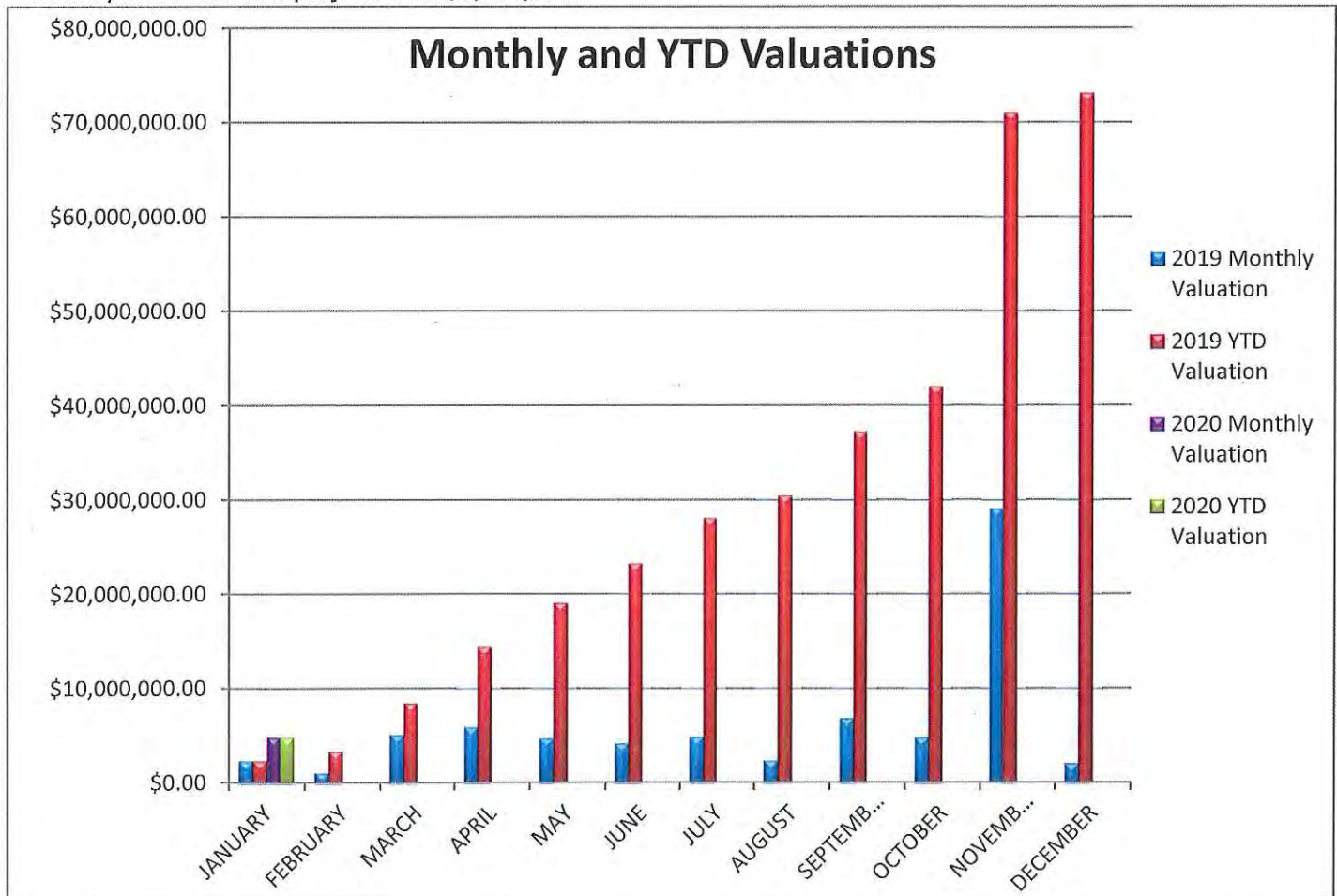
State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 January 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36		
MARCH	\$5,072,606.25	\$8,391,077.61		
APRIL	\$5,929,187.11	\$14,320,264.72		
MAY	\$4,696,267.67	\$19,016,532.39		
JUNE	\$4,152,642.58	\$23,169,174.97		
JULY	\$4,876,893.38	\$28,046,068.35		
AUGUST	\$2,348,883.06	\$30,394,951.41		
SEPTEMBER	\$6,790,186.21	\$37,185,137.62		
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$4,816,153.00</u>	<u>\$4,816,153.00</u>

LARGE VALUATIONS:

January 2020 - No new projects over \$1,000,000





COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper

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

Building Department
Fees Collected

January 2020 Report



Table with 2 columns: Description and Amount. Rows include BUILDING PERMITS (INCLUDES DEMO PERMITS) \$ 38,685.29, ELECTRICAL PERMITS \$ 14,726.00, MECHANICAL PERMITS \$ 8,475.00, PLUMBING PERMITS \$ 12,598.00*, ELECTRICAL LICENSES \$ 5,293.50, PLUMBING LICENSES \$ 3,074.00, MOBILE HOME LICENSES \$ 90.00, MECHANICAL LICENSES \$ 3,544.00, UTILITY LICENSES \$ 965.00, GENERAL CONTRACTORS LICENSES \$ 7,650.00, SIGN PERMITS \$ 824.00, C-CAN PERMITS \$ 25.00, EROSION CONTROL PERMITS \$ 25.00, MOBILE HOME PERMITS \$ 25.00, PLAN CHECK FEES \$ 10,491.89, PLANNING FEES \$ 2,950.00. Totals: \$ 109,416.68

MONTHLY INSPECTIONS:

Table with 4 columns: BUILDING, ELECTRIC, PLUMBING, MECHANICAL. Values: 177, 164, 184, 53

Table with 2 columns: CONSULTS, PLAN REVIEW. Values: 42, 23

YTD INSPECTIONS:

Table with 4 columns: BUILDING, ELECTRIC, PLUMBING, MECHANICAL. Values: 177, 164, 184, 53

Table with 2 columns: CONSULTS, PLAN REVIEW. Values: 42, 23

2020 Monthly Inspections
January 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	1	0	140	44	0	0	185
Justin Scott	101	0	0	0	10	0	111
Shawn Barrett	0	74	0	0	3	9	86
Dan Elston	75	0	44	9	10	33	171
Rus Lutz	0	90	0	0	0	0	90
							0
Monthly Total	177	164	184	53	23	42	643

YTD Totals	177	164	184	53	23	42	643	643
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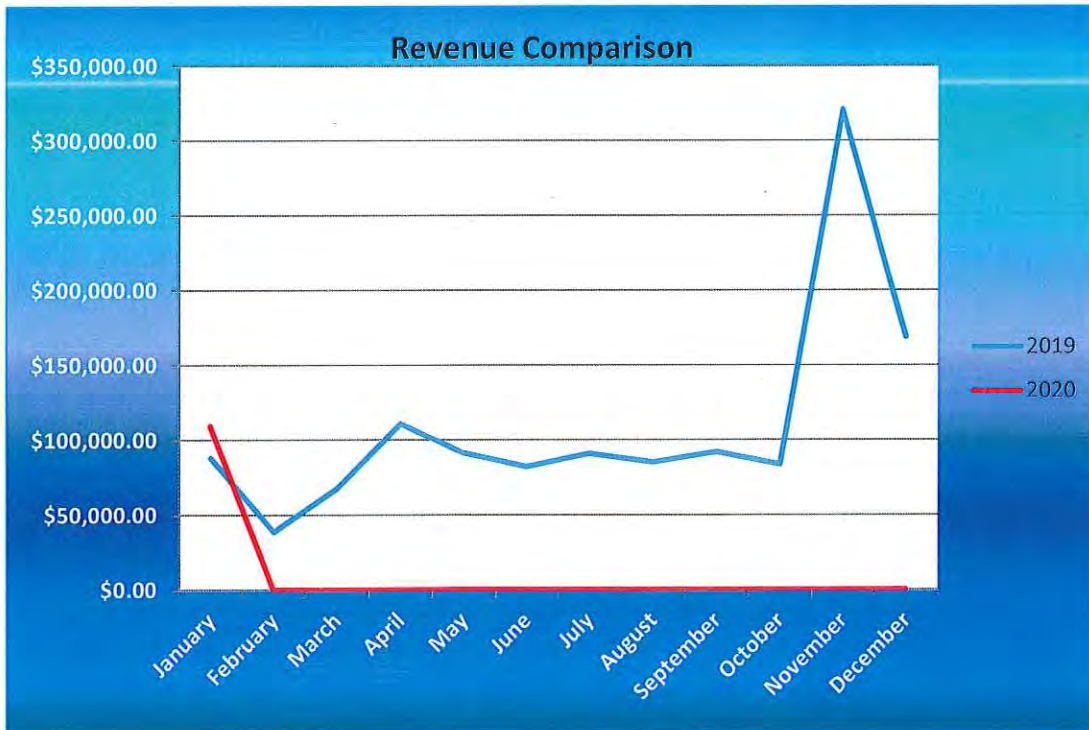
COMMUNITY DEVELOPMENT DEPARTMENT

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



Building Department
Revenue Collected
January 2020 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2019, TOTAL REVENUE FOR 2020. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

February 18, 2020

11:30 a.m.

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

1. Announcements
2. Approve Minutes – January 21, 2020 *
3. Approve Vouchers – February 2020 *
4. Approve Financial Report – January 2020 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Discuss River Restoration *
 - b) Other
8. New Business
 - a) Consider Change Order No. 1 with Riley Industrial Services, Inc. for the 2.6M Gallon Tank Recoating Project No. 18-093 for a price increase in the amount of \$196,106.83 and a time extension of 365 days *
 - b) Consider Change Order No. 1 with Great Plains Structures, LLC for the Wardwell Tank Repairs Project No. 16-035 for a price deduction in the amount of \$41,250 *
 - c) Update of Annual Banking Letters
 - d) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – March 17, 2020

****Indicates Attachment***



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

MEETING PROCEEDINGS

January 21, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 21, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel, Huber and Powell.

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

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

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

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

1. There were no Announcements.

2. Chairman King asked the Board how they wished to proceed with Election of Officers. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to retain the current Board officers for 2020; H. H. King, Jr. - Chairman, Larry E. Keffer – Vice-Chairman, Kenneth L. Waters – Secretary, and Paul C. Bertoglio - Treasurer. Motion put and carried.
3. Chairman King asked for a motion to approve the minutes from the December 17, 2019 meeting. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to approve the minutes from the December 17, 2019 meeting. Motion put and carried.
4. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing: voucher 8116 for ITC Electrical Technologies for wiring the Dewatering Pump in the amount of \$610.91; and voucher 8117 for Norco Inc. for an Air Monitor in the amount of \$1,301.11. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the January 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the January 2020 voucher list to include voucher numbers 8102 through 8117 in the amount of \$682,114.83. Motion put and carried.

Board Member Huber arrived at 11:34 a.m.

5. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for December 2019 was 179 MG, which is 15 MG more than the five-year average of 164 MG. Mr. Martin stated that year-to-date production is 2.35 BG, which is 63 MG more than the five-year average of 2.28 BG.

Mr. Martin stated that he has been working with Mr. Pitlick of the City Finance Department on the monthly compilation. Mr. Martin stated that there are a couple of changes to the format in order to get the FY20 figures to match closer to the audit report. Mr. Martin stated that some of the funds that were broken out are wrapped up in other lines.

Mr. Martin stated that Total Reserves is down a little bit from last year due to capital project expenses. Mr. Martin stated that Reserves remain strong.

Treasurer Bertoglio asked about the Water Rights Reserves changing \$2. Mr. Martin stated that was due to earned interest. Treasurer Bertoglio asked if the Water Rights Development Reserves Fund is mandatory. Mr. Martin stated that it would have to be researched. Treasurer Bertoglio stated that if not, it could be moved to Capital Reserves. Mr. Martin stated that Mr. Pitlick is making changes to the City Reserve Policy and would like to make similar changes with the RWS Reserve Policy. Mr. Martin stated that the changes would be on a meeting agenda in upcoming months.

Mr. Martin stated that Water Sales for the year are \$4,525,503, which is \$570,846 higher

than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that in the past few months, the financial report has shown 12-13% over in expenses from last year. Mr. Martin stated that this month while the financial report was being compiled it showed an 18% increase in expenses. Mr. Martin stated that after digging into the figures, an error was discovered where some FY19 funds were transferred into FY20 in the new City financial software.

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

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

Mr. Schroeder stated that he was pleased to report that all the WTP Operators are now in compliance with DEQ licensing. Mr. Schroeder stated that DEQ is going to start putting pressure on Water Plants as operators must be licensed the same level as the plant and since the RWS WTP is a Level 4 plant, all Operators must be DEQ Certified Level IV Operators. Mr. Schroeder stated that the Level IV test is quite difficult, but the Operators put in the study time to pass the test.

Mr. Schroeder stated that the SCADA contractor is on site this week working on the booster station sites. Mr. Schroeder stated that the contractor is behind schedule a little bit, but is moving along. Mr. Schroeder stated that the new SCADA system is nice and friendly as there is more trending and archiving of data. Mr. Schroeder stated that the SCADA contractor has not started on the WTP systems yet; once that starts it will be very hectic as systems will be taken offline and will have to be put back online at the end of the day.

Mr. Schroeder stated that staff is preparing the WTP for the summer season.

Mr. Schroeder stated that things have been going really well this year.

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

Mr. Conner stated that the contactor drain valves have been dug up. Mr. Conner stated that staff is looking into getting a different type of valve as the ozone is eating up the old valves and they are not sealing. Mr. Conner stated that staff is also looking at reducing the size of the drain valve from 16-inch down to a 6-inch as the contactor cannot be drained quickly as it overcomes the lift station.

Mr. Conner stated that a couple of older fire hydrants on Poison Spider and Robinson Road, and on MJB Road were repaired.

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

Mr. Conner stated that a tap on the RWS waterline on Salt Creek Highway was made and two services at the same lot were abandoned.

Mr. Conner stated that ARV's were checked out in the system and a couple need ball valves replaced.

Mr. Conner stated that all the pumps have been aligned.

Secretary Waters stated that at the last meeting Mr. Conner stated he would be getting with Pioneer staff about the fill station valve. Mr. Conner stated that he spoke to Ms. Bayne yesterday and she said that Pioneer is under contract for the fill station. Mr. Conner stated that Ms. Bayne informed him that the fill station company is supposed to come and install a slower valve. Mr. Conner stated that he asked Ms. Bayne to let him know when this will take place.

Board Member Powell suggested that the Board send a letter to the WTP Operators that achieved their certification and have the Chairman sign the letters. Chairman King asked Ms. Brown to prepare the letters for his signature.

7. There was no Public Comment.

8. There was no Old Business.

a. There was no Other Old Business.

9. In New Business:

a. Mr. Martin stated that before the Board today is Change Order No. 3 with HOA Solutions for the WTP SCADA Improvements Project No. 17-038. Mr. Martin stated that the Tower Tank and Manor Booster sites were not included in the original scope of work because they were anticipated to be upgraded as part of other projects. Mr. Martin stated that after work began on the SCADA project it was determined that the equipment at these sites did not communicate correctly with the new SCADA equipment and would need to be replaced. Mr. Martin stated that this work will add the replacement of the radio, antenna, antenna cable, and all antenna accessories at these sites. Mr. Martin stated that work to modify PLC programming at the Manor Booster is included so as to be consistent with the programming at the other distribution sites. Mr. Martin stated that HOA Solutions has proposed \$8,120 and 5 contract days to perform required upgrades at these sites.

Mr. Martin stated that the plans and specifications call for the new SCADA equipment at the North Park Tank to be installed in an existing underground pit. Mr. Martin stated that during construction it was determined that there is a structure on site that will no longer be needed for its original intent of emergency

services. Mr. Martin stated that moving the equipment installation into the structure will require the installation of a conduit and wire from equipment in the pit to the structure. Mr. Martin stated that installing the equipment in the structure will eliminate the need for a confined space entry to check the SCADA equipment. Mr. Martin stated that HOA Solutions has proposed \$4,900 and 5 contract days to perform this work.

Mr. Martin stated that HDR has reviewed the costs and additional contract days associated with this change order and finds them reasonable. Mr. Martin stated that the additional costs would come from contingency.

Mr. Martin stated that this change order will increase the contract amount to \$1,360,290.08 and decrease contingency to \$132,525.92. Mr. Martin stated that the DWSRF representative has given approval for this change order.

Mr. Martin stated that Mr. Ethan Yonker, with the City Engineering Department, is in attendance to answer any questions the Board may have on this change order.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to approve Change Order No. 3 with HOA Solutions, for a price increase of \$13,020 and a time extension of 10 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Motion put and carried.

- b. Mr. Martin stated that before the Board today is a proposal for funding the 2.6M Gallon Water Tank Roof Replacement.

Mr. Martin stated that Riley Industrial Services, Inc. is under contract to recoat the 2.6M Gallon Water Tank. Mr. Martin stated that while they were sandblasting, sever corrosion was identified on the roof rafters and interior beams. Mr. Martin stated that Lower Co., P.C. confirmed that the corrosion damage was severe enough that the roof and support columns would need to be replaced. Mr. Martin stated that at the December 17, 2019 meeting, the Board authorized an agreement with HDR Engineering, Inc. for design and construction administrative services for the 2.6M Gallon Water Storage Tank Roof Replacement Project.

Mr. Martin stated that the FY20 budget was approved prior to knowing the 2.6M Gallon Water Storage Tank would require replacement of the roof. Mr. Martin stated that design is currently underway and the intent is to bid out the tank roof replacement prior to the end of the fiscal year. Mr. Martin stated that staff recommends reallocating the following FY20 capital funds to the 2.6M Gallon Water Tank Roof Replacement Project:

- Filter Monorail Hoist Safety System - \$147,000
- HVAC System Chiller Improvements - \$180,000
- Groundwater High Service VFD Replacement - \$100,000
- Raw Water Switchgear and VFD Replacements - \$186,500

- LOX System Heater Replacement (remaining funds) - \$31,500
- Actiflo Hydrocyclone Improvements - \$56,000
- Misc. Recoating Projects - \$20,000
- Ozone Heat Rejection and Cooling Pumps - \$33,000
- Water Treatment Plant Landscaping - \$20,000
- Total - \$774,000

Mr. Martin stated that while the projects in this list remain important, staff firmly believes that the 2.6M Gallon Water Tank Roof Replacement is of a much higher priority at this time. Mr. Martin stated that the projects listed will be re-budgeted in the FY21 RWS Capital Budget. Mr. Martin stated that he was not sure if this will be enough funds for the project, but if not, the Board may have to consider a budget amendment.

A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to approve reallocating \$774,000 from various projects to the 2.6M Gallon Water Tank Roof Replacement Project.

Treasurer Bertoglio asked if any of the projects in the list were critical to operations and really need to be completed this budget year. Mr. Martin stated that these projects are all critical, however there are still funds in the Major Equipment Replacement line item if anything breaks.

Motion put and carried.

c. There was no Other New Business.

10. In the Chairman’s Report, Chairman King stated that the next regular meeting will be held on February 18, 2020.

A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn the meeting at 11:57 a.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
February 12, 2020**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8118	City of Casper	Operations Reimbursement – Jan2020	\$172,622.49
8119	CNA Surety	Board Officer Surety Bonds	\$400.00
8120	City of Casper	Loan Payment	\$127,960.40
8121	City of Casper	Capital Expense – RWS Portion of 2019 Roof Replacement Project No. 18-092 – WTP Ops Building Roof	\$60,480.00
8122	Hitek Communications, Inc.	Capital Expense – Replace PTZ Camera	\$1,837.00
8123	Williams, Porter, Day & Neville, P.C.	Legal Expense – Jan2020	\$2,280.00
8124	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#31	\$9,907.14
		Total	\$375,487.03

*

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

**INVOICE &
 STATEMENT OF ACCOUNT**

8118

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

DATE: 2/4/2020

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
01/31/2020	182349	JANUARY 2020 OPERATIONS REIMBURSEMENT	CURRENT	\$172,622.49

January 2020 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$88,562.23	
9020.00	Chemical Charge - O&M	\$8,141.49	
9030.00	Utilities - O&M	\$66,150.07	
9040.00	Supplies - O&M	\$4,447.10	
9060.00	Training - O&M	\$680.43	
9070.00	Major Maint, Repair, Replc - O&M	\$2,823.95	
9080.00	Testing & Lab Services - O&M	\$1,559.93	
9090.00	Other Reimbursable Costs - O&M	\$0.00	
6025.10	Capital	\$257.29	
	80-404000-5819 Invoice Total	\$172,622.49	

NEW CHARGES	
PREVIOUS BALANCE	\$172,622.49
TOTAL AMOUNT DUE	\$172,622.49

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

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

Mail Payments To:

City of Casper
 200 N David St
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$172,622.49

AMOUNT ENCLOSED: \$172,622.49

Pay Invoice(s): 182349

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

City of Casper Wyoming
Expenditure Reimbursement Request
January 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO - Pcard	Laundry/Towel	01/07/2020	LCAS1312230	128.41	Mats, Mops, Towels
American Water Works Assoc - Pcard	Travel/Training	01/20/2020	7001759811	480.43	Training Manuals
ATLAS OFFICE PRODUCT	Materials & Supplies	12/23/2019	55307-0	226.83	Office Supply
ATLAS OFFICE PRODUCT	Materials & Supplies	12/24/2019	55408-0	13.36	Office Supply
ATLAS OFFICE PRODUCT	Materials & Supplies	12/24/2019	55402-0	110.46	Office Supply
ATLAS OFFICE PRODUCT	Materials & Supplies	12/24/2019	55408-1	26.72	Office Supply
ATLAS OFFICE PRODUCT	Materials & Supplies	01/17/2020	56033-0	72.76	Batteries
ATLAS OFFICE PRODUCT	Materials & Supplies	01/21/2020	56178-0	132.02	Office Supply
BLACK HILLS ENERGY	Natural Gas	01/14/2020	RIN0029995	6,395.04	Natural Gas
Casper Contractors Supply - Pcard	Materials & Supplies	01/13/2020	1521097	329.00	Grease Gun kit
Casper Star-Tribune - Pcard	Advertising	12/19/2019	61485	43.54	RWS Meeting Ad
CENTRAL TRUCK & DIES	Materials & Supplies	01/16/2020	24805	161.00	Tools - Caliper Digimaticrep
CENTURYLINK	Communications	01/14/2020	11855	19.48	Centurylink VOIP Phone Service
CENTURYLINK	Communications	01/14/2020	11856	4.56	Centurylink VOIP Phone Service
CITY OF CASPER	Refuse Collection	01/07/2020	4361/181557	5,171.86	Balefill - Sludge Disposal
CITY OF CASPER	Refuse Collection	01/07/2020	4361/181585	1,024.57	Balefill - Sludge Disposal
CITY OF CASPER	Refuse Collection	01/10/2020	RIN0029993	119.50	Sanitation
CITY OF CASPER	Sewer	01/10/2020	RIN0029993	24.56	Sewer
Coastal Chemical - Pcard	Materials & Supplies	01/13/2020	0120496	182.41	Vehicle Fuel
Consolidated Electrical - Pcard	Materials & Supplies	12/23/2019	0970-637586	156.72	Light Bulbs
CRUM ELECTRIC SUPPLY	Materials & Supplies	12/23/2019	2147946-00	189.30	Fuses for Decant
DPC INDUSTRIES, INC.	Chemicals	01/10/2020	737005488-19	7,022.53	NaHypo
EMPLOYEE REIMBURSEME	Travel/Training	01/13/2020	SC4116697	100.00	WTP Operation Level IV Reimbur
EMPLOYEE REIMBURSEME	Travel/Training	01/15/2020	SC4125063	100.00	WTP Level 4 Exam reimbursement
Energy Laboratories - Pcard	Lab Testing	12/18/2019	297441284	(231.00)	Credit for invoice 2833353-a
Energy Laboratories - Pcard	Lab Testing	12/18/2019	297441111	(57.00)	Credit for Invoice 283351-a
Energy Laboratories - Pcard	Lab Testing	12/19/2019	284553	66.00	Lab Test - Wardwell Tank Bacti
Energy Laboratories - Pcard	Lab Testing	12/19/2019	284618	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	12/27/2019	286101	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	01/07/2020	287095	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	01/02/2020	288122	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	01/14/2020	289264	22.00	Lab Test BCT
Energy Laboratories - Pcard	Lab Testing	01/16/2020	289815	231.00	Lab Test TAS
Eurofins Eaton Analytical - Pcard	Lab Testing	12/19/2019	L0486752	100.00	Lab Test Bromate
FERGUSON ENTERPRISES	Materials & Supplies	12/23/2019	C857675	6.59	Valve for Sample Line
GRAINGER, INC.	Materials & Supplies	12/18/2019	6454781776	252.68	Filters for HVAC
HACH CO., CORP.	Lab Supplies	12/27/2019	11764333	375.48	pH Electrode
Health Insurance	Health Insurance	1/9/2020		7,163.52	Health Insurance
Health Insurance	Health Insurance	1/23/2020		7,163.52	Health Insurance
Health Insurance Transfer	Transfers Out	01/06/2020		892.87	Additional Health Insurance Allocation
Hensley Battery - Pcard	Materials & Supplies	12/24/2019	411136	54.60	Battery for HVAC
HITEK COMMUNICATIONS	Instrumentation	01/24/2020	3404	90.00	Troubleshoot Axis PTZ Camera a
Homax Oil Sales - Pcard	Gas/Fuel	01/02/2020	0492027-IN	1,335.99	Bulk fuel for Generator
Home Depot - Pcard	Materials & Supplies	01/14/2020	008383/9022812	82.56	Ball Valves for sandpump

City of Casper Wyoming
Expenditure Reimbursement Request
January 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Insurance/Bonds	Insurance/Bonds	01/06/2020		1,841.59	Employee Insurance/Bonds
Internal Services	Internal Services	01/06/2020		1,167.56	2 FTE's from Water Distribution
Internal Services	Internal Services	01/06/2020		8,318.45	IT, Finance, HR, City Council, City Manager, City Attorney
ITC ELECTRICAL TECHN	Maint/Repair	01/10/2020	30958	311.40	Recant pump repair
ITC ELECTRICAL TECHN	Maint/Repair	01/24/2020	31007	196.00	Repair O2 System
Keenan Supply - Pcard	Materials & Supplies	01/16/2020	S014911016.003	518.20	Valves for GW contactor
LONG BUILDING TECHNO	Maint/Repair	01/09/2020	SRVCE0104131	112.10	Repair thermostat in map rm
LONG BUILDING TECHNO	Maint/Repair	01/09/2020	SRVCE0104114	534.00	HVAC Fans in Plant Room Mainte
LONG BUILDING TECHNO	Maint/Repair	01/10/2020	SRVCE0104495	224.20	North Chem Blower Repair
LONG BUILDING TECHNO	Maint/Repair	01/14/2020	SRVCE0104113	534.00	Repair fan in Plant Room
MODERN ELECTRIC CORP Pcard	Maint/Repair	12/19/2019	10141	822.25	RW Heater Repair 340WTP1119-03
Other Insurance	Other Insurance	1/9/2020		156.85	Other Insurance Benefits
Other Insurance	Other Insurance	1/23/2020		156.85	Other Insurance Benefits
Other Insurance	Other Insurance	1/24/2020		(161.28)	Other Insurance Benefits
Payroll	Personnel	1/9/2020		31,859.07	1/9/2020 Payroll
Payroll	Personnel	1/23/2020		28,884.02	1/23/2020 Payroll
Rocky Mountain Air Solutions - Pcard	Chemicals	01/06/2020	30116427	1,118.96	Chemicals Oxygen
ROCKY MOUNTAIN POWER	Electricity	01/24/2020	RIN003004	42,461.29	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	01/24/2020	RIN003004	10,903.29	Electricity - Tanks, Boosters, Meters
Smith's - Pcard	Materials & Supplies	12/19/2019	072704	74.96	JPB Lunch
Smith's - Pcard	Materials & Supplies	01/02/2020	043122	52.53	Coffee
Smith's - Pcard	Materials & Supplies	01/02/2020	097934	3.75	Coffee Filters
Sutherlands -Pcard	Materials & Supplies	12/23/2019	071675	5.99	PVC CEMENT FOR REGIONAL SAMPLE LINE
TYLER TECHNOLOGIES I	Capital	12/30/2019	045-285977	57.06	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	01/15/2020	045-286656	57.24	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	01/15/2020	045-285802	30.00	Tyler Forms Configuration
TYLER TECHNOLOGIES I	Capital	01/15/2020	045-287117	112.99	Tyler Forms Configuration
UPS - Pcard	Postage & Printing	01/02/2020	00008F045W529	32.37	Return Padlocks
UPS - Pcard	Lab Testing	01/16/2020	00008F045W020	129.45	Ship Lab Samples
Verizon - Pcard	Communications	12/18/2019	9843346998	25.92	WTP Operator Cell Phone
WARDWELL WATER & SEW	Materials & Supplies	01/07/2020	RIN0029989	15.00	Booster Irrigation
Western Sling & Supply - Pcard	Materials & Supplies	12/23/2019	363438	35.32	Cable for Decant Hoist
Workers' Compensation	Workers' Compensation	1/9/2020		586.56	Workers' Compensation
Workers' Compensation	Workers' Compensation	1/23/2020		532.65	Workers' Compensation
Xerox Corp - Pcard	Materials & Supplies	01/14/2020	099119875	204.03	Office Copier Lease
Total				<u>\$172,622.49</u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2019-2020

Entity	Gallons of Water Produced							Year-to-Date
	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	
Salt Creek JPB	1,934,306.122	2,169,152.041	2,168,233.673	2,758,381.633	3,453,167.347	5,137,603.061	6,543,140.816	22,229,678.571
Wardwell W&S	8,041,320.408	9,798,595.918	7,812,144.898	14,089,494.898	29,568,138.776	35,608,590.816	35,250,247.959	132,127,213.265
Pioneer	3,635,697.959	3,875,176.531	3,645,804.082	4,451,311.224	6,291,189.796	7,698,387.755	8,113,820.408	34,075,689.796
Poison Spider	698,418.367	891,377.551	697,091.837	654,693.878	1,372,857.143	1,797,346.939	1,758,571.429	7,171,938.776
33 Mile Road	762,040.816	802,959.184	583,316.327	679,846.939	979,489.796	1,027,448.980	1,196,224.490	5,269,285.714
Sandy Lake	774,537.755	927,666.327	675,990.816	1,318,853.061	1,723,878.571	1,811,189.796	2,272,014.286	8,729,592.857
Lakeview	170,138.776	119,922.449	118,436.735	167,226.531	579,789.796	866,826.531	999,478.571	2,851,680.612
Mile-Hi	251,119.388	206,848.980	204,369.388	239,412.245	867,248.980	871,733.673	1,172,442.857	3,562,056.122
City of Casper	142,722,743.408	161,204,164.020	134,084,067.245	176,194,179.592	467,197,249.796	568,137,374.449	635,485,546.184	2,142,302,581.286
Regional Water	0.000	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(1,658,000.000)	(940,310.000)	(468,000.000)	(13,499,565.000)
TOTAL	158,990,323.000	179,191,863.000	148,533,005.000	192,380,595.000	510,375,010.000	622,016,192.000	692,323,487.000	2,344,820,152.000

TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:

3,361,736,483.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2019-2020

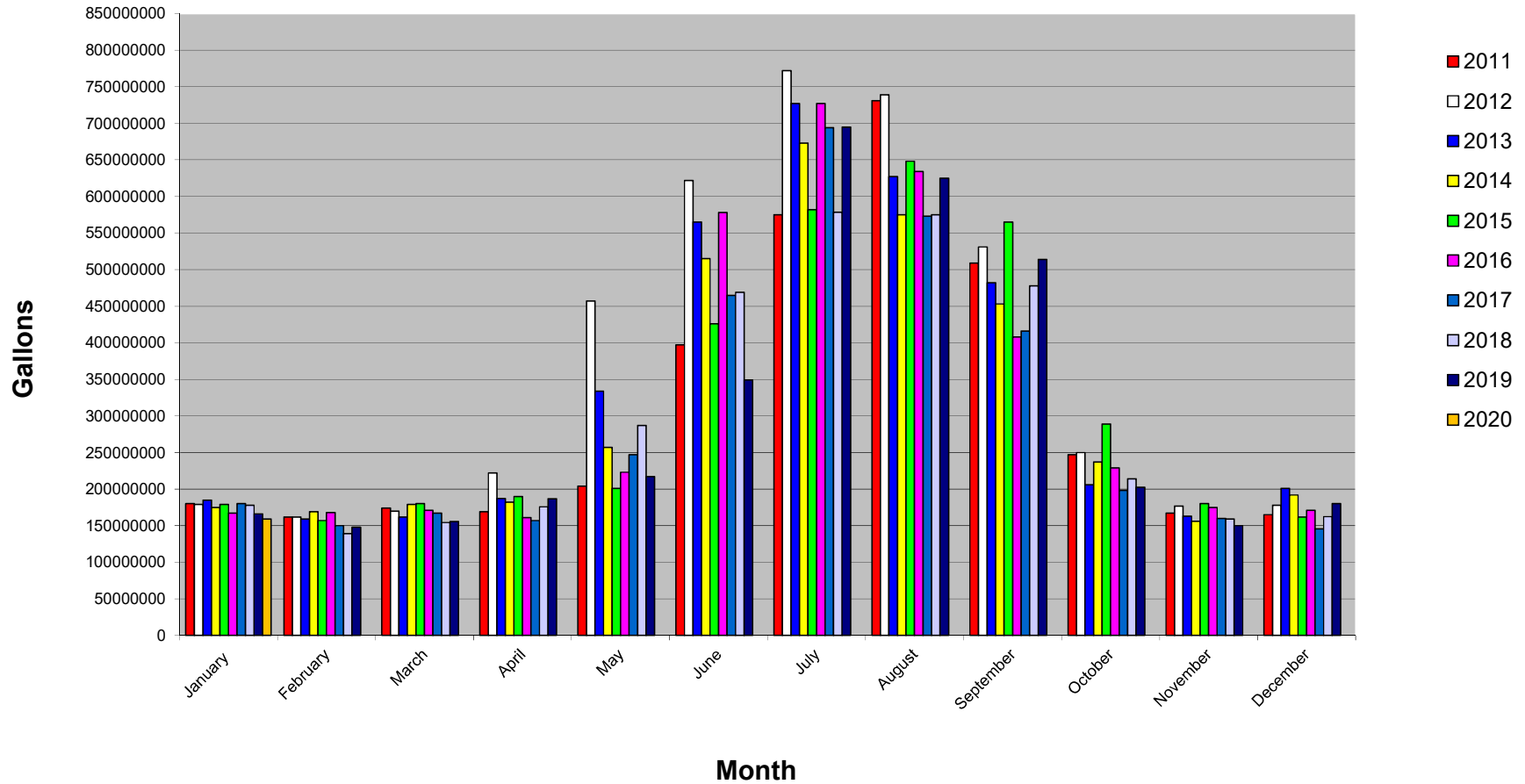
Entity	Water Rates Billed							Year-to-Date
	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	
Salt Creek JPB	\$ 3,733.21	\$ 4,186.46	\$ 4,184.69	\$ 5,323.68	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 42,903.28
Wardwell W&S	\$ 15,519.75	\$ 18,911.29	\$ 15,077.44	\$ 27,192.73	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 255,005.52
Pioneer	\$ 7,016.90	\$ 7,479.09	\$ 7,036.40	\$ 8,591.03	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 65,766.08
Poison Spider	\$ 1,347.95	\$ 1,720.36	\$ 1,345.39	\$ 1,263.56	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 13,841.84
33 Mile Road	\$ 1,470.74	\$ 1,549.71	\$ 1,125.80	\$ 1,312.10	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 10,169.72
Sandy Lake	\$ 1,494.86	\$ 1,790.40	\$ 1,304.66	\$ 2,545.39	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 16,848.11
Lakeview	\$ 328.37	\$ 231.45	\$ 228.58	\$ 322.75	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 5,503.74
Mile-Hi	\$ 484.66	\$ 399.22	\$ 394.43	\$ 462.07	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 6,874.77
City of Casper	\$ 275,454.89	\$ 311,124.04	\$ 258,782.25	\$ 340,054.77	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 4,134,643.98
Regional Water	\$ -	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (26,395.11)
TOTAL	\$306,851.32	\$345,840.30	\$286,668.70	\$371,294.55	\$984,682.82	\$1,200,491.25	\$1,336,184.33	\$4,525,161.94

TOTAL PRIOR YEAR (FY2019) BILLING:

\$ 6,193,755.45

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

WTP PRODUCTION



WTP Operations Budget Comparison As Of 2/11/2020

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020002	6001	Salaries and Wages - FT	692,968.81	692,968.81	418,106.07	0.00	274,862.74	60.34
202	2020002	6002	Salaries and Wages - PT/Season	20,835.36	20,835.36	9,161.47	0.00	11,673.89	43.97
202	2020002	6004	Overtime	14,000.00	14,000.00	5,010.96	0.00	8,989.04	35.79
202	2020002	6005	Standby Pay	12,000.00	12,000.00	5,188.15	0.00	6,811.85	43.23
202	2020002	6007	Accrued Leave	6,000.00	6,000.00	85.32	0.00	5,914.68	1.42
202	2020002	6009	Supplemental Pay	11,200.00	11,200.00	15,896.42	0.00	-4,696.42	141.93
202	2020002	6010	Other Employee Withholdings	2,464.00	2,464.00	2,970.84	0.00	-506.84	120.57
202	2020002	6020	FICA/MC Contributions	58,767.62	58,767.62	34,613.01	0.00	24,154.61	58.90
202	2020002	6030	Retirement Contributions	64,304.73	64,304.73	37,966.61	0.00	26,338.12	59.04
202	2020002	6032	Disability Buyback	0.00	0.00	0.00	0.00	0.00	0.00
202	2020002	6040	Workers Compensation	20,287.71	20,287.71	7,840.29	0.00	12,447.42	38.65
202	2020002	6051	Health Insurance	172,926.21	172,926.21	119,236.42	0.00	53,689.79	68.95
202	2020002	6054	Other Insurance	3,535.21	3,535.21	2,085.83	0.00	1,449.38	59.00
202	2020002	6080	Other Employee Compensation	6,856.00	6,856.00	3,440.00	0.00	3,416.00	50.18
202	2020002	6101	General Supplies and Materials	833,285.00	846,676.82	555,726.32	11,783.56	279,166.94	67.03
202	2020002	6103	Postage and Printing	750.00	750.00	113.17	0.00	636.83	15.09
202	2020002	6111	Electricity	731,340.00	731,340.00	373,055.72	0.00	358,284.28	51.01
202	2020002	6112	Natural Gas	50,000.00	50,000.00	20,174.68	0.00	29,825.32	40.35
202	2020002	6113	Gas/Fuel	10,000.00	10,000.00	2,781.85	0.00	7,218.15	27.82
202	2020002	6150	Maint/Repair (non contract)	50,000.00	50,000.00	30,461.68	294.33	19,243.99	61.51
202	2020002	6160	Uniform Expense	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
202	2020002	6210	Professional Services	6,000.00	6,000.00	90.00	0.00	5,910.00	1.50
202	2020002	6230	Maintenance Agreements	31,049.00	31,049.00	20,606.94	7,537.25	2,904.81	90.64
202	2020002	6240	Testing	42,000.00	42,000.00	20,515.84	0.00	21,484.16	48.85
202	2020002	6251	Laundry/Towel	2,500.00	2,500.00	948.66	0.00	1,551.34	37.95
202	2020002	6256	Internal Services	101,404.00	101,404.00	75,888.08	0.00	25,515.92	74.84
202	2020002	6601	Tranfers Out	10,715.00	10,715.00	7,142.96	0.00	3,572.04	66.66
202	2020002	6720	Travel/Training	4,000.00	4,000.00	1,800.43	0.00	2,199.57	45.01
202	2020002	6731	Communication	2,200.00	2,200.00	232.25	0.00	1,967.75	10.56
202	2020002	6733	Refuse Collection	40,000.00	40,000.00	7,212.93	0.00	32,787.07	18.03
202	2020002	6734	Sewer	300.00	300.00	171.92	0.00	128.08	57.31
202	2020002	6780	Insurance/Bonds	22,098.82	22,098.82	14,732.66	0.00	7,366.16	66.67
202	2020002	6791	Advertising/Promotion	800.00	800.00	304.78	0.00	495.22	38.10
202	2020002	6793	Dues and Subscriptions	1,200.00	1,200.00	844.00	0.00	356.00	70.33
WTP Operations Totals				\$3,026,787.47	\$3,040,179.29	\$1,794,406.26	\$19,615.14	\$1,226,157.89	59.02

Boosters & Tanks

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020033	6101	General Supplies and Materials	22,000.00	22,000.00	4,975.38	0.00	17,024.62	22.62
202	2020033	6111	Electricity	123,420.00	123,420.00	61,480.16	0.00	61,939.84	49.81
202	2020033	6210	Professional Services	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
202	2020033	6256	Internal Services	169,097.00	169,097.00	0.00	0.00	169,097.00	0.00
Boosters & Tanks Totals				\$316,517.00	\$316,517.00	\$66,455.54	\$0.00	\$250,061.46	21.00

Groundwater Guardian

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020034	6101	General Supplies and Materials	500.00	500.00	19.93	0.00	480.07	3.99
202	2020034	6103	Postage and Printing	200.00	200.00	22.00	0.00	178.00	11.00
202	2020034	6240	Testing	4,500.00	4,500.00	670.00	0.00	3,830.00	14.89
202	2020034	6791	Advertising/Promotion	100.00	100.00	0.00	0.00	100.00	0.00
Groundwater Guardian Totals				\$5,300.00	\$5,300.00	\$711.93	\$0.00	\$4,588.07	13.43

RWS Agency Budget Comparison As Of 2/11/2020

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
300	300	4220	State Grants	-1,300,000.00	-1,300,000.00	-1,412,121.98	0.00	112,121.98	108.62
300	300	4501	Interest Earned	-70,000.00	-70,000.00	-64,124.47	0.00	-5,875.53	91.61
300	300	4503	Gain on Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00
300	300	4504	Contributions	0.00	0.00	0.00	0.00	0.00	0.00
300	300	4505	Misc. Revenue	-50.00	-50.00	-622.79	0.00	572.79	1,245.58
300	300	4601	Water Utility Charges	-7,106,511.00	-7,106,511.00	-4,525,502.89	0.00	-2,581,008.11	63.68
300	300	4650	System Development Charges	-245,000.00	-245,000.00	-188,040.00	0.00	-56,960.00	76.75
RWS Agency Revenues				(\$8,721,561.00)	(\$8,721,561.00)	(\$6,190,412.13)	\$0.00	(\$2,531,148.87)	70.98
300	300	6210	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6212	Legal Services	30,000.00	30,000.00	1,199.50	0.00	28,800.50	4.00
300	300	6213	Investment Services	1,500.00	1,500.00	105.00	0.00	1,395.00	7.00
300	300	6214	Consulting Services	15,000.00	15,000.00	10,171.36	0.00	4,828.64	67.81
300	300	6215	Acctg/Audit Services	32,000.00	32,000.00	30,000.00	0.00	2,000.00	93.75
300	300	6255	Other Contractual	3,000.00	3,000.00	750.00	0.00	2,250.00	25.00
300	300	6257	Reimbursable Contract Exp.	3,349,603.00	3,349,603.00	2,160,828.79	0.00	1,188,774.21	64.51
300	300	6303	Buildings - New	282,000.00	283,544.66	18,301.19	178,419.66	86,823.81	69.38
300	300	6305	Improvements Other Than Bldgs	1,071,000.00	4,763,437.83	2,115,277.85	1,736,104.32	912,055.66	80.85
300	300	6307	Intangibles - New	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6311	Light Equipment - New	10,000.00	10,000.00	1,301.11	0.00	8,698.89	13.01
300	300	6312	Light Equipment - Replacement	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6320	Technology - Capital	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6321	Technology - Replacement	6,000.00	6,000.00	2,134.67	0.00	3,865.33	35.58
300	300	6501	Principal	2,086,798.00	2,086,798.00	1,238,492.68	0.00	848,305.32	59.35
300	300	6510	Interest	483,778.00	483,778.00	207,805.61	0.00	275,972.39	42.95
300	300	6720	Travel/Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
300	300	6780	Insurance/Bonds	97,544.00	97,544.00	52,189.28	0.00	45,354.72	53.50
300	300	6792	Over/Short	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7301	Land Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7303	Buildings Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7305	Improvements Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7307	Intangibles Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7311	Light Equipment Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7315	Heavy Equipment Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7320	Technology Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9100	Revenue Control	0.00	0.00	-6,190,412.13	0.00	0.00	0.00
300	300	9110	Estimated Revenue	0.00	0.00	8,721,561.00	0.00	0.00	0.00
300	300	9200	Expenditure Control	0.00	0.00	5,838,557.04	0.00	0.00	0.00
300	300	9210	Appropriations	0.00	0.00	-11,164,205.49	0.00	0.00	0.00
300	300	9300	Encumbrances	0.00	0.00	1,852,173.98	0.00	0.00	0.00
300	300	9400	ACI Liability	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9500	Fund Balance - Unreserved	0.00	0.00	-2,334,636.68	0.00	0.00	0.00
300	300	9510	Budgetary FB - Unreserved	0.00	0.00	2,442,644.49	0.00	0.00	0.00
300	300	9520	FB Reserve For Encumbrances	0.00	0.00	3,693,982.49	0.00	0.00	0.00
300	300	9530	Budgetary FB Reserve - Encumb	0.00	0.00	-1,852,173.98	0.00	0.00	0.00
RWS Agency Expense Totals				\$7,470,223.00	\$11,164,205.49	\$6,846,047.76	\$1,914,523.98	\$3,411,124.47	61.32

February 12, 2020

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

FROM: Andrew Beamer, P.E., Public Services Director
Jolene Martinez, Assistant to the City Manager

SUBJECT:

Meeting Type & Date:
Regular JPB Meeting
February 18, 2020

Action Type:
Information

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board (JPB) consider funding river restoration activities.

Summary:

In 2007, the City of Casper began a North Platte River restoration effort that partners with BLM, Wyoming Game and Fish, Natrona County Weed and Pest, and many other governmental agencies and private business and organizations. It is a complex and expensive project that is expected to continue through at least the next ten years. The funding for the project has been diverse, including Wyoming Business Council grants, Wyoming Wildlife and Natural Resource Trust grants, Optional One Percent monies, and several other grants and sponsorship.

Because of the way the project originated and grew, it has been budgeted in several funds within the City's budget. The City of Casper Financial Services Department has determined that a river fund within the City's budget should be established to account for all the complexities of the project. In the work to set up the fund, two funding issues involving the Central Wyoming Regional Water System Joint Powers Board (JPB) emerged.

The first issue discovered was that the river restoration team did not bill JPB for the full \$500,000 it had pledged to the project in its FY16 budget. It billed \$250,000, which was paid by JPB. JPB re-budgeted the unbilled \$250,000 in its FY17 budget, and again was not billed by the river restoration team. The financial support from JPB was to help fund the river bank reinforcement adjacent to the wellfield and the river bank build out adjacent to the water treatment plant. The work was completed.

The second issue involves reimbursement from the Wyoming Business Council and how the City must account for the reimbursement. The river restoration project received a grant that would reimburse receipts at 22% from the Wyoming Business Council (WBC) for the same reach of the river to which JPB pledged funding. The receipts from the exposed waterline and intake extension,

totaling \$343,987, were submitted and a reimbursement for \$75,677 was received from WBC. According to City finance rules, the \$75,677 must be credited to JPB and not to the river restoration project.

The City is asking JPB to consider paying the rest of its \$250,000 pledge to the river restoration and giving the river restoration the \$75,677 from its WBC grant that is being reimbursed to JPB.

Financial Considerations

Funding to the City's river fund in the total amount of \$325,677.

Oversight/Project Responsibility

Andrew Beamer, Public Services Director

Scott Baxter, Associate Engineer

Jolene Martinez, Assistant to the City Manager

Attachments

None

February 18, 2020

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Assistant Public Utilities Manager
Andrew Colling, Engineering Technician

SUBJECT: Change Order No. 1
2.6M Gallon Tank Recoating, Project 18-093

Meeting Type & Date:

CWRWS Joint Powers Board Meeting
February 18, 2020

Action Type

Board Approval

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize Change Order No. 1 with Riley Industrial Services, Inc., for a contract increase of \$196,106.83 and a time extension of 365 days, as part of the 2.6M Gallon Tank Recoating, Project 18-093.

Summary:

Riley Industrial Services, Inc. is under contract with the Board for the 2.6M Gallon Tank Recoating Project. The project includes the surface preparation and coating of the interior and exterior of the 2.6M Gallon water storage tank. During blasting operations, it was determined that the roof structure was badly corroded and that repairs were going to be necessary. Riley Industrial Services proposed altering the blast methods to an "Inspection Blast" to expedite the blasting process and allow for an inspection of the surfaces.

On July 24, 2019, Bob Lower, P.E., structural engineer and owner of Lower Co., P.C., was requested to perform an inspection of the tank and the structural roof members. Mr. Lower recommended that the roof be removed and replaced, and the Board entered into an agreement with HDR Engineering to assist in the work.

It is recommended that the contract amount be increased \$196,106.83 for the blast inspection and Riley's subsequent demobilization/remobilization costs, and the contract time be extended three hundred sixty-five (365) days to allow for Riley Industrial Services to re-mobilize in 2020 and complete the coating work as specified by the original contract.

Riley Industrial Services, Inc.
2.6M Gallon Tank Recoating
Project No. 18-093

With the approval of this Change Order, the substantial completion date will become October 31, 2020.

Financial Considerations:

Funding for this Change Order will be from the project contingency funds and RWS Reserves.

Oversight/Project Responsibility:

Andrew Colling, Engineering Tech

Attachments:

Change Order No. 1

CITY OF CASPER
CHANGE ORDER

NO. One (1)


PROJECT: 2.6M Gallon Tank Recoating, Project 18-093
 OWNER: Central Wyoming Regional Water System Joint Powers Board
 CONTRACTOR: Riley Industrial Services, Inc.
 ENGINEER: City of Casper, Engineering Department

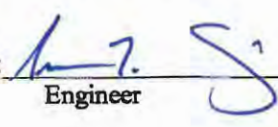
You are directed to make the following changes in the Contract Documents:

Description: During surface blasting it was determined that severe corrosion and potential structural damage was present on the ceiling and structural roof members. Riley Industrial was directed to perform an "inspection blast" to expedite the blasting process and allow for an inspection of the surfaces to be conducted. After the inspection blast was completed, a structural evaluation of the tank was performed. The recommendation to replace the roof structure was made and Riley Industrial has demobilized until repairs have been completed. It is recommended that Riley Industrial be retained and the contract price be increased \$196,106.83 and the contract time be extended three hundred sixty-five (365) days to allow Riley Industrial Services to complete the coating repairs after the roof replacement is finished.

Attachments: Memo

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$715,584.00	Original Contract Time: (days or date) Substantial completion: October 31, 2019 Final completion: November 8, 2019
Previous Change Orders No. <u> </u> to <u> </u> : <u>--0--</u>	Net change from previous Change Orders (days): <u>--0--</u> (days): <u>--0--</u>
Contract Price prior to this Change Order: \$715,584.00	Contract Time prior to this Change Order: Substantial completion: October 31, 2019 Final completion: November 8, 2019
Net Increase change of this Change Order: \$196,106.83	Net Increase of this Change Order: (days) <u>-- 365 --</u>
Contract Price with all approved Change Orders: \$911,690.83	Contract Time with all approved Change Orders:(date) Substantial completion: October 31, 2020 Final completion: November 8, 2020

ACCEPTED:  BY: Contractor

RECOMMENDED:  BY: Engineer

APPROVED: _____ BY: _____ Owner

Janette Brown

From: Andrew Colling
Sent: Tuesday, February 11, 2020 9:39 AM
To: Janette Brown
Cc: Bruce Martin
Subject: FW: [EXTERNAL] - RE: 2.6 MG Water tank recoating

Please see email thread discussion with Riley Industrial regarding the time extension and contract increase.

Thanks,

Andrew Colling

Engineering Technician
City of Casper
307-235-8206
acolling@casperwy.gov

From: Ralph Doolin [mailto:RalphD@rileyindustrial.com]
Sent: Tuesday, January 21, 2020 9:38 AM
To: Andrew Colling <acolling@casperwy.gov>
Subject: RE: [EXTERNAL] - RE: 2.6 MG Water tank recoating

Andrew,

Sorry I thought I had replied to this email end of last week.

Going through the math I believe we are good with that.

To get don on the completion date of Oct. 31 we need to be able to have the tank available to us around the first part of July.

Ralph

From: Andrew Colling <acolling@casperwy.gov>
Sent: Monday, January 13, 2020 8:18 AM
To: Ralph Doolin <RalphD@rileyindustrial.com>
Subject: RE: [EXTERNAL] - RE: 2.6 MG Water tank recoating

Ralph,

We are doing some housekeeping on our end and I need to execute a change order to increase your contract amount to cover the additional costs of the inspection blast and the remobilization. I also need to extend the contract time.

For the time extension, I am simply proposing a 1-year extension, making the new completion date October 31, 2020. Because your performance is dependent on the roof repairs being completed, we can extend this date if need be.

For the price increase, I am trying to wrap my head around what has been completed and what remains. All things considered, any blasting you performed is essentially null and void. We will be starting over from square one when the roof repairs are done. The man-way is complete, the sidewall penetration is complete, and the vents remain to be installed. For my calculations, I figured the following:

Total work remaining:	\$667,352.95 (Items 1, 2, and \$4,137.95 remaining from Item 4)
Billed to date:	<u>+\$244,337.88</u>
	\$911,690.83
Original Contract:	<u>-\$715,584.00</u>
CO #1 Amount:	\$196,106.83

This Change Order #1 amount of \$196,106.83 should cover the additional brush blast costs and the added mobilization/demobilization costs. I would like to present this CO to the board at their meeting on the 21st so I need to finalize this by Wednesday the 15th.

If you think this amount should be different for any reason, please let me know.

Thanks,

Andrew Colling

Engineering Technician
City of Casper
307-235-8206
acolling@casperwy.gov

From: Ralph Doolin [<mailto:RalphD@rileyindustrial.com>]
Sent: Wednesday, November 20, 2019 7:05 AM
To: Andrew Colling <acolling@casperwy.gov>
Subject: RE: [EXTERNAL] - RE: 2.6 MG Water tank recoating

Andrew,

Getting back with your response to my question; we do not have a problem with holding the contract amount. I will notify the bonding company know; I am not sure but they may want an official notification letter or something to that effect. We would assume that once you selected a tank fabricator to install the new tank roof you will notify us when they start work this should give us sufficient time to get our equipment and work force organized.

Thanks, we look forward to keep our working relationship going. Keep us updated on the progress.

Ralph Doolin

From: Andrew Colling <acolling@casperwy.gov>
Sent: Tuesday, November 19, 2019 8:45 AM
To: Ralph Doolin <RalphD@rileyindustrial.com>
Subject: [EXTERNAL] - RE: 2.6 MG Water tank recoating

Mr. Doolin,

I wish I could give you a solid answer. As it stands, we intend to extend your contract. We have just recently made the selection of a consultant to assist with the roof replacement. However, the board will not officially enter into a contract with said consultant until December 17th. The discussions have been to proceed with the design, bidding, and construction of repairs and have Riley finish the coating process. The time frame is a major unknown in my opinion and puts you in a holding pattern for an undetermined time. With a construction project of this scope, we are all aware of unknowns that can adversely affect scheduling. If it is your desire to cancel the contract, I can propose it to the board and we can simply add the coating into the repairs project. If you would like to continue as is, we can provide updates as they become available.

Thanks,

Andrew Colling

Engineering Technician
City of Casper
307-235-8206
acolling@casperwy.gov

From: Ralph Doolin [<mailto:RalphD@rileyindustrial.com>]
Sent: Tuesday, November 19, 2019 8:27 AM
To: Andrew Colling <acolling@casperwy.gov>
Subject: 2.6 MG Water tank recoating

Andrew,

I am reaching out to find out if the Board has reached a decision on extending our contract for this tank. I have our bonding company asking the status.

Thanks,

Ralph S. Doolin
Riley Industrial Services, Inc.
Sr. Project Estimator
505-327-4947

All City of Casper e-mails and attachments, except those defined as attorney/client communications or confidential/privileged information, may qualify as public records under the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, and are subject to public disclosure pursuant to this Act.

February 11, 2020

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

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

SUBJECT: Authorizing Change Order No. 1 with Great Plains Structures, LLC, for a deduction in the amount of \$41,250, for liquidated damages assessed for the Wardwell Tank Repairs, Project No. 16-035.

Meeting Type & Date

Regular Board Meeting
February 18, 2020

Action type

Authorization

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 1 with Great Plains Structures, LLC, for a deduction in the amount of \$41,250 for liquidated damages for the Wardwell Tank Repairs, Project No. 16-035.*

Summary

Great Plains Structures, LLC, is under contract for the Wardwell Tank Repairs Project. The tank had been out of service since February of 2016 due to a failed section of the roof. The project included installation of a new roof, along with upgrades to the cathodic protection system and sealing of tank joints to stop leaks that had developed. The contractor had been six (6) days late in meeting the substantial completion deadline of September 27, 2019. More liquidated damages were assessed due to the tank being out of service for additional leak repairs in November and December of 2019.

The purpose of the proposed change order is to reconcile the assessed liquidated damages as a formal deduction from the contract price, which totals \$41,250. Great Plains Structures has also requested that the project deadlines be adjusted to December 12, 2019 (Substantial) and June 19, 2020 (Final) in order to address final lead repairs and testing.

The consultant hired to oversee the design and construction of the project, HDR Engineering, has reviewed the change order proposal submitted by Great Plains Structures and has recommended approval as presented herein.

Financial Considerations

Funding for the project is from CWRWS Reserves. Change Order No. 1 will reduce the contract price from \$458,000 to \$416,750.

Oversight/Project Responsibility

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

Attachments

Change Order No. 1 Form

HDR Engineering Recommendation Letter

Great Plains Structures Change Order Proposal

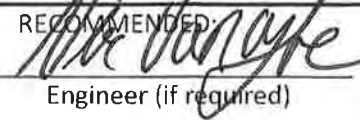
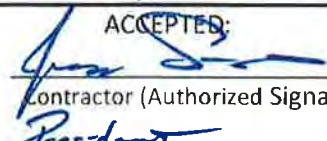
Date of Issuance: February 18, 2020	Effective Date: February 18, 2020
Owner: Central Wyoming Regional Water System	Owner's Contract No.: 16-035
Contractor: Great Plains Structures, LLC	Contractor's Project No.: S51007
Engineer: HDR Engineering	Engineer's Project No.: 10099719
Project: Wardwell Tank Repairs	Contract Name: Wardwell Tank Repairs

The Contract is modified as follows upon execution of this Change Order:

Description: Adjustment of Contract Price to incorporate Liquidated damages in the amount of \$41,250, move Substantial Completion to December 12, 2019 and Final Completion to June 19, 2020, and allow for a winter shutdown.

Attachments: Letter of Change Order Request from Great Plains, LLC, Letter from HDR

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$ 458,000.00</u>	Original Contract Times: Substantial Completion: <u>September 27, 2019</u> Ready for Final Payment: <u>October 11, 2019</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : <u>\$ 0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u>September 27, 2019</u> Ready for Final Payment: <u>October 11, 2019</u> days
Contract Price prior to this Change Order: <u>\$ 458,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 27, 2019</u> Ready for Final Payment: <u>October 11, 2019</u> days or dates
[Increase] [Decrease] of this Change Order: <u>\$ (41,250.00)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>December 12, 2019</u> Ready for Final Payment: <u>June 19, 2020</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 416,750.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>December 12, 2019</u> Ready for Final Payment: <u>June 19, 2020</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u> By: _____	By: _____	By: <u></u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>HDR Project Manager</u> Title _____	Title _____	Title <u>President</u>
Date: <u>February 10, 2020</u> Date _____	Date _____	Date <u>2-12-2020</u>



February 11, 2020

Scott Baxter, PE
City of Casper
200 N. David St.
Casper, WY 82601

Re: CWRWS Wardwell Tank Repairs Change Order #1

Dear Mr. Baxter,

Attached is a change order for the above referenced project.

On January 27, 2020 a conference call was held between representatives from CWRWS, HDR, and Great Plains Structures (GPS) to discuss liquidated damages. The result of the call was that staff would present the following to the CWRWS Board:

- GPS offered to pay \$41,250 in Liquidated damages to cover the costs incurred by CWRWS.
- GPS requests the Substantial Completion date to be extended to December 12, 2019 to coincide with the tank being put back into service.
- GPS requests a winter shut down until the final testing and repairs can be completed.
- GPS requests the Final Completion date be extended to June 19, 2020 to allow time for the weather to cooperate for final testing and repairs.
- CWRWS may retain \$20,837.50 in retainage until the final repairs and testing have been completed before June 19, 2020 and after the 41 day advertisement period has been satisfied.
- GPS will schedule final repairs and testing to be completed before June 19, 2020.

HDR has reviewed the requests and recommends that CWRWS accept these terms. The amount of Liquidated Damages should cover the amount of additional engineering, pumping, and water costs associated with the shutdown based on information provided by HDR and CWRWS staff.

If you have any questions, please contact me at (605)977-7768.

Sincerely,
HDR Engineering

Nick Van Wyhe, PE
Project Manager

hdrinc.com

6300 S Old Village Place Suite 100 Sioux Falls, SD 57108-2102
(605) 977-7740



GREAT PLAINS STRUCTURES

3315 LABORE RD
VADNAIS HEIGHTS, MN 55110
PHONE: (651) 484-0111



January 28, 2020

Via E-mail and U.S. Mail

Mr. Nick Van Wyhe, PE
HDR Engineering
6300 S. Old Village Place
Suite 100
Sioux Falls, SD 57108-2102

RE: Central Wyoming Regional Water System (CWRWS), Wardwell Tank Repairs Project –
Summary of Resolution to Liquidated Damages and Final Project Closeout

Dear Mr. Van Wyhe:

Per our discussion yesterday with CWRWS, we appreciate everyone's willingness to work towards a resolution. Great Plains would like to confirm our discussion and mutual resolution to closing out the Wardwell Tank Repairs Project with these items agreed to by both parties:

- ✓ Great Plains to pay a total of \$41,250 towards liquidated damages in lieu of the proposed \$73,500.
- ✓ CWRWS will move the substantial completion date to December 12, 2019 and the final completion date will be changed to June 19, 2020 following a temporary shutdown for winter weather. HDR to prepare a certificate of substantial completion and a separate formal document of winter shutdown for owner and GPS signatures.
- ✓ CWRWS & HDR will issue a change order reflecting the above dates and reduction in liquidated damages in a revised pay request pending board approval.
- ✓ CWRWS will bring the change order & revised pay request reflecting the new dates and the reduction in liquidated damages to the February 18th board meeting for final review and payment of \$30,637.50 less 5% retainage. Both parties agreed that only \$20,837.50 in retainage be withheld until the final "warranty items" are completed by June 19th and the 41-day advertising process is completed.

GREAT PLAINS STRUCTURES

3315 LABORE RD
VADNAIS HEIGHTS, MN 55110
PHONE: (651) 484-0111



-
- ✓ Great Plains will schedule and complete the final warranty items prior to June 19th. These items are checking the tank sidewall for liquid tightness, re-applying silicone on roof areas that proper cure time was not achieved due to weather and complete another water test on the roof to ensure there are no leaks in the roof.

Please let me know if there are any items that I may have missed during our discussion. I look forward to hearing from you after the February 18th board meeting and discussing a plan in the upcoming months to final out the project.

Best Regards,

A handwritten signature in blue ink, appearing to read "Jason J. Sixberry".

Jason J. Sixberry
President
Great Plains Structures



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, February 12, 2020

11:30AM – 12:30PM

AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| IV. | Approval of January 2020 Board Minutes | T.Schenk |
| V. | Financials (DDA, PG, David Street Station)
A) Will report in MARCH 2020 | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting March 11, 2020

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority

Board Meeting Minutes

January 8, 2020

11:30 a.m.

I. Call Meeting to Order

Present: Pete Fazio, Tim Schenk, Kerstin Ellis, Critter Murray, Deb Clark, Ryan McIntyre, Tony Hagar, Charlie Powell, Shawn Houck

Staff: Kevin Hawley, Julie Schmitt, Brooke Montgomery

Guests: Liz Becher, Brendan LaChance

Excused: Nicholas Grooms, Will Reese

II. Public Comments: - N/A

III. City Report:

A. Charlie Powell:

- A request was made to move a Liquor license from Yellowstone Garage to The Hall on Ash. Open discussion about moving the license will occur following Tuesday.

B. Liz Becher:

- Bid for Phase 2 Midwest avenue will go out in February. Will start from Elm down to Walnut.
- Wayfinding: Shawn is the first representative. Artwork has been finished for signage and are now looking for locations of signs and destinations (Downtown, County, Historic, Parks & Rec, Trails, City Municipal, Tourism). Signs will be restricted to 3-4 destinations per sign. On the interstate, some existing signs will be taken down and replaced with new signs. Plan is to have the signs up in July.
- Casper Historic Preservation Plan comes back to City Council next Tuesday evening (1/14). The hope is that it will be approved. The plan was commissioned to look at downtown buildings. They are looking to do an app with ghost signs to create a scavenger hunt for tourists and local groups to get people out and learn about history of downtown Casper.
- Parking garage will be discussed at January 28th work session. Asking board members to provide memo and to look at reduced fees to get downtown employees off the streets and into the garage to provide space for downtown shoppers to park along streets. Police chief will be presenting new tickets.

IV. Approval of November 2019 Board Meeting Minutes

Motion, Second, Passed (Shawn Houck, Pete Fazio) (All Approved)

V. Financials – Kevin Hawley

- December and November financials are included this month as well as December and January checks.
- Parking garage – electric bill increases this time of year with the electric heat and the bathrooms.
- DSS – Big expenses from DSS are related to the chiller and the purchase of a John Deere Tractor. Approached the city council during the 1 cent application process and asking for the city to purchase the asset and DSS would donate time to clear DSS and public spaces from snow. City council helped in purchasing the tractor and Stotz Equipment donated the attachments for the tractor.
- When ice rink is running, the electric bill increases at DSS because of the 260-ton chiller.

Approval of January 2020 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Shawn Houck, Pete Fazio) (All Approved)

VI. Director's Report - Kevin Hawley

- Ice skating numbers are down.
- Looking at options to cut out ice skating a month early to save on costs, or looking at finding a piece of equipment that we can afford that would be permanent instead of renting the chiller to keep the ice rink open past the holidays.
- The current 260-ton chiller is struggling with the wind to keep ice at 15/16 degrees.
- Sponsorship list is going up. Ford interested in annual sponsorship with monthly installments.
- Gearing up for spring/summer at DSS.
 - Charlie – Suggests free will offering, secure donation box at DSS. Fundraiser for David Street Station at each event to take donations for DSS.
 - Tony – Suggests concert at DSS as a fundraiser.

VII. Committee Reports –

A.) Executive Committee – Tim Schenk – update on downtown development strategic plan.

B.) MARCOM Committee – Shawn Houck

- Elevate sent draft of strategic plan. Represents a conversation more so than a plan. Put on agenda to go over draft for next board meeting to formally adopt strategic plan. Hope to have adopted by April/May.
- Feb 12th is next board meeting, suggests additional time to go over plan at next meeting. Asks for each board member to come with top 5 list of what want to accomplish by next board meeting.

C.) David Street Station – N/A

D.) Finance Committee – Nick Grooms

E.) Infrastructure – Tim Schenk

F.) Governance – Will Reese

Comments: N/A

Motion to adjourn at approximately 12:40 PM

Motion, Second, Passed (Ryan McIntyre, Critter Murray) (Approved)

Action Items: N/A

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____

8. How supportive would you be of building a new park in the Robertson Hills Area?
 ___(1) Very Supportive ___(3) Not Sure (answer Q8a)
 ___(2) Somewhat Supportive ___(4) Not Supportive (answer Q8a)
- 8a. **If you answered "Not Supportive" or "Not Sure" on Question 8, please indicate why you answered this way. [Check all that apply]**
 ___(1) Taxes are already high ___(5) This is the wrong direction for our community
 ___(2) **I don't support this project** ___(6) This is too expensive
 ___(3) Economy/economic impact ___(7) Other: _____
 ___(4) Need more information

9. The Town of Mills has identified several public service and recreation projects that will improve the safety, well-being and quality of life for residents. How supportive would you be of each of the following potential projects?

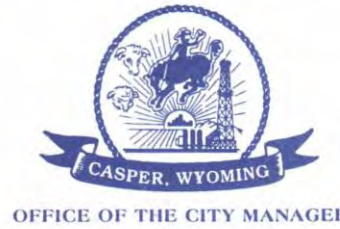
Project	Very Supportive	Somewhat Supportive	Not Sure	Not Supportive
01. Sewer Main/Manhole Replacement: Numerous manholes in lower Mills are Brick or deteriorated from sewer gases. The Sewer System in North Mt. View is mostly Clay Tile and needs lined. Cost - \$2 Million	4	3	2	1
02. Lower Mills Fire Hydrant and Water Service Replacement: The soil in lower Mills is extremely corrosive, all water services and Fire Hydrants need replaced. Cost - \$2.5 Million	4	3	2	1
03. Water Tank Projects: Mills Tank #1 needs to be painted with cathodic protection updated. New tank built to service Burd Road. Cost - \$1.5 Million	4	3	2	1
04. Emergency Generator Water Treatment Plant: Generator to run Treatment Plant during a Power Outage. Cost - \$2 Million	4	3	2	1
05. Mills Community Center (Old Mills Elementary): Remodel the Mills School into a rec center and training facility. Cost - \$2.5 Million	4	3	2	1
06. Pathway connecting Lower Mills to River Heights: Pathway connecting the trail system from River Heights to Fort Casper. Cost - \$2.5 Million	4	3	2	1
07. Upgrades and Improvements to Mills Parks: Improvements and equipment replacement of existing Parks in Mills. Cost - \$1.5 Million	4	3	2	1

10. Counting yourself, how many people in your household are?
 Under 5 years ___ 15 - 19 years ___ 35 - 44 years ___ 65-74 years ___
 5 - 9 years ___ 20 - 24 years ___ 45 - 54 years ___ 75+ years ___
 10 - 14 years ___ 25 - 34 years ___ 55 - 64 years ___
11. How long have you lived in Natrona County? _____ years
12. What is your age? _____
13. Would you say your total annual household income is...
 ___(1) Under \$30,000 ___(2) \$30,000 to \$59,999 ___(3) \$60,000 to \$99,999 ___(4) \$100,000 or more
14. Your gender: ___(1) Male ___(2) Female

This concludes the survey. Thank you for your time.

Please Return Your Completed Survey in the Enclosed Return-Reply Envelope Addressed to:
 ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your response will remain Completely Confidential
 The address information to the right will ONLY be used to help identify areas with special interests



CITY OF CASPER
 200 NORTH DAVID STREET
 CASPER, WYOMING 82601
 PHONE: (307) 235-8224
 FAX: (307) 235-8313
 www.cityofcasperwy.com



February 2020

Dear Casper, Evansville, Bar Nunn, Mills, and Natrona County Resident,

Your household has been randomly selected to participate in the Natrona County specific purpose 6th cent tax survey. This tax, if approved by voters, will only be collected until the funds for the approved projects have been generated. After this period the tax would automatically end. The county is looking at several propositions which would go to the public for approval. The purpose of this survey is to determine if the election was today, what the voters would be in favor of and why. All feedback will help the County determine the will of the public.

Natrona County and municipalities within contracted with ETC Institute, a national market research firm that specializes in surveys for local governments, to conduct this survey. For more information on ETC Institute, please visit their website at: www.etcinstitute.com.

Residents are invited to share their views to generate a statistically accurate sample of overall community viewpoints towards a 6th cent specific purpose tax and we look forward to hearing your opinions and feedback on which items you would support with this additional cent.

The enclosed short survey should take around 5-10 minutes to complete. Responses are strictly confidential and anonymous; the entities will only receive overall results from the research firm. **Please return your completed survey within the next seven days using the enclosed postage-paid envelope or, if you prefer, you can take this survey online at:**

www.natronacountysurvey.org

If you have questions about this survey, please email the City of Casper at: ftremel@casperwy.gov or email ETC Institute at jason.morado@etcinstitute.com.

Your feedback is very important! This information we obtain is **critical** to our understanding of the current and future needs of Natrona County residents.

With Thanks,

Steve Freil
 Mayor-Casper

Jennifer Sorenson
 Mayor-Evansville

Rob Hendry, Chairman
 Natrona County Commissioners

Patrick Ford
 Mayor-Bar Nunn

Seth Coleman
 Mayor-Mills

Please take a few minutes to complete this important survey. Natrona County would like your input to help determine priorities for the 6th cent tax. When you are finished, please return your survey in the enclosed postage-paid, return-reply envelope. If you prefer, you can complete the survey online at www.natronacountysurvey.org. THANK YOU!

1. Currently, the Casper Police Department leases space in the Hall of Justice, which was built in 1977. Recent third party **research has verified that the existing Police Department has only half the space needed for efficient operations for today's** needs, let alone that which is needed for future growth. Additionally, the existing facility has no capacity to meet the rapidly expanding technology needs of modern Law Enforcement. The City of Casper is seeking \$42.5 million to design, build, and equip a modern police facility capable of serving the community for the next 50 years. The facility would include modern training facilities, modern evidence facilities, a community meeting space (also available for public use) and would be designed to centralize public safety services such as the Municipal Court. Knowing this, how supportive would you be of building a new police facility for the City of Casper?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q1a)
- ___(4) Not Supportive (answer Q1a)

1a. **If you answered "Not Supportive" or "Not Sure" on Question 1**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

2. A new Evansville Municipal Facility would **combine and replace aging and undersized existing 1980's facilities for the Fire Department, City Hall, and Police Departments** into a single multi-use municipal facility. Planning sessions in recent months have identified the need for an approximately 47,000 square foot facility that will provide the staff and community with the latest in technology and be energy efficient in its heating, lighting, and building envelope as well as an opportunity for a modern looking building that will present a new impression of Evansville. The design would also include adequate emergency power and utility redundancy to allow emergency responders to function uninterrupted by severe weather and other disasters. Currently emergency responders can be limited in reaction times due to inadequate emergency power. The facility is expected to cost approximately \$18-\$19 million. Knowing this, how supportive would you be of building a new municipal facility for the City of Evansville?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q2a)
- ___(4) Not Supportive (answer Q2a)

2a. **If you answered "Not Supportive" or "Not Sure" on Question 2**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

3. The Natrona County library is a community literacy center and indirect economic driver operating in a building with one part being 70 years old and the other 50 years old. The age, construction, and layout of building presents overwhelming limitations. The **facility will not accommodate additional electrical and data wiring, and the aging plumbing doesn't keep up** with user demand. A recent third party assessment confirms neither the building nor the parking are sufficient to accommodate the over 6,200 weekly library visitors. Natrona County anticipates requesting \$35.5 million from the taxpayers to be combined with funds raised through a capital campaign to design, build, and equip a modern library with the capacity to serve Natrona County residents and visitors for the next 50 years and beyond. The new facility will include data and electrical capacity to meet current and future needs, flexible **children's and adult programming spaces**, quiet reading and study areas, a business center, and adequate parking. Knowing this, how supportive would you be of 6th cent funding in the amount of \$35.5 million for a new library facility for Natrona County?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q3a)
- ___(4) Not Supportive (answer Q3a)

3a. **If you answered "Not Supportive" or "Not Sure" on Question 3**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

4. The current town hall in Bar Nunn was repurposed from an office/warehouse space to a town hall in 1982. The building is not ADA compliant, poses safety challenges and restricts access to government. The purpose of a new facility would allow for expansion of town services as necessary, increase accessibility for residents and provide a community center to create a hub of activity for the community. The total cost would be \$5 million. Knowing this, how supportive would you be of building a new town hall/community center in the Town of Bar Nunn?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q4a)
- ___(4) Not Supportive (answer Q4a)

4a. **If you answered "Not Supportive" or "Not Sure" on Question 4**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

5. The Town of Bar Nunn needs sewer and water infrastructure along the interchange and in the community to further development and growth. Knowing this, how supportive would you be of adding new infrastructure by the interchange (\$1 million) and within city limits (\$500,000)?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q5a)
- ___(4) Not Supportive (answer Q5a)

5a. **If you answered "Not Supportive" or "Not Sure" on Question 5**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

6. **The Town of Midwest and the Town of Edgerton's ability to provide basic** water service to resident, industry and area customers is being compromised by deteriorating water pipeline. The total cost to replace 8 miles of potable waterline between Midwest/Edgerton and Casper would be \$12 million. Knowing this, how supportive would you be of replacing 8 miles of potable waterline between Midwest/Edgerton and Casper?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q6a)
- ___(4) Not Supportive (answer Q6a)

6a. **If you answered "Not Supportive" or "Not Sure" on Question 6**, please indicate why you answered this way. [Check all that apply].

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

7. The Town of Edgerton and the Town of Midwest need to make improvements to streets, curbs, and gutters. Knowing this, how supportive would you be of allocating \$300,000 to each Town (\$600,000 in total) to make improvements to streets, curbs, and gutters?

- ___(1) Very Supportive
- ___(2) Somewhat Supportive
- ___(3) Not Sure (answer Q7a)
- ___(4) Not Supportive (answer Q7a)

7a. **If you answered "Not Supportive" or "Not Sure" on Question 7**, please indicate why you answered this way. [Check all that apply]

- ___(1) Taxes are already too high
- ___(2) **I don't support this project**
- ___(3) Economy/economic impact
- ___(4) Need more information
- ___(5) This is the wrong direction for our community
- ___(6) This is too expensive; What is the maximum amount you would support? _____
- ___(7) Other: _____

From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Wednesday, February 12, 2020 10:01 AM
Subject: Call to Action on MRG Program Funding

Good Morning WAM,

As many of you know the Joint Appropriations Committee proposed and passed into the state budget bill a significant reduction and restructuring of the Mineral Royalty Grant Program that is administered by the State Lands and Investment Board.

By all accounts this is an effort by the legislature to take fiscal control away from the executive branch, and we unfortunately are caught in the middle and stand to lose millions of critically important grant dollars in the process.

WAM is working with a group of legislators who intend to propose an amendment to the budget bill that would restore most of the MRG funding. These legislators have asked WAM to solicit testimonials from our members about how MRG funding has been critical to your community. Important to these testimonials will be an explanation of how MRG funding has allowed you to invest in infrastructure projects and critical needs that you would not have been able to afford out of your own general funds. We need to gather this information as rapidly as possible to give these legislators time to build their case, so your quick reply to this call is greatly appreciated. Please reply to me here and we will combine these testimonials along with statistical data we already have on MRG requests and awards from the last decade to help the legislature as a whole see just how critically important the MRG program has been to communities across the state.

Warm regards,

Justin Schilling

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

From: Justin Schilling [mailto:jschilling@wyomuni.org]

Sent: Monday, February 10, 2020 1:39 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - Capitol Tour During WWC, Bill Tracker, Register Now For Winter Conference!



Word from WAM!

A Weekly Message

Guided Tour of the Renovated Capitol Available During WAM Winter Conference

Tour Will Run From 4-5:00 PM on Wednesday, February 26th

The Wyoming Legislative Service Office will be hosting a VIP tour of the newly renovated Wyoming Capitol and Extension exclusively for WAM members during the first day of this year's WAM Winter Conference. Because of limitations on large groups during the legislative session, this tour will be limited to the first 30 members to RSVP to me at the link below. I will reach out to those who RSVP with specific instructions on available parking and where to meet day of. If you haven't yet had the chance to see the newly renovated Capitol, we hope you'll take advantage of this opportunity as they really did do a beautiful job.



[RSVP by Clicking Here.](#)

AARP Community Challenge Grant Program Now Accepting Applications

Application Deadline is April 1st

CHEYENNE - AARP has opened applications for the 2020 AARP Community Challenge grant program to fund "quick-action" projects that spark change across the country. Now in its fourth year, the program is part of AARP's nationwide work on Livable Communities. Grants can range from several hundred dollars for small, short-term activities to several thousand, or tens of thousands for larger projects.

[Continue Reading](#)



**Just Added: Dealing With People in Crisis,
QPR Suicide Prevention Training at WAM
Winter Conference**



Lynette Saucedo: Mental Health Services

Lynette Saucedo, Certified Prevention Specialist for Goshen County, will be conducting QPR Suicide Prevention Training as a breakout session during WAM Winter Conference. QPR (question, persuade, refer) training is designed to help you and your staff learn to identify individuals in crisis within your community, and then how to properly refer them to mental health professionals to help avoid a tragedy.

2020 WAM Municipal Directory

2020

Municipal Directory



"Many Hands" mural in Downtown Laramie
Photo by Laramie City Councilman Brian Harrington

Wyoming Association
of Municipalities
Building Strong Communities

wam

The 2020 Municipal Directory is complete and at the printer. Communities coming to WAM Winter Conference will receive their copies at the conference, while all others will be mailed out the first week of March. Thanks as always to all the clerks across the state who send in their information and updates to ensure the accuracy of each year's directory.

2020 WAM Legislative Updates and Bill Tracker are Live



WAM Bill Tracking Tutorial

The Wyoming
Legislative Session
Starts Today and WAM
is Here to Keep You
Informed

Besides Word From WAM, and
our weekly Week at the Capitol e-



blasts, you'll also be able to keep tabs on important legislation, see our legislative team's notes, and see WAM's official position on specific legislation by using our bill tracking tool featured in the video above. We're hard at work populating the tracker with all the bills posted by the legislature so far and will have it available for your use and review this coming week. To find the bill tracker and all of WAM's legislative updates, click on the advocacy tab on the WAM homepage and then Follow Legislation, or just [click here](#).

2020 Wyoming Housing Conference Registration Now Open



WYO-NAHRO Wyoming Housing Conference April 23-24,

Little America Hotel
& Resort
Cheyenne, WY

To download registration
go to:
WWW.WyoNAHRO.org

Conference Sessions

Session

Tenant/Landlord Lease and Best Practices:

This presentation will discuss best practices for lease enforcement, management, and compliance with the law. We will review key principles of law as well as those tricky and sometimes confusing areas of which can lead to greater problems if not handled correctly.

Some time will be provided for general questions about best practices.

Session

Drug Recognition/Connecting with Law enforcement

The Wyoming Division of Criminal Investigations (DCI) will conduct a session on the following:

1. Basic Drug ID, Signs and Symptoms
2. Law Enforcement's role as well as precautions for you as a landlord.
3. Unseen Dangers and Property Remediation, when is it clean enough?

Session

Community Builders: Housing in the West: Understanding the issue and framing a response

This session will focus more on the issue of affordable housing in general—understanding the issue, how communities are responding, approaches that focus on Affordable/subsidized housing versus attainable market/workforce housing.

Session

Community Builders: Workshop Building an Affordable Housing Strategy

In this interactive, facilitated session, participants will develop a better understanding of what a well-rounded, balanced affordable housing strategy might look like in their community.

1. Foundations of a housing strategy
2. Understanding market context and responding to market realities
3. Tools for aligning plans and policies with housing goals
4. Creating the resources and capacity to act (partnerships, funding, financing tools, etc.)
5. Building community support and political will

This workshop session will switch back and forth between presentation and facilitated conversations and/or exercise for participants to engage with the materials and concepts, developing a better understanding of what a well-rounded, balanced affordable housing strategy might look like in your community.

Session

HUD Fair Housing Training with Q & A 3 Hour Session

1. Overview of Fair Housing Laws.
2. HUD's new Assistance Animal Notice (issued Jan. 28, 2020).
3. Discussion on Analyzing Reasonable Accommodation and Modification Requests.
4. Case Studies and Best Practices.

Throughout the session, the audience can ask questions on topics and scenarios as they are presented. Exercises and questions will also be posed to the audience to engage in problem solving and critical thinking to resolve questions and issues that may arise under fair housing laws and regulations.

2020 WAM Winter Conference, 160 Leaders Are Coming So Far, Are You?



The 2020 WAM Winter Conference is scheduled at the beautiful Little America Hotel and Resort in Cheyenne, February 26-28, 2020. Online registration, as well as links to host lodging, for this exciting event is now open at the link below. This year's event will feature a myriad of excellent educational and networking opportunities, chances to interact with the legislature, and to meet fellow municipal leaders and officials from across the state. Fun social events centered around an exciting casino theme will play out throughout the event, starting with a Las Vegas style casino night where everyone will be invited to try their luck at the blackjack, poker, roulette and craps tables for a chance to win fantastic prizes.

DOOR PRIZES DONATED

FOR CASINO NIGHT AND POKER RUN

- 2 Blankets donated by: BCBS of Wyoming, Handcrafted by K. Hartman
- 2 Night Stay donated by: Blair Hotels, Cody WY
- 2 Night Stay donated by: Saratoga Resort & Spa Saratoga WY
- 2 \$50 Amazon Gift Cards donated by: Sunrise Engineering
- 1 Night stay donated by: Teton Mountain Lodge & Spa, Jackson WY
- Gift Basket donated by: Texas Roadhouse
- 2 Night Stay donated by: Timberline Hospitalities
- 1 Night Stay donated by: Little America, Cheyenne
- 1 \$25 Gift Card donated by: First Interstate Bank
- 1 \$50 Gift Card donated by: First Interstate Bank
- 2 \$50 Gift Card donated by: Kaiser Wealth Mgt.

[Click here](#) for the event agenda.

For more information or to register, please [click here](#).

From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Tuesday, February 11, 2020 11:06 AM
Subject: WYDOT Needs Your Participation and Input

Good Morning WAM!

A couple weeks back I had the pleasure of sitting down with representatives from WYDOT concerning a program that will build out a network of electric vehicle charging stations along the main travel corridors across the state. This program is being pushed from the federal level across the Rocky Mountain West and will be almost completely funded with dollars from the Volkswagen emissions settlement. Please find the message from WYDOT just below and if your community is interested in learning more please reach out to the REV West Steering Committee members listed.

Wyoming's REV West Steering Committee is facilitating the buildout of EV charging infrastructure across major transportation corridors in the State. The program is still under development but we would like to hear from you!

If you are interested in partnering on EV charging in your community, learning more about the initiative, or would like to provide feedback as we develop this program, please contact any member of the REV West Steering Committee below.

Brian Hall, Wyoming DEQ, 307-777-7753, brian.hall@wyo.gov

Dan Kline, WYDOT, 307-777-4189, dan.kline@wyo.gov

Mark Wingate, WYDOT, 307-777-4180, mark.wingate@wyo.gov

Sarah Young, Wyoming Infrastructure Authority, 307-287-7160, sarah.young@wyo.gov

Warm regards,

Justin Schilling

Member Services Manager

Wyoming Association of Municipalities

315 West 27th Street

Cheyenne, WY 82001

[307-632-0398](tel:307-632-0398)

jschilling@wyomuni.org

www.wyomuni.org

Casper Area Regional Wayfinding Casper City Council Work Session

February 11, 2020



Agenda

- Project Schedule & Background
- Project Updates
- Discuss Draft Master Plan
- Implementation Policy
- Next Steps



01 | Background



Project Timeline

Project Timeline

- **Workshop 1 (September 9-10)**
 - Coordination Meeting w/ WYDOT
 - Masterplan Kickoff Meeting
 - Community Input Event (David Street Station)
 - Inventory and Analysis
- **Technical Meeting (Sept 24th, 2019)**
 - Review Public Feedback
- **Steering Committee Meeting (Oct 03rd, 2019)**
 - Review Public Feedback
 - Preview of Sign Graphics
- **Workshop 2 (October 21 – 22)**
 - Platte River Trail Coordination Meeting
 - Public Input Session – Town of Mills, Town of Evansville, Town of Bar Nunn
 - Municipalities Public Input Session
 - Casper City Council Presentation/ Work Session
 - County Public Input Session



Project Timeline

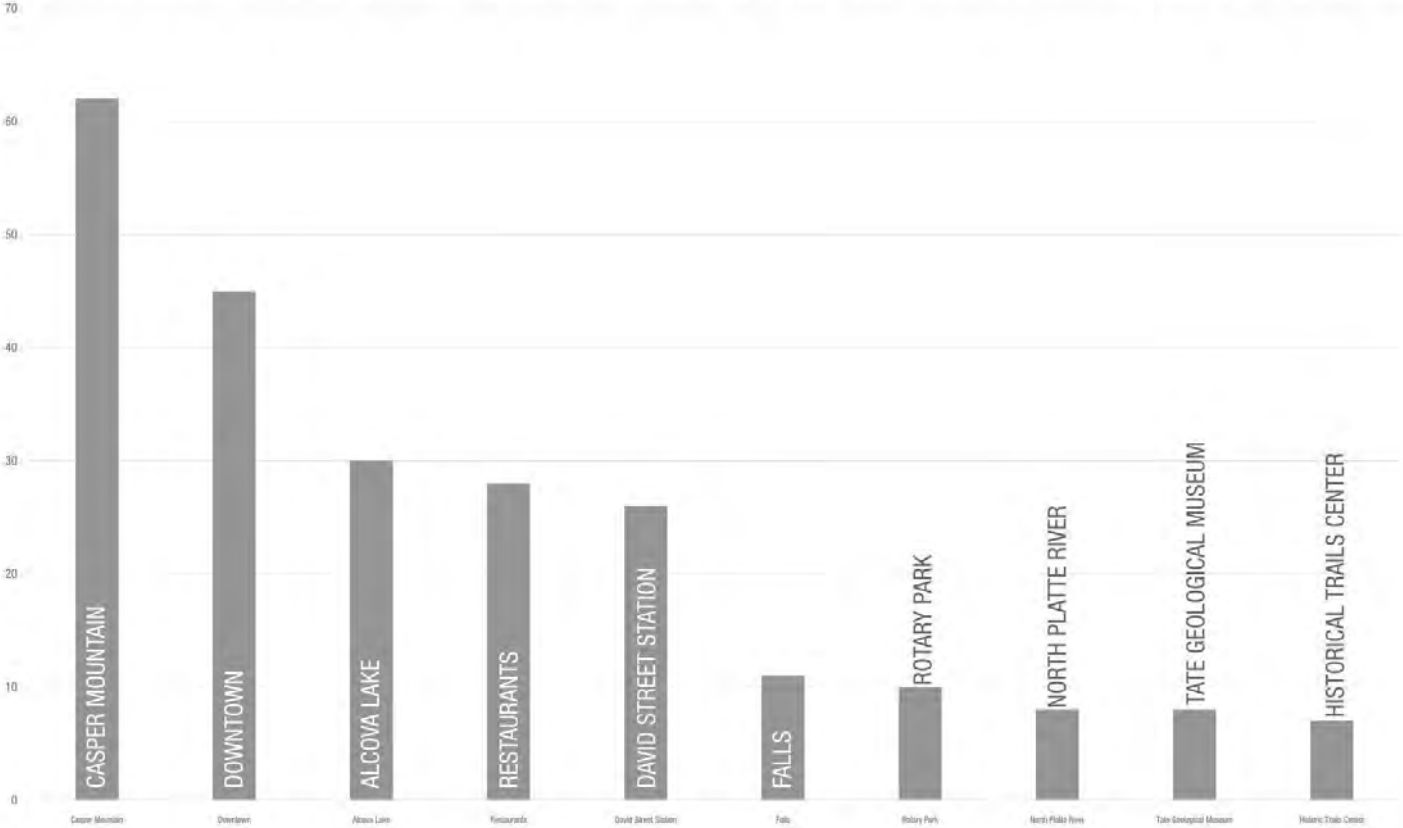
- Coordination Meeting (Nov 26th, 2019)
- Steering Committee Meeting (Dec 19th, 2019)
 - Review Updated Wayfinding Graphics
 - Preview of Gateways
 - Draft Master Plan
- Steering Committee Comment Period on Master Plan (December 19 – January 10)
- Coordination Meeting (January 10 - 24, 2020)
 - Review Comments from SC
 - Make Master Plan Changes
 - Worksession
- Workshop 3 (February 10 – 11, 2020)
 - Review Draft Master Plan
 - Confirm Priorities and Phases
 - Town, City Meetings
 - WY DOT





Workshop 1

10 most Popular Destinations to take Visiting Guests





A - PUBLIC ART



B - FISHING



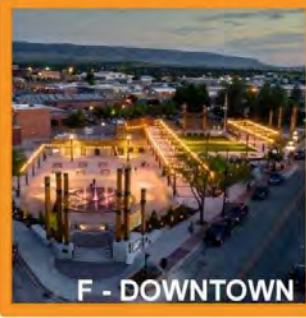
C - RECREATION



D - WINTER SPORTS



E - CASPER MOUNTAIN



F - DOWNTOWN



G - COVERED WAGON/HISTORIC TRAILS



H - OIL



I - RODEO



J - HISTORIC ARCHITECTURE

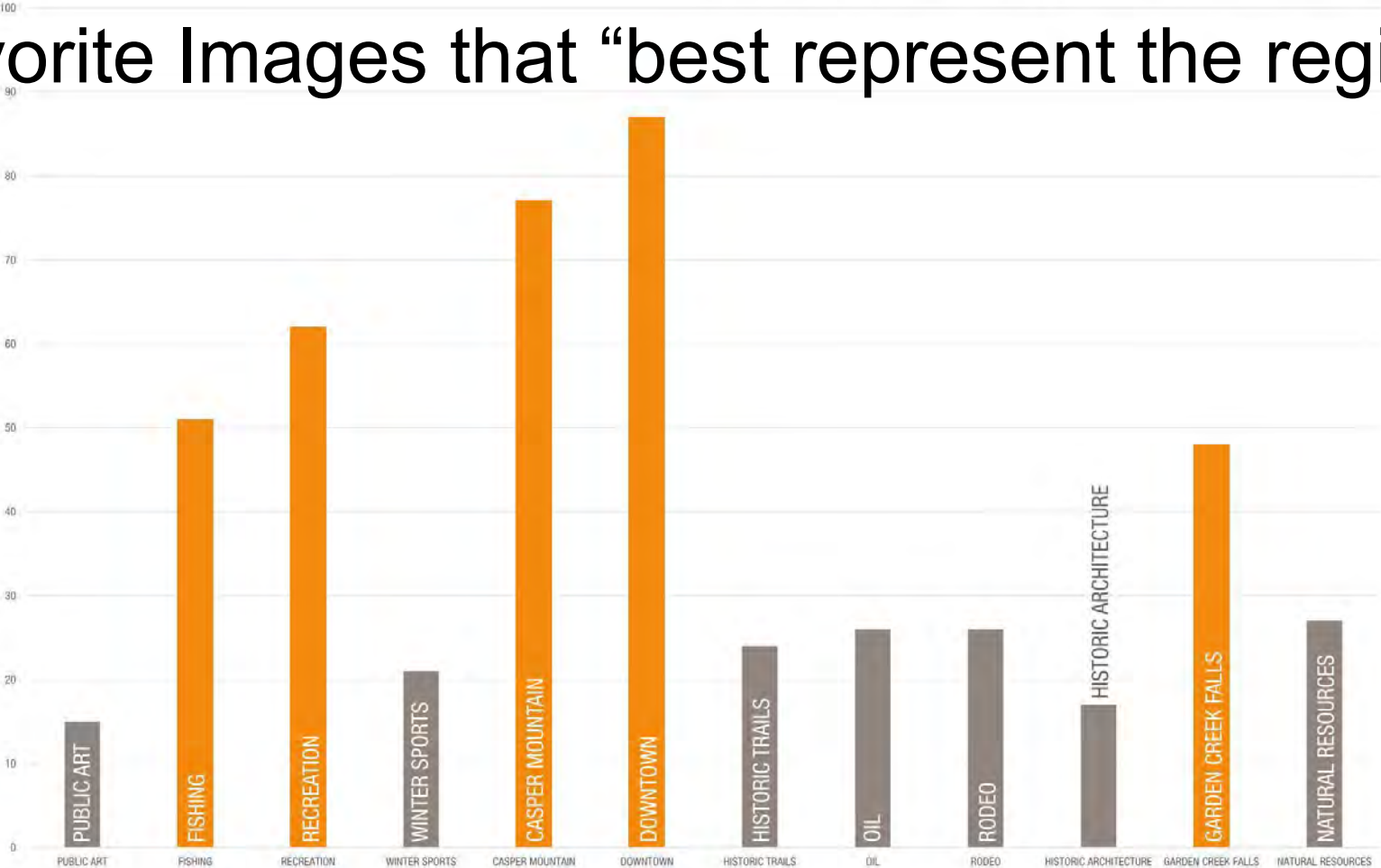


K - GARDEN CREEK FALLS



L - NATURAL RESOURCES

Favorite Images that “best represent the region”





Workshop 2

SIGN COMPONENTS

We need your feedback! Please select your favorite sign shape.

FONTS / ARROWS

Regulated for best sight visibility, legibility and distance, these are required by the DOT.

FHWA Series D

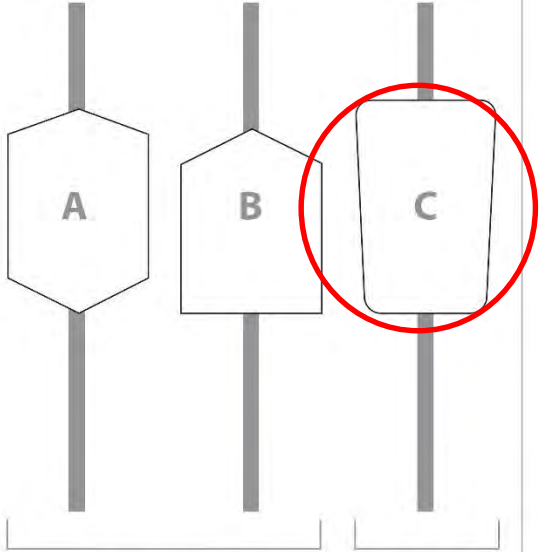
A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p
q r s t u v w x y z



SHAPE

The sign shape sets the tone for who you are... these shapes relate to home and nature.



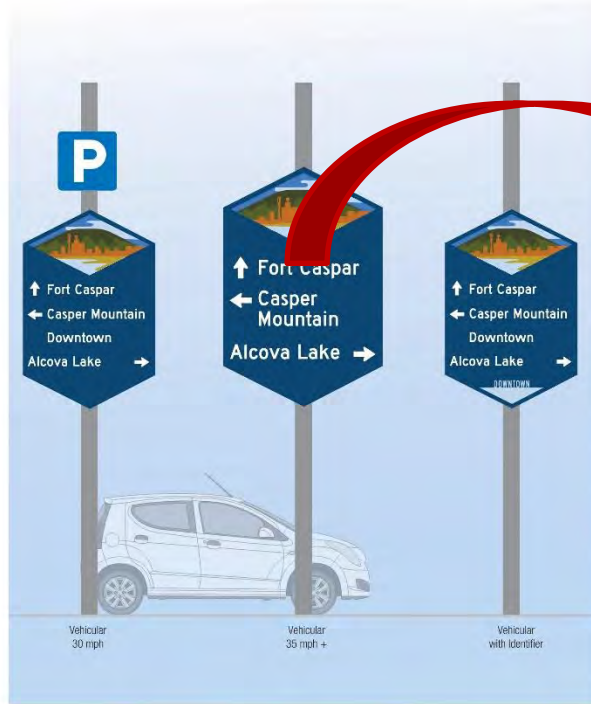
With a hint towards your home — it could be your actual home, your city, town or a place that simply makes you feel at home.

Reminiscent of national park signage, there is an immediate connection to nature.

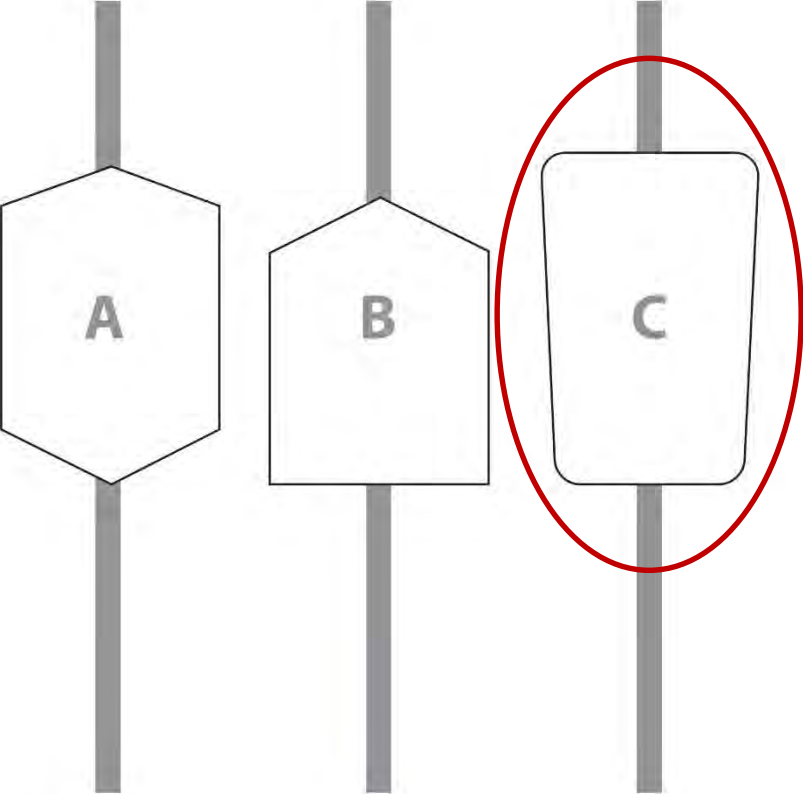
COLOR SCHEME

Extracted from the landscape, the colors are representative of the cities you live in.





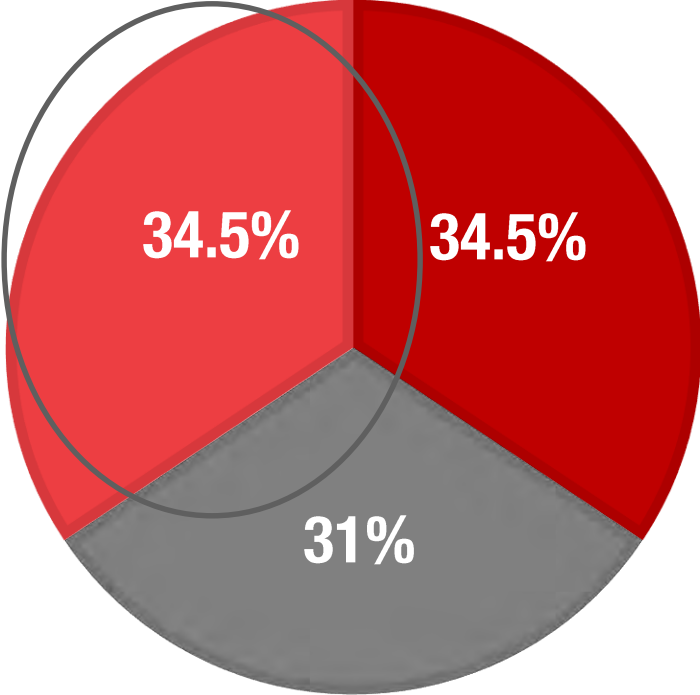
In Person Feedback



■ Option A

■ Option B

■ Option C



GRAPHIC ELEMENTS

We need your feedback! Please select your favorite graphic for each jurisdiction.

DOWNTOWN CASPER



CASPER MOUNTAIN



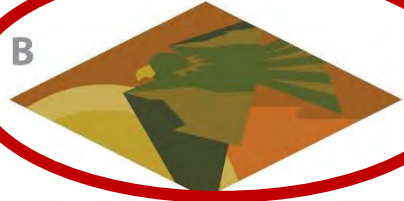
ALCOVA



EVANSVILLE



MILLS



BAR NUNN

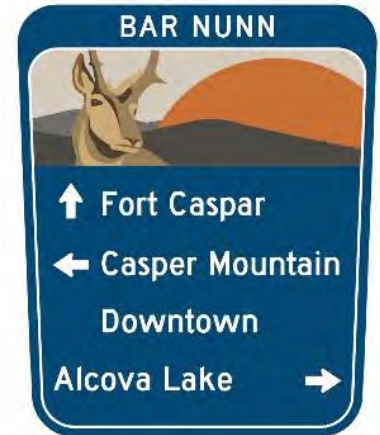
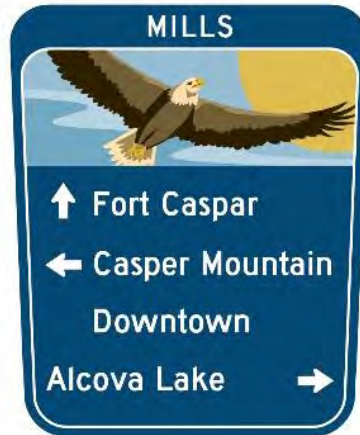
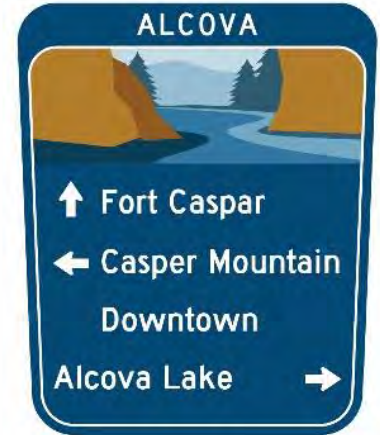
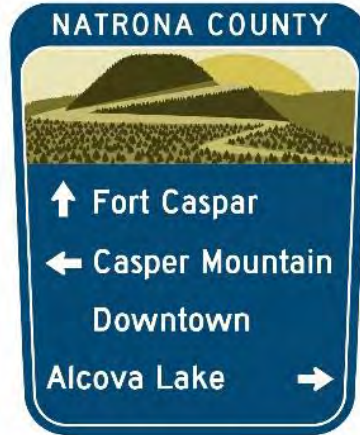
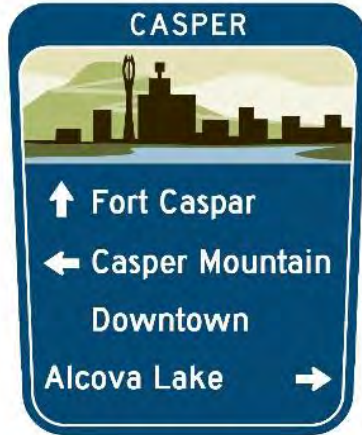


Gateway Materials

- COR-TEN Steel
- Broad Squared Timbers
- Unified Fonts



Near Final Graphic Marks



02 | Project Updates

Project Updates

1. Sign Updates
2. Master Plan Advancement
 1. Feedback from SC in December
 2. Removed Neighborhood Parks & Elementary Schools
3. Advancement of interpretive concepts.



Project Updates – Sign Marks

PRIMARY COLORS



WHITE
CMYK: 0 0 0 0



BLACK
CMYK: 0 0 0 100



PANTONE NAVY 7693
CMYK: 100 76 30 14

SECONDARY COLORS



PANTONE BLUE 660
CMYK: 76 47 0 0



PANTONE YELLOW 457
CMYK: 30 33 100 3

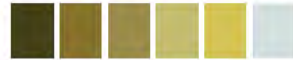


PANTONE ORANGE 139
CMYK: 26 59 100 11



PANTONE GREEN 371
CMYK: 64 42 100 31

AXILLARY COLORS



Project Updates – Sign Marks



Vehicular Directional
25 MPH or less

Vehicular Directional
25 MPH or less
with District Identifier

Vehicular Directional
35 MPH or more

Vehicular Directional
35 MPH or more
with District Identifier

Vehicular Directional
25 MPH or less

Destination



Project Updates – Sign Marks



Vehicular Directional
25 MPH or less

Vehicular Directional
25 MPH or less
with District Identifier

Vehicular Directional
35 MPH or more

Vehicular Directional
35 MPH or more
with District Identifier

Vehicular Directional
25 MPH or less

Destination

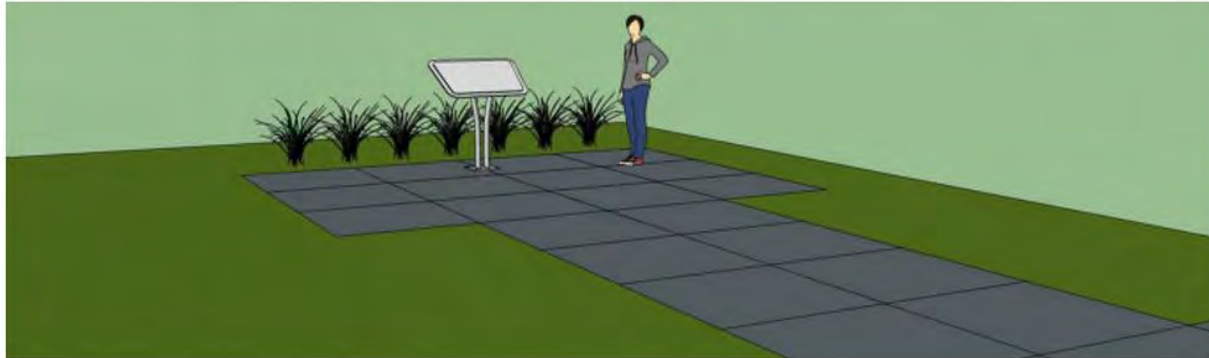
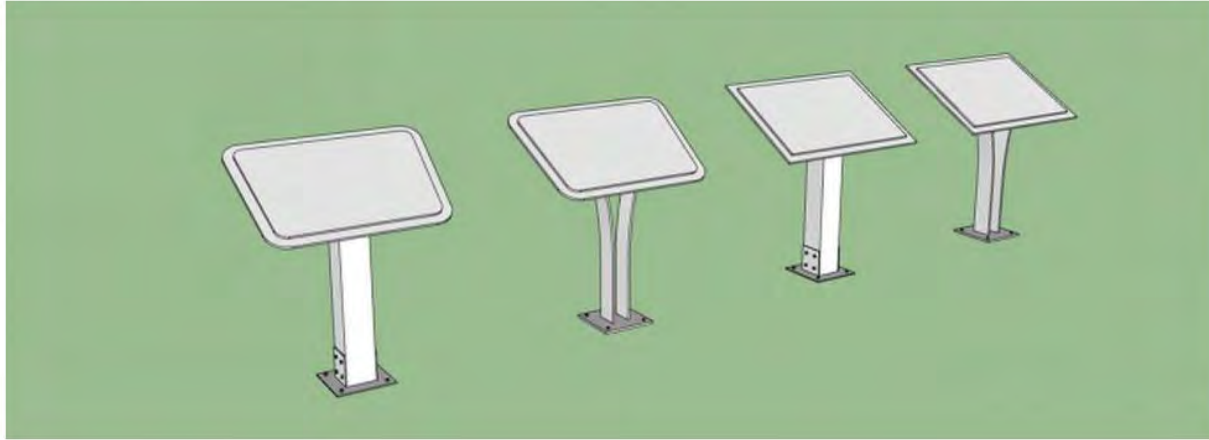
Pedestrian/Trail



Project Updates – Gateways



Project Updates – Gateways



03 | Master Plan

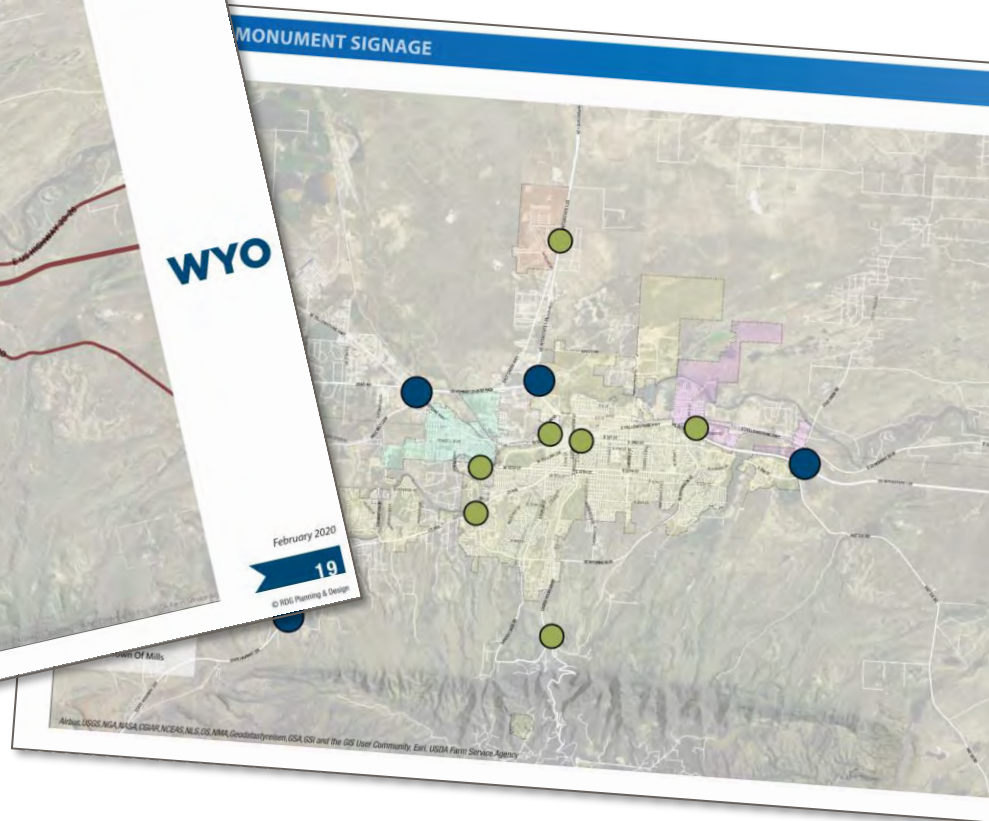
Master Plan

What's Included?

- Comprehensive report of the project's process, public input, directional sign locations and costs.
- Typical schematic sign family, including:
 - Directional sign
 - Interpretive sign
 - Monument sign
 - Identification sign
- Implementation phases and policies
- Summary of the project's recommendations & more.



Master Plan



Wyoming

Wayfinding Design
Development Book

WYO



VEHICULAR - DIRECTIONAL - 25 MPH

LEGIBILITY

Font: FHWA Series D
Legible Directional Viewing Distance: 120 FT
Preferred # of Characters Per Line: 12
Max # of Characters Per Line: 16
Preferred # of Lines Per Destination: 1
Max # of Lines Per Destination: 2
Max # of Destinations Per Sign: 4
Max # of Lines Per Sign: 4

SYMBOLS

↑ : 4 IN wide x 6 IN high
← : 6 IN wide x 4 IN high
→ : 6 IN wide x 4 IN high

SIGN SPECIFICATIONS:

Size: 60 IN wide x 72 IN high
District Identifier: 56 IN wide x 8 IN high
Text: Top Identifier: 3.75 IN (Kerning: 50)
Destinations: 4 IN
District Identifier: 3.5 IN

FABRICATION

Material: Aluminum* with ASTM Type IV Sheeting
Note: Sign back is not reflective.
Colors: Refer to the Section entitled Sign Standards.

MOUNTING

Posts: Break-away

INSTALLATION

Installed a minimum of 100 FT apart.

SCALE: 5% Final Size

February 2020

54

© RDG Planning & Design



VEHICULAR - DIRECTIONAL - DESTINATION

VD-83



HISTORIC DOWNTOWN

VD-84



VD-85



VD-86



VD-87



VD-88



VD-89



VD-90



OLD YELLOWSTONE



SIGN MAPPING

Wyoming
Wayfinding Design
Development Book

WYO

SCALE: 5% Final Size



04 | Policy



Suggested Actions / Policy

Actions / Policy

- Remove all existing directional signs (complete this in parallel with or immediately after the community signage installation)
- Limit signage in Public ROW to signs that comply with the MUTCD
 - traffic control or approved community wayfinding signage
- Limit destinations to those that serve target audience (higher priority)
- Update community wayfinding signage on a routine basis
 - Committee evaluates if the destination / listing is warranted
 - Evaluate priority
 - Consider Health Safety Welfare
 - Evaluate traffic volume and demand
- Review community wayfinding signage master plan on a 10 year basis



05 | Next Steps

Next Steps

Next Steps

1. **Workshop 3 (2/10 – 2/11)**
 1. Receive feedback from jurisdictions
 2. Confirm Implementation Phases
 3. Confirm destination abbreviations
 4. Receive feedback from WY DOT
2. **Finalizing the Plan**
 1. Make changes (workshop 3)
 2. Finalize Costs
 3. Plan Adoption
3. **Implementation**





Create. Meaning. Together.

