

INFORMATION PACKET

Friday, March 31, 2023



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum2
April Calendar 2023..... 9
Ford Wyoming Center Calendar April 2023 10

AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

Casper Natrona County Health Department Board Packet 03.16.23 11
Casper Utilities Advisory Board minutes 01.25.23 15
Central WY Regional Water System JPB minutes 02.21.23..... 23

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

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
A working draft of Council Meeting Agendas

April 4, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| PRE-MEETING STARTS AT 5:15PM | | | | | |
| Pre-Meeting: Teams No Audio Sign in (5 Min) | | | | | |
| Pre-Meeting: Chinook Trail LAD (20 min) | | | | | |
| Pre-Meeting: Hogadon Lodge Repair (10 min) | | | | | |
| Pre-Meeting: WAM Voting Delegate (5 min) | | | | | |
| Approval of 3/7 Minutes | | | | | C |
| Approval of 3/7 Executive Session Minutes | | | | | C |
| Approval of 3/21 Minutes | | | | | C |
| Approval of 3/21 Executive Session Minutes | | | | | C |
| Est Public Hearing: Resolution Authorizing a Real Estate Purchase Agreement Between Natrona County, Wyoming and the City of Casper, Wyoming Regarding the City's Sale of 8 Acres, More or Less, of Property Located at the Northeast Corner of East 12th Street and Conwell Street. | C | | | | |
| Establish April 18, 2023 as the Public Hearing date and 1st Reading to create Local Assessment District 159 – Westridge Improvements. | C | | | | |
| Establish the date for a public hearing to consider an Ordinance approving a zone change of Lot 1, Majestic Mountain Addition | C | | | | |
| Establish the date for a public hearing to consider an Ordinance approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition | C | | | | |
| Establish the date for a public hearing to consider an Ordinance approving a plate and zone change for the proposed Lukasiewicz Subdivision | C | | | | |
| Public Hearing: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390. | | N | | | |
| Authorizing an Agreement with Sheet Metal Specialties, Inc., in the Amount of \$103,000.00, for the Waste Water Collections Building HVAC Upgrades, Project No. 22-039. | | | | C | |
| Authorize Change Order No. 4 for a price increase of \$188,256.15 and a time extension of forty-two (42 calendar days) for the North Platte Sanitary Sewer Rehabilitation, Project No. 20-015. | | | | C | |
| Edward Byrne Memorial Justice Assistance Grant | | | | C | |
| Agreement between Motorola Solutions Inc. and the City of Casper for the purchase of the Motorola Command Central Citizen Engagement in the total amount due of Sixty-Five Thousand Seven Hundred Fifty Dollars and 00/100 (\$65,750.00). | | | | C | |
| Authorizing an Amendment to the Contract for Professional Services Between the City of Casper and Felsburg, Holt, & Ullevig. | | | | C | |
| Authorizing the Purchase of Two (2) New Two-Ton 4x4 Crew Cab with Dual Rear Wheel Cab and Chassis for Use by the Casper Fire EMS Department. | | | | | C |
| Authorizing the Purchase One (1) New Half-Ton 4x4 Super Cab Pickup Truck with 6.5' Bed for Use by the Buildings and Structures Division of the Parks, Recreation, and Public Facilities Department. | | | | | C |
| Authorize the Purchase of One (1) New Front-End Wheel Loader for Use by the Solid Waste Division of the Public Services Department. | | | | | C |

The Grid
A working draft of Council Meeting Agendas

April 4, 2023 (continued) Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| PRE-MEETING STARTS AT 5:15PM | | | | | |
| Authorizing the Purchase of One (1) New Fourteen-Foot Dump Trailer for Use by the Parks Division of the Parks, Recreation, and Public Facilities Department. | | | | | C |
| Exec Session: Personnel & Litigation | | | | | |

April 11, 2023 Councilmembers Absent: Cathey

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| MEETING STARTS AT 4PM | | | |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up: Grid Addendum Item Status | | 4:00 | 5 min |
| MRG Request | Direction Requested | 4:05 | 30 min |
| One Cent Applications | Direction Requested | 4:35 | 20 min |
| Camping Ordinance | Direction Requested | 4:55 | 60 min |
| Agenda Review | | 5:55 | 10 min |
| Council Around the Table | | 6:05 | 20 min |
| Approximate Ending Time: | | | 6:25 |

April 18, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Judge's Quarterly Update | | | | | |
| Pre-Meeting: City of Casper Website | | | | | |
| Approval of 3/30 Special Meeting Minutes | | | | | C |
| Approval of 4/4 Regular Meeting Minutes | | | | | C |
| Approval of 4/4 Executive Session Minutes | | | | | C |
| Public Hearing: Resolution Authorizing a Real Estate Purchase Agreement Between Natrona County, Wyoming and the City of Casper, Wyoming Regarding the City's Sale of 8 Acres, More or Less, of Property Located at the Northeast Corner of East 12th Street and Conwell Street. | | N | | | |
| Public Hearing date and 1st Reading to create Local Assessment District 159 – Westridge Improvements. | | N | | | |
| Public Hearing to consider an Ordinance approving a zone change of Lot 1, Majestic Mountain Addition | | N | | | |

The Grid
A working draft of Council Meeting Agendas

April 18, 2023 (continued) Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Public hearing to consider an Ordinance approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition | | N | | | |
| Public hearing to consider an Ordinance approving a plate and zone change for the proposed Lukasiewicz Subdivision | | N | | | |
| 2nd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390. | | | N | | |
| Parking Garage Lease | | | | C | |
| Approving the Senior Center Lease | | | | C | |
| Consideration of a resolution approving a site plan, and the associated site plan agreement, for the construction/development of the WYO Sports Ranch | | | | C | |
| Executive Session: Personnel | | | | | |

April 25, 2023 Councilmembers Absent: Cathey

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|-----------------------|-------------------|----------------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| One Cent Applicant Interviews (Tentative) | | 4:35 | |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

May 2, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: Corporate Sponsorship & Naming Rights Agreement | | | | | |
| Pre-Meeting: Snow Plowing | | | | | |
| Approval of 4/18 Regular Meeting Minutes | | | | | C |
| Approval of 4/18 Executive Session Minutes | | | | | C |
| 2nd Reading to create Local Assessment District 159 – Westridge Improvements. | | | N | | |
| 2nd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition | | | N | | |
| 2nd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition | | | N | | |

The Grid
A working draft of Council Meeting Agendas

May 2, 2023 (continued) Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| 2nd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision | | | N | | |
| 3rd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390. | | | N | | |

May 9, 2023 Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|-----------------------|-------------------|----------------------|
| Recommendations – Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| Ordinance Regarding Feeding Turkeys | | 4:35 | 40 min |
| Tentative Budget to Council | | 5:15 | 5 min |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

May 16, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: Solid Waste Residential Passes | | | | | |
| Approval of 5/2 Minutes | | | | | C |
| 3rd Reading to create Local Assessment District 159 – Westridge Improvements. | | | N | | |
| 3rd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition | | | N | | |
| 3rd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition | | | N | | |
| 3rd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision | | | N | | |

The Grid
A working draft of Council Meeting Agendas

May 22, 2023 Councilmembers Absent:

| Tentative: Special Budget Work Session | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Council Budget Review | Direction Requested | 4:30 | |
| Approximate Ending Time: | | | |

May 23, 2023 Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Council Budget Review | Direction Requested | 4:30 | 4 hrs |
| Approximate Ending Time: | | | 8:30 |

May 24, 2023 Councilmembers Absent:

| Tentative: Special Budget Work Session | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Council Budget Review | Direction Requested | 4:30 | |
| Approximate Ending Time: | | | |

June 6, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Judge's Quarterly Update | | | | | |
| Pre-Meeting: Summary Proposed Budget to Council | | | | | |
| Approval of 5/16 Minutes | | | | | C |
| Est. PH - Adopt FY24 Budget | C | | | | |

June 13, 2023 Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| Rec Enterprise Business Plans | Direction Requested | 4:35 | 90 min |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

The Grid
 A working draft of Council Meeting Agendas

June 20, 2023 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--------------------------------------|---------------------|----------------|------------|-------------|---------------|
| Approval of 6/6 Minutes | | | | | C |
| Public Hearing - Adopt FY24 Budget | | N | | | |

June 27, 2023 Councilmembers Absent:

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

Future Agenda Items

Council Items:

| Item | Date | Estimated Time | Notes |
|---|------|----------------|-------------|
| Formation of Additional Advisory Committees | | | |
| Excessive Vehicle Storage | | | |
| Graffiti Abatement & Alternatives | | | |
| Safe Place Program Implementation & Resolution | | | |
| Code Enforcement - Municipal Code? | | | |
| Class and Compensation Study Follow-up | | | May |
| Opioid Funding Discussion | | | May |
| Livability/Marketing Follow-up | | | |
| Special Event Permitting Process | | | |
| Banner Health and Fire Agreement | | | Spring 2023 |
| Fly Casper Alliance | | | |
| Poplar and CY Intersection Lane Extension Public Input Update | | | |
| Municipal Court Proceedings Overview | | | |

Staff Items:

| | | | |
|---|-------------------------------------|------------|------------------|
| CBC Public Safety Design | | | July |
| City Inspectors Authority/Oversight of Licensed Contractors | | | |
| Speed Limit Ordinance Review | | | |
| Unpaid Utility Ordinance Amendment | | | |
| Part 2 Ford Wyoming Center | | | |
| Judge's Quarterly Update | June 6 September 5 December 5 | 15 minutes | Rekurs Quarterly |
| Ford Wyoming Center Subsidy | | | |
| Second Sheet of Ice Financing | | | Spring 2023 |
| Agreement for Pickleball Resurfacing | | | |
| Parks Master Plans MOU's | | | |

Potential Topics-- Council Thumbs to be Added:







| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Future Regular Council Meeting Items:

| | | | |
|------------------------------|-----------|--|--|
| Executive Session: Personnel | 9/19/2023 | | |
|------------------------------|-----------|--|--|

Retreat Items:

| |
|---|
| Economic Development and City Building Strategy |
|---|

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|---|---|--|---|---|---|
| | | | | | |  1 |
|  2 | 3 <u>5:00 p.m.</u> - CNFR (Knell, Cathey) | 4 <u>6:00p</u> -Council Meeting | 5 <u>1:00 p</u> -Civil Service Commission (None) <u>5:00 p-</u> Casper Municipal Band (Bond, Jensen) | 6 <u>7:00p</u> -Youth Empowerment (Pacheco) | 7  | 8 |
| 9  <u>4:30 p.m.</u> - Casper Youth Council (Gamroth, Pacheco) | 10 <u>8:30a</u> -Historic Preservation (None) | 11 <u>4:30p</u> -Council Work Session | 12 <u>6:00p</u> -Amoco Reuse JPB (Pollock) | 13 <u>12:00p</u> -Advance Casper (Napier, Gamroth) <u>4:30p</u> -Parks & Rec Advisory Board (Engebretsen) <u>6:00p</u> - Planning & Zoning (Cathey) <u>7:00p</u> -Youth Empowerment (Pacheco) | 14 <u>11:30a</u> -Chamber Coordination/ Infoshare (None) | 15 |
| 16 | 17 | 18 <u>tax day!</u> <u>11:30a</u> -Regional Water JPB (Cathey, Knell, Pollock, Bertoglio) <u>4:00p</u> -Chamber of Commerce (Cathey) <u>6:00p</u> -Council Meeting | 19 | 20 <u>7:00a</u> -Mayors/ Commissioners <u>11:00a</u> -Housing Authority (Gamroth) <u>11:00a</u> - MPO Policy (Pollock, Engebretsen - alt.) Every other month (Feb, Apr, Jun, Aug, Oct, Dec) <u>4:00p</u> -Contractors' Licensing Board (Engebretsen) <u>5:30p</u> - City County Board of Health (Haskins) <u>7:00p</u> - Youth Empowerment (Pacheco) | 21 <u>3:30p</u> -LGBTQ Advisory Committee (Pacheco, Pollock) | 22  |
| 23 30 | 24 <u>12:00p</u> - Disability Council (Pacheco) <u>12:30p</u> -Senior Services (Bond) <u>4:00p</u> -OYD Advisory Committee (Jensen, Gamroth) | 25 <u>11:30a</u> -Travel & Tourism (Engebretsen, Knell - alt.) <u>4:30p</u> -Council Work Session | 26 <u>7:00a</u> -CPU Advisory Board (Cathey) <u>11:30p</u> -NIC (None) <u>5:15p</u> -CAP (None) | 27 <u>7:00p</u> -Youth Empowerment (Pacheco) | 28  | 29 |

APRIL

2023

APRIL 2023



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|--|--|--|--|
| 26 AMWOW State Pool Tournament 8:00 am-6:00 pm | 27 | 28 | 29 HF Sinclair Training 7:30 am-3:30 pm | 30 | 31 Load-in PBR 8:00 am-5:00 pm | 1 Professional Bull Riders Casper Classic 7:00 pm- 10:00 pm |
| 2 | 3 | 4 Rigger Training 3:30 pm- 8:30 pm | 5 | 6 | 7 | 8 |
| 9 | 10 CNFR Committee Meeting 5:00pm- 6:00 pm | 11 Journey & Toto 6:00 pm- 10:00 pm | 12 | 13 Load-in WAWA 12:00 pm- 5:00 pm | 14 WAWA Tournament 7:00am-8:00pm | 15 WAWA Tournament 7:00am-8:00pm |
| 16 WAWA Tournament 7:00 am- 8:00 pm | 17 | 18 | 19 Load-in Art Symposium 8:00 am-10:00 pm | 20 High School Art Symposium 7:00am-5:00 pm | 21 High School Art Symposium 8:00am -2:00pm | 22 |
| 23 | 24 | 25 | 26 SkillsUSA Closing Ceremony 6:30 am- 12:00 pm | 27 | 28 WyVA Prom 4:00 pm-10:00 pm | 29 CDC Art Al Carte 5:00pm-11:00pm |
| 30 Academic Awards Banquet 5:00 pm- 8:00 pm | 1 | 2 | 3 | 4 | 5 | 6 Aaron Lewis 6:00 pm- 10:00 pm |



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

MARCH 16TH, 2023
(FEBRUARY MEETING CANCELLED)

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

ZOOM LINK: <https://us02web.zoom.us/j/83313616416>

Phone: 1 253 215 8782 Passcode: 83313616416

5:30 PM

- I. AGENDA/MINUTES**
 - a. **Previous Meeting Minutes/Notes**
 - i. JANUARY meeting minutes*
- II. BUDGET/FINANCIAL**
 - a. **FINANCIALS**
 - i. JANUARY Financials*
 - ii. FEBRUARY Financials*
 - iii. WYOSTAR Transfer*
 - iv. Clarified WYOSTAR Transfer Procedure*
 - v. Procurement Policy*
 - vi. Board Signatures for checks*
- III. BOARD**
 - a. **Next Meeting Date**
 - i. **Proposed Meeting Date April 20th, 2023***
 - ii. Board Bylaws- Review, approve next month
 - iii. Board vacancies
 - iv. Personnel Handbook- Review, approve next month
- IV. HEALTH OFFICER**
 - i. Health Officer Report
- V. DIVISION REPORTS**
 - a. **ADMINISTRATION-Anna**

i. General Administration

1. Reporting grid-updated, please review
2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Adaptive Leadership Training-NACCHO
4. Building update
5. Employee Market Study
 - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation
6. Wyoming Department of Health Education opportunity
7. Job announcements
 - a. Proposing Nurse/HIV Case Management

b. COMMUNITY PREVENTION-Hailey

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

c. ENVIRONMENTAL HEALTH-Ruth

- i. Voluntary National Retail Food Regulatory Program Standards-continued

d. NURSING PROGRAMS

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

e. PUBLIC HEALTH PREPAREDNESS- Tammy

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

g. Board Member Reports

h. Adjourn

CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget
For the Seven Months Ending January 31, 2023

| | January | | | | YTD | | | | Annual |
|---|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| | Actual | Budget | Variance | Prior Year Actual | Actual | Budget | Variance | Prior Year Actual | Budget |
| Revenue: | | | | | | | | | |
| TAX REVENUE (COUNTY) | 55833.37 | 55754.84 | 78.53 | 55833.33 | 390833.59 | 390283.88 | 549.71 | 390833.31 | 669058.00 |
| TAX REVENUE (CASPER) | 47914.43 | 47916.67 | (2.24) | 47916.87 | 335401.01 | 335416.69 | (15.68) | 335417.09 | 575000.00 |
| TAX REVENUE (MILLS) | 3750.00 | 0.00 | 3750.00 | (30000.00) | 7500.00 | 0.00 | 7500.00 | 0.00 | 0.00 |
| 1% REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25000.00 | 0.00 |
| GRANT REVENUE | 140270.62 | 188178.56 | (47907.94) | 145574.85 | 1258693.00 | 1317249.92 | (58556.92) | 2351417.56 | 2258142.84 |
| GENERATED REVENUE | 73003.96 | 59509.69 | 13494.27 | 167296.43 | 660160.90 | 416567.83 | 243593.07 | 734237.96 | 714116.72 |
| STATE NURSING REVENUE | 0.00 | 38602.76 | (38602.76) | 0.00 | 231616.50 | 270219.32 | (38602.82) | 231616.50 | 463233.00 |
| INTEREST AND INVESTMENT INCOME | 10038.79 | 666.67 | 9372.12 | 12.23 | 20614.03 | 4666.69 | 15947.34 | 2770.81 | 8000.00 |
| Total Revenue | 330811.17 | 390629.19 | (59818.02) | 386633.71 | 2904819.03 | 2734404.33 | 170414.70 | 4071293.23 | 4687550.56 |
| Expenditures: | | | | | | | | | |
| OUTSTANDING PURCHASE ORDERS | (6956.86) | 0.00 | 6956.86 | 25082.18 | 1434.19 | 0.00 | (1434.19) | 32353.54 | 0.00 |
| REGULAR SALARIES | 168867.28 | 190770.11 | 21902.83 | 183896.37 | 1216239.23 | 1335390.77 | 119151.54 | 1412645.18 | 2289241.30 |
| BENEFITS-EMPLOYMENT TAXES | 17830.19 | 19400.08 | 1569.89 | 18211.40 | 112448.45 | 135800.56 | 23352.11 | 129816.12 | 232800.23 |
| BENEFITS-WY RETIREMENT | 31367.40 | 34451.27 | 3083.87 | 29347.76 | 214311.78 | 241158.89 | 26847.11 | 198317.61 | 413415.00 |
| BENEFITS-MEDICAL INSURANCE | 43115.22 | 52032.94 | 8917.72 | 39053.98 | 299242.72 | 364230.58 | 64987.86 | 260156.07 | 624395.32 |
| CONTRACT LABOR | 11701.63 | 15566.68 | 3865.05 | 14122.35 | 89433.62 | 108966.76 | 19533.14 | 152145.44 | 186800.00 |
| HEALTH OFFICER | 0.00 | 2466.67 | 2466.67 | 0.00 | 14799.78 | 17266.69 | 2466.91 | 12333.15 | 29600.00 |
| ADVERTISING | 0.00 | 575.00 | 575.00 | 0.00 | 1154.70 | 4025.00 | 2870.30 | 0.00 | 6900.00 |
| AUTO EXPENSES | 1577.67 | 1761.06 | 183.39 | 1414.65 | 2823.71 | 12327.42 | 9503.71 | 10635.88 | 21132.58 |
| ED PUBLIC | 744.85 | 4880.80 | 4135.95 | 4700.00 | 5588.80 | 34165.60 | 28576.80 | 103589.23 | 58569.43 |
| ED EMPLOYEE CONFERENCE/TUITION | (375.54) | 5550.00 | 5925.54 | 2045.02 | 16905.04 | 38850.00 | 21944.96 | 20594.40 | 66599.86 |
| EMPLOYEE MEDICAL TESTING | 0.00 | 43.33 | 43.33 | 95.00 | 368.00 | 303.31 | (64.69) | 666.00 | 520.00 |
| EQUIPMENT MAINTENANCE | 0.00 | 692.91 | 692.91 | 790.00 | 5214.25 | 4850.37 | (363.88) | 6126.44 | 8315.00 |
| EQUIPMENT PURCHASE | 4372.00 | 2695.83 | (1676.17) | 9023.00 | 7020.01 | 18870.81 | 11850.80 | 225044.74 | 32350.00 |
| EQUIP COPY EXPENSE | 2499.18 | 1610.24 | (888.94) | 1409.51 | 10660.79 | 11271.68 | 610.89 | 11969.16 | 19323.01 |
| INSURANCE | 0.00 | 1666.67 | 1666.67 | 0.00 | 0.00 | 11666.69 | 11666.69 | 5000.00 | 20000.00 |
| LICENSE/PROFICIENCY | 0.00 | 20.83 | 20.83 | 0.00 | 0.00 | 145.81 | 145.81 | 0.00 | 250.00 |
| MARKETING | 12402.06 | 12883.93 | 481.87 | 35328.84 | 73660.50 | 90187.51 | 16527.01 | 151426.17 | 154607.17 |
| MEETING EXPENSE | 240.08 | 1636.85 | 1396.77 | 5452.49 | 16048.65 | 11457.95 | (4590.70) | 9497.84 | 19642.25 |
| MILEAGE | 0.00 | 72.90 | 72.90 | 0.00 | 667.90 | 510.30 | (157.60) | 0.00 | 875.00 |
| MISC EXPENSE | 1775.38 | 199.98 | (1575.40) | 0.00 | 311.01 | 1399.86 | 1088.85 | 5837.78 | 2400.00 |
| PERIODICAL/BOOKS | 0.00 | 140.01 | 140.01 | 18.99 | 765.97 | 980.07 | 214.10 | 233.09 | 1680.00 |
| PRINTING EXPENSE | 0.00 | 8.33 | 8.33 | 0.00 | 0.00 | 58.31 | 58.31 | 0.00 | 100.00 |
| POSTAGE | 678.35 | 702.09 | 23.74 | 240.42 | 3295.76 | 4914.63 | 1618.87 | 2829.83 | 8425.00 |
| RENT EXPENSE | 2939.32 | 1541.66 | (1397.66) | 454.85 | 19225.84 | 10791.62 | (8434.22) | 4883.88 | 18500.00 |
| REIMBURSEMENT | 6809.64 | 7497.66 | 688.02 | 3972.78 | 74201.07 | 52483.62 | (21717.45) | 522587.75 | 89971.86 |
| RETURNED CHECKS AND BAD DEBTS | 16.35 | 6.25 | (10.10) | 0.00 | 99.50 | 43.75 | (55.75) | 236.15 | 75.00 |
| SOFTWARE | 3882.30 | 4074.99 | 192.69 | 5145.72 | 13188.71 | 28524.93 | 15336.22 | 31752.59 | 48900.00 |
| SUPPLIES | 12788.57 | 19332.14 | 6543.57 | 17919.35 | 215926.01 | 135324.98 | (80601.03) | 180766.54 | 231985.36 |
| TELEPHONE | 3952.87 | 3395.02 | (557.85) | 6492.20 | 25411.55 | 23765.14 | (1646.41) | 24345.10 | 40740.15 |
| TESTS | 2163.18 | 2375.01 | 211.83 | 752.95 | 20932.12 | 16625.07 | (4307.05) | 16130.75 | 28500.00 |
| UTILITIES | 3482.31 | 1583.33 | (1898.98) | 1142.63 | 16512.05 | 11083.31 | (5428.74) | 12138.52 | 19000.00 |
| NON GRANT EXPENSE | 3064.51 | 0.00 | (3064.51) | 0.00 | 17162.57 | 0.00 | (17162.57) | 10029.81 | 0.00 |
| Total Expenditures | 328937.94 | 389634.57 | 60696.63 | 406112.44 | 2495054.28 | 2727441.99 | 232387.71 | 3554088.76 | 4675613.52 |
| Revenue Over(Under) Expenditures | 1873.23 | 994.62 | 878.61 | (19478.73) | 409764.75 | 6962.34 | 402802.41 | 517204.47 | 11937.04 |

CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget
For the Eight Months Ending February 28, 2023

| | February | | | | YTD | | | | Annual |
|---|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| | Actual | Budget | Variance | Prior Year Actual | Actual | Budget | Variance | Prior Year Actual | Budget |
| Revenue: | | | | | | | | | |
| TAX REVENUE (COUNTY) | 55833.37 | 55754.84 | 78.53 | 55833.33 | 446666.96 | 446038.72 | 628.24 | 446666.64 | 669058.00 |
| TAX REVENUE (CASPER) | 47914.43 | 47916.67 | (2.24) | 47916.87 | 383315.44 | 383333.36 | (17.92) | 383333.96 | 575000.00 |
| TAX REVENUE (MILLS) | 0.00 | 0.00 | 0.00 | 0.00 | 7500.00 | 0.00 | 7500.00 | 0.00 | 0.00 |
| 1% REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25000.00 | 0.00 |
| GRANT REVENUE | 123821.34 | 188178.56 | (64357.22) | 123744.02 | 1382514.34 | 1505428.48 | (122914.14) | 2475161.58 | 2258142.84 |
| GENERATED REVENUE | 58712.69 | 59509.69 | (797.00) | 128398.14 | 718873.59 | 476077.52 | 242796.07 | 862636.10 | 714116.72 |
| STATE NURSING REVENUE | 0.00 | 38602.76 | (38602.76) | 0.00 | 231616.50 | 308822.08 | (77205.58) | 231616.50 | 463233.00 |
| INTEREST AND INVESTMENT INCOME | 6296.94 | 666.67 | 5630.27 | 395.28 | 26910.97 | 5333.36 | 21577.61 | 3166.09 | 8000.00 |
| Total Revenue | 292578.77 | 390629.19 | (98050.42) | 356287.64 | 3197397.80 | 3125033.52 | 72364.28 | 4427580.87 | 4687550.56 |
| Expenditures: | | | | | | | | | |
| OUTSTANDING PURCHASE ORDERS | 958.71 | 0.00 | (958.71) | (91919.22) | 2392.90 | 0.00 | (2392.90) | (59565.68) | 0.00 |
| REGULAR SALARIES | 174147.07 | 190770.11 | 16623.04 | 168858.36 | 1390386.30 | 1526160.88 | 135774.58 | 1581503.54 | 2289241.30 |
| BENEFITS-EMPLOYMENT TAXES | 16693.06 | 19400.08 | 2707.02 | 16139.32 | 129141.51 | 155200.64 | 26059.13 | 145955.44 | 232800.23 |
| BENEFITS-WY RETIREMENT | 31478.78 | 34451.27 | 2972.49 | 30863.60 | 245790.56 | 275610.16 | 29819.60 | 229181.21 | 413415.00 |
| BENEFITS-MEDICAL INSURANCE | 44936.34 | 52032.94 | 7096.60 | 43528.60 | 344179.06 | 416263.52 | 72084.46 | 303684.67 | 624395.32 |
| CONTRACT LABOR | 12587.08 | 15566.68 | 2979.60 | 24308.43 | 102020.70 | 124533.44 | 22512.74 | 176453.87 | 186800.00 |
| HEALTH OFFICER | 0.00 | 2466.67 | 2466.67 | 0.00 | 14799.78 | 19733.36 | 4933.58 | 12333.15 | 29600.00 |
| ADVERTISING | 0.00 | 575.00 | 575.00 | 0.00 | 1154.70 | 4600.00 | 3445.30 | 0.00 | 6900.00 |
| AUTO EXPENSES | 38.37 | 1761.06 | 1722.69 | 185.74 | 2862.08 | 14088.48 | 11226.40 | 10821.62 | 21132.58 |
| ED PUBLIC | 16918.52 | 4880.80 | (12037.72) | 0.00 | 22507.32 | 39046.40 | 16539.08 | 103589.23 | 58569.43 |
| ED EMPLOYEE CONFERENCE/TUITION | 2459.38 | 5550.00 | 3090.62 | 3259.40 | 19364.42 | 44400.00 | 25035.58 | 23853.80 | 66599.86 |
| EMPLOYEE MEDICAL TESTING | 15.00 | 43.33 | 28.33 | 65.00 | 383.00 | 346.64 | (36.36) | 731.00 | 520.00 |
| EQUIPMENT MAINTENANCE | 0.00 | 692.91 | 692.91 | 0.00 | 5214.25 | 5543.28 | 329.03 | 6126.44 | 8315.00 |
| EQUIPMENT PURCHASE | 0.00 | 2695.83 | 2695.83 | 0.00 | 7020.01 | 21566.64 | 14546.63 | 225044.74 | 32350.00 |
| EQUIP COPY EXPENSE | 904.36 | 1610.24 | 705.88 | 550.00 | 11565.15 | 12881.92 | 1316.77 | 12519.16 | 19323.01 |
| INSURANCE | 0.00 | 1666.67 | 1666.67 | 0.00 | 0.00 | 13333.36 | 13333.36 | 5000.00 | 20000.00 |
| LICENSE/PROFICIENCY | 0.00 | 20.83 | 20.83 | 0.00 | 0.00 | 166.64 | 166.64 | 0.00 | 250.00 |
| MARKETING | 20815.21 | 12883.93 | (7931.28) | 14927.77 | 94475.71 | 103071.44 | 8595.73 | 166353.94 | 154607.17 |
| MEETING EXPENSE | 1409.72 | 1636.85 | 227.13 | 635.42 | 17458.37 | 13094.80 | (4363.57) | 10133.26 | 19642.25 |
| MILEAGE | 0.00 | 72.90 | 72.90 | 0.00 | 667.90 | 583.20 | (84.70) | 0.00 | 875.00 |
| MISC EXPENSE | 260.40 | 199.98 | (60.42) | 113.29 | 571.41 | 1599.84 | 1028.43 | 5951.07 | 2400.00 |
| PERIODICAL/BOOKS | 0.00 | 140.01 | 140.01 | 60.00 | 765.97 | 1120.08 | 354.11 | 293.09 | 1680.00 |
| PRINTING EXPENSE | 0.00 | 8.33 | 8.33 | 0.00 | 0.00 | 66.64 | 66.64 | 0.00 | 100.00 |
| POSTAGE | 607.05 | 702.09 | 95.04 | 310.76 | 3902.81 | 5616.72 | 1713.91 | 3140.59 | 8425.00 |
| RENT EXPENSE | 2829.37 | 1541.66 | (1287.71) | 9345.94 | 22055.21 | 12333.28 | (9721.93) | 14229.82 | 18500.00 |
| REIMBURSEMENT | 7043.24 | 7497.66 | 454.42 | 3236.41 | 81244.31 | 59981.28 | (21263.03) | 525824.16 | 89971.86 |
| RETURNED CHECKS AND BAD DEBTS | 12.58 | 6.25 | (6.33) | 0.00 | 112.08 | 50.00 | (62.08) | 236.15 | 75.00 |
| SOFTWARE | 16304.65 | 4074.99 | (12229.66) | 3388.22 | 29493.36 | 32599.92 | 3106.56 | 35140.81 | 48900.00 |
| SUPPLIES | 15321.79 | 19332.14 | 4010.35 | 15362.37 | 231247.80 | 154657.12 | (76590.68) | 196128.91 | 231985.36 |
| TELEPHONE | 3747.25 | 3395.02 | (352.23) | 4179.90 | 29158.80 | 27160.16 | (1998.64) | 28525.00 | 40740.15 |
| TESTS | 1828.83 | 2375.01 | 546.18 | 3763.24 | 22760.95 | 19000.08 | (3760.87) | 19893.99 | 28500.00 |
| UTILITIES | 3074.43 | 1583.33 | (1491.10) | 2382.12 | 19586.48 | 12666.64 | (6919.84) | 14520.64 | 19000.00 |
| NON GRANT EXPENSE | 0.00 | 0.00 | 0.00 | 8582.57 | 17162.57 | 0.00 | (17162.57) | 18612.38 | 0.00 |
| Total Expenditure | 374391.19 | 389634.57 | 15243.38 | 262127.24 | 2869445.47 | 3117076.56 | 247631.09 | 3816216.00 | 4675613.52 |
| Revenue Over(Under) Expenditures | (81812.42) | 994.62 | (82807.04) | 94160.40 | 327952.33 | 7956.96 | 319995.37 | 611364.87 | 11937.04 |

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

**MEETING PROCEEDINGS
January 25, 2023
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, January 25, 2023 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 Administrative Assistant III, Janette Brown

Others:

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

1. President Bell asked for a motion for Election of Officers.

A motion was made by Board Member English and seconded by Vice President Jones to keep the existing Board Officers. Motion passed.

Board Officers are as follows:

Michael Bell – President
Jim Jones – Vice President
John Lawson - Secretary

2. President Bell asked for a motion to approve the minutes from the November 30, 2022 meeting.

A motion was made by Secretary Lawson and seconded by Board Member Jay to approve the minutes of the November 30, 2022 meeting as presented. Motion passed.

3. Mr. Martin asked the Board to reference the December 2022 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 160 MG, which is 13

MG more than the five-year average of 147 MG. Mr. Martin stated that usually in December through February, Gallons Purchased stays right around the five-year average. Mr. Martin stated that during the cold snap in December, water demand increased significantly. Mr. Martin stated that he believes the increase in demand was people leaving their water running so their pipes would not freeze. Mr. Martin stated that there were 130 emergency shut off requests during the period of the cold snap. Mr. Martin stated that Fiscal Year to Date Gallons Purchased is 2.2 BG compared to the five-year average of 2.05 BG.

Mr. Martin stated that there was one Water Main Break in November and December, with a total of 14 Water Main Breaks year to date compared to 13 Water Main Breaks the same time one year ago.

Mr. Martin stated there was one Service Line Break in November and two in December, with a total of 11 year to date compared to 15 one year ago.

Mr. Martin stated there was one Sewer Main Stoppage in November and two in December, with a year to date total of 6 compared to a total of 7 one year ago.

Mr. Martin stated the current number of Active Accounts is 22,535, which is 138 more than last year.

Board Member English asked about the Precipitation figure. Mr. Martin stated that the Precipitation amount of 5.27 inches is from July 1st to the end of December.

4. Mr. Martin stated that there was \$50 M of Water and Sewer Projects ARPA Program that the City submitted six projects for in August. Mr. Martin stated that the City was awarded \$1 M for one of those projects.

Mr. Martin stated that now the Local Government Project ARPA Program has \$50 M allocated and applications were accepted through January 23, 2023. Mr. Martin stated that this grant program accepted applications for about a month.

Mr. Martin stated that the City submitted updated grant applications for the five projects that were not awarded grants in the last go round.

Mr. Martin stated that this Local Government Project ARPA Program includes more than just water and sewer projects. Mr. Martin stated that it also includes Human Health and other things. Mr. Martin stated that he is sure there will be a lot of requests for this funding. Mr. Martin stated that the funding total is only \$50 M. Mr. Martin stated that the last round of ARPA Program funding was only \$50 M as well and had \$225 M of requests. Mr. Martin stated that there most likely won't be enough funds to go around again.

Mr. Martin stated that grant applications were submitted for the following projects:

1. WWTP MCC Project - \$3 M

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

Mr. Martin stated that the Office of State Lands and Investments will do their ranking of the projects similar to what they did last time and will then forward the applications to an upcoming meeting of the State Loan and Investment Board. Mr. Martin stated that he wanted to give the Board an update on the ARPA Grant Program funding and offered to answer any questions the Board might have on the ARPA funding.

Board Member English asked what the two Poplar Street projects are. Mr. Martin stated that the Poplar Street Water Main Replacement Project is replacing the water mains from 25th Street to 29th Street, and down to Adams Park. Mr. Martin stated that the Poplar Street CY to Collins Utility Replacement Project is a WYDOT project, and the City will be replacing the water mains.

Board Member Jay stated that WYDOT is replacing the street, and the City is taking advantage of it and replacing the water mains at the same time. Mr. Martin stated that is correct, that when there is a full reconstruction taking place, that is the time to get in there and replace City utilities that need replaced.

President Bell stated that the lift station by the bridge will be relocated, the bridge will be widened, and the street to north of Collins. Mr. Martin stated that is part of the 1st and Poplar Street Utility Relocation Project. Board Member Jay stated that you would think that the State would be interested in helping the City with their project, and asked if the City would even be doing this work if WYDOT wasn't doing their project. Mr. Martin stated that when it comes to City utilities in the WYDOT right-of-way, the City is responsible for the cost.

Board Member English asked Mr. Beamer how this project is going. Mr. Beamer stated that the project is scheduled for a May bid letting. Mr. Beamer stated that the City has \$4 M of utility work in there, that originally was thought would be \$1.5 M. Board Member English stated that relocating the lift station is expensive. Mr. Beamer stated that we knew about the cost of the lift station relocation, but construction costs have increased substantially since this project was first envisioned. Council Liaison Cathey stated that this project design was started about three years ago. Mr. Beamer stated that was correct.

President Bell stated that the last time this project was put out to bid, there was only one bid and it was \$15 M over budget.

Secretary Lawson stated that the City portion went from \$1.5 M to \$4 M and asked what the basis was for this. Mr. Beamer stated that staff has updated their estimate, and reviewed the one bid that was submitted. Mr. Beamer stated that revisions to the project have been made. Mr. Beamer stated that the sanitary sewer force main will not be run on the Poplar Street bridge, it is being moved east across the 1st Street bridge. Mr. Beamer

stated that this was done to ease some of the construction restraints that were associated with the project.

Board Member English asked if consideration was given to the soil contamination in the area of the project. Mr. Beamer stated that plenty of consideration has been given to the soil contamination. Board Member English stated that the River Project went about \$1 M over budget due to soil contamination. Board Member English stated that there will be plenty of soil contamination at that intersection. Mr. Beamer stated that is a problem that WYDOT has to deal with. President Bell stated that it is BP's problem as they are required to replace the soil. Mr. Beamer stated that the BP Soil Management District specifically excludes the river, so if you are working in the river, it is not covered under the Soil Management District.

President Bell stated that they are going to install a stormwater line in Poplar which will require a bunch of digging and dewatering.

5. Mr. Martin review the following in Project Updates:
 - a. 1st & Poplar Utility Relocation: WYDOT project under design by CEPI.
 - b. Poplar Street CY to Collins: WYDOT project under design by WWC Engineering.
 - c. Derington Water Main Replacement: Completed by 71 Construction.
 - d. Water Storage Tank Recoating – Sun I South Exterior and CY Interior: Completed by Worldwide Industries Corp.
 - e. North Platte Sanitary Sewer Rehabilitation: Under construction by Insituform. This project includes lining portions of the sewer and some manhole replacement/coating. The sewer lining is completed, and they are working on manhole coatings. They will be back in a month or so to work on the Mills siphon structures. It is anticipated that this project will be completed by April.
 - f. Sewage Lift Station Emergency Generator Replacements – Completed by Modern Electric. This project included Bar Nun #1, Airport, and Izaak Walton. Project under warranty.
 - g. WWTP Boiler Project: Under Construction by Sheet Metal Specialties. This project has been in the works for a few years. The project went out to bid several times and came in over budget. Funds were rebudgeted and the project is finally moving forward. There are three HVAC units that are being replaced, two on the Dewatering Building, and one is being added to the Digester Control Building due to Fire Code issues. The three HVAC units are here after a long wait period. The boiler has had a long wait period as well, and it should be arriving any day. The project should be completed this spring.
 - h. Centrifuge #1 Rehabilitation Project: Under construction by Andritz Separation. The centrifuge was removed and sent to Andritz Separation for rebuild and replacing the bowl and scroll, complete rebuild. There were some issues getting the contract in place. Once it was in place, it was a struggle to get the new bowl as there are not very many available. Andritz had one available, but gave it to another company as they were waiting on the contract. Centrifuge #1 has a new

bowl now, and it should arrive any day. It is anticipated that this project will be completed before the next meeting.

- i. WWTP Transformer Replacement Project: ITC Electrical Technologies is under contract for this project that was budgeted in FY23. This project includes the transformer replacement as well as some old switchgear that goes between the transformer and into the Operations Building. Staff believes it is power just running through there, but the switchgear will be evaluated to determine if it can be eliminated, or if it needs replaced. The transformer is critical to operations, so it is good the project is moving forward.
- j. Standard Specification Update: CEPI is under contract for this project. The Standard Specifications were last updated in 2006. This project should be completed by June.

Board Member English asked if the new emergency generators at the lift stations are using diesel fuel. Mr. Martin stated that they are. Board Member English asked why the emergency generators aren't switched to natural gas as the fuel source. Mr. Martin stated that both options were reviewed and it was determined that diesel fuel was the better way to go. Mr. Martin stated that the North Platte lift station is the only one that uses natural gas. Board Member English stated that is the lift station he is familiar with and it has been absolutely bullet proof, other than routine maintenance. Board Member English stated that it makes sense to switch all the lift stations over to natural gas when you take into consideration the cost of diesel and natural gas. Board Member English stated that those engines run great on natural gas. Board Member English stated that based on his experience, he would recommend switching the emergency generators to natural gas as then there would not be a need for fuel tanks, and the natural gas could be piped right to the generators. Mr. Martin stated that would be evaluated for the next project, as there are many more emergency generator projects coming.

President Bell stated that it could be done if a gas line is close. Board Member English stated that for most of the lift stations there should be a gas line close.

President Bell asked if all the lining of the North Platte Sanitary Sewer was completed, or if it was just a phase. Mr. Martin stated that was just a phase, and there are more sections to be lined pending funding. President Bell asked if Insituform will be given a change order, or if the other sections will be bid out. Mr. Martin stated that this was an \$8 M SRF Loan for the phase that is being completed now, so it will need to be considered what will be used for funding for the next round. Mr. Martin stated it is a large expense.

Vice President Jones asked if the current phase takes care of the worst problem areas. Mr. Martin stated that was correct, but there are still sections that need to be lined. Mr. Martin stated that this phase was identified as being the worst.

Board Member English asked if the lining process on this project went well. Mr. Martin stated that it did go well for the large diameter pipe and the cold weather.

President Bell stated that he recollects that the Standard Specs were updated not too long ago. Mr. Martin stated that the last update to the Standard Specs was done in 2006. Mr.

Beamer stated that the asphalt specs were updated a few years ago, but the water, sewer, and concrete specs were not touched.

President Bell asked if the City has considered forming a committee of all the local consultants and getting their input on the Standard Specs since they are required to use them for subdivisions. Mr. Beamer stated that they were all invited to a meeting to review and comment. Mr. Beamer stated that there is one consultant on board to facilitate it all and to do the update. Mr. Beamer stated that all the contractors and consultants have been asked for their input.

6. In Other Business:

- a. Secretary Lawson stated that he received a call from the Water Department in Great Falls, MT, where he owns a house, asking about the materials used for the water service line at his house, whether it is copper, lead, or galvanized. Secretary Lawson stated that he asked if it is lead, who would be responsible to replace it. Secretary Lawson stated that they told him they didn't know, they just need to know what material it is. Secretary Lawson asked if that is going on in Casper. Mr. Martin stated that it is. Mr. Martin stated that with the new EPA Lead and Copper Rule, Water Systems must identify the material used for every service line in their system from the main to inside the house. Mr. Martin stated that the City of Casper just owns to the curb stop, but still has to know what materials are used from the main to the curb stop, and from the curb stop to the house. Mr. Martin stated that staff has to put together a water service line inventory; every water service line must be identified. Mr. Martin stated that if there are service lines where the materials used is unknown or unidentified, EPA will call them lead and they will have to be replaced. Mr. Martin stated that it is a requirement from the new Lead and Copper Rule.

Mr. Beamer stated that it is rare to come across a lead service line past the curb stop because it was very expensive. Mr. Beamer stated that the City used to install lead service lines to the curb stop, but after the curb stop it was usually switched over to something less expensive. President Bell stated that in Wolf Creek there is copper.

Secretary Lawson stated that what got him interested in this is because his house in Great Falls was built in 1953 and he doesn't know if the water service line has ever been replaced. President Bell stated that it is probably copper. Secretary Lawson stated that is probably correct, as there is copper coming into the meter.

Board Member Jay stated that he read in the RWS minutes about the PFAS chemical testing, and asked if the WWTP effluent has been tested for PFAS. Mr. Martin stated that PFAS is a contaminant that is an emerging concern and is one that EPA will be increasing regulations on and including drinking water standards as well as NPDES Permits for WWTP's. Mr. Martin stated that testing has not been required, although it has been included in UCMR5 that is coming up now, as well as WWTP influent and effluent testing. Mr. Martin stated that they are just

starting to look at the influent and effluent at the WWTP for PFAS. Mr. Martin stated that it is not known where that regulation is going to go yet, but no doubt there will be regulations coming in the future in drinking water as well as wastewater. Mr. Martin stated that PFAS is called a forever chemical and in the last 20 years could be found in firefighting foam, non-stick cookware, stain resistant carpet and clothing, and firefighting clothing. Mr. Martin stated that it is pretty much everywhere, and when it gets in the soil and water it doesn't go away. Mr. Martin stated that they are finding that it builds up in the human body. Mr. Martin stated that those regulations are going to be pretty tight when they do come down, parts per trillion and very, very low limits.

Board Member Jay stated that it was interesting to him that it is even in cosmetics. Board Member Jay stated that you don't see too many people flushing shirts down the toilet, but a lot of makeup goes down the drain.

Board Member English asked if there is any treatment for PFAS. Mr. Martin stated that in drinking water there is ion exchange, activated carbon, and reverse osmosis. Mr. Martin stated that there are treatment options, but they are quite expensive technologies.

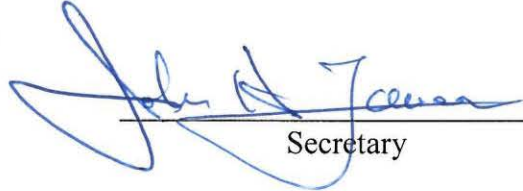
Mr. Martin stated that he would not be surprised to see PFAS in the WWTP influent. Mr. Martin stated that whether the results are above or below the limits to be set is still to be seen. Mr. Martin stated that over the next several years, we will hear a lot about lead and copper, and PFAS.

Board Member Jay stated that we just got through with Selenium, and now have to deal with PFAS. Mr. Martin stated that he doesn't think Selenium and Nutrient Removal will go away, it is just a matter of time before we have to deal with it. Mr. Martin stated that the last that was heard from DEQ is it is a ways out and maybe even be just targeting certain water sheds or streams/reservoirs rather than doing Statewide numerical limits. Mr. Martin stated that he thinks we will have to deal with Selenium and Nutrient removal in the future.

- b. Mr. Martin asked the Board to reference the Sales Tax chart on the screen and stated that the Sales Tax revenue has been above projected for most of this fiscal year. Mr. Martin stated that fiscal year to date Sales Tax revenue is \$1 M above what was projected.
- c. Board Member English asked if the people from the last meeting made the payment on their water bill. Mr. Martin stated that he hasn't heard anything, but he can check with the Customer Service Supervisor to make sure. Mr. Martin stated that he thinks they did make the payment as they were not on the shutoff list.
- d. Mr. Martin stated that this was a fairly short meeting, but in March there will be the Natrona County Conservation District presentation, and the FY24 Capital Budget review.

President Bell asked if there would be a meeting in February. Mr. Martin stated that there would not be a meeting in February, unless something comes up.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 7:33 a.m. Motion passed.



Secretary

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

MEETING PROCEEDINGS

February 21, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 21, 2023 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, Secretary Waters, Treasurer Cathey, and Board Members Knell, North and Pollock. Vice-Chairman Bertoglio and Board Member Sabrosky were absent.

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

Natrona County – North

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District –

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 – Ben Taucher

Central Wyoming Groundwater Guardian Team (CWGG) –

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

The Board meeting was called to order at 11:29 a.m.

1. In Announcements, Mr. Martin welcomed Chairman King back, and introduced Board Member Dave North, who is representing the County Commissioners on the Board.

Chairman King stated that he is glad to be back.

2. Chairman King asked for a motion to approve the minutes from the January 17, 2023 Regular meeting. A motion was made by Board Member Knell and seconded by Treasurer Cathey to approve the minutes from the January 17, 2023 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8550 for Dave Loden Construction, Inc. in the amount of \$5,694.25 is the retainage release for the WTP Roof Replacement Project No. 21-062.

Mr. Martin stated that voucher 8555 for Waters & Son Construction, Inc. in the amount of \$7,062.58 is for the WTP back entrance gate operator replacement, which was budgeted under Security Upgrades in the FY23 budget.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8549 through 8555 in the amount of \$508,576.53.

Chairman King asked for a motion to approve the February 2023 vouchers. A motion was made by Board Member Knell and seconded by Board Member North to approve the February 2023 voucher listing to include voucher numbers 8549 through 8555 in the amount of \$508,576.53. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production table on the screen. Mr. Martin stated that there were 181 MG of water produced in January, which is 14 MG above the five year average of 167 MG. Mr. Martin stated that typically in the winter months, December through February, production is within a couple million gallons of average. Mr. Martin stated that there has been quite an increase in water production/water demand during this winter. Mr. Martin stated that he believes this is related to people running their faucets to avoid frozen water lines. Mr. Martin stated that there have been a lot of calls for emergency shut offs due to broken water lines.

Mr. Martin stated that year to date water production in January was 2.6 BG, which is 171 MG above the five year average of 2.43 BG. Mr. Martin stated that it has been a very good year for water sales.

Mr. Martin stated that Water Utility Charges for FY23 is \$5,803,488, which is approximately \$800,000 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase, and the above average water sales.

Board Member Knell stated that he would like to draw attention to the vast difference in Interest Earned from last year to this year; last year was \$1,090, and this year is \$108,408. Board Member Knell stated that the difference is due to Ms. Johnson, City Finance Director, making the WyoStar presentation to the Board, and the Board acting on the information.

Treasurer Cathey stated that in the CPU Advisory Board meeting that was held last month, there was an increase in the number of active accounts compared to a year ago. Treasurer Cathey asked if this contributed to the increase in water usage. Mr. Martin stated that he believes that there are a few more connections, but didn't think it would make that much of a difference, it is a combination of things that resulted in the increase in revenue and water production.

Mr. Martin stated that Reimbursable Contract Expense is \$2,427,667. Mr. Martin stated that the current figure also includes the January Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be.

Chairman King asked for a motion to approve the January 2023 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Pollock to approve the January 2023 Financial Report as presented. Motion put and carried.

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

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

Mr. Edwards stated that Maintenance staff plumbed in some transfer piping on the sodium hypochlorite tanks.

Mr. Edwards stated that Maintenance staff installed a pressure sensor on the Well Mix line.

Mr. Edwards stated that hoses on the sodium hypochlorite pumps were replaced.

Mr. Edwards stated that a boiler pump coupling in the Ozone building was replaced.

Mr. Edwards stated that staff painted welded patches on the Gallery piping.

Mr. Edwards stated that a pump in the North Chem building was repaired.

Mr. Edwards stated that a failed bushing was repaired on Casper Well 21.

Mr. Edwards stated that staff replaced a butterfly valve on Ground Water High Service No. 5 in order to pull apart the pump and rebuild it.

Mr. Edwards stated that Waters & Sons replaced the back gate operator. Mr. Edwards stated that it was worn out and needed to be replaced.

Mr. Edwards stated that Long Building Technologies was called in to repair a faulty air handler in the North Chem building.

Mr. Edwards stated that Energy Management worked on the Ground Water High Service No. 1 VFD.

Mr. Edwards stated that the fire inspection is being done today.

Board Member Knell asked what the status is of the UV system. Mr. Martin stated that SRF funding will be looked into now, and hopefully there might be a chance to get some ARPA Funding for the project in the future. Mr. Martin stated that SRF funds would have to be used for the match, so the SRF funding must be in place first. Mr. Martin stated that this is an upgrade for the WTP that has to be done, so the next step is getting the funding in place.

Treasurer Cathey stated that Mr. Edwards mentioned welding patches on the Gallery piping and asked if the Board needs to look at replacing some of the piping. Mr. Edwards stated that staff had the manifold piping on the High Service inspected by a welding company, who inspected the thickness and determined that it was still good pipe, and it just needs to be coated and painted. Mr. Edwards stated that the piping in the Raw Water building is also still good and just needs coated and painted. Mr. Edwards stated that coming up in the future, he would like to continue inspecting the different pipes in the WTP. Mr. Edwards stated that this welded patch was a weak area that had already been patched once before. Mr. Martin stated that this blown pipe was caused by the water hammer due to the VFD failure. Mr. Martin stated that the VFD failed abruptly and caused quite a water hammer issue that found the weak spot. Mr. Edwards stated that the plan is to keep assessing the pipes as some of them are quite old. Treasurer Cathey stated that doing the inspections is a good plan.

Secretary Waters asked who the welding contractor and welding inspector is that was used. Mr. Edwards stated that there were a couple of different ones used; Salt Creek Welding and Double D Welding.

Board Member Knell asked if the inspections were put out on an RFP or if they were just brought in. Mr. Martin stated that they are just brought in. Mr. Edwards stated that it usually comes in under \$5,000.

Treasurer Cathey stated that there are several x-ray companies in town that do the inspecting of the pipe as a third party, so it isn't the welders doing the inspections. Treasurer Cathey stated that High Mountain is one of the companies that does this.

Chairman King turned the time over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that Distribution staff has been continuing to service the non-draining fire hydrants.

Mr. Anderson stated that Distribution staff had to dig out a lot of the tank and booster sites due to the snowdrifts. Mr. Anderson stated that a lot of the drifts went over the fences, which had to be cleared out so they would not knock down the fences. Mr. Anderson stated that this was also a security issue.

Mr. Anderson stated that Wardwell Water's Blair Lane Waterline tie-in was completed. Mr. Anderson stated that they are just waiting on the weather to clear out so the

contractor can finish and the walk-thru can be done. Mr. Anderson stated that there is only one Regional valve for the project.

Mr. Anderson stated that the Pioneer Booster pump replacements have been ordered. Mr. Anderson stated that staff asked what the timeline is for the pumps to arrive and it could be months.

Mr. Anderson stated that Metro pump and impeller quotes are in, and staff is in the process of getting them ordered so they can be changed out.

6. There was no Public Comment.

7. There was no Old Business.

a. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the Board submitted three ARPA Grant applications in the first round of ARPA Funding. Mr. Martin stated that the Board was successful in getting one grant in the amount of \$1.5 M for the Well Rehabilitation Project. Mr. Martin stated that before the Board today is the Grant Agreement for this project. Mr. Martin stated that approval is requested so the project can go forward with the ARPA funding.

Board Member Knell asked if the grant funds have already been received. Mr. Martin stated that they have not, the grant agreement must be approved first. Treasurer Cathey stated that if he understands the agreement, we do the work, and then submit the invoices for reimbursement by the State. Mr. Martin stated that was correct.

A motion was made by Board Member Knell and seconded by Secretary Waters to accept ARPA Grant # WS-1203 in the amount of \$1.5 M for the Well Rehabilitation Project and authorize the Chairman to sign the grant agreement. Motion put and carried.

Treasurer Cathey asked if the Board has the cash flow to handle the grant. Mr. Martin stated that the match funding for this project will come out of the FY23 budget where \$500,000 was budgeted for the Well Rehabilitation Project. Mr. Martin stated that is the match funding, and the cash flow will come out of that.

b. Mr. Martin stated that the front gate has two operators that have been in service for over 20 years. Mr. Martin stated that the operators are failing more and more frequently and it is difficult to get parts. Mr. Martin stated that it is time to replace the operators and associated components. Mr. Martin stated that this replacement was anticipated in the FY23 Capital budget and funds are included in the Security line item.

Mr. Martin stated that staff received three quotes for the project, with Waters & Son Construction being the low quote at \$31,864.87. Mr. Martin stated that by Board policy, anything over \$20,000 must be brought before the Board for approval. Mr. Martin stated that staff is requesting authorization to move forward with the front gate operator replacement.

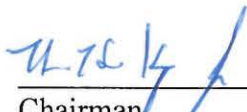
Chairman King asked if the front gate will still be a card reader system. Mr. Martin stated that it will be the same type of system, staff will have a card, and visitors will be able to push the button; it is just the components that operate the gate.

Secretary Waters stated that he will be abstaining from the vote as this is his son's company.

A motion was made by Board Member Pollock and seconded by Board Member Knell to approve the WTP Front Gate Security Upgrades by Waters & Son Construction, Inc. in the amount of \$31,864.87. Motion put and carried with Secretary Waters abstaining from the vote.

- c. In Other New Business, Board Member Knell announced that Mr. Andrew Beamer will be retiring on June 16th.
9. In the Chairman's Report, Chairman King stated that the next meeting will be held on March 21, 2023.

A motion was made by Board Member Knell and seconded by Treasurer Cathey to adjourn the meeting at 11:45 a.m. Motion put and carried.



Chairman



Secretary