

INFORMATION PACKET

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Friday, April 16, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

April 20, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Financial Audit					
Pre-Meeting: Hogadon and Ice Arena Rates					
Bright Spot - Platte River Trails Trust Donation (Poplar Street Bridge Bump-Outs)					
Bright Spot - National Service Recognition Day					
Establish May 4, 2021 as Public Hearing Date for Consideration of the Replat Creating Harmony Hills Addition No. 3.	C				
Establish May 4, 2021 as Public Hearing Date for Consideration of the Replat Creating Kensington Heights Addition No. 3.	C				
Establish May 4, 2021 as Public Hearing Date for Consideration of New Restaurant Liquor License No. 40 Yang & Zhang, Inc., d/b/a Lime Leaf Asian Bistro.	C				
Public Hearing: Amending Various Sections of Chapter 10.36 - Parking		N			
Public Hearing: Transfer of Liquor License No. 28 from Propper Management, LLC d/b/a 307 Sunrise, Located at 4370 South Poplar Street to 307 Bar, LLC, Located at 4370 South Poplar Street.		N			
Public Hearing: Transfer of Three Retail Liquor Licenses Location and Three New Bar and Grill Liquor Licenses.		N			
Amending Section 13.04.060 of the Casper Municipal Code. 3rd reading			N		
Vacation and Replat Creating Central Services Addition No. 2. 3rd reading			N		
Authorizing Amendment to the New Delta Addition Subdivision Agreement, Dated August 3, 1999, to remove all land use restrictions identified in Sections 2.1 and 2.2 of the New Delta Subdivision Agreement for Lot 1 only. (Not on Consent)				N	
Approving a Replat Creating Mountain Plaza Pathway Addition.				C	
Approving and Authorizing a One-Year Contract with AAA Landscaping for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Approving and Authorizing a One-Year Contract with B&B Sales and Services for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Approving and Authorizing a One-Year Contract with Brian's Go To Service for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Approving and Authorizing a One-Year Contract with Two Brothers Lawn Services and Snow Removal, LLC for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Approving and Authorizing a One-Year Contract with Extreme Landscaping, LLC for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	

The Grid

A working draft of Council Meeting Agendas

April 20, 2021 (cont.) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approving and Authorizing an Amendment to the Contract for Professional Services between the City of Casper and HDR Engineering, Inc. for the Casper Metropolitan Planning Organization's Public Participation Plan.				C	
Authorizing a Contract for Professional Services with Zonar Systems, Inc., in an Amount not to exceed \$101,828.10, for Automated Vehicle Location and Electronic Verified Inspection Reporting System Systems for the Refuse Collection and Balefill Fleets Project.				C	
Authorizing a Contract for Outside-City Sewer Service with JR and Heather Boyles Living Trust.				C	
Authorizing a Contract for Outside-City Water and Sewer Service with Jacob Carson and Sadie Carson.				C	
Authorizing the Approval of the Wyoming Association of Risk Management Revised Joint Powers Agreement.				C	
Exec Session - Litigation					

April 27, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Final Public Participation Plan	Direction Requested	30 min	6:05
40th Anniversary (Brook Kaufman)	Direction Requested	30 min	4:35
Health Department Budget Request (Memo Due)	Direction Requested	30 min	5:05
Council Goals & Objectives - Part 2 (Memo Due)	Direction Requested	60 min	5:55
CATC Budget (Memo Due)	Information Only	15 min	6:35
Agenda Review		20 min	6:50
Legislative Review		20 min	7:10
Council Around the Table		10 min	7:30
Approximate Ending Time:			7:40

May 4, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Bright Spot: Youth Empowerment Council					
Pre-Meeting: American Legion Memorial					
Public Hearing: Replat Creating Harmony Hills Addition No. 3. 1st Reading		N			

The Grid

A working draft of Council Meeting Agendas

May 4, 2021 (cont.) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Replat Creating Kensington Heights Addition No. 3. 1st Reading		N			
Public Hearing: New Restaurant Liquor License No. 40 Yang & Zhang, Inc., d/b/a Lime Leaf Asian Bistro.		N			
Parking Ordinance Revision - 2nd Reading			N		
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$318,922.29, for the Morad Park to Walmart Trail project. (tentative)				C	

May 11, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
2021 International Building Code	Direction Requested	30 min	4:35
6th Cent Survey	Direction Requested	30 min	5:05
Wyoming State Liquor Code Changes	Direction Requested	30 min	5:35
Tentative Budget to Council	Information Only	5 min	6:05
Agenda Review		20 min	6:10
Legislative Review		20 min	6:30
Council Around the Table		10 min	6:50
Approximate Ending Time:			7:00

May 17, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review	Direction Requested	3 hours	4:30
Approximate Ending Time:			7:30

May 18, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Parking Ordinance Revision - 3rd Reading			N		
Public Hearing: Replat Creating Harmony Hills Addition No. 3. 2nd Reading			N		
Public Hearing: Replat Creating Kensington Heights Addition No. 3. 2nd Reading			N		

The Grid

A working draft of Council Meeting Agendas

May 19, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review	Direction Requested	3 hours	4:30
Approximate Ending Time:			7:30

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1

Staff Items:

6th Cent Survey Results			
Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
DEA			After July 1
GIS Demo			

Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			

Future Regular Council Meeting Items:

Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

Retreat Items:

Economic Development and City Building Strategy



April 16, 2021

Good afternoon Councilmembers,

We would like to introduce you to two (2) new city website pages. The first one named, Council Documents, will be primarily for your use and convenience. The second named, Proclamations, will be the location for citizens to find the information to make proclamation requests.

Previously, we had I.T. install icons on your ipads that link to documents for your reference such as the Council Handbook, Generation Casper Comprehensive Plan, and the Long Range Transportation Plan. This added a new icon for each document on your ipad. We can replace all those icons with just one – Council Documents. It will have the links to the documents you need or want.

Maranda in I.T. will be available on Tuesday from 4:00 p.m. to 5:00 p.m. to make the changes on your ipad. Stop in the Manager's Office and we will connect you with Maranda.

www.casperwy.gov/government/city_council_and_manager/council_documents

[Council Documents - City of Casper \(casperwy.gov\)](http://www.casperwy.gov/government/city_council_and_manager/council_documents)

On March 2nd Council officially approved the new guidelines for requesting a proclamation. We have created a page that contains the guidelines with instructions on how to submit a request. Effective immediately, you can direct citizens to this webpage for their proclamation needs. The email address that is currently listed to send requests to is rjordansmith@casperwy.gov. But we will be putting in a request for a new email – proclamations@casperwy.gov. As soon as that has been created and is active, we will let you know.

www.casperwy.gov/government/city_council_and_manager/proclamations

[Proclamations - City of Casper \(casperwy.gov\)](http://www.casperwy.gov/government/city_council_and_manager/proclamations)

If you have any questions, please call Renée at 235-8224.

NEWS RELEASE



For Immediate Release

Contact:

Jolene Martinez

Assistant to the City Manager

jmartinez@casperwy.gov

(307) 235-8224

City of Casper releases March snowstorm costs

FEMA reimbursement sought

Casper, Wyoming (April 16, 2021) – The historic March snowstorm cost the City of Casper \$509,238 for snow removal. “Just under 50% of the costs were from the equipment we needed to lease to supplement the fleet we deployed and the cost of the contractors we hired to help us clear impassable residential streets,” reported City Manager Carter Napier. Casper has established snowplowing routes for its arterial and collector streets. Residential streets are plowed when they are considered impassable. “In this instance, Casper did not have enough equipment and crews to open travel on the arterial and collector streets as well as impassable residential streets,” continued Napier. According to Napier all heavy equipment contractors in the Casper area were contacted about their ability to provide assistance. Six contractors were able to provide assistance and worked with Casper crews to clear residential streets.

Governor Gordon requested a Presidential Disaster Declaration. The declaration initiates the possibility for Natrona County and its municipalities to be eligible for reimbursement through FEMA. The itemized costs Casper submitted to FEMA for the snowstorm include:

- \$24,325 for personnel
- \$186,711 for equipment
- \$46,784 for supplies
- \$113,328 for leased equipment
- \$138,090 for contractor services.

“Now that the costs have been submitted, we are waiting to see if we will be reimbursed,” said Napier. The March snowstorm snow removal cost is more than 50% of the usual annual \$950,000 Casper spends for snow removal.





State of Wyoming
City of Casper
 200 N David Street, Phone: (307) 235-8264
Building Department
 March 2021 Report



Type of Permit	Number of Permits	Fees	Valuations
Rem-Basment	4	\$1,342.00	\$99,414.00
Rep-Re-Roof	52	\$12,175.40	\$996,633.10
New-Residential	5	\$12,038.67	\$1,647,909.27
Rep-Deck	1	\$130.00	\$4,250.00
Add-Residential	4	\$476.00	\$16,300.00
New-Commercial	3	\$58,346.31	\$6,163,700.00
Rem-Residential	5	\$1,589.00	\$116,300.00
Dem-Commercial	1	\$300.00	\$0.00
Add-Deck	4	\$1,492.00	\$108,635.00
Rem-Commercial	8	\$6,099.00	\$388,968.00
Rem-Bathroom	2	\$279.00	\$12,000.00
Rep-Res-Misc	10	\$2,620.00	\$199,280.00
Add-Other	5	\$2,577.65	\$187,650.00
Dem-Residential	1	\$200.00	\$0.00
Add-4-Plex	1	\$5,037.45	\$495,000.00
New-Fence	1	\$92.00	\$1,815.20
Rem-Kitchen	4	\$1,144.00	\$78,641.00
Rem-Multi Family	4	\$1,338.00	\$97,050.00
Rem-Garage	1	\$70.00	\$1,000.00
New-Storage Bldg	2	\$258.00	\$9,658.00
Add-Garage	2	\$772.00	\$57,500.00
	120	\$108,376.48	\$10,681,703.57

Electrical Permits Issued	Fees Invoiced
96	\$14,088.40

Mechanical Permits Issued	Fees Invoiced
53	\$7,623.00

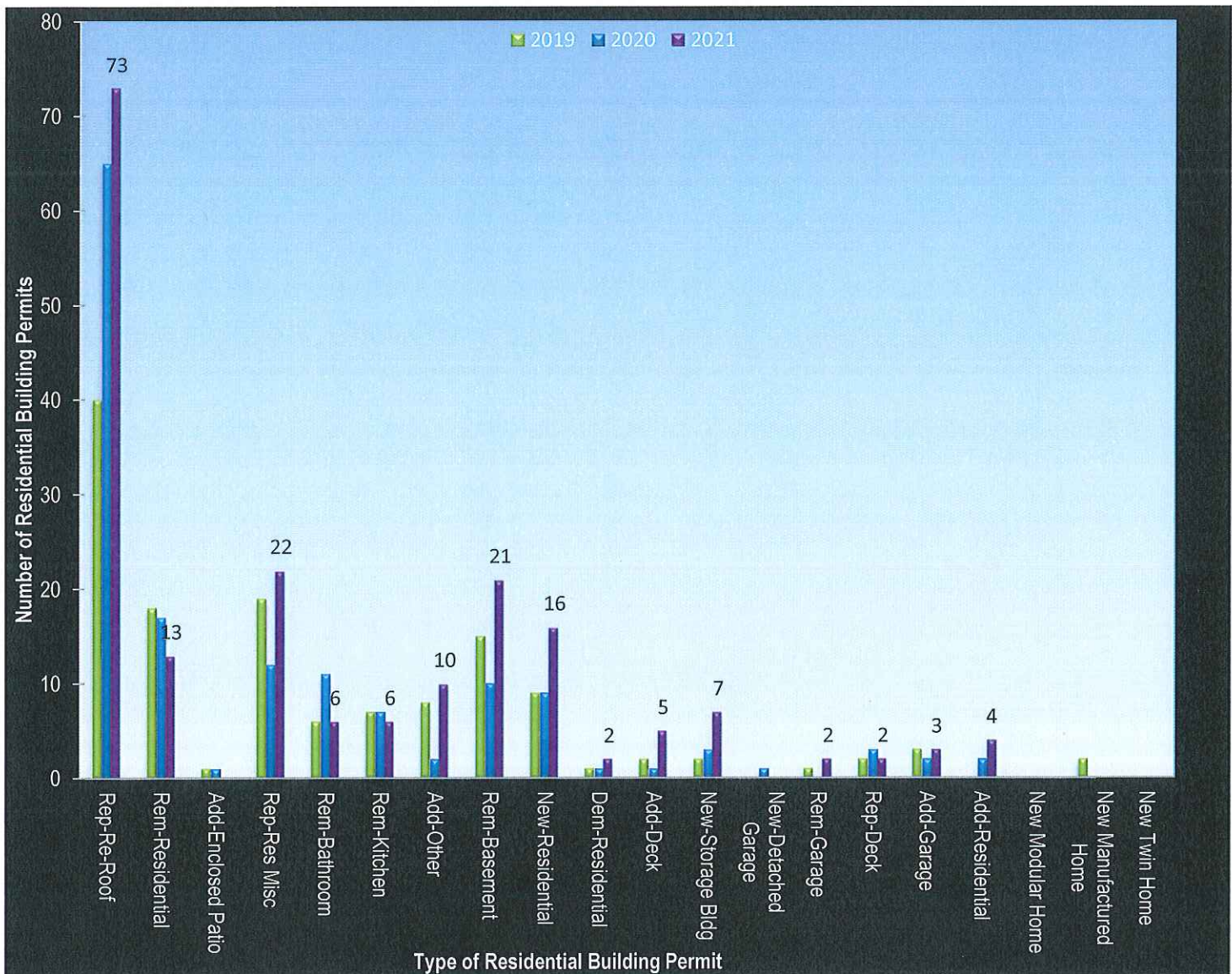
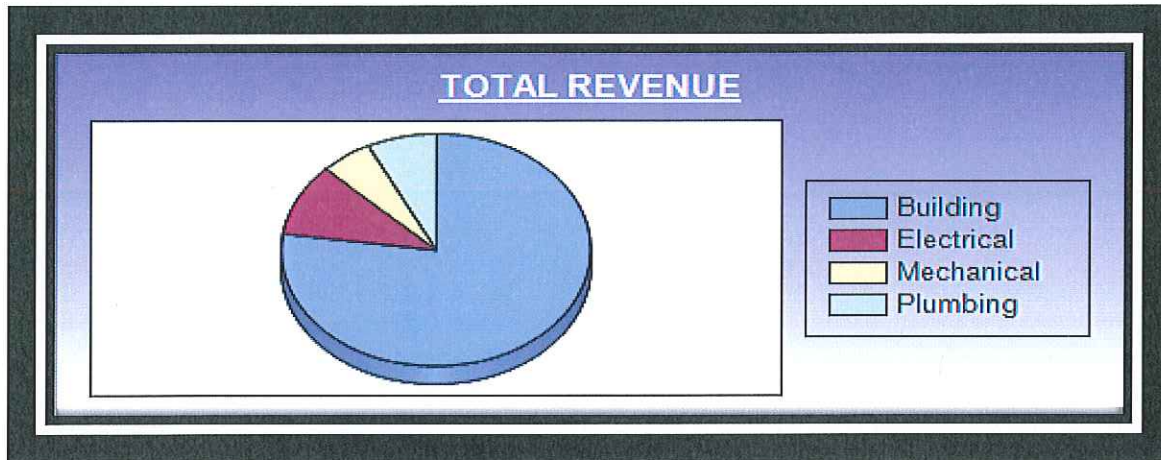
Plumbing Permits Issued	Fees Invoiced
104	\$10,136.00

Single Family Houses YTD		March Single Family Houses	
2020	9	2020	2
2021	16	2021	5



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 March 2021 Report





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department

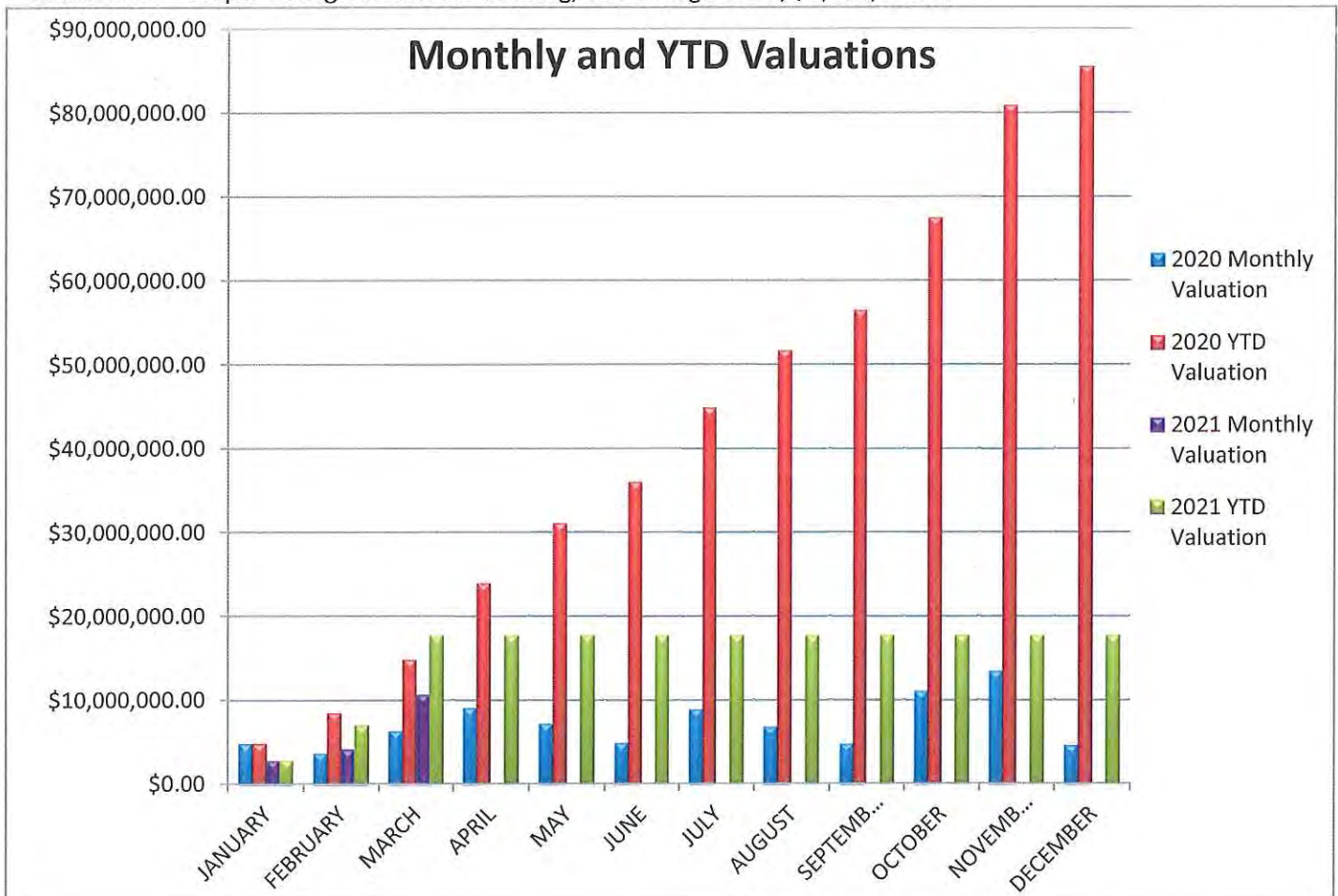
February 2021 Report



MONTH	2020 Monthly Valuation	2020 YTD Valuation	2021 Monthly Valuation	2021 YTD Valuation
JANUARY	\$4,816,153.00	\$4,816,153.00	\$2,817,261.95	\$2,817,261.95
FEBRUARY	\$3,662,654.68	\$8,478,807.68	\$4,173,124.17	\$6,990,386.12
MARCH	\$6,335,044.95	\$14,813,852.63	\$10,681,703.57	\$17,672,089.69
APRIL	\$9,080,830.76	\$23,894,683.39		\$17,672,089.69
MAY	\$7,155,704.08	\$31,050,387.47		\$17,672,089.69
JUNE	\$4,914,024.14	\$35,964,411.61		\$17,672,089.69
JULY	\$8,881,976.97	\$44,846,388.58		\$17,672,089.69
AUGUST	\$6,777,177.06	\$51,623,565.64		\$17,672,089.69
SEPTEMBER	\$4,784,846.18	\$56,408,411.82		\$17,672,089.69
OCTOBER	\$11,035,218.95	\$67,443,630.77		\$17,672,089.69
NOVEMBER	\$13,439,794.55	\$80,883,425.32		\$17,672,089.69
DECEMBER	\$4,586,294.70	\$85,469,720.02		\$17,672,089.69
	<u>\$85,469,720.02</u>	<u>\$85,469,720.02</u>	<u>\$17,672,089.69</u>	<u>\$17,672,089.69</u>

LARGE VALUATIONS:

March 2021 - Casper College Visual Arts Building, 125 College Drive, \$5,300,000.00





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department
Fees Collected
March 2021 Report



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 80,707.92
ELECTRICAL PERMITS	\$ 14,264.40
MECHANICAL PERMITS	\$ 7,471.00
PLUMBING PERMITS	\$ 10,066.00
ELECTRICAL LICENSES	\$ 1,000.50
PLUMBING LICENSES	\$ 150.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 237.50
UTILITY LICENSES	\$ 90.00
GENERAL CONTRACTORS LICENSES	\$ 1,795.00
SIGN PERMITS	\$ 1,054.50
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	
MOBILE HOME PERMITS	\$ 25.00
PLAN CHECK FEES	\$ 49,963.21
PLANNING FEES	\$ 5,900.00
Totals:	\$ 172,775.03

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
143	151	143	41

CONSULTS	PLAN REVIEW
18	29

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
417	438	379	146

CONSULTS	PLAN REVIEW
64	71

2021 Monthly Inspections
March 2021

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff			124	37			161
Justin Scott	100	1			13		114
Shawn Barrett	4	78			2	9	93
Dan Elston	39		19	4	12	9	83
Russ Lutz		72			2		74
							0
Monthly Total	143	151	143	41	29	18	525

YTD Totals	417	438	379	146	71	64	1515
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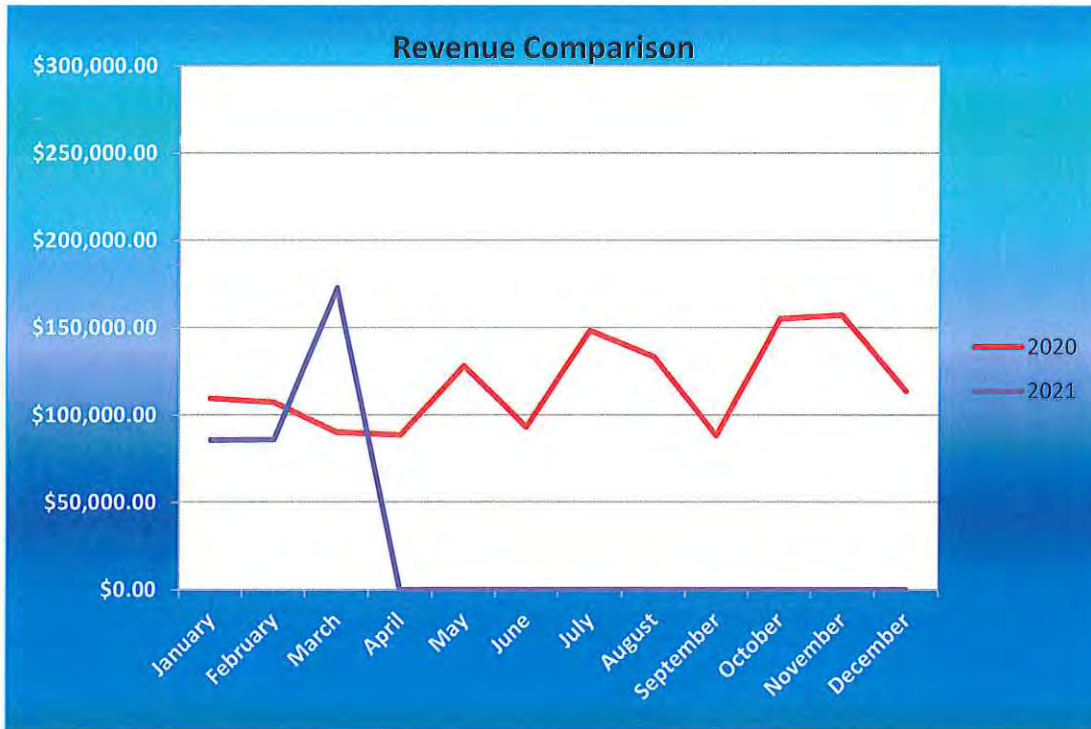
COMMUNITY DEVELOPMENT DEPARTMENT

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



Building Department
Revenue Collected
March 2021 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2020, TOTAL REVENUE FOR 2021. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official
Craig Collins, AICP, City Planner

Subject: March 2021, Commercial Development Report

Date: 04-09 -2021

Permitting Update:

For the month of March, 5 building permits for single family homes were issued. To date, 16 building permits have been issued for single family homes compared to 9 for the same period last year. The Building Division issued 120 building, 96 Electrical, 53 Mechanical and 104 Plumbing permits with fees totaling \$172,775.03. This is up \$37,787.74 for the calendar year. Overall, the Building Division's value of construction for March was \$10,681,703.57 which is up \$4,346,658.62 for the same period last year, and up \$2,858,237.06 for the calendar year. The large value of construction for March includes the permit for the new Visual Arts Building at Casper College with a value of \$6,163,700.00. The total project is estimated at \$12,000,000.00 including subcontractors who have not requested permits at this time.

Inspection Update:

The Building Division completed 143 building, 151 electrical, 143 plumbing, 41 mechanical, 18 grey slip/consult inspections, and 29 plan reviews for the month of March.

Commercial Construction Update:

Below is a breakdown of the 15 major commercial projects that are in progress:

- State Office Building (444 West Collins) Mechanical, electrical and plumbing rough-ins are complete in areas C and B, continuing in area A. Drywall is complete in areas B and C and approximately 85% complete for the total building. Estimated completion date is December of 2021. The 3rd floor Chancellery area has been awarded by change order and is in process. This project is on schedule at this time.
- Boyd Ave. Church Gym (2225 CY Ave.) Final interior finishes in process. T.C.O. estimated for April.

- Meadowlark Senior Affordable housing (Coffman and Outer Drive) Interior mechanical, electrical and plumbing in process. Drywall in process on 1st floor, 2nd and 3rd floors complete. Completion this spring.
- NCHS Natatorium (930 S. Elm) Pool building exterior walls and roof trusses complete, estimated completion date is fall of 2021. Exterior CMU walls are in process for connector building (between the pool and existing MAC bld.).
- Fuzzies Tacos (Plaza Dr.) site work in process, foundation caissons complete. Plumbing underground in crawlspace complete. Structural steel is complete. Late summer opening.
- Rocky Mountain Carwash (Tranquility Way and Wy. Blvd.) Exterior walls in process, underground plumbing in process.
- Rescue Mission Men's Discipleship housing (600 E. A St) Framing in process. Completion date unknown.
- Rescue Mission Women's Discipleship housing (215 N. Park) Foundation complete, underground plumbing in process.
- YMCA Natatorium (1611 Casper Mtn. Road) Caissons complete, foundation walls in process. Underground plumbing in process. Estimated completion is Winter of 2021/2022
- Franks Butcher Shop & Liquor (CY Ave. Old T-J's Bar) Framing and exterior sheathing complete, interior framing in process. Estimated completion date 05-of-2021.
- Parkridge Medical Bld. 2nd floor remodel (6,000 E. 2nd St.) Framing/drywall interior rough-ins in process. Completion in April.
- Visual Arts Building (Casper College) Partial demo of existing building to allow for new construction in process.
- Ace Hardware/multi use (CY Ave. old Safeway) Interior demo and store front in process.
- McGinley Doctors Office Bld. (234 E. A St. Old Wells Fargo Bld.) Physical Therapy in basement area in process.
- Alder Park Senior Apts. (Patriot and Talon) Site plan approval in process.

Projects Completed:

- 4 Plex apartment building (1540 Aryn Lane) Next to Fire Station behind Sunrise shopping center.

Anticipated projects:

- RW Taubert Bld. (E. 2nd St. Old Woolworth Bld.) Building has been purchased by private owner, Axe throwing, cornhole, restaurant and venue space is anticipated use of the building, no remodeling of the building required, to remain as is except for minor décor for above named venues.
- 109 E. 2nd St. (Old Alpen Glow) 1st floor remodel for unknown business.
- The "Nolan" project (Old Plains Building) Site plan in approval process.



LEGISLATIVE RECAP – 66TH LEGISLATIVE SESSION

The 66th Wyoming Legislature adjourned on April 7th. This session was like no other in Wyoming's history as it was significantly affected by the COVID-19 Virus. The 66th convened on January 12th to adopt the rules and hear an address from the Governor and recessed at the end of the day. They reconvened on January 27th for an 8 day Zoom Session which adjourned on February 5th. On March 1st the Legislature convened for a 35 day in person session, which adjourned on April 7th. During the course of the session(s) some 440 bills were drafted and introduced. Of these, approximately 149 passed both bodies and became law.

WAM had another successful legislative session. While we were unable to stop some bills that adversely impacted municipalities, we did stop or amend a number of others and a number of bills that were beneficial to cities and towns passed. WAM tracked 39 bills during the session, supported 14 bills, opposed 15, and monitored 10. A summary of the important ones is listed below. Attached A shows bill status in a summary form.

While bills introduced and debated covered a variety of topics, much of the work concerned the supplemental budget. The bodies reviewed and modified the budget reductions recommended by the Governor. The Legislature largely followed the Governor's recommendations. The budget adopted by the House and Senate and signed by the Governor reduced General Fund Expenditures by \$430 million, cut 324 employees from the state payroll. Because the House and Senate could not agree on funding for education, HB 173 was postponed indefinitely. This means that education funding will continue at present levels for the balance of the biennium. The supplemental budget reduces the state general fund budget to levels not seen since 2001.

WAM was successful in defending Direct Distribution. As you may recall, Governor Gordon recommended reducing Direct Distribution by 10%. Because these cuts would all come from the second year of the biennium, this was effectively a 20% cut. WAM was successful in keeping any of these cuts from being implemented. While this was a great win for WAM, direct distribution will continue to be an issue in future budget years. While cutting the budget, the Legislature added \$129 million to the permanent trust funds by continuing the 1% Statutory diversion. Specifically, \$64.5 went into the Permanent Mineral Trust Fund and \$64.5 million went to the Permanent Common School Land Fund.

SPECIAL SESSION – July 12, 2021

Although it has not been formally announced, we believe there will be another special session (aren't they all special) on July 12th. It is anticipated that this session will last one week and will address how the forthcoming Federal Stimulus funding will be appropriated. This date is serendipitous as it is the same week as the WAM Summer Conference which will be held in Cheyenne.

BILL SUMMARY

The following paragraphs provide a brief summary of the session activity. ***Bill that have a strike through text have been defeated. Bills that are shaded are bills that passed both houses.***

~~House Bill 12 – Bond Elections~~

~~This bill would provide that bond elections be held only during general elections. This would restrict a municipality's ability when it holds bond elections. WAM opposed this bill, and it was tabled indefinitely by the House Corporations Committee.~~

House Bill 13 - Alcoholic beverage regulation

This bill included a number of technical changes to the statutes regulating the sale of alcoholic beverages. This bill passed both the House and Senate and assigned to Chapter 22.

~~House Bill 26 – Fuel Tax~~

~~This bill would increase the fuel tax by 9 cents per gallon. If passed, this bill would generate an additional \$6 million for cities and towns. The bill was never considered by the Committee of Whole.~~

House Bill 33 - Interference with public contracting

This bill creates criminal offenses related to interference with public contracts such as bid rigging, accepting kickbacks, etc. It creates state felonies (as opposed to federal felonies) for these offenses. WAM opposed this bill as the bill was poorly written and these activities are already illegal under federal statutes. The bill was amended to make it better. The bill has signed as HEA No. 22.

~~HB 50 – Local Government Distributions~~

~~This bill addresses reductions in the Direct Distributions to local governments. It is the House version of the Governor's reduction to direct distribution. The Senate's version of this is Senate File 64. If neither HB50 nor SF64 passes, local direct distributions will not be cut this biennium. This bill was never considered by the Committee of Whole.~~

House Bill 55 – Tobacco Tax

This bill would increase the cigarette tax from \$0.60 per pack to \$0.84 per pack and increases the tax on moist snuff as well. This bill is estimated to increase municipal revenues by \$830,000 in FY 22. The bill did not make the COW cutoff.

House Bill 65 – Political Subdivisions Deposits

This bill would authorize political subdivisions to deposit public funds in financial institutions other than state and federally chartered banks. The bill failed on a 3-2 vote in the Senate Corporations Committee. WAM supported this bill.

House Bill 72 – Transfer of Water and Sewer District Operations

This bill authorizes the assumption of water and sewer district operations, assets and liabilities by cities and towns. This bill did not make the COW cutoff.

House Bill 74 – Elected Official Removal

This bill would provide a process to remove local elected officials from office by recall election. The bill was heard by the House Corporations Committee and failed by a vote of 4-5.

House Bill 99 – Property Taxes

This bill would limit the maximum taxable value increase for purposes of property taxes to 20% per year. The bill did not make the COW cutoff.

House Bill 117 – Repeal of Gun Free Zones

This bill would repeal all gun free zones currently established in the Wyoming Statutes. The bill was not considered for introduction.

House Bill 128 – County Option Real Estate Transfer Tax

This bill would provide for a local option real estate transfer tax. The tax would impose following a county voter, a 1% tax on transfers of property. The bill failed the House Revenue Committee by a vote of 4-5.

House Bill 143 – Municipal Services Recovery Act

The bill will preempt cities and towns who provide service (water, sewer, etc.) from seeking payment from the property owner when a renter defaults on the payment. When a renter defaults on the fees, most of the cities will seek payment from the property owner. The bill was defeated in the Committee of the Whole.

House Bill 158 – Local Land Use Planning and Zoning

This bill clarifies that a local comprehensive plan is a community vision and guiding document. It specifies that binding land use regulations must be done through local zoning ordinances. The bill was amended to remove the sections that were objectionable to the WAM membership. The bill passed the House and the Senate and was signed as SEA No. 0092.

House Bill 168 – Sales and Use Tax Application

This bill provides that sales taxes be collected on services such as landscaping and gardening services, beauty and barber services, financial and graphic artists. It is estimated to generate \$55 million to the state general fund and \$52 million for cities, towns and counties. The bill failed to pass the House Revenue Committee.

House Bill 173 School Finance Funding

House Bills 173 and 174 were intended to be run as companion bills. HB 173 reduces school funding by \$66 million and implements one additional penny of statewide sales and use tax to fund education if the Legislative Stabilization Reserve Account dips below \$650 million. This would bring the statewide sales and use tax to five cents. The bill passed the house but was amended to reduce the sales tax increase to .5%. After passing both bodies, the Joint Conference Committee could not agree on a final bill, the bill was postponed indefinitely.

House Bill 174 – Local Government Sales Tax

If HB 173 is implemented, HB 174 provides that the three pennies for local government funding with one permanent penny, a penny to be enacted by the local governing body or by ballot and the opportunity for another penny by the vote of the people. Both bills combined would raise the state and local maximum from seven cents to eight cents. This bill failed on third reading in the House.

House Bill 179- Municipal Option Tax - Election

This bill amends the Municipal Option tax statute passed during last year's session. Specifically, it removes the requirement that a municipal option tax be voted only during a general election and allows a municipal option tax to be held in May, August or November of any year. This bill passed the House and the Senate and was Signed as SEA 0062.

House Bill 181- Specific Excise Tax Revisions

This bill would remove limitation on the expenditure of tax revenues on the ordinary operations of local government for Specific Purpose Excise Taxes. The House Revenue Committee tabled the bill. WAM is supported this bill but it did not make the COW cutoff.

House Bill 200- Sales and Use Taxes Exemptions Repeal

This bill would repeal all the exemptions currently in the sales tax statutes. This bill was not considered for introduction.

House Bill 211- Property Taxes

This bill incrementally increases the assessment percentage for the industrial property class and for all other property classes. HB 211 increases the taxable value of industrial property from 11.50% to 11.75% and provides increase of .25% annually in the following years. Residential taxable value increases from 9.5% to 9.75% and .25% increases in the following years. The bill failed to make this COW cut-off.

House Bill 247 – Law Enforcement Hiring Practices

This bill prohibits the hiring of peace officers with who have been dismissed for serious misconduct; or resigned/retired while under investigation for serious misconduct. The bill passed House Judiciary but failed to make the COW cutoff.

House Bill 250 – Ban on Sanctuary Cities

This bill prohibits the implementation of immigration sanctuary policies by cities, towns and counties. The bill did not make the COW cutoff.

House Joint Resolution 09 – Local Government Investment in Equities

This resolution proposes a constitutional amendment that would allow local government to invest in equities under terms established by the Wyoming Legislature. The bill passed the House and was amended in the Senate but passed as amended. The bill was signed as HEJR No. 0002.

House Joint Resolution 15 Taxpayers Bill of Rights

This resolution at proposes to amend the constitution by creating a new section establishing the taxpayer's bill of rights; prohibits any tax increase by the state or any local government or increase of debt unless approved by the voters; specifying ballot; provides for the refund of excess taxes; prohibits increasing state expenditures; and provides for distribution of surplus state funds. This bill was not considered for introduction. WAM opposed this resolution.

Senate File 04 – Airport Districts

This bill would authorize counties and municipalities to establish airport districts. This bill passed the Senate but failed on third reading in the House on a 30-30 tie.

Senate File 06 – Public Works Contracting Requirements Amendments

This bill requires the adoption of prequalification requirements for contractors to perform public works in cities and counties. WAM opposed the bill but worked with Wyoming Contractors and WCCA to amend the bill to make it workable for cities and towns. The bill died in the House Appropriations Committee.

Senate File 17 – Governmental Publications Requirements

This bill would eliminate the requirement to publish the minutes of city council and county commission meetings in the official newspaper and allow the minutes to be published on the town or county website. This bill died on 3rd reading in Senate. WAM strongly supported this bill.

Senate File 20 – Public Records – Personnel Records

This bill clarifies the right for the inspection for personnel records for specified public employees. This bill affects only the city managers in the state. This bill died in the Senate Judiciary Committee. WAM testified against the bill and was successful in killing the bill.

Senate File 23 – Public Meetings – Executive Session for Security Plans

This bill adds security planning to the justifications for executive sessions. The bill has passed Senate and House and assigned SEA No. 0017. WAM supported this bill.

Senate File 44 – Solid Waste Cease and Transfer Funding

This bill creates a prioritized of cease and transfer projects for municipal solid waste facilities. It provides for funding these landfill projects. This bill has passed the Senate and the House and was signed as SEA No. 0037.

Senate File 56 – Skill Based Amusement Games – Modifications and Corrections

This bill makes technical changes to the statutes regulating skill-based amusement games. This bill has passed the Senate and House and was signed SEA No. 0044.

Senate File 64 – Local Government Distributions

The bill addresses the Governors recommendation to reduce direct distribution payments by 10%. The bill passed the Senate with a 10% reduction (\$94.5 million). It was amended by the House Appropriations Committee to \$99,750,000. The bill failed to make the COW cutoff.

Senate File 67 – Repeal of Gun Free Zones

This bill is the Senate version of the repeal of gun free zones. It would repeal all gun free zones currently established in the Wyoming Statutes. This bill passed Senate but died in the House Education Committee.

Senate 73 – Tolling Authority for I-80

This bill would grant WYDOT the authority to create a tolling program for Interstate 80. The bill passed the Senate was tabled by the House Transportation Committee.

Senate File 82 – Local Impact Assistance Payments

This bill reduces the amount of local assistance to cities and counties from project constructed under the oversight of the Industrial Siting Council from 2.77% to 2.25%. The bill failed to make the COW cutoff.

Senate File 144 – Public Funds – Lobbying

This bill would prohibit the use of tax funds for lobbying. It was introduced in the Senate and referred to Senate Corporations where it promptly died. WAM is opposing this bill.

Senate 157 – Property Rights – Limitation on local authority.

This bill limits local authority to manage local sewer systems. It has passed the Senate and is on General File in the House. This is yet another preemption bill and WAM is opposing it. The bill was amended in the House to make it less objectionable, and the Senate concurred with the House changes and is on the Governor's desk.

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



Updated: April 6

WYOMING ASSOCIATION OF MUNICIPALITIES
Bill Tracking Summary
66th Wyoming Legislative Session

		SUPPORT	OPPOSE	MONITOR	STATUS
HB-12	Bond Elections		X		No report prior to CoW Cutoff
HB-13	Alcohol Regulation	X			Passed House and Senate and Assigned Chapter 22
HB-14	Rights of Way along public Ways				Passed House and Senate and Assigned Chapter 45
HB-26	Fuel Tax	X			Did not consider for CoW
HB-33	Interference with Public Contracts		X*		Passed House and Senate and Assigned HEA 36
HB-50	Direct Distribution		X		No report prior to CoW Cutoff
HB-55	Tobacco Tax	X			No report prior to CoW Cutoff
HB-65	Political Subdivision - Deposits	X			No report prior to CoW Cutoff
HB-72	Transfer of Water and Sewer District Operations			X	No report prior to CoW Cutoff
HB-74	Elected Officials Removal	-	X		No report prior to CoW Cutoff
HB-99	Property Tax Increase Limit		X		No report prior to CoW Cutoff
HB-128	County Option Real Estate Transfer Tax	X			No report prior to CoW Cutoff
HB-143	Municipal Services Recovery Act		X		Did not consider for CoW
HB-158	Land Use Planning and Zoning			X**	Passed House and Senate and Signed HEA NO. 0092
HB-168	Sales and Use Tax Application	X			No report prior to CoW Cutoff
HB-173	School Finance Funding - 2			X	Postponed Indefinitely
HB-174	Local Government Sales Tax	X			Failed in House 3rd Reading
HB-179	Municipal Option Tax Amendments	X			Passed House and Senate and Signed HEA NO. 0092
HB-181	Specific Purpose Tax Amendments	X			No report prior to CoW Cutoff
HB200	Sales Tax Exemptions	X			Did not consider for Introduction
HB247	Law Enforcement Hiring Practices			X	No report prior to CoW Cutoff
HB250	Ban on Sanctuary Cities		X		No report prior to CoW Cutoff
HJ-09	Local Government Equity Investments	X			Passed House and Senate Signed HEJR No. 0002
HJ-15	Taxpayer Bill of Rights		X		Did not consider for Introduction
SF-04	Airport Districts			X	Failed House 3rd Reading
SF-06	Public Works Contracting Requirements			X	Failed House Appropriations

SF-16	Net Metering			X	Died in Committee
SF-17	Governmental Publications	X		X	Failed 3rd Reading in the Senate
SF-20	Public Records - Personnel Files		X		No report prior to CoW Cutoff
SF-23	Public Meetings - ExSession for Security Reasons	X			Passed House & Senate - Assigned Chapter Number 57
SF-44	Solid Waste Program Funding	X			Passed House and Senate and signed SEA No. 0037
SF-56	WY Commission Modifications/Corrections			X	Passed House and Senate and Signed SEA No. 0044
SF-64	Local Government Distributions		X		Did not consider for House COW
SF-65	Government Waste Fraud and Abuse		X		No report prior to CoW Cutoff
SF-73	Tolling I-80			X	Died in House Transportation Committee
SF-82	Local impact assistance payments		X		Did not consider for House COW
SF-144	Public Funds - Lobbying		X		No report prior to CoW Cutoff
SF-157	Property Rights		X		Passed House and Senate and Assigned SEA No. 0068
SJ001	Taxes to voters		X		No report prior to CoW Cutoff



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

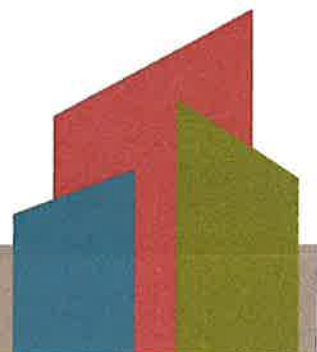
DATE: April 12, 2021

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Mineral Royalties Tax

Attached is the *quarterly distribution of the Mineral Royalties Tax* to Cities and Towns. Your Municipality should receive the distribution on shortly.

If you have any questions, please do not hesitate to contact me.



**WYOMING STATE TREASURER'S OFFICE FEDERAL
MINERAL ROYALTY DISTRIBUTION**

Run Date	City/Town	Fiscal Year 21 Qtr3
04/01/2021	AFTON	33,983.31
	ALBIN	2,107.54
	ALPINE	15,097.80
	BAGGS	3,463.91
	BAIROIL	1,060.18
	BAR NUNN	20,406.43
	BASIN	20,043.40
	BEAR RIVER	6,346.39
	BIG PINEY	11,420.84
	BUFFALO	56,314.53
	BURLINGTON	4,485.24
	BURNS	3,410.59
	BYRON	9,204.08
	CASPER	512,393.24
	CHEYENNE	674,775.12
	CHUGWATER	2,357.51
	CLEARMONT	1,636.52
	CODY	107,721.30
	COKEVILLE	9,469.31
	COWLEY	10,263.09
	DAYTON	8,518.87
	DEAVER	2,756.55
	DIAMONDVILLE	13,044.64
	DIXON	763.63
	DOUGLAS	71,925.64
	DUBOIS	14,809.24
	EAST THERMOPOLIS	2,282.09
	EDGERTON	1,843.34
	ELK MOUNTAIN	1,503.65
	ENCAMPMENT	3,542.64
	EVANSTON	151,604.25
	EVANSVILLE	23,491.02
	FORT LARAMIE	2,266.78
	FRANNIE	2,364.17
	GILLETTE	382,040.95
	GLENDO	2,279.67
	GLENROCK	31,094.39
	GRANGER	1,390.24
	GREEN RIVER	125,171.77
	GREYBULL	28,780.26
	GUERNSEY	12,755.02
	HANNA	6,620.79
	HARTVILLE	689.46
	HUDSON	6,952.20
	HULETT	6,864.46
	JACKSON	133,737.46
	KAYCEE	3,305.39
	KEMMERER	47,010.25
	KIRBY	820.13
	LA GRANGE	4,415.30

**WYOMING STATE TREASURER'S OFFICE FEDERAL
MINERAL ROYALTY DISTRIBUTION**

Run Date	City/Town	Fiscal Year 21 Qtr3
04/01/2021	LABARGE	9,752.50
	LANDER	114,568.06
	LARAMIE	186,847.85
	LINGLE	4,612.41
	LOST SPRINGS	47.09
	LOVELL	36,754.01
	LUSK	34,434.37
	LYMAN	25,813.56
	MANDERSON	1,775.41
	MANVILLE	2,087.60
	MARBLETON	22,739.72
	MEDICINE BOW	2,235.80
	MEETEETSE	3,700.09
	MIDWEST	3,742.26
	MILLS	32,124.15
	MOORCROFT	18,275.05
	MOUNTAIN VIEW	15,652.00
	NEWCASTLE	36,487.85
	OPAL	1,699.17
	PAVILLION	3,513.80
	PINE BLUFFS	13,155.12
	PINE HAVEN	8,874.90
	PINEDALE	41,053.86
	POWELL	71,546.40
	RANCHESTER	9,662.20
	RAWLINS	72,907.45
	RIVERSIDE	409.37
	RIVERTON	162,268.30
	ROCK RIVER	1,485.52
	ROCK SPRINGS	230,700.12
	ROLLING HILLS	5,227.53
	SARATOGA	13,304.57
	SHERIDAN	195,900.47
	SHOSHONI	9,802.45
	SINCLAIR	3,408.80
	STAR VALLEY RANCH	27,027.35
	SUNDANCE	21,408.43
	SUPERIOR	3,410.59
	TEN SLEEP	2,912.65
	THAYNE	6,478.07
	THERMOPOLIS	26,885.86
	TORRINGTON	64,071.12
	UPTON	11,360.50
	VAN TASSELL	395.54
	WAMSUTTER	4,510.78
	WHEATLAND	40,311.19
	WORLAND	61,705.43
	WRIGHT	21,984.91
	YODER	1,488.19
Grand Total		4,291,125.00



Wyoming
Association of
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Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

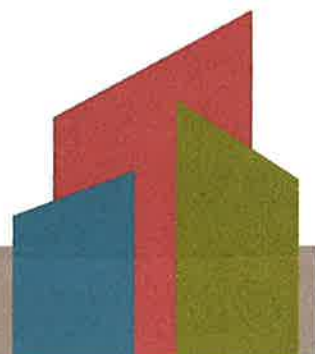
DATE: April 12, 2021

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Severance Tax

Attached is the *quarterly distribution of the Severance Tax* to Cities and Towns. Your Municipality should receive the distribution shortly.

If you have any questions, please do not hesitate to contact me.



**WYOMING STATE TREASURER'S OFFICE
MINERAL SEVERANCE TAX DISTRIBUTION**

Run Date	Vendor Name	Fiscal Year 21 Qtr3
04/02/2021	AFTON	17,738.12
	ALBIN	1,718.38
	ALPINE	7,880.53
	BAGGS	4,064.99
	BAIROIL	979.29
	BAR NUNN	20,352.64
	BASIN	11,890.08
	BEAR RIVER	4,794.84
	BIG PINEY	5,173.62
	BUFFALO	42,340.52
	BURLINGTON	2,660.72
	BURNS	2,780.82
	BYRON	5,460.01
	CASPER	511,042.60
	CHEYENNE	550,177.33
	CHUGWATER	1,958.58
	CLEARMONT	1,348.84
	CODY	87,951.51
	COKEVILLE	4,942.65
	COWLEY	6,088.24
	DAYTON	7,021.34
	DEAVER	1,635.23
	DIAMONDVILLE	6,808.85
	DIXON	896.14
	DOUGLAS	56,438.63
	DUBOIS	9,072.31
	EAST THERMOPOLIS	2,365.08
	EDGERTON	1,838.48
	ELK MOUNTAIN	1,764.57
	ENCAMPMENT	4,157.37
	EVANSTON	114,540.21
	EVANSVILLE	23,429.10
	FORT LARAMIE	2,124.88
	FRANNIE	1,450.46
	GILLETTE	290,101.40
	GLENDO	1,893.91
	GLENROCK	24,399.15
	GRANGER	1,284.17
	GREEN RIVER	115,621.13
	GREYBULL	17,072.94
	GUERNSEY	10,596.68
	HANNA	7,769.67
	HARTVILLE	572.79
	HUDSON	4,259.00
	HULETT	3,501.43
	JACKSON	88,949.28
	KAYCEE	2,485.18
	KEMMERER	24,537.73
	KIRBY	849.95

**WYOMING STATE TREASURER'S OFFICE
MINERAL SEVERANCE TAX DISTRIBUTION**

Run Date	Vendor Name	Fiscal Year 21 Qtr3
04/02/2021	LA GRANGE	4,138.89
	LABARGE	5,090.47
	LANDER	70,185.67
	LARAMIE	284,696.83
	LINGLE	4,323.67
	LOST SPRINGS	36.95
	LOVELL	21,803.10
	LUSK	14,476.89
	LYMAN	19,502.69
	MANDERSON	1,053.20
	MANVILLE	877.67
	MARBLETON	10,301.04
	MEDICINE BOW	2,623.76
	MEETEETSE	3,021.02
	MIDWEST	3,732.40
	MILLS	32,039.48
	MOORCROFT	9,321.75
	MOUNTAIN VIEW	11,825.41
	NEWCASTLE	32,639.99
	OPAL	886.91
	PAVILLION	2,152.59
	PINE BLUFFS	10,726.02
	PINE HAVEN	4,526.92
	PINEDALE	18,597.31
	POWELL	58,415.69
	RANCHESTER	7,963.68
	RAWLINS	85,558.71
	RIVERSIDE	480.41
	RIVERTON	99,407.38
	ROCK RIVER	2,263.46
	ROCK SPRINGS	213,097.63
	ROLLING HILLS	4,101.94
	SARATOGA	15,613.24
	SHERIDAN	161,463.08
	SHOSHONI	6,005.09
	SINCLAIR	4,000.32
	STAR VALLEY RANCH	14,107.35
	SUNDANCE	10,920.03
	SUPERIOR	3,150.36
	TEN SLEEP	2,392.80
	THAYNE	3,381.33
	THERMOPOLIS	27,863.63
	TORRINGTON	60,060.16
	UPTON	10,162.46
	VAN TASSELL	166.29
	WAMSUTTER	4,166.61
	WHEATLAND	33,489.94
	WORLAND	50,692.22
	WRIGHT	16,694.16

**WYOMING STATE TREASURER'S OFFICE
MINERAL SEVERANCE TAX DISTRIBUTION**

Run Date	Vendor Name	Fiscal Year 21 Qtr3
04/02/2021	YODER	1,395.03
Grand Total		3,584,375.00



Wyoming
Association of
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Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

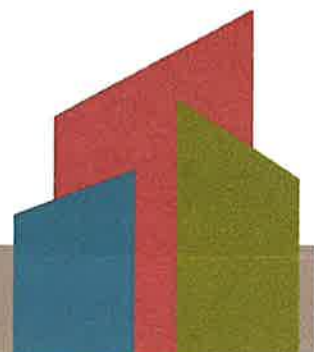
DATE: April 12, 2021

FROM: Earla Checchi

SUBJECT: Distribution of Lottery Amounts

Attached is the ***distribution of the Lottery Amounts*** to Cities and Towns. Your Municipality should receive the distribution shortly.

If you have any questions, please do not hesitate to contact me.



**STATE OF WYOMING TREASURER'S OFFICE LOTTERY
DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 3

Run Date	City/Town	Sum of Amount
04/07/2021	AFTON	2,911.77
	ALBIN	286.44
	ALPINE	1,293.61
	BAGGS	857.76
	BAIROIL	218.27
	BAR NUNN	3,461.55
	BASIN	938.30
	BEAR RIVER	9,380.60
	BIG PINEY	646.32
	BUFFALO	5,933.12
	BURLINGTON	209.97
	BURNS	463.54
	BYRON	430.88
	CASPER	86,917.55
	CHEYENNE	91,709.57
	CHUGWATER	342.07
	CLEARMONT	209.35
	CODY	10,258.90
	COKEVILLE	811.35
	COWLEY	480.45
	DAYTON	1,089.76
	DEAVER	129.04
	DIAMONDVILLE	1,117.69
	DIXON	189.10
	DOUGLAS	11,241.65
	DUBOIS	958.87
	EAST THERMOPOLIS	272.15
	EDGERTON	312.69
	ELK MOUNTAIN	372.34
	ENCAMPMENT	877.25
	EVANSTON	224,086.20
	EVANSVILLE	3,984.79
	FORT LARAMIE	281.85
	FRANNIE	121.08
	GILLETTE	47,724.51
	GLENDO	330.77
	GLENROCK	4,859.91
	GRANGER	286.23
	GREEN RIVER	25,770.83
	GREYBULL	1,347.31
	GUERNSEY	1,850.70
	HANNA	1,639.48
	HARTVILLE	100.04
	HUDSON	450.14
	HULETT	502.41
	JACKSON	11,120.70

**STATE OF WYOMING TREASURER'S OFFICE LOTTERY
DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 3

Run Date	City/Town	Sum of Amount
04/07/2021	KAYCEE	348.25
	KEMMERER	4,027.94
	KIRBY	97.80
	LA GRANGE	549.00
	LABARGE	835.62
	LANDER	7,418.06
	LARAMIE	26,158.92
	LINGLE	573.51
	LOST SPRINGS	7.36
	LOVELL	1,720.59
	LUSK	2,270.89
	LYMAN	38,155.02
	MANDERSON	83.11
	MANVILLE	137.67
	MARBLETON	1,286.87
	MEDICINE BOW	553.64
	MEETEETSE	352.38
	MIDWEST	634.80
	MILLS	5,449.24
	MOORCROFT	1,337.55
	MOUNTAIN VIEW	23,135.21
	NEWCASTLE	4,702.56
	OPAL	145.59
	PAVILLION	227.51
	PINE BLUFFS	1,787.93
	PINE HAVEN	649.55
	PINEDALE	2,323.29
	POWELL	6,813.76
	RANCHESTER	1,236.02
	RAWLINS	18,053.80
	RIVERSIDE	101.37
	RIVERTON	10,506.56
	ROCK RIVER	207.97
	ROCK SPRINGS	47,497.40
	ROLLING HILLS	817.04
	SARATOGA	3,294.56
	SHERIDAN	25,060.17
	SHOSHONI	634.69
	SINCLAIR	844.11
	STAR VALLEY RANCH	2,315.76
	SUNDANCE	1,566.88
	SUPERIOR	702.19
	TEN SLEEP	240.37
	THAYNE	555.06
	THERMOPOLIS	3,206.29
	TORRINGTON	7,966.60

**STATE OF WYOMING TREASURER'S OFFICE LOTTERY
DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 3

Run Date	City/Town	Sum of Amount
04/07/2021	UPTON	1,464.14
	VAN TASSELL	26.09
	WAMSUTTER	928.70
	WHEATLAND	5,848.99
	WORLAND	5,092.36
	WRIGHT	2,746.35
	YODER	185.04
Grand Total		831,660.99



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

THURSDAY, APRIL 15TH, 2021

Virtual by Zoom or in person

<https://us02web.zoom.us/j/84032503687>

Phone 1-253-215-8782 passcode 840 3250 3687

5:30 PM

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. March meeting minutes*
- II. BUDGET/FINANCIAL**
 - a. Financials**
 - i. February financial report*
 - ii. March financial report- will be provided in MAY*
 - iii. FY 21 Budget Revisions
 - iv. FY 22 Preliminary Budgets
- III. BOARD**
 - a. Next Meeting Date**
 - i. **Proposed Meeting Date May 20th, 2021 ***
- IV. HEALTH OFFICER**
 - a. Health Officer Report
 - b. State Health Officer Contract*
- V. DIVISION REPORTS**
 - a. ADMINISTRATION**
 - 1. COVID-19 UPDATE**
 - a. Update-Testing/Vaccination
 - b. CVC Plans
 - 2. General Administration**
 - a. Reporting grid
 - b. Strategic Planning for Board –tabled
 - c. LGLP Board Training projected for June
 - d. FOIA policy-tabled
 - e. Performance evals plan to have completed July 1
 - f. RFP for IT-tabled



3. PUBLIC HEALTH PREPAREDNESS/CPR-

4. WYAETC/HIV CASE/RW PROGRAMS/WCRS/WYCC-

b. COMMUNITY PREVENTION PROGRAM-

c. ENVIRONMENTAL HEALTH DIVISION-

d. NURSING-

1. DISEASE PREVENTION CLINIC

a. Wyoming Health Council Contract*

2. ADULT HEALTH PROGRAM

3. MATERNAL CHILD HEALTH PROGRAM

VI. CITY/COUNTY LIASION REPORTS

VII. BOARD MEMBER REPORTS

VIII. ADJOURN



**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

Bruce Knell

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday April 20, 2021 11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) March 23, 2021 Regular Meeting *
 - b) March 23, 2021 Executive Meeting
3. Approve Vouchers – April 2021 *
4. Approve Financial Report – March 2021 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Update of Annual Financial Disclosure Letters – Treasurer Bertoglio
 - b) Other
8. New Business
 - a) Consider Amendment No. 1 to the Contract with West Plains Engineering, Inc. for the WTP HVAC Chiller Replacement, Project No. 20-030 in the amount of \$10,600 *
 - b) Consider Amended Promissory Note for DWSRF Loan #213, Water Treatment Plant SCADA Improvements Project *
 - c) Consider Agreement with Skogen, Cometto & Associates, P.C. for FY2021 and FY2022 Audit Services in the amount of \$30,000 Per Year *
 - d) Consider 2021 Choice Gas Selection *
 - e) Discuss FY2022 Preliminary Budget *
 - i) WTP FY2022 Preliminary Budget *
 - ii) RWS Agency FY2022 Preliminary Budget *
 - f) Other
9. Executive Session – Discuss Potential Property Acquisition and Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – May 18, 2021

****Indicates Attachment***



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

MEETING PROCEEDINGS

March 23, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 23, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

City of Casper – Cathey, Knell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Scott Baxter, Terry Cottenoir

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others —

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

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the February 23, 2021 Regular and Executive meetings. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the minutes from the February 23, 2021 Regular and Executive meetings. Motion put and carried.
3. Mr. Martin informed the Board that six additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8264 for Mountain West Valuations, LLC in the amount of \$2,500 for the Murphy Parcel Appraisal Report; Voucher 8265 for West Plains Engineering in the amount of \$4,907.50 for the WTP HVAC Chiller Replacement Project No. 20-030; Voucher 8266 for Automation & Electronics, Inc. in the amount of \$63,600.35 for the WTP Raw Water Building MCC's & Switchgear Replacement Project No. 18-078; Voucher 8267 for Rexel in the amount of \$317.44 for Tools; Voucher 8268 for Long Building Technologies, Inc. in the amount of \$3,802.00 for the North Chem Air Handler Unit HVAC Motor Replacement; Voucher 8269 Wyoming Office of State Lands and Investments in the amount of \$43,843.72 for DWSRF#213 Loan Payment. 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 March 2021 vouchers. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the March 2021 voucher listing to include voucher numbers 8254 through 8269 in the amount of \$570,528.85. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for February 2021 was 151 MG, which is 5.7 MG more than the five-year average of 146 MG. Mr. Martin stated that year to date production is 2.7 BG, which is 105 MG more than the five-year average of 2.59 BG.

Mr. Martin asked the Board to reference the Balance Sheet in the monthly compilation. Mr. Martin stated that the Fund Balance includes the updated Reserve Policy. Mr. Martin stated that the Undesignated Fund Balance is \$1.9 M. Mr. Martin stated that once you subtract Inventory and Pre-Paid Expenses, it leaves an Undesignated Fund Balance of approximately \$1.4 M.

Mr. Martin stated that Water Utility Charges for FY2021 is \$5.473 M, which is an increase of approximately \$369,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,350,601 which is approximately \$17,000 more than last year. Mr. Martin stated that this due to the timing of chemical purchases, and is right about where staff expected it to be.

Chairman King asked for a motion to approve the February 2021 Financial Report as presented. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the February 2021 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the Water Distribution staff has been doing routine weekly testing, and booster checks. Mr. Schroeder stated that they have also been working on fire hydrants.

Mr. Schroeder stated that Water Distribution staff has completed the repair work on the Pioneer Tank drain. Mr. Schroeder stated that the work on the drain was mandated by the Bureau of Land Management to stop erosion.

Mr. Schroeder stated that Great Plains Structures (Great Plains) showed up for the roof inspection on the Wardwell Tank. Mr. Schroeder stated that Great Plains told staff they would have a roof panel ordered to replace the faulty roof panel on the tank. Mr. Schroeder stated that there is not a report on the condition of the rest of the roof yet.

Mr. Martin stated that there were some emails going back and forth this morning, and Great Plains is planning on being in town tomorrow to replace the cracked roof panel. Mr. Martin stated that this does not address the long-term fix, whether it needs more bracing, or what. Mr. Martin stated that the idea is to get the cracked panel replaced, get the tank back in service, and then take a closer look at what needs to be done for further engineering on the roof design. Mr. Martin stated that Great Plains said in their emails that this is one of three tank they are having issues with the roof; this one, one in Taiwan, and one in Japan.

Mr. Schroeder stated that Water Distribution staff has made repairs to a backflow preventer at Salt Creek Booster, and pump bearings at Pioneer Booster.

Mr. Schroeder gave the following update for the Water Treatment Plant.

Mr. Schroeder stated that the contractor is working on the Motor Control Centers (MCC) and Variable Frequency Drives (VFD) in the Raw Water Building. Mr. Schroeder stated that the MCCs and VFDs are from the original plant. Mr. Schroeder stated that there are only a couple of outstanding items left on this project. Mr. Schroeder stated that testing will start tomorrow, by running water through the building to make sure it runs in auto.

Mr. Schroeder stated that the new Lead Operator started on March 15th and is doing really well. Mr. Schroeder stated that the new Lead Operator came from Washington, and is currently working with the Operators to learn WTP Operations.

Mr. Schroeder stated that Maguire Iron will start staging equipment, etc. for the removal and replacement of the 2.6 MG Tank roof on April 19th. Mr. Schroeder stated that by the end of April, the roof of the tank should be replaced. Mr. Schroeder stated that once Maguire Iron has replaced the tank roof, the painters will come back to coat the tank inside and out.

Mr. Schroeder stated that the WTP is still in wintertime operations.

Chairman King stated that he heard a report on the radio that the next three months are supposed to be very dry, and asked if the WTP will be ready to supply water to the residents. Mr. Schroeder stated that the WTP will be ready. Mr. Schroeder stated that further in the agenda is the snowpack report. Mr. Schroeder stated that this last storm really boosted the water supply so there will be good levels in the reservoirs.

Board Member Cathey asked if the panel on the tank is the same one from a few years ago. Mr. Martin stated that it is.

Board Member Knell asked what kind of roof is on the tank. Mr. Martin stated that the roof is an aluminum dome. Mr. Martin stated that the first roof lasted approximately five years, and was replaced last year. Mr. Martin stated that the current roof is under warranty.

Board Member Cathey stated that the roof was designed for ground level, and as the altitude increases, wind speed increases. Board Member Cathey stated that the roof panels were blown off, or sucked off.

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 FY21 Budget includes funds for the Filter Gallery roof replacement. Mr. Martin stated that four bids were received, with Contract West Roofing, Inc. being the low bid at \$73,300. Mr. Martin stated that a contingency amount of \$4,000 is recommended, for a total project amount of \$77,300. Mr. Martin stated that the new roof will have a twenty year warranty, and the project is scheduled to be completed by October 22, 2021. Mr. Martin stated that the City Engineering Division estimate for the project was \$84,000. Mr. Martin stated that no bid preference was given as the lowest bid received by a Wyoming Resident Contractor was not within five percent of the low bid.

Mr. Martin stated that Mr. Terry Cottenoir with the City Engineering Department is in attendance to answer any questions the Board may have on this project.

Chairman King asked where Contract West Roofing is from. Mr. Cottenoir stated that they are from Salt Lake City, UT.

Board Member Knell asked what type of roof will be installed. Mr. Cottenoir stated that it is a membrane roof. Mr. Cottenoir stated that since the Filter Gallery has some open water in it, they will be mechanically fastening the edges and fully adhering the middle of the roof, which will be a fiber type roof. Mr. Cottenoir stated that this is the same type of roof that is over the conference room part of the

building.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the contract with Contract West Roofing, Inc. for the RWS Roof Replacements, Project No. 20-051 in the amount of \$73,300 with a contingency amount of \$4,000, for a total project amount of \$77,300. Motion put and carried.

- b. Mr. Martin stated that the Board entered into contracts with West Plains Engineering to design the WTP Raw Water Building MCC and Switchgear Replacements Project, and with Automation and Electronics (A&E) for the construction of the project.

Mr. Martin stated that the MCC switchgear was ordered in one combined unit. Mr. Martin stated that once it was installed by A&E, they realized that there were a couple of pumps that were shown as 60HP on the as-built drawings, but they were actually 100HP. Mr. Martin stated that the entire bucket, that includes the breakers, has to be upsized to accommodate the larger horsepower pumps. Mr. Martin stated that this is an increased cost, but if it had been caught at the beginning of the project, the same cost would have been on the original agreement.

Mr. Martin stated that the first bucket cannot be exchanged for the upsized bucket, but will be put in inventory as they can be used for other equipment in different locations in the WTP.

Mr. Martin stated that the contractor is not charging additional labor on this change order.

Secretary Waters asked if he was talking about breakers. Mr. Martin stated that it is the breakers and associated hardware, as well as some upsizing on the wire.

Board Member Knell asked who made the mistake. Mr. Martin stated that it was missed by West Plains in their design, but it was also missed by staff when the review was done. Mr. Martin stated that the original as-built drawings show 60HP, but they were apparently changed out at some time. Mr. Martin stated that this whole time, the pumps have not been protected properly.

Board Member Knell stated for clarification that if the pump size had been caught up front in the design, the Board would still have had the increased cost for the project. Mr. Martin stated that was correct. Mr. Martin stated that the bad thing is that the smaller bucket cannot be returned, but it can be used elsewhere in the WTP.

Chairman King stated that at least there is an adequate use for the smaller bucket for other equipment.

Board Member Cathey stated that West Plains design called for 60HP, and asked if that was a mistake on their design, or was the 60 HP the appropriate design and someone mis-ordered and ordered the 100HP. Mr. Martin stated that they were original 100HP and for whatever reason, they were listed as 60HP in the as-builts.

Mr. Martin stated that Mr. Baxter, with City Engineering is in attendance today and can give a better explanation.

Mr. Baxter stated that he can just speak to what he saw. Mr. Baxter stated that they went to look at the pumps as Mr. Martin was scrutinizing this change order and wanted to know how this happened. Mr. Baxter stated that they don't know for sure if the pumps were installed as 100HP back in the 1970's, or if they were replaced over the years. Mr. Baxter stated that only two of the pumps are 100HP. Mr. Baxter stated that he had the same question as to how this was missed. Mr. Baxter stated that he was walking around in Raw Water looking for the pump plates, but they were hard to read. Mr. Baxter stated that it is possible that if they had scrutinized each pump plate really well, it would have been caught, but there was no indication to anyone that those pumps had ever been upsized to 100HP in the first place. Mr. Baxter stated that staff presented original as-built drawings to West Plains to be used for their design.

Board Member Cathey stated for clarification that right now there is mixed 60HP and 100HP pumps, and no one knows for sure when the 100HP pumps were installed. Mr. Baxter stated that was correct. Mr. Baxter stated that the MCCs were all ordered as 60HP and now the 100HP are needed.

Board Member Knell asked how this can be prevented in the future. Mr. Martin stated that staff will stress to the design consultants that they will need to pay attention and check every piece of equipment, and staff will have to do the same during design review.

Board Member Knell stated that the one thing that makes him feel better, is that if this had been caught in the beginning, the cost would have been increased by this amount then.

A motion was made by Board Member Knell and seconded by Board Member Cathey to approve Change Order No. 1 to the contract with Automation & Electronics, Inc. for the WTP Raw Water Building MCC and Switchgear Replacements, Project No. 18-078 in the amount of \$9,470. Motion put and carried.

- c. Mr. Martin stated that past contracts for audit services with Skogen, Cometto and Associates have been for two years at a time. Mr. Martin stated that the current contract ended with FY2020, so now services are needed for FY2021 and FY2022. Mr. Martin stated that an agreement with an auditing firm for the next two fiscal years will be needed. Mr. Martin asked the Board if they wanted to

continue with Skogen, Cometto and Associates, who has worked with the Board for a number of years, or if the Board wished to put out a Request for Proposal (RFP) to look at other firms. Mr. Martin stated that he spoke with Mr. Pitlick with the City Finance Department about this and he stated that there are benefits with staying with Skogen, Cometto and Associates if there are no concerns with price. Mr. Martin stated that if the Board Members think the price isn't right, an RFP could be sent out and could look at other firms, either local or statewide. Mr. Martin stated that he wanted to see how the Board felt about this before a lot of legwork was done. Mr. Martin stated that one thing to keep in mind is that these firms book up rather quickly for audits. Mr. Martin stated that in order to get someone booked for the upcoming audit, an RFP would have to go out soon if that is how the Board wants to go.

Board Member Knell stated that coming into a budgeting situation where the money is getting tighter and tighter, he thinks it should go out for bid. Board Member Knell stated that he understands the ideology of staying with the same audit firm, but the Board doesn't know where they are at moneywise, if they are giving a fair price. Board Member Knell stated that he believes in keeping things close with the local community, but the Board needs to be fiscally responsible and budget conscious. Board Member Knell stated that if the auditors are giving the Board their best price then they shouldn't have any issue with competition, as it is always a good thing.

Board Member Cathey stated that it makes sense to a point to go out for RFP, as not everyone does governmental auditing, so it narrows the field down.

Secretary Waters stated that he agrees that is the biggest issue. Secretary Waters stated that he is sure there are other firms in the State of Wyoming that do governmental auditing.

Vice-Chairman Keffer stated that he thinks Skogen, Cometto and Associates have given the Board a very decent price for the services they have provided compared to what the audit is for Wardwell Water. Vice-Chairman Keffer stated that he would be willing to go with Skogen, Cometto and Associates again.

Board Member Knell asked Mr. Martin what staff thought. Mr. Martin stated that it seems to make sense to stay with the current auditors and they know the Board's system and they already have the report template for the audit built. Mr. Martin stated that it seems to him that they might be able to come in with a lower price, but there is no guarantee on that.

Mr. Martin stated that he knows that the City of Casper uses Porter, Muirhead for their auditing and some City staff feel they are high priced. Board Member Knell stated that they are extremely expensive.

Board Member Knell asked if it is legal for the Board to approach Skogen,

Cometto and Associates and let them know that the Board is comfortable with their work and ask if the price could be negotiated without going out for an RFP. Mr. Martin stated that since this would be a professional services contract, the price could be negotiated. Board Member Knell stated that since a majority of the Board is comfortable with Skogen, Cometto and Associates, it wouldn't hurt to ask them to review their price. Board Member Knell stated that everyone is facing budget cuts right now, including the Board, and he thinks it would be worthy of the Board to ask about the price. Board Member Knell stated that the Board isn't asking anyone to work for free by any means.

Chairman King stated that Skogen, Cometto and Associates knows the Board's business and has followed the Board through all these years and can keep track of things without any added effort. Chairman King stated that it wouldn't hurt to approach them to see if they could cut the price a bit.

Mr. Martin stated that he will reach out to Skogen, Cometto and Associates.

- d. Mr. Martin asked the Board to reference the map of the different basins in the State. Mr. Martin stated that this map is updated from what was originally sent out in the agenda packet. Mr. Martin stated that the Upper North Platte basin is at 98% of average, the Lower North Platte basin is at 113% of average, and the Sweetwater basin is 75% of average. Mr. Martin stated that this is a good increase from just a couple of weeks ago. Mr. Martin stated that the last couple of snowstorms have really added to the snowpack.

Mr. Martin stated he also gets the forecast from the U.S. Bureau of Reclamation. Mr. Martin stated that their March 4th forecast for the inflow to the reservoirs through July advises that they do not expect an allocation on the river. Mr. Martin stated that they will update this forecast in April.

- e. Mr. Martin stated that this is the time of year when the Board starts looking at budget and rates. Mr. Martin stated the before the Board today is the preliminary list of Capital Improvement Project for FY2022. Mr. Martin stated that he would just go down the list of projects for the Board.

Filter Monorail Hoist Safety System - \$50,000 – Entrant Hoist Safety System for Confined Space Entry into the filters. This is required by OSHA. Mr. Martin stated that this has been put off for a year or two.

Plant Landscaping - \$20,000 – Landscape around new tank and generator site. Mr. Martin stated that this is another project from prior years that had to be put off.

Groundwater Well VFD's - \$32,000 – Install VFD's on 5 Wells. A few will be installed each year over the next few years. Mr. Martin stated that this will allow the wells to be controlled from the SCADA.

Shop Tools - \$10,000 – Tool and Equipment Purchase for WTP Maintenance.

Roof Replacements - \$300,000 – Actiflo Area Roof Replacement. Mr. Martin stated that this is a good sized roof area that has developed some leaks.

Security Improvements - \$25,000 – On-going Security Improvements. Mr. Martin stated that this has been in the budget for the last few years. Mr. Martin stated that staff tries to do some security improvements every year. Mr. Martin stated that this year staff is looking at the Risk Assessment and Emergency Response Plans as well as some internal security needs and improvements.

Pipe Gallery Lighting Upgrades - \$15,000 – Upgrade Lighting to LED.

Pipe Chase #2 Concrete Sealing - \$25,000 – Reseal Concrete to Stop Leaks.

Annual Equipment Replacement Allocation - \$100,000 – Unanticipated Equipment and Valve Replacement. Mr. Martin stated that this item is in the budget every year to cover the cost of critical equipment failures that need replaced immediately.

Groundwater Well Turbidimeters - \$30,000 – On-going Project to Replace Failing Turbidimeters. Chairman King asked if staff is going to maintain using the turbine meters, or if they have moved on to something else. Mr. Martin stated that staff has gone from using the Hach meters to Krohne meters. Mr. Schroeder stated that the Krohne meters are a new style of meter and staff has had really good luck using them.

Actiflo Sand Pump Replacements - \$45,000 – Purchase 3 Spare Pumps. Mr. Martin stated that the spare pumps are kept on hand to use as the pumps fail throughout the summer.

Well Pump Replacements - \$65,000 – Three Spare Well Pumps. Mr. Martin stated that these pumps are also kept on hand so there is no lead time needed to replace them.

Magnetic Water Meter Replacements - \$50,000 – On-going Project to Replace Failing Mag Meters.

Well Rehabilitation - \$350,000 – Rehabilitate Caisson No. 2. Mr. Martin stated that the Board entered into a contract a couple of months ago to rehabilitate a couple of the vertical wells. Mr. Martin stated that the Caissons are much more expensive to rehabilitate. Mr. Martin stated that it is expected to have Well Rehabilitation in the budget for the next few years.

High Service Pump VFD Replacement - \$100,000 – Replace One High Service Pump VFD. Mr. Marin stated that these VFD's are 20 years old.

Ozone Contactor Actuated Control Valve Replacement - \$6,000 – Replace Failing Valve.

Decant Pump Station Check Valve Replacement - \$24,000 – Replace Failing Check Valves.

SW High Service Valve Actuator Replacement - \$75,000 – Replace Failing Actuator.

Disinfection System Upgrade Design Report - \$80,000 – UV System Design Report (EPA Requirement). Mr. Martin stated that this is the first step in the UV Disinfection Project.

Service Truck Replacement - \$100,000 – Service Truck w/Snow Plow, Air Compressor, and Crane. Mr. Martin stated that the current service truck was purchased in 2001 and has a lot of problems.

Board Member Knell asked how much rollover there is of the speculative money from last year. Mr. Martin stated that there is not much, as several projects have been reallocated as different things come up.

Mr. Martin stated that the total Preliminary Capital Improvement Projects FY2022 are \$1,502,000. Mr. Martin stated that this is in line with the rate model, and where it was expected to be. Mr. Martin stated that this is just a preliminary look at the Capital Projects for FY22. Mr. Martin stated that as we go through the fiscal year, if the revenues are down, then adjustments will be made as to what will be completed. Mr. Martin stated that the capital will be brought back to the Board to review again during the budget presentation and approval in June.

f. Ms. Brown handed out the annual financial disclosure letters to Board Members Cathey and Knell. Ms. Brown informed them the letters must be signed in open session. The financial disclosure letters were completed and signed by Board Member Cathey and Board Member Knell.

g. There was no Other New Business.

9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn into Executive Session at 12:12 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Board Member Knell and seconded by Secretary Waters to adjourn from Executive Session at 12:45 p.m. Motion put and carried.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to open the Regular Session at 12:45 p.m. Motion put and carried.

A motion was made by Board Member Knell and seconded by Board Member Cathey to have staff tender the appraised offer as approved in Executive Session. Motion put and carried.

A motion was made by Board Member Knell and seconded by Secretary Waters to give Mr. Chapin authorization to form a letter as discussed in Executive Session. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on April 20, 2021.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 12:48 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
April 14, 2021**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8270	USABlueBook	Capital Expense – Morad #7 Level Indicator	\$644.71
8271	City of Casper	Operations Reimbursement – March2021	\$170,335.44
8272	Computer Professionals Unlimited, Inc.	Capital Expense – Security Camera Replacement	\$1,999.00
8273	Intermountain Motor Sales Inc.	Capital Expense – Decant Pump Rebuild – Inventory	\$12,925.08
8274	West Plains Engineering, Inc.	Capital Expense – WTP Raw Water Building MCC Replacement Project No. 18-078 PP#7	\$500.00
8275	Grainger	Capital Expense – Tools	\$561.35
8276	Rexel	Capital Expense – Tools	\$824.37
8277	Williams, Porter, Day & Neville, P.C.	Legal Expense – March2021	\$1,365.00
8278	City of Casper	Loan Payment	\$127,960.40
8279	Northwest Contractors Supply	Capital Expense – Tools	\$259.88
8280	West Plains Engineering, Inc.	Capital Expense – WTP HVAC Chiller Replacement Project No. 20-030 PP2	\$1,887.50
		Total	\$319,262.73



City of Casper
200 North David Street
Casper, WY 82601

8271

General Billing

For questions regarding this invoice, please contact us at (307) 235-8235 or email FinanceCustomerService@CasperWY.Gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	03/31/2021	1456	\$0.00	04/30/2021	\$170,335.44

LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE
03/26/2021	\$63,980.20	\$0.00	\$170,335.44

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$170335.4400	EACH	\$170,335.44	\$0.00	\$0.00	\$170,335.44
Invoice Total:							\$170,335.44

March 2021 Operations Reimbursement

March 2021 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$19,659.41
9020.00	Chemical Charge - O&M	\$30,626.01
9030.00	Utilities - O&M	\$105,959.25
9040.00	Supplies - O&M	\$10,638.72
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$1,072.93
9080.00	Testing & Lab Services - O&M	\$1,595.12
9090.00	Other Reimbursable Costs - O&M	\$770.00
6040.10	Consulting	\$14.00
	300-6257 - Ops Reimb	\$170,321.44
	300-6214 - Consulting	\$14.00
	Invoice Total	\$170,335.44

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing

Remit Portion

Invoice Date	03/31/2021
Invoice Number	1456
Customer Number	2784
Amount Paid	\$170,335.44
Due Date	04/30/2021
Invoice Total Due	\$170,335.44

CENTRAL WYO. REGIONAL WATER SYS. JPB
1500 SW WYOMING BLVD.
CASPER, WY 82604

00000182021400001456300170335442

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Albertsons - Pcard	Materials & Supplies	02/23/2021	00062745	3.99	Cleaning Vinegar
ALSCO	Laundry & Towel Service	03/02/2021	LCAS1388912	66.86	Professional Laundry Services
ALSCO	Laundry & Towel Service	03/02/2021	LCAS1391451	61.55	Professional Laundry Services
ALSCO	Laundry & Towel Service	03/24/2021	LCAS1399124	63.33	Professional Laundry Services
ALSCO	Laundry & Towel Service	03/24/2021	LCAS138948	125.86	Replace lost rug due to flood
ALSCO	Laundry & Towel Service	03/24/2021	LCAS1401638	61.55	Professional Laundry Services
ATLAS OFFICE PRODUCT	Materials & Supplies	03/09/2021	65994-0	177.18	Office and cleaning supplies
ATLAS OFFICE PRODUCT	Materials & Supplies	03/23/2021	66186-1	23.64	Dish Soap
ATLAS OFFICE PRODUCT	Materials & Supplies	03/16/2021	66186-0	3.36	Marker Board Cleaner
BLACK HILLS ENERGY	Natural Gas	03/19/2021	RIN0030431	7,432.70	Natural Gas Service
BRENNTAG PACIFIC, INC	Chemicals	03/19/2021	BP1125719	13,245.90	Ammonium Hydroxide 19%
Brody Chemical - Pcard	Materials & Supplies	02/25/2021	498130	1,538.92	Descaler chemical
Bush-Wells Sporting Goods - Pcard	Uniform Expense	03/09/2021	BBB006996	895.00	Uniform shirts
Casper Star-Tribune - Pcard	Advertising	02/26/2021	72493	49.86	Advertising - JPB Meeting Notice
Casper Star-Tribune - Pcard	Advertising	03/22/2021	72806	49.86	Advertising
CENTURYLINK	Communications	03/30/2021	210957674	1.66	71332709
CITY OF CASPER	Refuse Collection	03/19/2021	243980	128.73	Services
CITY OF CASPER	Sewer	03/19/2021	243980	25.79	Services
Coastal Chemical - Pcard	Materials & Supplies	03/05/2021	0122479	91.44	Vehicle Fuel
Coastal Chemical - Pcard	Materials & Supplies	03/23/2021	0122530	89.46	Vehicle fuel
Coastal Chemical - Pcard	Materials & Supplies	03/23/2021	0122620	48.51	Vehicle fuel
CRUM ELECTRIC SUPPLY	Materials & Supplies	03/02/2021	36161	81.54	Cabletie to attach signs to conduit
CRUM ELECTRIC SUPPLY	Materials & Supplies	03/09/2021	2251341-00	6.40	Fuses for Booster station
DANA KEPNER CO. OF W	Materials & Supplies	03/02/2021	2232198-00	2,904.66	drain line repairs at Pioneer
DPC INDUSTRIES, INC.	Chemicals	03/25/2021	737000820-21	6,909.11	Sodium Hypochlorite 3/11/21
EMPLOYEE REIMBURSEMENT	Other Employee Compensation	03/09/2021	RIN0030427	100.00	Clothing reimbursement
EMPLOYEE REIMBURSEMENT	Other Employee Compensation	03/19/2021	RIN0030430	99.55	Clothing reimbursement
EMPLOYEE REIMBURSEMENT	Other Employee Compensation	03/24/2021	1-367716/1-367717	100.00	Boot/Clothing reimbursement
EMPLOYEE REIMBURSEMENT	Materials & Supplies	03/24/2021	1-367716/1-367717	127.99	Boot/Clothing reimbursement
Energy Laboratories - Pcard	Lab Testing	02/25/2021	376543	306.00	Lab Testing TAS
Energy Laboratories - Pcard	Lab Testing	03/04/2021	377343	306.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/19/2021	380411	306.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/19/2021	380021	57.00	Lab Test Well Mix
Energy Laboratories - Pcard	Lab Testing	03/11/2021	378601	22.00	Lab Test BCT
Energy Laboratories - Pcard	Lab Testing	03/11/2021	378884	306.00	Lab Test TAS
Eurofins Eaton Analytical - Pcard	Lab Testing	03/02/2021	L0556376	100.00	Lab Test Bromate
FERGUSON ENTERPRISES	Materials & Supplies	03/05/2021	CC395595	14.10	Shut off Valves
FERGUSON ENTERPRISES	Materials & Supplies	03/05/2021	CC394882	239.11	New Kitchen faucet
GRAINGER, INC.	Materials & Supplies	03/02/2021	1407734292	28.27	Cleaning Supplies
GRAINGER, INC.	Materials & Supplies	03/08/2021	1408302506	57.95	Cleaning Supplies
GRAINGER, INC.	Materials & Supplies	03/09/2021	1408302506a	154.12	Cleaning supply
GRAINGER, INC.	Materials & Supplies	03/11/2021	1408302506b	71.92	Hose for Actiflo
HACH CO., CORP.	Maint/Repair	02/23/2021	12331684	563.95	Repair tubing on Chloramine Analyzer

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Home Depot - Pcard	Materials & Supplies	03/08/2021	008375/0074951	97.67	Office supply
Home Depot - Pcard	Professional Services	03/09/2021	035330/9074985	59.59	Instrumentation Set up SCADA
Hose & Rubber - Pcard	Materials & Supplies	03/16/2021	00127675	40.24	Hose fittings
Insurance/Bonds	Insurance/Bonds	02/11/2021	FY'21 INS	2,513.83	FY'21 INS
Insurance/Bonds	Insurance/Bonds	02/22/2021	INSrecurad	(554.64)	Adj Ins Recur Jul-Feb
Insurance/Bonds	Insurance/Bonds	03/02/2021	FY'21 INS	2,444.50	FY'21 INS
Internal Services	Internal Services	02/11/2021	FY'21 ID	22,459.59	FY'21 ID
Internal Services	Internal Services	02/11/2021	FY'21 IT	1,402.96	FY'21 IT
Internal Services	Internal Services	02/11/2021	FY'21 OPAG	16,255.42	FY'21 OPAG
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Jul
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Aug
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Sep
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Oct
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Nov
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Dec
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Jan
Internal Services	Internal Services	02/23/2021	RevOPAGrec	(16,255.42)	Rev OPAG Recur Feb
Internal Services	Internal Services	03/02/2021	FY'21 ID	22,459.59	FY'21 ID
Internal Services	Internal Services	03/02/2021	FY'21 IT	1,402.96	FY'21 IT
ITC ELECTRICAL TECHNOLOGIES	Maint/Repair	03/09/2021	33247	107.39	Oxygen control issue - Tank change over
LONG BUILDING TECHNOLOGIES	Maint/Repair	03/02/2021	SRVCE0115885	342.00	Repairs - Frozen Coil
NAPA AUTO PARTS CORP	Materials & Supplies	03/11/2021	686181	11.85	Misc. Repairs
Other Insurance	Other Insurance	03/04/2021		226.23	Other Insurance Benefits
Papa John's Pizza - Pcard	Materials & Supplies	02/25/2021	087310	98.99	JPB Lunch
Payroll	Personnel	3/4/2021		41,026.92	3/4/2021 Payroll
Payroll	Personnel	3/18/2021		39,606.76	3/18/2020 Payroll
Petroleum Service Company - Pcard	Materials & Supplies	03/02/2021	115453	1,795.52	Lubricants
Petroleum Service Company - Pcard	Materials & Supplies	03/19/2021	116934	1,144.92	Lubricant
Rocky Mountain Air	Chemicals	03/02/2021	30247076	3,693.93	Liquid Oxygen
Rocky Mountain Air	Chemicals	03/02/2021	30247831	2,947.38	Liquid Oxygen
Rocky Mountain Air	Chemicals	03/10/2021	30249870	3,829.69	Liquid Oxygen
ROCKY MOUNTAIN POWER	Electricity	03/02/2021	RIN0030417	39,143.40	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	03/24/2021	RIN0030441	37,950.90	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	03/02/2021	RIN0030417	9,969.76	Electricity - Meters, Boosters, Tanks
ROCKY MOUNTAIN POWER	Electricity	03/24/2021	RIN0030441	11,253.13	Electricity - Meters, Boosters, Tanks
Smith's - Pcard	Materials & Supplies	03/24/2021	072809	10.00	JPB Lunch
Subway - Pcard	Materials & Supplies	03/25/2021	085635	106.55	Lunch JPB
Transfers Out	Transfers Out	02/11/2021	FY21TRX	15.19	FY21TRX - Additional Health Insurance
Transfers Out	Transfers Out	02/28/2021	AdjTransfe	128.72	AdjTransfer - Additional Health Insurance
Transfers Out	Transfers Out	03/02/2021	FY21TRX	15.19	FY21TRX - Additional Health Insurance
TYLER TECHNOLOGIES I	Consulting	03/05/2021	045-331050	7.00	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	Consulting	03/29/2021	045-334154	7.00	Gems S028911 - Tyler Conversio
UPS - Pcard	Lab Testing	03/19/2021	00008F045W111	192.12	ship lab samples

City of Casper Wyoming
 Expenditure Reimbursement Request
 March 31, 2021

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
Verizon - Pcard	Communications	02/23/2021	9872468076	26.59	WTP Operator Cell Phone
Verizon - Pcard	Communications	03/16/2021	9874583036	26.59	WTP Operator Cell Phone
WARDWELL WATER & SEWER	Materials & Supplies	03/02/2021	RIN0030416	26.71	Booster Irrigation & Water Service
WESTERN STATES FIRE	Maintenance Agreements	03/19/2021	WSF338843	770.00	Annual Inspection
Wyoming First Aid	Materials & Supplies	02/24/2021	200795	61.28	Refill first Aid Boxes
Xerox - Pcard	Materials & Supplies	03/10/2021	012777901	208.56	Office copier lease
			Total	<u>\$170,335.44</u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2020-2021

Entity	Gallons of Water Produced									
	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	1,936,061.224	1,530,293.878	1,421,197.959	2,000,391.837	2,417,363.265	3,081,829.592	3,946,861.224	6,349,170.408	6,526,368.367	29,209,537.755
Wardwell W&S	9,255,406.122	7,403,762.245	7,332,762.245	8,102,334.694	8,073,981.633	13,512,352.041	26,549,672.449	40,724,741.837	45,505,286.735	166,460,300.000
Pioneer	4,793,264.286	3,965,691.837	3,169,194.898	2,600,203.061	4,045,538.776	4,567,135.714	6,338,637.755	8,923,956.122	10,229,624.490	48,633,246.939
Poison Spider	845,357.143	718,826.531	602,397.959	636,275.510	617,295.918	728,469.388	1,113,877.551	2,154,285.714	2,771,836.735	10,188,622.449
33 Mile Road	926,530.612	933,775.510	763,673.469	627,142.857	922,142.857	775,000.000	999,591.837	1,541,428.571	1,594,846.939	9,084,132.653
Sandy Lake	742,542.857	576,936.735	511,419.388	782,880.612	837,366.327	971,097.959	1,277,796.939	2,415,355.102	2,618,221.429	10,733,617.347
Lakeview	126,070.408	116,156.122	118,098.980	118,098.980	191,061.224	242,033.673	457,433.673	910,136.735	1,006,235.714	3,285,325.510
Mile-Hi	196,271.429	177,289.796	159,268.367	154,638.776	194,705.102	321,000.000	489,945.918	1,129,656.122	1,046,403.061	3,869,178.571
City of Casper	161,100,525.918	136,512,164.347	141,759,538.735	150,325,755.673	148,482,127.898	200,275,371.633	341,727,526.653	654,189,861.388	667,333,140.531	2,601,706,012.776
Regional Water	(550,100.000)	(437,331.000)	(19,391.000)	(8,607.000)	(1,441,975.000)	(936,702.000)	(1,539,000.000)	(1,400,400.000)	(1,525,300.000)	(7,858,806.000)
TOTAL	179,371,930.000	151,497,566.000	155,818,161.000	165,339,115.000	164,339,608.000	223,537,588.000	381,362,344.000	716,938,192.000	737,106,664.000	2,875,311,168.000

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED:

3,933,039,105.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2020-2021

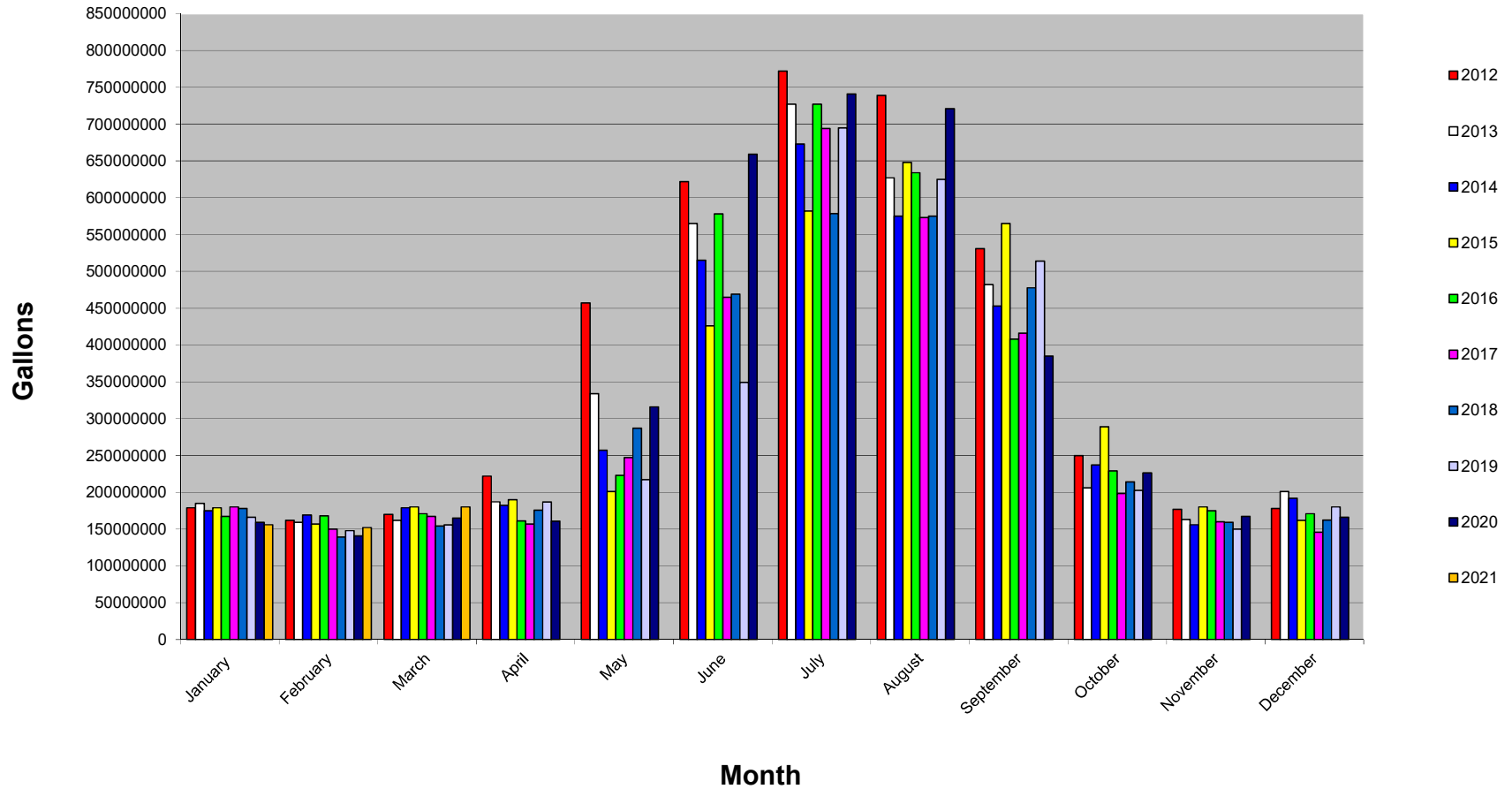
Entity	Water Rates Billed									
	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	\$ 3,930.20	\$ 3,106.50	\$ 2,885.03	\$ 4,060.80	\$ 4,907.25	\$ 6,256.11	\$ 8,012.13	\$ 12,888.82	\$ 13,248.53	\$ 59,295.36
Wardwell W&S	\$ 18,788.47	\$ 15,029.64	\$ 14,885.51	\$ 16,447.74	\$ 16,390.18	\$ 27,430.07	\$ 53,895.84	\$ 82,671.23	\$ 92,375.73	\$ 337,914.41
Pioneer	\$ 9,730.33	\$ 8,050.35	\$ 6,433.47	\$ 5,278.41	\$ 8,212.44	\$ 9,271.29	\$ 12,867.43	\$ 18,115.63	\$ 20,766.14	\$ 98,725.49
Poison Spider	\$ 1,716.08	\$ 1,459.22	\$ 1,222.87	\$ 1,291.64	\$ 1,253.11	\$ 1,478.79	\$ 2,261.17	\$ 4,373.20	\$ 5,626.83	\$ 20,682.90
33 Mile Road	\$ 1,880.86	\$ 1,895.56	\$ 1,550.26	\$ 1,273.10	\$ 1,871.95	\$ 1,573.25	\$ 2,029.17	\$ 3,129.10	\$ 3,237.54	\$ 18,440.79
Sandy Lake	\$ 1,507.36	\$ 1,171.18	\$ 1,038.18	\$ 1,589.25	\$ 1,699.85	\$ 1,971.33	\$ 2,593.93	\$ 4,903.17	\$ 5,314.99	\$ 21,789.24
Lakeview	\$ 255.92	\$ 235.80	\$ 239.74	\$ 239.74	\$ 387.85	\$ 491.33	\$ 928.59	\$ 1,847.58	\$ 2,042.66	\$ 6,669.21
Mile-Hi	\$ 398.43	\$ 359.90	\$ 323.31	\$ 313.92	\$ 395.25	\$ 651.63	\$ 994.59	\$ 2,293.20	\$ 2,124.20	\$ 7,854.43
City of Casper	\$ 327,034.07	\$ 277,119.69	\$ 287,771.86	\$ 305,161.28	\$ 301,418.72	\$ 406,559.00	\$ 693,706.88	\$ 1,328,005.42	\$ 1,354,686.28	\$ 5,281,463.21
Regional Water	\$ (1,116.70)	\$ (887.78)	\$ (39.36)	\$ (17.47)	\$ (2,927.21)	\$ (1,901.51)	\$ (3,124.17)	\$ (2,842.81)	\$ (3,096.36)	\$ (15,953.37)
TOTAL	\$364,125.02	\$307,540.06	\$316,310.87	\$335,638.41	\$333,609.40	\$453,781.30	\$774,165.56	\$1,455,384.53	\$1,496,326.53	\$5,836,881.68

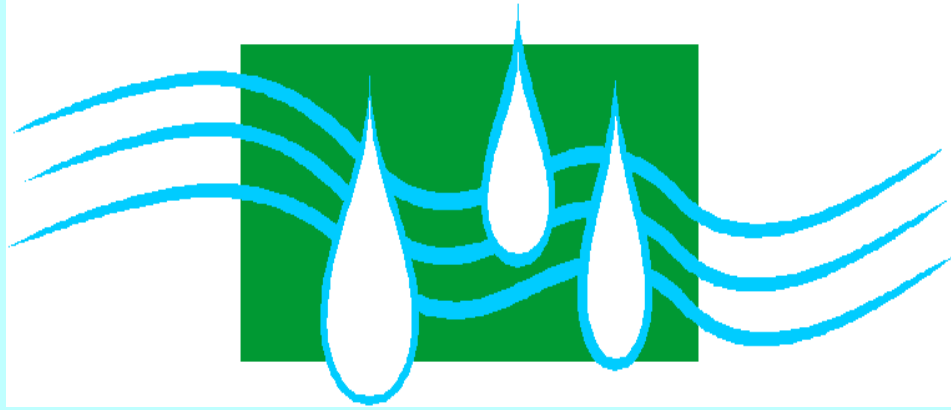
TOTAL PRIOR YEAR (FY2020) BILLING:

\$ 7,590,424.53

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

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

March 31, 2021

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2021 Period 9 (as of March 31, 2021)

Account Number	Description	Account Balance
Consolidated Funds		
Assets		Total Assets
		52,841,170
<u>1000</u>	WGIF Investments	534,699
<u>1010</u>	Cash Allocation	5,614,541
	Restricted Cash	1,000,000
<u>1200</u>	Accounts Receivable	375,714
<u>1230</u>	Grants Receivable	168,057
<u>1400</u>	Inventory	419,090
<u>1600</u>	Prepaid Expense	46,795
<u>1710</u>	Land	580,874
<u>1720</u>	Buildings	48,058,416
<u>1725</u>	Accumulated Depreciation - Bld	(36,938,782)
<u>1730</u>	Improvements Other Than Bldgs	37,922,916
<u>1735</u>	AD Improve. Non Bldg	(10,146,410)
<u>1740</u>	Machinery & Equip - Light	1,027,301
<u>1745</u>	AD Machinery & Equip. - Light	(749,037)
<u>1780</u>	Construction In Progress	4,926,995
Liabilities		Total Liabilities
		(14,301,594)
<u>2020</u>	Retainage Payable	(42,284)
<u>2030</u>	Accrued Wages Payable	(21,556)
<u>2040</u>	Leaves Payable	(55,507)
<u>2070</u>	Interest Payable	(263,851)
<u>2080</u>	Notes Payable - Current	(995,711)
<u>2510</u>	Notes/Loans Payable - Non Cur	(12,922,685)
Fund Balance		Total Fund Balance
		(38,539,576)
<u>3000</u>	Net Investment in Capital Assets	(30,763,877)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
<u>3010</u>	Unrestricted Net Position	(6,775,699)
		Total Liabilities + Fund Balance
		(52,841,170)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Nine Months YTD as of March 31, 2021

	2019	2020	2021
Revenue	\$5,315,604	\$6,185,169	\$6,351,636
4220 - State Grants	\$655,496.47	\$949,257.90	\$336,113.99
4501 - Interest Earned	\$88,102.80	\$74,117.50	\$1,902.69
4504 - Contributions	\$0.00	\$0.00	\$0.00
4505 - Misc. Revenue	(\$0.09)	\$622.79	\$295.12
4601 - Water Utility Charges	\$4,815,171.43	\$5,421,147.14	\$5,836,881.68
4650 - System Development Charges	\$67,862.00	\$199,254.00	\$176,443.00
Expense	\$4,897,571	\$6,436,350	\$5,752,180
6212 - Legal Services	\$8,738.94	\$29,006.52	\$2,310.00
6213 - Investment Services	\$135.00	\$135.00	\$319.21
6214 - Consulting Services	\$15,119.58	\$4,232.27	\$4,845.99
6215 - Acctg/Audit Services	\$30,190.99	\$30,000.00	\$30,000.00
6255 - Other Contractual	\$1,750.00	\$750.00	\$750.00
6257 - Reimbursable Contract Exp.	\$2,220,855.41	\$2,530,961.76	\$2,520,850.44
6303 - Buildings	\$390,419.34	\$78,781.19	\$53,804.40
6305 - Improvements Other Than Bldgs	\$721,134.98	\$2,289,657.66	\$515,740.80
6307 - Intangibles	\$16,595.64	\$0.00	\$0.00
6311 - Light Equipment	\$9,750.00	\$1,301.11	\$4,627.28
6312 - Light Equipment - Replacement	(\$0.03)	\$0.00	\$0.00
6321 - Technology - Replacement	\$13,823.24	\$2,503.91	\$3,123.00
6501 - Principal	\$1,445,607.66	\$1,553,848.68	\$2,040,253.89
6510 - Interest	\$445,905.18	\$265,606.02	\$505,247.89
6745 - Contribution Expense	\$0.00	\$0.00	\$0.00
6780 - Insurance/Bonds	\$63,752.13	\$67,997.28	\$70,307.50
Net Income:	\$418,033	-\$251,182	\$599,456

BUDGET COMPARISON

As of March 31, 2021

75% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL</u>	<u>TRANSFERS/</u>	<u>REVISED</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>YET TO BE</u>	
		<u>BUDGET</u>	<u>ADJUSTMENTS</u>	<u>BUDGET</u>			<u>COLLECTED</u>	<u>% REC'D</u>
4220	State Grants	0	0	0	-336,113.99	0.00	336,114	100.00%
4501	Interest Earned	-80,000	0	-80,000	-1,902.69	0.00	-78,097	2.38%
4505	Misc. Revenue	-50	0	-50	-295.12	0.00	245	590.24%
4601	Water Utility Charges	-7,319,864	0	-7,319,864	-5,836,881.68	0.00	-1,482,982	79.74%
4650	System Development Charges	-245,000	0	-245,000	-176,443.00	0.00	-68,557	72.02%
TOTAL REVENUES		\$ (7,644,914)	\$ -	\$ (7,644,914)	\$ (6,351,636)	\$ -	\$ (1,293,278)	83.08%
		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBERED	AVAILABLE	% USED
		BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBERED	BUDGET	% USED
6212	Legal Services	30,000	0	30,000	2,310.00	0.00	27,690	7.70%
6213	Investment Services	1,500	0	1,500	319.21	0.00	1,181	21.28%
6214	Consulting Services	15,000	0	15,000	4,845.99	0.00	10,154	32.31%
6215	Acctg/Audit Services	32,000	0	32,000	30,000.00	0.00	2,000	93.75%
6255	Other Contractual	3,000	0	3,000	750.00	0.00	2,250	25.00%
6257	Reimbursable Contract Exp.	3,352,237	0	3,352,237	2,520,850.44	0.00	1,001,722	75.20%
6303	Buildings - New	260,000	148,519	408,519	53,804.40	122,928.89	231,786	13.17%
6305	Improvements Other Than Bldgs	904,000	2,042,430	2,946,430	515,740.80	1,743,671.00	687,018	17.50%
6307	Intanibles - New	0	40,000	40,000	0.00	0.00	40,000	0.00%
6311	Light Equipment - New	10,000	0	10,000	4,627.28	0.00	5,373	46.27%
6320	Technology - Capital	6,000	0	6,000	0.00	0.00	6,000	0.00%
6321	Technology - Replacement	0	3,123	3,123	3,123.00	0.00	0	100.00%
6501	Principal	2,144,286	0	2,144,286	2,040,253.89	0.00	104,032	95.15%
6510	Interest	441,361	0	441,361	505,247.89	0.00	-63,887	114.47%
6720	Travel/Training	2,000	0	2,000	0.00	0.00	2,000	0.00%
6780	Insurance/Bonds	100,000	0	100,000	70,307.50	0.00	29,693	70.31%
TOTAL EXPENDITURES		\$ 7,301,384	\$ 2,234,072	\$ 9,535,456	\$ 5,752,180	\$ 1,866,600	\$ 2,087,011	60.32%
TOTAL REVENUE OVER/(UNDER) EXPENSE		\$ 343,530	\$ (2,234,072)	\$ (1,890,542)	\$ 599,456	\$ (1,866,600)	\$ (793,733)	

April 20, 2021

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

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

SUBJECT: Authorizing Amendment No. 1 to the Contract for Professional Services with West Plains Engineering, Inc., in the amount of \$10,600, for the Water Treatment Plant HVAC Chiller Replacement, Project 20-030.

Meeting Type & Date:

CWRWS Joint Powers Board Meeting
April 20, 2021

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize Amendment No. 1 to the professional services with West Plains Engineering, Inc., for the WTP HVAC Chiller Replacement, in the amount of \$10,600.

Summary:

West Plains Engineering is under contract with the Board for the WTP HVAC Chiller Replacement Project. The project consists of the full removal and replacement of the chiller, evaporative refrigerant condenser, chilled water system pumps, hot water heating system pumps, and system controls.

It is recommended that the contract be increased by \$10,600 to include design service and construction administration for replacing the existing Building Management System (BMS) to include a new headend with new programming and equipment level controllers. The original design and proposal did not include replacing the BMS. With this amendment, the total contract amount will be \$21,550. The funds to pay for this additional work will come from RWS Current Reserves.

Financial Considerations:

Funding for this Change Order will be from RWS Current Reserves.

Oversight/Project Responsibility:

Andrew Colling, Engineering Tech

Attachments:

Amendment
Proposal from West Plains Engineering

West Plains Engineering
Water Treatment Plant HVAC Chiller Replacement

**AMENDMENT NO. 1 TO THE CONTRACT
FOR PROFESSIONAL SERVICES (“AMENDMENT”)**

This Amendment to the Contract for Professional Services (“Amendment”) is entered into on this 20th day of April, 2021, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82604 (“Owner”).

2. West Plains Engineering, Inc., 145 South Durbin Street, Suite 205, Casper, Wyoming 82601 (“Consultant”).

Throughout this document, the City and the Contractor may be collectively referred to as the “parties.”

RECITALS

A. On January 19, 2021, the Board and Consultant entered into a *Contract for Professional Services* (“Contract”) for design and construction administration services for the Water Treatment Plant HVAC Chiller Replacement.

B. The project requires professional services for the design and construction administration services.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Contract as follows:

1. INCORPORATION OF RECITALS

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

2. AMENDMENT TO SCOPE OF SERVICES.

SCOPE OF SERVICES, which begins with “the Contractor shall,” is amended to add the following paragraph after paragraph two:

The Contractor shall perform the additional following services in connection with and respecting the project: See “Exhibit B”, “Proposal for Engineering Services, Regional Water Treatment Plant – Chiller Replacement” as modified, attached hereto and made a part of this contract.

3. AMENDMENT TO PART 1 – SECTION 3 – COMPENSATION.

COMPENSATION, which begins with “In consideration of,” is amended to include the following:

The contractor shall be compensated for additional services, in an amount not to exceed Ten Thousand Six Hundred and 00/100 Dollars (\$10,600.00). The total revised contract price will be Twenty-One Thousand Five Hundred Fifty and 00/100 Dollars (\$21,550.00).

4. RATIFICATION

The terms and conditions of the Contract, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Parties have executed this Amendment as of the day and year above.

APPROVED AS TO FORM

ATTEST

CENTRAL WYOMING REGIONAL WATER
SYSTEM JOINT POWERS BOARD

Kenneth L. Waters
Secretary

H.H. King, Jr.
Chairman, CWRWS

WITNESS

CONTRACTOR
West Plains Engineering, Inc.
145 South Durbin Street, Suite 205
Casper, Wyoming 82601

By: _____

By:  _____

Printed Name: _____

Printed Name: Robert E. Armstrong

Title: _____

Title: Office Manager

WEST PLAINS ENGINEERING, INC.

“Base Scope of Work -in separate proposal”

The existing Regional Water Treatment Plant chilled water system at the main building shall be replaced as part of the project with WPE to provide mechanical and electrical design services for the project with the scope as described below.

Mechanical Base Scope of work shall include: Provide design services for one for one replacement of the Chiller, Evaporative Refrigerant Condenser, Chilled Water System Pumps, and Hot Water Heating System Pumps. The scope would also include minor changes in the existing piping design to accommodate the new equipment. The new chiller and condenser may vary in size with the existing equipment due to changes in the refrigerants now being used. The design will also incorporate a new touchscreen chiller controller. We anticipate only minor changes to the existing Chiller Water System and Hot Water Heating piping in the Mechanical Room.

WPE will also provide Electrical Engineering services relate to the power connection of the new mechanical equipment to the existing electrical system.

The scope of this proposal will provide for up to three meetings with owner personnel as designated during the design phase. There are two planned on-site visits during the construction phase.

As part of an extra service: - Existing BMS Replacement

The scope of this extra design service proposal will provide for replacing the existing Building Management system including a new headend with new programming and equipment level controllers. A meeting with owner personnel as designated during the design phase to review system points and existing equipment. There are two planned on-site visits to observe the existing BMS at the facility.

WEST PLAINS ENGINEERING, INC.

Scope of Services

It is the goal of West Plains Engineering to provide comprehensive engineering services for this project as a trusted partner in its success. Therefore, our proposed services include mechanical, electrical and plumbing design and preparation of construction documents, as well as project oversight assistance with the contractor bidding and construction administration phases. Please note that exclusions, where listed below, are intended to further define the scope and may be amended upon agreement by both WPE and the Client.

SERVICES INCLUDED

Replace existing Building Management System with specifications and drawings.

PROPOSED EXCLUSIONS

- a) Front end/bidding specifications
- b) Renovation of MEP systems within the existing building except for BMS
- c) Short circuit study, coordination study, arc flash analysis
- d) Site utilities:
 - a. Beyond 5' outside the building
 - b. Medium voltage distribution
 - c. Site lighting and signage
 - d. Fuel systems
- e) Generator or UPS system included or designed in future incorporation
- f) Fire pump design
- g) LEED Certification or associated paperwork
- h) Energy modeling
- i) Updates to the design documents for As-Built record drawings
- j) Post-bid Value engineering and associated redesign
- k) Change orders resulting from a change in scope, as requested by the Owner – see below for additional services fees for these items
- l) Monthly site visits by both a mechanical and electrical staff member for each phase to certify pay requests

Schedule

Our understanding of the anticipated schedule is that design will begin upon approval of the proposal, with bidding documents due as agreed upon by both parties. Bids received in 2021 for construction completion in 2021.

AN ENGINEERING SOLUTION CENTER
westplainsengineering.com

RAPID CITY, SD ■ SIOUX FALLS, SD ■ BISMARCK, ND ■ CASPER, WY ■ CEDAR RAPIDS, IA

WEST PLAINS ENGINEERING, INC.

Compensation

We propose to provide the extra services, as described above, for a lump sum fee of Ten Thousand Six Hundred Dollars (\$10,600.00) plus taxes. This fee is broken down as follows:

Item	Sum
Final Construction Documents	\$ 8,000.00
Bid Phase	\$ 600.00
Construction Administration	\$ 2,000.00
TOTAL	\$ 10,600.0

Note: The above design fee is in additional to the base bid of \$10,950.00 ; total design would be \$21,550.00

Additional site visits may be provided for an additional cost of \$975.00 per person per visit.

Costs for Owner generated change orders shall be negotiated with each occurrence based on an hourly rate.

An hourly rate sheet has been attached for your information.

In recognition of the relative risks, rewards, and benefits of the project to both the Client and WPE, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, WPE's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes shall not exceed the total amount of WPE's compensation. Such causes included, but are not limited to, WPE's negligence, errors, omissions, strict liability, breach of contract or breach of warranty. In no event, shall WPE be responsible for any expense that provides a betterment or enhances the value of the Project.

Engineering Consultants fees will be billed on a monthly basis, to be included in the Architect's regular billings to the Owner. Monthly billings will be based on the level of completion of engineering services, with respect to the above breakdown of services. Fees are due and payable upon Architect's receipt of corresponding related fees from Owner, and shall be paid within ten (10) days thereof. All unpaid accounts shall be charged interest at the rate of 1% per month.

WEST PLAINS ENGINEERING, INC.


Regional Water Treatment Plant -BMS Replacement
Casper, Wyoming

If the proposal communicated in this document is satisfactory, please sign and date keeping the original for your file and return a copy to this office.

Accepted By:
City of Casper

Accepted By:
West Plains Engineering, Inc.

By: _____
City of Casper, Wyoming
Public Services Department

By: Robert E Armstrong, P.E. 
WPE REPRESENTATIVE

TITLE: _____

TITLE: Office Manager

DATE: _____

DATE: 3/17/2021

Attachments: WPE Schedule of Hourly Rates and Expenses

WEST PLAINS ENGINEERING, INC.

Schedule of Hourly Rates and Expenses

Hourly Rates

Personnel	Hourly Rate
Principal	\$225.00
Office Manager	\$190.00
Project Manager	\$175.00
Project Engineer	\$145.00
Project Designer	\$125.00
Designer	\$100.00
Draftsperson	\$70.00
Clerical	\$60.00


Reimbursable Expenses

Expense	Rate
Mileage	\$0.54/mile
Meals	At cost
Lodging	At cost
Miscellaneous i.e. outsourced printing, long distance phone calls, shipping, photography, etc.	At cost

All rates effective August 2018

April 12, 2021

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

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

SUBJECT: Amended Promissory Note for Loan Number DWSRF213 with the Wyoming State Loan and Investment Board for the Water Treatment Plant SCADA Improvements Project, No. 17-038

Meeting Type & Date

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting Scheduled for April 20, 2021.

Action Type

Approval

Recommendation

That the JPB Approve and Accept an Amended Promissory Note for Loan Number DWSRF213 with the Wyoming State Loan and Investment Board (OSLI).

Summary

The JPB and OSLI executed a Drinking Water State Revolving Fund Loan Agreement in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) on September 18, 2018. The required work under the loan agreement has been completed. The JPB approved relinquishment of One Hundred Seventy-Three Thousand One Hundred Seventy Dollars and 23/100 (\$173,170.23) in remaining funds and an initial interest payment of Twenty-Seven Thousand Eight Hundred Eighty-Six Dollars and 64/100 (\$27,886.64) on February 23, 2021. With that, the OSLI has awarded principal forgiveness in the amount of Three Hundred Fifty-Six Thousand Seven Hundred Seven Dollars and 44/100 (\$356,707.44). An amended promissory note has been drafted to establish a new schedule for the repayment of the principle in the amount of One Million Seventy Thousand One Hundred Twenty-Two Dollars and 23/100 (\$1,070,122.23) plus interest at the rate of 2.5% per annum.

Financial Considerations

This loan will require annual payments in the amount of Sixty-Eight Thousand Six Hundred Forty-Five Dollars and 27/100 (\$68,645.27).

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager.

Attachments

Amended Promissory Note

STATE OF WYOMING
DRINKING WATER STATE REVOLVING FUND
Loan #DW213

AMENDED PROMISSORY NOTE

\$ 1,070,122.33 _____, 2021

On September 18, 2018, the Central Wyoming Regional Water System JPB, Natrona County, Wyoming, (hereinafter referred to as the "Borrower") for value received, executed a Promissory Note to pay the State of Wyoming State Loan and Investment Board (hereinafter "Board") at Cheyenne, Wyoming, the sum of One Million Six Hundred Thousand Dollars and 00/100 (\$1,600,000.00) together with interest at a rate of two point five percent (2.5%) per annum. A copy of said note is attached hereto as Appendix A and is incorporated herein by reference.

The Borrower has established March 23, 2020 as the substantial completion date of the Water treatment Plant SCADA Improvements. The Borrower has made an interest payment of Twenty-Seven Thousand Eight Hundred Eighty-Six Dollars and 64/100 (\$27,886.64) as of this date and has relinquished One Hundred Seventy-Three Thousand One Hundred Seventy Dollars and 23/100 (\$173,170.23) in unused DWSRF loan funds. The Borrower has received principal forgiveness in the amount of Three Hundred Fifty-Six Thousand Seven Hundred Seven Dollars and 44/100 (\$356,707.44) in DWSRF loan funds.

The purpose of this Amended Promissory Note is to establish a new schedule for the repayment of the principal in the amount of One Million Seventy Thousand One Hundred Twenty-Two Dollars and 33/100 (\$1,070,122.33) plus interest. The first payment will be due March 1, 2021, and will be comprised of the first amortized principal installment of Forty-Two Thousand Two Hundred Fifty-Eight Dollars and 69/100 (\$42,258.69) plus accrued interest of One Thousand Five Hundred Eighty-Five Dollars and 03/100 (\$1,585.03). Sixty-Eight Thousand Six Hundred Forty-Five Dollars and 27/100 (\$68,645.27) will be due on March 1 hereafter until Eighteen (18) additional payments have been made and a Twentieth (20th) and final payment of Sixty-Two Thousand Nine Hundred Ninety-Seven Dollars and 30/100 (\$62,997.30) being due and payable on March 1, 2040.

The payment schedule is attached hereto and incorporated herein as Appendix B. All other terms and conditions of the original Promissory Note shall remain in full force and effect.

Dated this _____ day of _____, 2021.

Central Wyoming Regional Water System JPB

BY: _____

H.H. King Jr., Chairman

ATTEST:

Kenneth L. Waters, Secretary

DRINKING WATER STATE REVOLVING LOAN NOTE

STATE OF WYOMING
WYOMING STATE LOAN & INVESTMENT BOARD
CHEYENNE, WYOMING

APPENDIX A

PROMISSORY NOTE

\$1,600,000.00

September 18, 2018

For value received, the Central Wyoming Regional Water System Joint Powers Board, Natrona County, Wyoming, (hereinafter "Borrower") promises to pay to the order of the Wyoming State Loan & Investment Board (hereinafter "Board") at Cheyenne, Wyoming, the sum of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00) together with interest at a rate of two and one-half percent (2.5%) per annum, in the manner and from the revenue as is more particularly set forth below. Upon completion of the project and prior to repayment of the loan, this loan shall be granted principal forgiveness up to twenty-five percent (25%) of the drawn loan funds, not to exceed Four Hundred Thousand Dollars and No/100 (\$400,000.00). The Borrower will be required to pay the accrued loan interest in full at the time of the principal forgiveness award.

Annual repayment of principal and interest shall begin not later than one (1) year after substantial completion or initiation of operation of the "project" whichever date occurs first, as set forth and described in the Loan Agreement of even date with this Promissory Note (hereinafter "Note"). Said Loan Agreement being incorporated herein at this point as if fully set forth.

Attached hereto is a preliminary amortization schedule of the principal and interest payments due from the Borrower pursuant to this Note. Pursuant to the Loan Agreement, the Parties understand that the First Payment Due Date will be on or before a date which is one (1) year after substantial completion or initiation of operations of the "project" whichever date occurs first. Prior to the First Payment Due Date, the amount of principal forgiveness shall be applied to the Promissory Note amount and the Note and the amortization schedule shall be amended to reflect the amount of principal forgiveness. The amount of the first payment due under the Note will include accrued interest on disbursements. In the event the Borrower does not borrow the entire sum of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00), the Parties agree to amend the Note and amortization schedule to reflect the principal sum actually borrowed by the Borrower with all of the other terms of Note remaining the same.

All or any portion of the principal due on this Note may be prepaid at any time. The Borrower shall have the right and privilege of making extra payments or pay the entire unpaid balance at any time without penalty. Extra payments shall be credited first to interest due and the balance to principal. Advance or extra

payments on account of the principal shall not reduce the annual payments to be made but are to operate only to discharge the loan at an earlier date.

In the event the annual payment of principal and interest is not received on the specified due date of each year, the Borrower will be in default, and the Board may proceed against the revenues assigned and pledged by the Borrower pursuant to the loan Assignment and Pledge of Revenues as provided by law.

Failure to pay any installment or installments hereon when due shall entitle the holder hereof to declare the whole of the unpaid balance on this Note due and payable on demand.

The maker of this Note hereby accepts the conditions hereon and expressly waives presentment for payment and any claims presented pursuant to W.S. § 15-1-125, protest and notice of protest for nonpayment hereof and all defenses on the grounds of any extension of time of payment that may be given by the holder hereof.

In the event of suit to enforce payment of this Note for any installment, interest, or part thereof, the undersigned maker agrees to pay, in addition to the costs and disbursements provided and allowed by law, reasonable attorney's fees and costs.

CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT
POWERS BOARD

BY: 
H. H. KING JR., CHAIRMAN

ATTEST:


CHARLIE POWELL, SECRETARY

Wyoming The Office of State Lands and Investments
Central Wyo Reg Water System JPB - DW213
Loan Amortization Report- APPENDIX B


Date: 03/11/21

Time: 05:30:49 PM

Num	Date	Principal	Rate	Interest Rates				Disbursements	Current Balance	Contracted Bal
				Start Date	End Date	Interest Rate	Fee Rate			
				09/28/2018	04/01/2040	2.500000	0.000000			
				Interest	Fees	Total				
1	03/01/2021	\$ 42,258.69	2.500000	\$ 1,585.03	\$ 0.00	\$ 43,843.72		\$ 1,027,863.64	\$ 1,027,863.64	
2	03/01/2022	\$ 43,300.69	2.500000	\$ 25,344.58	\$ 0.00	\$ 68,645.27		\$ 984,562.95	\$ 984,562.95	
3	03/01/2023	\$ 44,368.38	2.500000	\$ 24,276.89	\$ 0.00	\$ 68,645.27		\$ 940,194.57	\$ 940,194.57	
4	03/01/2024	\$ 45,462.39	2.500000	\$ 23,182.88	\$ 0.00	\$ 68,645.27		\$ 894,732.18	\$ 894,732.18	
5	03/01/2025	\$ 46,583.38	2.500000	\$ 22,061.89	\$ 0.00	\$ 68,645.27		\$ 848,148.80	\$ 848,148.80	
6	03/01/2026	\$ 47,732.01	2.500000	\$ 20,913.26	\$ 0.00	\$ 68,645.27		\$ 800,416.79	\$ 800,416.79	
7	03/01/2027	\$ 48,908.97	2.500000	\$ 19,736.30	\$ 0.00	\$ 68,645.27		\$ 751,507.82	\$ 751,507.82	
8	03/01/2028	\$ 50,114.94	2.500000	\$ 18,530.33	\$ 0.00	\$ 68,645.27		\$ 701,392.88	\$ 701,392.88	
9	03/01/2029	\$ 51,350.65	2.500000	\$ 17,294.62	\$ 0.00	\$ 68,645.27		\$ 650,042.23	\$ 650,042.23	
10	03/01/2030	\$ 52,616.83	2.500000	\$ 16,028.44	\$ 0.00	\$ 68,645.27		\$ 597,425.40	\$ 597,425.40	
11	03/01/2031	\$ 53,914.23	2.500000	\$ 14,731.04	\$ 0.00	\$ 68,645.27		\$ 543,511.17	\$ 543,511.17	
12	03/01/2032	\$ 55,243.62	2.500000	\$ 13,401.65	\$ 0.00	\$ 68,645.27		\$ 488,267.55	\$ 488,267.55	
13	03/01/2033	\$ 56,605.80	2.500000	\$ 12,039.47	\$ 0.00	\$ 68,645.27		\$ 431,661.75	\$ 431,661.75	
14	03/01/2034	\$ 58,001.56	2.500000	\$ 10,643.71	\$ 0.00	\$ 68,645.27		\$ 373,660.19	\$ 373,660.19	
15	03/01/2035	\$ 59,431.73	2.500000	\$ 9,213.54	\$ 0.00	\$ 68,645.27		\$ 314,228.46	\$ 314,228.46	
16	03/01/2036	\$ 60,897.17	2.500000	\$ 7,748.10	\$ 0.00	\$ 68,645.27		\$ 253,331.29	\$ 253,331.29	
17	03/01/2037	\$ 62,398.75	2.500000	\$ 6,246.52	\$ 0.00	\$ 68,645.27		\$ 190,932.54	\$ 190,932.54	
18	03/01/2038	\$ 63,937.34	2.500000	\$ 4,707.93	\$ 0.00	\$ 68,645.27		\$ 126,995.20	\$ 126,995.20	
19	03/01/2039	\$ 65,513.88	2.500000	\$ 3,131.39	\$ 0.00	\$ 68,645.27		\$ 61,481.32	\$ 61,481.32	
20	03/01/2040	\$ 61,481.32	2.500000	\$ 1,515.98	\$ 0.00	\$ 62,997.30		\$ 0.00	\$ 0.00	
Totals:		\$ 1,070,122.33		\$ 272,333.55	\$ 0.00	\$ 1,342,455.88	\$ 0.00			

April 14, 2021

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

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

SUBJECT: Audit Engagement Agreement with Skogen, Cometto & Associates P.C.

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for April 20, 2021.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize an Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2021 and FY2022 in the amount of \$60,000 (\$30,000 per year).

Summary

The CWRWS is obligated to undergo a financial statement and Single audit at the conclusion of each fiscal year. Skogen, Cometto & Associates P.C. have successfully provided these services for the CWRWS for the past 18 years.

This Audit Engagement Agreement will secure Skogen, Cometto & Associates P.C. audit services for FY21 and FY22. The firm will conduct the audits in accordance with *Government Auditing Standards*, Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance.

Upon completion of the audits, Skogen, Cometo & Associates P.C. will provide written reports to both the Joint Powers Board and management. Copies of the reports will be provided to the Wyoming Department of Audit. Additionally, Skogen, Cometto & Associates P.C. will present the audit findings to the JPB at one of its regularly scheduled meetings.

Financial Considerations

Funding for this project, \$30,000 per year for FY21 and FY22, will come from the RWS Agency Budget.

Oversight/Project Responsibility
Bruce Martin, Public Utilities Manager.

Attachments
Audit Engagement Agreement

Central Wyoming Regional Water System
Joint Powers Board
1500 Wyoming Blvd. SW
Casper, WY 82604

Dear Chairman and Members of the Board:

We are pleased to confirm our understanding of the services we are to provide the Central Wyoming Regional Water System Joint Powers Board for the years ended June 30, 2021 and 2022.

We will audit the component unit financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Central Wyoming Regional Water System Joint Powers Board as of and for the years ended June 30, 2021 and 2022.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Central Wyoming Regional Water System Joint Powers Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Central Wyoming Regional Water System Joint Powers Board's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We have also been engaged to report on supplementary information other than RSI that accompanies Central Wyoming Regional Water System Joint Powers Board's financial statements. We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the fourth paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the Central Wyoming Regional Water System Joint Powers Board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be

examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Board or to acts by management or employees acting on behalf of the Board. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Board's attorneys as part of the engagement, and they may bill the Board for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the Board and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Central Wyoming Regional Water System Joint Power Board's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Central Wyoming Regional Water System Joint Powers Board's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Central Wyoming Regional Water System Joint Powers Board's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Central Wyoming Regional Water System Joint Powers Board in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related

notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Wyoming Department of Audit; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Skogen, Cometto & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Wyoming Department of Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Skogen, Cometto & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Wyoming Department of Audit. If we are aware

that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Roxy L. Skogen, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be \$30,000 per year. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Due to the passage of 1995 Wyoming Session Laws, Chapter 155 creating Wyoming Statute §33-3-201, the Accountants' Privity Act, we ask that you indicate on the copy of this letter to be returned to us, the number of copies required and the names of the entities to which you plan to give copies of your annual financial statements and our report. In addition, a paragraph such as the following will appear in our report:

The accompanying financial statements, supplementary information, and our independent auditors' report are for the purpose of meeting local, federal, and state requirements and for the use of those entities and the management and Board of Directors of the Central Wyoming Regional Water System Joint Powers Board and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements, supplementary information, and independent auditors' report are hereby advised that the liability of Skogen, Cometto & Associates, P.C. to third party users who use or rely on this information may be limited pursuant to 1995 Wyoming Session Laws, Chapter 155 creating Wyoming Statute §33-3-201.

Skogen, Cometto & Associates, P.C. is a "Professional Corporation". As such, Owners and Directors may be admitted or depart. We may also change the name. The legal status of the Corporation does not change and all contracts remain with the Corporation, its successors, or assigns.

In the interest of facilitating our services to the Board, we may communicate by facsimile transmission or by sending electronic mail over the Internet. Such communications may include information that is confidential to the Board. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, we have no control over the unauthorized interception of these communications once they have been sent.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We appreciate the opportunity to be of service to the Central Wyoming Regional Water System Joint Powers Board and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


SKOGEN, COMETTO & ASSOCIATES, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Central Wyoming Regional Water System Joint Powers Board.

By: _____

Title: _____

Date: _____

We plan to give copies to the following entities:

Please provide us with _____ copies



A Professional Corporation of
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Owners of
Skogen, Cometto & Associates, P.C.
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Skogen, Cometto & Associates, P.C. in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including one compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Skogen, Cometto & Associates, P.C. in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Skogen, Cometto & Associates, P.C. has received a peer review rating of *pass*.

Anderson & Whitney, P.C.

July 31, 2019

**2021 Choice Gas Selection
Pricing as of April 12, 2021**

CIG Rate **0.224** (April 2021 Current Rate - Fluctuates Throughout Year)
0.286 (March 2021 Rate)

	Actual Billed Therms 2020	Wyoming Gas Pass-On Rate Spent 2020 (Actual Average Rate)	Archer Energy Fixed Rate	Uncle Frank Energy Services Variable Rate CIG +	Uncle Frank Energy Services Fixed Rate	WY Producer-Consumer Alliance Fixed Price 2yr	WY Producer-Consumer Alliance Index Price 2yr CIG+	WY Community Gas Fixed 1yr	WY Community Gas Fixed 2yr	WY Community Gas Index 1yr CIG+	WY Community Gas Index 2yr CIG+	Vista Energy Fixed 1yr	Vista Energy Fixed 2yr	Vista Energy Index 1yr CIG+
		0.2611	0.399	0.284	0.568	0.379	0.100	0.36	0.349	0.081	0.081	0.4	0.391	0.099
Jan	13382	\$6,171.96	\$5,339.42	\$6,798.06	\$7,600.98	\$5,071.78	\$4,335.77	\$4,817.52	\$4,670.32	\$4,081.51	\$4,081.51	\$5,352.80	\$5,232.36	\$4,322.39
Feb	12646	\$5,718.36	\$5,045.75	\$6,424.17	\$7,182.93	\$4,792.83	\$4,097.30	\$4,552.56	\$4,413.45	\$3,857.03	\$3,857.03	\$5,058.40	\$4,944.59	\$4,084.66
March	9638	\$4,405.96	\$3,845.56	\$4,896.10	\$5,474.38	\$3,652.80	\$3,122.71	\$3,469.68	\$3,363.66	\$2,939.59	\$2,939.59	\$3,855.20	\$3,768.46	\$3,113.07
April	8573	\$3,940.97	\$3,420.63	\$4,355.08	\$4,869.46	\$3,249.17	\$2,777.65	\$3,086.28	\$2,991.98	\$2,614.77	\$2,614.77	\$3,429.20	\$3,352.04	\$2,769.08
May	4540	\$2,171.68	\$1,811.46	\$2,306.32	\$2,578.72	\$1,720.66	\$1,470.96	\$1,634.40	\$1,584.46	\$1,384.70	\$1,384.70	\$1,816.00	\$1,775.14	\$1,466.42
June	1766	\$944.31	\$704.63	\$897.13	\$1,003.09	\$669.31	\$572.18	\$635.76	\$616.33	\$538.63	\$538.63	\$706.40	\$690.51	\$570.42
July	697	\$492.55	\$278.10	\$354.08	\$395.90	\$264.16	\$225.83	\$250.92	\$243.25	\$212.59	\$212.59	\$278.80	\$272.53	\$225.13
Aug	806	\$547.63	\$321.59	\$409.45	\$457.81	\$305.47	\$261.14	\$290.16	\$281.29	\$245.83	\$245.83	\$322.40	\$315.15	\$260.34
Sept	3600	\$1,663.10	\$1,436.40	\$1,828.80	\$2,044.80	\$1,364.40	\$1,166.40	\$1,296.00	\$1,256.40	\$1,098.00	\$1,098.00	\$1,440.00	\$1,407.60	\$1,162.80
Oct	9426	\$4,029.92	\$3,760.97	\$4,788.41	\$5,353.97	\$3,572.45	\$3,054.02	\$3,393.36	\$3,289.67	\$2,874.93	\$2,874.93	\$3,770.40	\$3,685.57	\$3,044.60
Nov	11425	\$5,011.49	\$4,558.58	\$5,803.90	\$6,489.40	\$4,330.08	\$3,701.70	\$4,113.00	\$3,987.33	\$3,484.63	\$3,484.63	\$4,570.00	\$4,467.18	\$3,690.28
Dec	14824	\$7,095.63	\$5,914.78	\$7,530.59	\$8,420.03	\$5,618.30	\$4,802.98	\$5,336.64	\$5,173.58	\$4,521.32	\$4,521.32	\$5,929.60	\$5,796.18	\$4,788.15
Total	91323	\$42,193.56	\$36,437.88	\$46,392.08	\$51,871.46	\$34,611.42	\$29,588.65	\$32,876.28	\$31,871.73	\$27,853.52	\$27,853.52	\$36,529.20	\$35,707.29	\$29,497.33

	Actual Billed Therms 2020	Vista Energy Index 2yr CIG+	Symmetry Energy Solutions, LLC Fixed Rate 1yr	Symmetry Energy Solutions, LLC Fixed Rate 2yr	Symmetry Energy Solutions, LLC Market Index Rate 1yr - CIG+	Symmetry Energy Solutions, LLC Market Index Rate 2yr - CIG+	Black Hills Energy Services Fixed Rate 1yr	Black Hills Energy Services Fixed Rate 2yr	Black Hills Energy Services Index Rate 1yr CIG+	Black Hills Energy Services Index Rate 2yr CIG+	WoodRiver Energy Fixed Rate 1-3yrs	WoodRiver Energy Index Rate 1-3yrs CIG+	Black Hills Wyoming Gas Cost Adjustment (Pass-On Rate) (Estimated Average Rate)
		0.098	0.345	0.339	0.059	0.059	0.347	0.333	0.066	0.066	0.337	0.074	0.3245
Jan	13382	\$4,309.00	\$4,616.79	\$4,536.50	\$3,787.11	\$3,787.11	\$4,643.55	\$4,456.21	\$3,880.78	\$3,880.78	\$4,509.73	\$3,987.84	\$4,342.46
Feb	12646	\$4,072.01	\$4,362.87	\$4,286.99	\$3,578.82	\$3,578.82	\$4,388.16	\$4,211.12	\$3,667.34	\$3,667.34	\$4,261.70	\$3,768.51	\$4,103.63
March	9638	\$3,103.44	\$3,325.11	\$3,267.28	\$2,727.55	\$2,727.55	\$3,344.39	\$3,209.45	\$2,795.02	\$2,795.02	\$3,248.01	\$2,872.12	\$3,127.53
April	8573	\$2,760.51	\$2,957.69	\$2,906.25	\$2,426.16	\$2,426.16	\$2,974.83	\$2,854.81	\$2,486.17	\$2,486.17	\$2,889.10	\$2,554.75	\$2,781.94
May	4540	\$1,461.88	\$1,566.30	\$1,539.06	\$1,284.82	\$1,284.82	\$1,575.38	\$1,511.82	\$1,316.60	\$1,316.60	\$1,529.98	\$1,352.92	\$1,473.23
June	1766	\$568.65	\$609.27	\$598.67	\$499.78	\$499.78	\$612.80	\$588.08	\$512.14	\$512.14	\$595.14	\$526.27	\$573.07
July	697	\$224.43	\$240.47	\$236.28	\$197.25	\$197.25	\$241.86	\$232.10	\$202.13	\$202.13	\$234.89	\$207.71	\$226.18
Aug	806	\$259.53	\$278.07	\$273.23	\$228.10	\$228.10	\$279.68	\$268.40	\$233.74	\$233.74	\$271.62	\$240.19	\$261.55
Sept	3600	\$1,159.20	\$1,242.00	\$1,220.40	\$1,018.80	\$1,018.80	\$1,249.20	\$1,198.80	\$1,044.00	\$1,044.00	\$1,213.20	\$1,072.80	\$1,168.20
Oct	9426	\$3,035.17	\$3,251.97	\$3,195.41	\$2,667.56	\$2,667.56	\$3,270.82	\$3,138.86	\$2,733.54	\$2,733.54	\$3,176.56	\$2,808.95	\$3,058.74
Nov	11425	\$3,678.85	\$3,941.63	\$3,873.08	\$3,233.28	\$3,233.28	\$3,964.48	\$3,804.53	\$3,313.25	\$3,313.25	\$3,850.23	\$3,404.65	\$3,707.41
Dec	14824	\$4,773.33	\$5,114.28	\$5,025.34	\$4,195.19	\$4,195.19	\$5,143.93	\$4,936.39	\$4,298.96	\$4,298.96	\$4,995.69	\$4,417.55	\$4,810.39
Total	91323	\$29,406.01	\$31,506.44	\$30,958.50	\$25,844.41	\$25,844.41	\$31,689.08	\$30,410.56	\$26,483.67	\$26,483.67	\$30,775.85	\$27,214.25	\$29,634.31

April 12, 2021

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

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

SUBJECT: Fiscal Year 2021-22 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

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

The Public Utilities Division, in the preparation of the FY22 budget, has made serious efforts to maintain the Operations Budget at FY21 levels. The Regional Water System Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

Many Operations Budget line items will be status quo, or close to the FY21 budget; however, increases will be seen in the areas of personnel, chemicals, maintenance agreements, and refuse collection. These items are outlined in more detail below.

An increase in the Agency Budget revenues is anticipated to come from a proposed rate increase.

The new and replacement capital expenditures in the Agency Budget generally follow the WTP capital improvement plan and recommendations in the facilities plan completed in 2017. The FY22 capital budget is slightly higher than that of FY21.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,099,045 – This represents an increase of \$40,353 over the FY21 budget. Health insurance costs have increased, no furloughs are anticipated, and no COLA has been included in the FY22 budget.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This amount is unchanged from the FY21 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies.
- b) Chemicals - \$800,000 – This is an increase of \$50,000 from the FY21 budget. The increase covers an increase in chemical costs and associated charges such as fuel and truck cleaning charges.
- c) Postage and Printing - \$1,950 – This amount is unchanged from the FY21 budget.
- d) Electricity - \$855,500 – This amount is unchanged from the FY21 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$50,000 – This amount is unchanged from the FY21 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY21 budget.
- g) Maintenance/Repair (non-contract) - \$50,000 – This amount is unchanged from the FY21 budget.
- h) Employee Uniforms - \$1,000 – This amount is unchanged from the FY21 budget.

Contractual Services

- a) Professional Services - \$8,000 – This amount is unchanged from the FY21 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$43,400 – This represents a \$15,000 increase from the FY21 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff. The ozone monitors will require outside service this FY which is anticipated to be a \$15,000 expense.
- c) Lab Testing – \$46,500 – This amount is unchanged from the FY21 budget.
- d) Laundry and Towel Service - \$2,000 – This amount is unchanged from the FY21 budget.
- e) Interdepartmental Services - \$286,004 – This is a decrease of \$346 from the FY21 budget. This line item covers the following:
 - \$19,024 – Information Technology – Increase of \$2,189

- \$21,466 – Finance – Decrease of \$7,637
- \$11,951 – Human Resources – Increase of \$409
- \$5,479 – City Council – Increase of \$336
- \$21,165 – City Manager – Increase of \$5,037
- \$11,854 – City Attorney – Decrease of \$680
- \$195,065 – WDG Personnel – No Change

Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY21 budget.
- b) Insurance & Bonds – \$27,390 – This is a \$31 increase from the FY21 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- c) Advertising - \$900 – This amount is unchanged from the FY21 budget.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY21 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY21 budget.
- b) Refuse Collection - \$60,000 – This is an increase of \$20,000 from the FY21 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant. In addition to the ponds, there is material in the drying area that needs to be disposed of.
- c) Sewer - \$400 – This amount is unchanged from the FY21 budget.

Summary

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

The FY21 Operations Budget is 3.8% greater than the FY21 Operations Budget. The increases are attributable to a slight increase in personnel costs, an increase in chemical costs, the addition of ozone monitor service to maintenance agreements, and an increase to refuse collection.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue – \$7,763,361 - This reflects an increase of \$443,497 over the FY21 budget. These revenues are proportioned to each wholesale entity based on the

July 2019 – June 2020 percentage of RWS production based on a five-year average of total RWS production.

- b) Interest on Investments – \$20,000 – This is a decrease of \$60,000 from FY21 based on data from the previous year.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY21 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.

Personnel Services

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

Contractual Services

- a) Consulting Fees – \$15,000 – This amount for outside consulting work is unchanged from the FY21 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY21 budget.
- c) Accounting & Auditing - \$32,000 - This amount is unchanged from the FY20 budget and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2021 and FY2022.
- d) Insurance & Bonds – \$106,000 – This is an increase of \$6,000 from the FY21 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY21 budget. This is for RWS Board travel and training.

Debt Service

- a) Principal Payments - \$2,150,649 - This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:
 - City Loan - \$ 1,429,176
 - WWDC (New Construction) - \$ 348,434
 - WWDC (Rehabilitation) - \$ 111,281
 - DWSRF Loan #115 (Emergency Power) - \$ 101,014
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 24,220
 - DWSRF Loan #153 (Backwash Tank) - \$ 70,053
 - DWSRF Loan #213 (PLC/SCADA) - \$ 66,471

b) Interest Expense - \$436,647 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

- City Loan - \$ 106,349
- WWDC (New Const.) - \$ 147,496
- WWDC (Rehab.) - \$ 47,106
- DWSRF Loan #115 (Emergency Power) - \$ 51,511
- DWSRF Loan #129 (Zone IIB Imp.) - \$ 10,650
- DWSRF Loan #153 (Backwash Tank) - \$ 35,722
- DWSRF Loan #213 (PLC/SCADA) - \$ 37,813

Capital – New

a) Buildings – \$50,000 – Filter Monorail Hoist System. Install man hoist needed to make confined space entries into the filters for maintenance.

b) Improvements Other Than Buildings – \$52,000 – This covers the following:

- Plant Landscaping – \$20,000 - This project will install an irrigation system and landscaping at the WTP.
- Groundwater Well Variable Frequency Drives - \$32,000 – This project will be to install VFD’s on five ground water wells to allow for optimized flow control directly from the WTP control room.

c) Light Equipment - \$10,000 – This covers the following:

- Shop Tools - \$10,000 – Shop tools and equipment needed for in-house WTP maintenance and repair.

d) Technologies – No new technology equipment this year.

Capital – Replacement

a) Buildings - \$365,000 – This is for the following:

- Security - \$25,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long-range cameras, external light replacements, and fire alarm installations.
- Roof Replacement - \$300,000 – This is to replace the roofing systems over the Actiflo area.
- Pipe Gallery Lighting Upgrades - \$15,000 – This project is to upgrade pipe gallery lighting to LED.
- Pipe Chase #2 Concrete Sealing. - \$25,000 – This project is to apply sealant in the pipe chase to stop and prevent leaks.

- b) Improvements Other Than Buildings - \$845,000 - This includes:
- Major Equipment and Valve Replacements - \$100,000 - This is for unanticipated equipment and valve replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
 - Groundwater Well Turbidimeter Repl. - \$30,000 - The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
 - Actiflo Sand Pumps - \$45,000 – These funds are to purchase three spare sand pumps for the Actiflo system. This is critical equipment that must be replaced immediately on failure.
 - Well Pumps - \$65,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. The existing pumps were installed in 1999 and are coming to the end of their life cycle. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
 - Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported. This on-going project is for mag meter replacements.
 - Well Rehabilitation - \$350,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. Cassian #2 will be done in FY22.
 - Surface Water High Service Pump VFD Replacement - \$100,000 – This project is to replace a SW high service pump VFD that is over 20 years old.
 - Ozone Actuated Contactor Control Valve Replacement - \$6,000 – This project is to replace a failing contactor control valve.
 - Decant Pump Station Check Valves - \$24,000 – This project is to replace failed check valves in the decant pump station.
 - SW High Service Valve Actuator Replacement - \$75,000 – This project is to replace a valve actuator on the SW high service system.
- c) Intangibles – \$80,000 – These funds are for the completion of a design report for the disinfection system upgrade project as required by EPA.
- d) Light Equipment – \$100,000 – This is for the purchase of service truck with crane, air compressor, and snow plow to replace the existing 2001 F450.

Summary

The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5%. The total amount budgeted for FY22 capital expenditures is \$1,502,000, an increase of \$322,000 from FY21. This amount is in line with what was presented to the JPB in the FY21 rate model.

Staff considers the budgeted requests for both operational and capital to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases. In the coming years, disinfection system improvements needed to meet regulatory requirements and/or equipment replacement needs will be of concern.

Proposed Budget - FY 2022

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	\$19,963	\$114,082	\$0	\$19,908	(\$16,689)	\$9,239	(\$1)	-100%
All Revenue	(\$3,255,069)	(\$3,084,426)	(\$3,352,237)	(\$3,365,105)	(\$2,625,496)	(\$3,352,237)	(\$3,480,989)	3%
202 - Regional Water	(\$3,255,069)	(\$3,084,426)	(\$3,352,237)	(\$3,365,105)	(\$2,625,496)	(\$3,352,237)	(\$3,480,989)	3%
42 - Intergovernmental	(\$3,228,191)	(\$3,084,426)	(\$3,352,237)	(\$3,352,237)	(\$2,612,628)	(\$3,352,237)	(\$3,480,989)	4%
4242 - Intergovernmental Reimb.	(\$3,228,191)	(\$3,084,426)	(\$3,352,237)	(\$3,352,237)	(\$2,612,628)	(\$3,352,237)	(\$3,480,989)	4%
43 - Goods and Svcs Rev	(\$26,878)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$26,878)	\$0	\$0	\$0	\$0	\$0	\$0	0%
47 - Other Sources	\$0	\$0	\$0	(\$12,868)	(\$12,868)	\$0	\$0	-100%
4702 - Transfers In	\$0	\$0	\$0	(\$12,868)	(\$12,868)	\$0	\$0	-100%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
Expense	\$3,275,032	\$3,198,509	\$3,352,237	\$3,385,013	\$2,608,806	\$3,361,476	\$3,480,988	3%
202 - Regional Water	\$456	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$456	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$456	\$0	\$0	\$0	\$0	\$0	\$0	0%
61 - Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6103 - Postage and Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020002 - Regional Water Operations	\$2,984,497	\$2,930,076	\$3,182,437	\$3,215,213	\$2,514,746	\$3,191,676	\$3,311,188	3%
60 - Personnel Services	\$1,041,991	\$1,076,862	\$1,058,692	\$1,071,560	\$841,109	\$1,058,692	\$1,099,045	3%
6001 - Salaries and Wages - FT	\$693,069	\$691,957	\$677,515	\$689,170	\$534,566	\$677,515	\$678,314	-2%
6002 - Salaries and Wages - PT/Season	\$16,857	\$16,379	\$20,341	\$20,341	\$11,700	\$20,341	\$20,300	0%
6004 - Overtime	\$6,628	\$7,332	\$11,999	\$11,999	\$4,519	\$11,999	\$12,000	0%
6005 - Standby Pay	\$6,607	\$7,613	\$12,000	\$12,000	\$7,312	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$0	\$85	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$10,000	\$15,896	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$3,712	\$2,971	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$53,993	\$55,426	\$52,184	\$53,076	\$40,426	\$52,184	\$55,280	4%
6030 - Retirement Contributions	\$60,564	\$62,472	\$61,792	\$61,792	\$48,479	\$61,792	\$65,807	6%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$25,821	\$15,599	\$18,511	\$18,832	\$11,962	\$18,511	\$19,872	6%
6051 - Health Insurance	\$154,793	\$191,582	\$194,130	\$194,130	\$171,766	\$194,130	\$223,469	15%
6054 - Other Insurance	\$3,548	\$4,283	\$4,220	\$4,220	\$5,028	\$4,220	\$5,703	35%
6080 - Other Employee Compensation	\$6,399	\$5,265	\$6,000	\$6,000	\$5,350	\$6,000	\$6,300	5%
61 - Materials & Supplies	\$1,656,473	\$1,641,420	\$1,680,750	\$1,691,383	\$1,307,815	\$1,689,714	\$1,736,750	3%
6101 - General Supplies and Materials	\$788,911	\$872,529	\$836,000	\$855,338	\$685,851	\$844,964	\$886,000	4%
6103 - Postage and Printing	\$568	\$236	\$1,750	\$1,750	\$36	\$1,750	\$1,750	0%
6111 - Electricity	\$760,229	\$662,313	\$732,000	\$732,000	\$547,350	\$732,000	\$732,000	0%
6112 - Natural Gas	\$52,296	\$43,450	\$50,000	\$50,000	\$38,476	\$50,000	\$50,000	0%
6113 - Gas/Fuel	\$7,115	\$4,161	\$10,000	\$1,000	\$0	\$10,000	\$10,000	900%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	999%
6150 - Maint/Repair (non contract)	\$46,202	\$57,917	\$50,000	\$50,294	\$35,208	\$50,000	\$50,000	-1%
6160 - Uniform Expense	\$1,152	\$813	\$1,000	\$1,000	\$895	\$1,000	\$1,000	0%
62 - Contractual Services	\$170,455	\$165,311	\$364,750	\$365,025	\$291,290	\$365,025	\$379,403	4%
6210 - Professional Services	\$2,442	\$693	\$6,000	\$6,275	\$1,568	\$6,275	\$6,000	-4%
6230 - Maintenance Agreements	\$27,920	\$27,034	\$28,400	\$28,400	\$21,569	\$28,400	\$43,400	53%
6240 - Testing	\$30,016	\$30,440	\$42,000	\$42,000	\$27,963	\$42,000	\$42,000	0%
6251 - Laundry/Towel	\$1,840	\$1,630	\$2,000	\$2,000	\$1,564	\$2,000	\$2,000	0%
6256 - Internal Services	\$108,237	\$105,514	\$286,350	\$286,350	\$238,625	\$286,350	\$286,003	0%
66 - Transfers Out	\$61,459	\$10,714	\$311	\$311	\$281	\$311	\$0	-100%
6601 - Transfers Out	\$61,459	\$10,714	\$311	\$311	\$281	\$311	\$0	-100%
67 - Other Costs	\$27,315	\$26,988	\$35,334	\$35,334	\$26,636	\$35,334	\$33,390	-6%
6720 - Travel/Training	\$3,267	\$2,985	\$4,000	\$3,000	\$0	\$4,000	\$4,000	33%
6780 - Insurance/Bonds	\$22,187	\$22,099	\$29,334	\$29,334	\$24,445	\$29,334	\$27,390	-7%
6791 - Advertising/Promotion	\$728	\$760	\$800	\$1,800	\$1,035	\$800	\$800	-56%
6793 - Dues and Subscriptions	\$1,133	\$1,144	\$1,200	\$1,200	\$1,156	\$1,200	\$1,200	0%
68 - Utility Expense	\$26,804	\$8,781	\$42,600	\$51,600	\$47,615	\$42,600	\$62,600	21%
6731 - Communication	\$2,580	\$508	\$2,200	\$2,200	\$487	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$23,940	\$7,979	\$40,000	\$49,000	\$46,880	\$40,000	\$60,000	22%
6734 - Sewer	\$283	\$294	\$400	\$400	\$248	\$400	\$400	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020033 - RWS - Booster Stations	\$285,956	\$265,579	\$164,500	\$164,500	\$90,291	\$164,500	\$164,500	0%
61 - Materials & Supplies	\$116,859	\$124,665	\$162,500	\$162,500	\$90,291	\$162,500	\$162,500	0%
6101 - General Supplies and Materials	\$8,991	\$12,485	\$39,000	\$39,000	\$9,360	\$39,000	\$39,000	0%
6111 - Electricity	\$107,868	\$112,180	\$123,500	\$123,500	\$80,931	\$123,500	\$123,500	0%
62 - Contractual Services	\$169,097	\$140,914	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6210 - Professional Services	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6256 - Internal Services	\$169,097	\$140,914	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020034 - RWS - Guardian	\$4,124	\$2,853	\$5,300	\$5,300	\$3,770	\$5,300	\$5,300	0%
61 - Materials & Supplies	\$143	\$52	\$700	\$700	\$0	\$700	\$700	0%
6101 - General Supplies and Materials	\$123	\$30	\$500	\$500	\$0	\$500	\$500	0%
6103 - Postage and Printing	\$20	\$22	\$200	\$200	\$0	\$200	\$200	0%
62 - Contractual Services	\$3,980	\$2,801	\$4,500	\$4,500	\$3,770	\$4,500	\$4,500	0%
6240 - Testing	\$3,980	\$2,801	\$4,500	\$4,500	\$3,770	\$4,500	\$4,500	0%
67 - Other Costs	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%
6791 - Advertising/Promotion	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%
Report Total	\$19,963	\$114,082	\$0	\$19,908	(\$16,689)	\$9,239	(\$1)	-100%

Regional Water Agency Fund

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

Regional Water Budget Summary						
	FY 2020 ACTUAL	FY 2021 ORIGINAL	FY 2021 REVISED	FY 2021 ESTIMATE	FY 2022 PROPOSED	% ▲
Revenues						
Charges for Service	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Miscellaneous	147,149	80,050	80,050	2,595	20,100	675%
Transfers In	-	-	-	-	-	0%
System Development Charges	298,704	245,000	245,000	235,500	245,000	4%
Grants	-	-	1,300,000	336,114	-	-100%
Total Revenues	\$ 8,036,618	\$ 7,644,914	\$ 8,944,914	\$ 7,894,073	\$ 8,028,461	2%
Expenditures						
Contractual Services	3,416,866	3,535,737	3,535,737	3,396,137	3,670,489	8%
Other	2,506,949	2,585,647	2,585,647	2,585,647	2,587,296	0%
Capital	2,898,458	1,180,000	3,414,072	3,364,949	1,502,000	-55%
Total Expenditures	\$ 8,822,272	\$ 7,301,384	\$ 9,535,456	\$ 9,346,733	\$ 7,759,785	-17%
Net Agency Fund	\$ (785,654)	\$ 343,530	\$ (590,542)	\$ (1,452,660)	\$ 268,676	118%
				Actual Reserves on June 30, 2019	\$ 2,208,411	
				Actual Reserves on June 30, 2020	\$ 2,585,360	
				Projected Reserves on June 30, 2021	\$ 4,106,000	

Regional Water FY 2020 Capital Summary	
Capital Projects	
Security Improvements	\$25,000
Roof Replacements	\$300,000
Filter Monorail Hoist Safety System	\$50,000
Major Equipment Replacements	\$100,000
Groundwater Well Turbimeters	\$30,000
Well Pumps	\$65,000
Mag Meters	\$50,000
Well Rehabilitation	\$350,000
Pipe Gallery Lighting Upgrades	\$15,000
Pipe Chase #2 Concrete Sealing	\$25,000
Actiflo Sand Pump Replacements	\$45,000
High Service Pump VFD Replacement	\$100,000
Ozone Contactor Actuated Control Valve Repl	\$6,000
Decant Pump Station Check Valve Repl	\$24,000
SW High Service Valve Actuator Repl	\$75,000
Disinfection System Upgrade Design Report	\$80,000
Service Truck	\$100,000
WTP Landscaping	\$20,000
Groundwater Wells VFD's	\$32,000
Shop Tools	\$10,000
Total	\$1,502,000

Regional Water Agency Fund

	FY 2020 ACTUAL	FY 2021 ORIGINAL	FY 2021 REVISED	FY 2021 ESTIMATE	FY 2022 PROPOSED	% ▲
Operations						
Charges For Services						
Water Rate Revenue	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Total Charges For Services	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Miscellaneous Revenue						
Interest On Investments	\$ 76,972	\$ 80,000	\$ 80,000	\$ 2,300	\$ 20,000	770%
Miscellaneous Revenue	70,176	50	50	295	100	-66%
Total Miscellaneous Revenue	\$ 147,149	\$ 80,050	\$ 80,050	\$ 2,595	\$ 20,100	675%
Total Operating Revenue	\$ 7,737,914	\$ 7,399,914	\$ 7,399,914	\$ 7,322,459	\$ 7,783,461	6%
Expenses						
Contractual Services						
Reimbursable Contract Expenses	\$ 3,235,946	\$ 3,352,237	\$ 3,352,237	\$ 3,234,020	\$ 3,480,989	8%
Consulting Fees	4,252	15,000	15,000	8,200	15,000	83%
Investment Fees	257	1,500	1,500	426	1,500	252%
Legal	53,561	30,000	30,000	27,000	30,000	11%
Accounting & Auditing	30,990	32,000	32,000	31,500	32,000	2%
Insurance & Bonds	91,109	100,000	100,000	93,991	106,000	13%
Travel & Training	-	2,000	2,000	-	2,000	100%
Other Contraactual - Water Purchases	750	3,000	3,000	1,000	3,000	200%
Total Contractual Services	\$ 3,416,866	\$ 3,535,737	\$ 3,535,737	\$ 3,396,137	\$ 3,670,489	8%
Other Expenses						
Debt Service	\$ 2,056,276	\$ 2,144,286	\$ 2,144,286	\$ 2,144,286	\$ 2,150,649	0%
Interest	450,672	441,361	441,361	441,361	436,647	-1%
Depreciation	-	-	-	-	-	0%
Total Other Expenses	\$ 2,506,949	\$ 2,585,647	\$ 2,585,647	\$ 2,585,647	\$ 2,587,296	0%
Total Operating Expenses	\$ 5,923,814	\$ 6,121,384	\$ 6,121,384	\$ 5,981,784	\$ 6,257,785	5%
Operating Income (Loss)	\$ 1,814,100	\$ 1,278,530	\$ 1,278,530	\$ 1,340,675	\$ 1,525,676	14%
Capital Revenue						
Grants						
State Grants/Loans	\$ -	\$ -	\$ 1,300,000	\$ 336,114	\$ -	-100%
Total Grants	\$ -	\$ -	\$ 1,300,000	\$ 336,114	\$ -	-100%
Operating Transfers						
System Investment Charges	\$ 298,704	\$ 245,000	\$ 245,000	\$ 235,500	\$ 245,000	4%
Transfers In	-	-	-	-	-	0%
Total Operating Transfers	\$ 298,704	\$ 245,000	\$ 245,000	\$ 235,500	\$ 245,000	4%
Total Capital Revenue	\$ 298,704	\$ 245,000	\$ 1,545,000	\$ 571,614	\$ 245,000	-57%
Capital Expenses						
Capital						
Buildings	\$ 78,781	\$ 260,000	\$ 408,519	\$ 408,519	\$ 415,000	2%
Improve Other Than Buildings	2,814,549	904,000	2,946,430	2,946,430	897,000	-70%
Light Equipment	1,916	10,000	10,000	10,000	110,000	1000%
Intangibles	-	-	40,000	-	80,000	100%
Technologies	3,211	6,000	9,123	-	-	0%
Total Capital	\$ 2,898,458	\$ 1,180,000	\$ 3,414,072	\$ 3,364,949	\$ 1,502,000	-55%
Total Capital Expenses	\$ 2,898,458	\$ 1,180,000	\$ 3,414,072	\$ 3,364,949	\$ 1,502,000	-55%
Net Capital	\$ (2,599,754)	\$ (935,000)	\$ (1,869,072)	\$ (2,793,335)	\$ (1,257,000)	55%
Net Fund	\$ (785,654)	\$ 343,530	\$ (590,542)	\$ (1,452,660)	\$ 268,676	118%



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, April 14, 2021
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|----------------------|
| I. | Establish Quorum and Call Meeting to Order | N. Grooms |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
Feb 2021 Board Minutes | N. Grooms |
| V. | Financials (DDA & David Street Station)
A) Feb & March 2021 Reports
B) March & April 2021 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Ice Rink Chiller
250-300k Cali: met with Trane factory rep
-Fundraising Plan
Spring Ring call + digital
Will need board help -
Sept Golf tourney – 20k
-Summer Planning Underway
Securing sponsorships
Abbey & I are meeting with Corp partners & donors (FIB, First State) | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting May 12, 2021

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

February 10, 2021

11:30 a.m.

I. Call Meeting to Order

Present through Zoom: Tim Schenk, Deb Clark, Kyle Gamroth, Kerstin Ellis, Nicholas Grooms, Tony Hager, Ryan McIntyre

Staff: Kevin Hawley, Jackie Landess, Brooke Montgomery, Abbey Kersenbrock

Guests: Megan Bratton, Liz Belcher

Excused: Pete Fazio, Critter Murray, Shawn Houck, Will Reese

II. Public Comments:

- Megan Bratton from the Natrona County Library - Is interested in getting involved with the DDA to position the library to become more involved with community. Would like to increase awareness of the services the library provides, as they plan to launch a business package this summer in conjunction with some construction projects. Personally, Megan is a downtown business owner with her husband, and would like to get involved in that aspect as well. Megan is interested in any feedback on how to market these new changes for the library through the DDA.

III. City Report:

A. Liz Belcher

- Goodstein parking lot is going to be completely re-done, which will make the lot not accessible for festivals, etc. This project is scheduled to begin in March, and will hopefully be done by end of July, but the contractor of the project has asked for it to be extended to August. Will provide updates on the project as they arise.

IV. Approval of January 2021 Board Meeting Minutes

Motion, Second, Passed (Nicholas Grooms, Kerstin Ellis) (All Approved)

V. Financials – Nicholas Grooms

- Financials are in packet to show where we currently stand.
- The first financials that we have is our general fund/mill levy fund, for the month we've had our payroll expenses, along with the payments for January that came out and upcoming payments.
- Then we have our plaza account, that fund you can see where we are at, we had a good month in January. We had some expenses like chiller removal that were not normal monthly costs.
 - Kevin – the Aggreko bill shown for \$10,000 is the final payment of a three-payment plan.

Approval of January 2021 DDA & DSS Financial Reports & Payments

Motion, Second, Passed (Deb Clark, Ryan McIntyre) (All Approved)

VI. Director's Report - Kevin Hawley

- Ice Skating Review – we cut off a month of ice skating this year to save on rental costs. Happy to report we did about 9,500 skaters which resulted in a 17,000 net in ice skating. If we were to have a permanent chiller, the ice skating would bring in about an estimated \$25,000 dollars per year. Our skating numbers went up during the VisitCasper free skating timeline.

- Ice Rink Chiller purchase – We are working with a few connections to explore possibilities of purchasing a chiller. If we take the route of purchasing it through a loan we would need to go before city council to get approval.
- The 300K fundraising plan – We have brainstormed and one route we discussed was doing a spring ring fundraising event. We would need help from the board to bring in connections and teams to create a network of people to reach out to for donations.
 - We have also discussed how to bring in donations digitally. We could activate the group of \$25 - \$500 donors by sharing how to support the station through social media platforms and create a small army of people to spread the word.
 - Staff have talked about doing a golf tournament to connect with donors/sponsor group. Anticipating a \$20,000 net gain on golf tournament.
- We are moving forward with planning like it will be any other summer, but we will have clauses for COVID/governmental shutdowns. In the next 30 days we will be in front of our typical sponsors for major events.
- We will start requesting reports on fundraising efforts from board members.
- Mill levy boundary expansion is an opportunity specifically around Ash Street to expand with more property owners.

VII. Committee Reports –

- A.) **Executive Committee** – Tim Schenk
- B.) **MARCOM Committee** – Shawn Houck
- C.) **David Street Station** – Jackie Landess
- D.) **Finance Committee** – Nick Grooms
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese

Comments:

Motion to adjourn at approximately 12:22 PM

Motion, Second, Passed (Ryan McIntyre, Nicholas Grooms)

Action Items:

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____

Casper Downtown Development Authority
Balance Sheet
As of February 28, 2021

DDA-Balance	Feb 28, 21	ASSETS	Mar 31, 21
ASSETS		ASSETS	
Current Assets		Current Assets	
Checking/Savings		Checking/Savings	
CHECKING	31,635.59	CHECKING	10,176.02
NOW Acct	197,778.48	NOW Acct	197,780.27
Total Checking/Savings	229,414.07	Total Checking/Savings	207,956.29
Accounts Receivable		Accounts Receivable	
Due To/Due From	-65,000.00	Due To/Due From	-65,000.00
Total Accounts Receivable	-65,000.00	Total Accounts Receivable	-65,000.00
Other Current Assets		Other Current Assets	
Due from Parking Garage	-5,035.12	Due from Parking Garage	-5,035.12
Total Other Current Assets	-5,035.12	Total Other Current Assets	-5,035.12
Total Current Assets	159,378.95	Total Current Assets	137,921.17
TOTAL ASSETS	159,378.95	TOTAL ASSETS	137,921.17
LIABILITIES & EQUITY		LIABILITIES & EQUITY	
Liabilities		Liabilities	
Current Liabilities		Current Liabilities	
Other Current Liabilities		Other Current Liabilities	
Payroll Liabilities	8,028.21	Payroll Liabilities	8,090.87
Total Other Current Liabilities	8,028.21	Total Other Current Liab	8,090.87
Total Current Liabilities	8,028.21	Total Current Liabilities	8,090.87
Total Liabilities	8,028.21	Total Liabilities	8,090.87
Equity		Equity	
Opening Bal Equity	382,324.44	Opening Bal Equity	382,324.44
Unrestricted Net Assets	-168,351.43	Unrestricted Net Assets	-168,351.43
Net Income	-62,622.27	Net Income	-84,142.71
Total Equity	151,350.74	Total Equity	129,830.30
TOTAL LIABILITIES & EQUITY	159,378.95	TOTAL LIABILITIES & EQUITY	137,921.17

Casper Downtown Development Authority Profit & Loss

February 2021

DDA-PL	Feb 21	Mar 21
Ordinary Income/Expense		
Income		
ACCT. INTEREST	1.80	2.01
ASSESSMENTS	18,027.86	185.49
Total Income	18,029.66	187.50
Expense		
ADMINISTRATIVE		
Incentives	0.00	0.00
Director's Salary	6,250.02	6,250.02
Social Security	1,319.62	1,319.63
Unemployment Insurance	114.67	62.64
Cell Phone Reimbursement	75.00	75.00
Total ADMINISTRATIVE	7,759.31	7,707.29
MISCELLANEOUS		
Service Chg	29.50	29.50
Total MISCELLANEOUS	29.50	29.50
OPERATIONS		
Accountant/Bookkeeper	1,360.00	
Office Automation	139.89	139.89
Music Service	100.00	50.00
Office Rent	2,650.00	2,650.00
Total OPERATIONS	4,249.89	2,839.89
Payroll Expenses	11,000.02	11,000.02
Total Expense	23,038.72	21,707.94
Net Ordinary Income	-5,009.06	-21,520.44
Net Income	-5,009.06	-21,520.44

Casper Downtown Development Authority
Transaction Detail by Account
February 2021

DDA-Feb Trans						
Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	02/05/2021	6056	Charter Communications		-139.89	-139.89
Bill Pmt -Check	02/05/2021	6057	MOOD		-100.00	-239.89
Bill Pmt -Check	02/05/2021	6058	PMCH	1099's, Quarterly Payroll reporting	-1,360.00	-1,599.89
Bill Pmt -Check	02/05/2021	6059	Walsh Property Management	Feb Rent	-2,650.00	-4,249.89
Liability Check	02/09/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-6,164.51
Paycheck	02/15/2021		Kevin Hawley		-2,626.45	-8,790.96
Paycheck	02/15/2021		Abbey Kersenbrock		-1,389.17	-10,180.13
Paycheck	02/15/2021		Brooke C. Montgomery		-1,438.17	-11,618.30
Paycheck	02/15/2021		Jaclyn A Landess		-1,953.92	-13,572.22
Deposit	02/16/2021			Deposit	18,027.86	4,455.64
Paycheck	02/28/2021		Kevin Hawley		-2,626.45	1,829.19
Paycheck	02/28/2021		Abbey Kersenbrock		-1,389.17	440.02
Paycheck	02/28/2021		Brooke C. Montgomery		-1,438.17	-998.15
Paycheck	02/28/2021		Jaclyn A Landess		-1,953.92	-2,952.07
Check	02/28/2021			Service Charge	-29.50	-2,981.57
Deposit	02/28/2021			Interest	0.28	-2,981.29
Total CHECKING					-2,981.29	-2,981.29
NOW Acct						
Deposit	02/28/2021			Interest	1.52	1.52
Total NOW Acct					1.52	1.52
TOTAL					-2,979.77	-2,979.77

Casper Downtown Development Authority
Transaction Detail by Account

March 2021

DDA- March Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	03/02/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-1,914.62
Bill Pmt -Check	03/05/2021	6060	Charter Communications		-139.89	-2,054.51
Bill Pmt -Check	03/05/2021	6061	MOOD		-50.00	-2,104.51
Bill Pmt -Check	03/05/2021	6062	Walsh Property Management	March Rent	-2,650.00	-4,754.51
Bill Pmt -Check	03/05/2021	6063	FIB - MASTERCARD		-131.24	-4,885.75
Paycheck	03/15/2021		Kevin Hawley		-2,626.45	-7,512.20
Paycheck	03/15/2021		Abbey Kersenbrock		-1,389.17	-8,901.37
Paycheck	03/15/2021		Brooke C. Montgomery		-1,438.17	-10,339.54
Paycheck	03/15/2021		Jaclyn A Landess		-1,953.92	-12,293.46
Liability Check	03/16/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-14,208.08
Deposit	03/17/2021			Deposit	185.49	-14,022.59
Paycheck	03/31/2021		Kevin Hawley		-2,626.44	-16,649.03
Paycheck	03/31/2021		Abbey Kersenbrock		-1,389.17	-18,038.20
Paycheck	03/31/2021		Brooke C. Montgomery		-1,438.17	-19,476.37
Paycheck	03/31/2021		Jaclyn A Landess		-1,953.92	-21,430.29
Check	03/31/2021			Service Charge	-29.50	-21,459.79
Deposit	03/31/2021			Interest	0.22	-21,459.57
Total CHECKING					-21,459.57	-21,459.57
NOW Acct						
Deposit	03/31/2021			Interest	1.79	1.79
Total NOW Acct					1.79	1.79
TOTAL					-21,457.78	-21,457.78

Casper Downtown Development Authority Transaction Detail by Account

April 2021

DDA-April Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	04/01/2021		IRS USA TAXPYMNT	83-0286881	-1,914.64	-1,914.64
Liability Check	04/07/2021		IRS USA TAXPYMNT	83-0286881	-24.66	-1,939.30
Bill Pmt -Check	04/08/2021	6064	Charter Communications		-139.89	-2,079.19
Bill Pmt -Check	04/08/2021	6065	FIB - MASTERCARD	KH	-119.88	-2,199.07
Bill Pmt -Check	04/08/2021	6066	MOOD	Mood monthly music	-50.00	-2,249.07
Bill Pmt -Check	04/08/2021	6067	Ricoh USA, Inc	Printing	-105.25	-2,354.32
Bill Pmt -Check	04/08/2021	6068	Walsh Property Management	April Rent	-2,650.00	-5,004.32
Bill Pmt -Check	04/08/2021	6069	Ricoh USA, Inc	Yearly rental fee	-983.52	-5,987.84
Paycheck	04/09/2021		Aydan Bullard		-93.26	-6,081.10
Paycheck	04/09/2021		Kade R Taheri		-55.41	-6,136.51
Total CHECKING					<u>-6,136.51</u>	<u>-6,136.51</u>
TOTAL					<u>-6,136.51</u>	<u>-6,136.51</u>

Downtown Development Authority Balance Sheet

As of February 28, 2021

	<u>Feb 28, 21</u>		<u>Mar 31, 21</u>
DSS- Balance			
ASSETS		ASSETS	
Current Assets		Current Assets	
Checking/Savings		Checking/Savings	
Plaza Checking	158,391.49	Plaza Checking	153,256.63
Special Events	<u>31,776.56</u>	Special Events	<u>31,776.85</u>
Total Checking/Savings	190,168.05	Total Checking/Savings	185,033.48
Accounts Receivable		Accounts Receivable	
Accounts Receivable	<u>7,625.00</u>	Accounts Receivable	<u>11,660.00</u>
Total Accounts Receivable	7,625.00	Total Accounts Receivable	11,660.00
Other Current Assets		Other Current Assets	
Due To/From Clearinghouse	-113.00	Due To/From Clearinghouse	-113.00
Undeposited Funds	<u>225.00</u>	Undeposited Funds	<u>-113.00</u>
Total Other Current Assets	112.00	Total Other Current Assets	-113.00
Total Current Assets	197,905.05	Total Current Assets	196,580.48
TOTAL ASSETS	<u>197,905.05</u>	TOTAL ASSETS	<u>196,580.48</u>
LIABILITIES & EQUITY		LIABILITIES & EQUITY	
Liabilities		Equity	
Current Liabilities		Unrestricted Net Assets	220,596.30
Accounts Payable		Net Income	<u>-24,015.82</u>
Accounts Payable	<u>778.74</u>	Total Equity	196,580.48
Total Accounts Payable	778.74	TOTAL LIABILITIES & EQUITY	<u>196,580.48</u>
Total Current Liabilities	778.74		
Total Liabilities	778.74		
Equity			
Unrestricted Net Assets	220,596.30		
Net Income	<u>-23,469.99</u>		
Total Equity	197,126.31		
TOTAL LIABILITIES & EQUITY	<u>197,905.05</u>		

Downtown Development Authority
Profit & Loss
February 2021

SS-PL	Feb 21	Ordinary Income/Expense	Mar 21
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	1.36	ACCT. INTEREST	1.71
Investments		Other Types of Income	
Endowment	30,704.00	Miscellaneous Revenue	925.00
Total Investments	30,704.00	Total Other Types of Income	925.00
Other Types of Income		Program Income	
Miscellaneous Revenue	925.00	Facility Rental	5,160.00
Total Other Types of Income	925.00	Friends of Station	255.00
Program Income		Vendor Fees	25.00
Friends of Station	253.00	Total Program Income	5,440.00
Partners In Progress	12,000.00	Total Income	6,366.71
Total Program Income	12,253.00	Gross Profit	6,366.71
Total Income	43,883.36	Expense	
Gross Profit	43,883.36	Facilities and Equipment	
Expense		Equip Rental and Maintenance	100.00
Contract Services		Rent, Parking, Utilities	
Construction Expense	1,153.50	Ash Street	1,550.16
Total Contract Services	1,153.50	DSS	3,697.94
Facilities and Equipment		Rent, Parking, Utilities - Other	450.00
Building Repairs/Maint	418.50	Total Rent, Parking, Utilities	5,698.10
Equip Rental and Maintenance	10,208.55	Total Facilities and Equipment	5,798.10
Rent, Parking, Utilities		Marketing	
Ash Street	1,661.67	Fundraising Expense	122.80
DSS	5,704.15	Marketing - Other	327.16
Rent, Parking, Utilities - Other	100.00	Total Marketing	449.96
Total Rent, Parking, Utilities	7,465.82	Operations	
Total Facilities and Equipment	18,092.87	Bank Fees	13.20
Marketing		Books, Subscriptions, Reference	446.45
Advertising/Media	40.00	Event Expense	50.00
Fundraising Expense	75.88	Service Charge	4.83
Marketing - Other	397.03	Software/Subscriptions	150.00
Total Marketing	512.91	Total Operations	664.48
Operations		Total Expense	6,912.54
Books, Subscriptions, Reference	471.26	Net Ordinary Income	-545.83
Event Expense	24.11	Net Income	-545.83
Overnight Security	1,500.00		
Postage, Mailing Service	171.00		
Service Charge	27.52		
Supplies	484.06		
Total Operations	2,677.95		
Total Expense	22,437.23		
Net Ordinary Income	21,446.13		
	<u>21,446.13</u>		

Downtown Development Authority
Profit & Loss
July 2020 through February 2021

3S-Tracking	Jul '20 - Feb 21	Ordinary Income/Expense	Jul '20 - Mar 21
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	10.82	ACCT. INTEREST	12.53
Direct Public Support		Direct Public Support	
Operational Grants	10,000.00	Operational Grants	10,000.00
Total Direct Public Support	10,000.00	Total Direct Public Support	10,000.00
Investments		Investments	
Endowment	30,704.00	Endowment	30,704.00
Total Investments	30,704.00	Total Investments	30,704.00
Other Types of Income		Other Types of Income	
Miscellaneous Revenue	7,479.17	Miscellaneous Revenue	8,404.17
Other Types of Income - Other	271.00	Other Types of Income - O	271.00
Total Other Types of Income	7,750.17	Total Other Types of Income	8,675.17
Program Income		Program Income	
Beverage Sales	14,631.08	Beverage Sales	14,631.08
Event Sponsorship	96,300.00	Event Sponsorship	96,300.00
Facility Rental	6,290.00	Facility Rental	11,450.00
Friends of Station		Friends of Station	
Treedition	3,490.80	Treedition	3,490.80
Friends of Station - Other	3,973.00	Friends of St	4,228.00
Total Friends of Station	7,463.80	Total Friends of Station	7,718.80
Ice Skating Fees	43,550.80	Ice Skating Fees	43,550.80
Partners In Progress	49,121.00	Partners In Progress	49,121.00
Vendor Fees	3,050.00	Vendor Fees	3,075.00
Total Program Income	220,406.68	Total Program Income	225,846.68
Total Income	268,871.67	Total Income	275,238.38
Gross Profit	268,871.67	Gross Profit	275,238.38
Expense		Expense	
Business Expenses		Business Expenses	
Business Registration Fees	27.00	Business Registration Fee	27.00
Total Business Expenses	27.00	Total Business Expenses	27.00
Contract Services		Contract Services	
Construction Expense	2,407.00	Construction Expense	2,407.00
Legal Fees	750.00	Legal Fees	750.00
Contract Services - Other	7,956.59	Contract Services - Other	7,956.59
Total Contract Services	11,113.59	Total Contract Services	11,113.59
Facilities and Equipment		Facilities and Equipment	
Building Repairs/Maint	8,461.02	Building Repairs/Maint	8,461.02
Equip Rental and Maintenance	35,715.89	Equip Rental and Mainten:	35,815.89
FF&E	2,599.88	FF&E	2,599.88
Landscaping, Repairs/Maint.	75.75	Landscaping, Repairs/Mai	75.75
Rent, Parking, Utilities		Rent, Parking, Utilities	
Ash Street	13,883.19	Ash Street	15,433.35
DSS	20,079.22	DSS	23,777.16
Rent, Parking, Utilities - Other	2,392.57	Rent, Parkin	2,842.57
Total Rent, Parking, Utilities	36,354.98	Total Rent, Parking, Utiliti	42,053.08
Facilities and Equipment - Other	13.71	Facilities and Equipment -	13.71
Total Facilities and Equipment	83,221.23	Total Facilities and Equipment	89,019.33
Marketing		Marketing	
Advertising/Media	3,476.11	Advertising/Media	3,476.11
Fundraising Expense	251.58	Fundraising Expense	374.38
Marketing - Other	1,826.25	Marketing - Other	2,153.41
Total Marketing	5,553.94	Total Marketing	6,003.90
Operations		Operations	
Books, Subscriptions, Reference	4,151.45	Bank Fees	13.20
Entertainment/Talent	1,250.00	Books, Subscriptions, Ref	4,597.90
Equip/Supplies	1,269.23	Entertainment/Talent	1,250.00
Event Expense		Equip/Supplies	1,269.23
A/V	10,650.00	Event Expense	
Bands	13,147.52	A/V	10,650.00
Insurance	8,457.00	Bands	13,147.52
Security	1,825.00	Insurance	8,457.00
Event Expense - Other	10,848.91	Security	1,825.00
Total Event Expense	44,928.43	Event Expen	10,898.91
Overnight Security	17,800.00	Total Event Expense	44,978.43
Postage, Mailing Service	884.43	Overnight Security	17,800.00
Service Charge	227.30	Postage, Mailing Service	884.43
Supplies	5,716.96	Service Charge	232.13
Operations - Other	997.69	Software/Subscriptions	150.00
Total Operations	77,225.49	Supplies	5,716.96
Payroll Expenses	115,000.00	Operations - Other	997.69
Travel and Meetings	200.41	Total Operations	77,889.97
Total Expense	292,341.66	Payroll Expenses	115,000.00
Net Ordinary Income	-23,469.99	Travel and Meetings	200.41
Net Income	-23,469.99	Total Expense	299,254.20
		Net Ordinary Income	-24,015.82
		Net Income	-24,015.82

Downtown Development Authority
Transaction Detail by Account
February 2021

SS-Feb Trans	Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking							
	Deposit	02/01/2021			Deposit	10.00	10.00
	Bill Pmt -Check	02/05/2021	2204	aggreko	13572216	-10,000.00	-9,990.00
	Bill Pmt -Check	02/05/2021	2205	Ahern Rentals	Invoice #23043121-001	-53.55	-10,043.55
	Bill Pmt -Check	02/05/2021	2206	Alliance Electric	10567 - Disconnect electrical for chillers	-70.00	-10,113.55
	Bill Pmt -Check	02/05/2021	2207	AMBI Mail & Marketing	Station Celebration posters	-40.00	-10,153.55
	Bill Pmt -Check	02/05/2021	2208	Black Hills Energy		-179.29	-10,332.84
	Bill Pmt -Check	02/05/2021	2209	Casper Fire Extinguisher Service Inc.	VOID: Ash Street Inspections	0.00	-10,332.84
	Bill Pmt -Check	02/05/2021	2210	Charter Communications	Invoice # 1113376013121	-126.97	-10,459.81
	Bill Pmt -Check	02/05/2021	2211	City of Casper - Finance Division	Zamboni Lease	-400.00	-10,859.81
	Bill Pmt -Check	02/05/2021	2212	GW Mechanical	Capture Glycol & Removal of Chiller Invoice 642	-418.50	-11,278.31
	Bill Pmt -Check	02/05/2021	2213	Hawkins Inc	Rebuild extra chemical pump	-231.12	-11,509.43
	Bill Pmt -Check	02/05/2021	2214	High Country Crane Service	Chiller removal	-1,153.50	-12,662.93
	Bill Pmt -Check	02/05/2021	2215	Mastercard	VOID: JL -- Mastercard Lost check	0.00	-12,662.93
	Bill Pmt -Check	02/05/2021	2216	Rocky Mountain Power	DSS	-4,897.89	-17,560.82
	Bill Pmt -Check	02/05/2021	2217	Secure Gunz LLC		-1,500.00	-19,060.82
	Bill Pmt -Check	02/05/2021	2218	The Lyric		-200.00	-19,260.82
	Bill Pmt -Check	02/05/2021	2219	Black Hills Energy	ASH	-769.85	-20,030.67
	Bill Pmt -Check	02/05/2021	2220	Mastercard	AK	-234.30	-20,264.97
	Bill Pmt -Check	02/05/2021	2221	Rocky Mountain Power	Ash	-891.82	-21,156.79
	Bill Pmt -Check	02/05/2021	2222	Mastercard	KH	-379.18	-21,535.97
	Bill Pmt -Check	02/05/2021	2223	Ahern Rentals	19629398-031	-85.00	-21,620.97
	Deposit	02/11/2021			Deposit	373.00	-21,247.97
	Deposit	02/11/2021			Deposit	700.00	-20,547.97
	Deposit	02/12/2021			Deposit	7,000.00	-13,547.97
	Deposit	02/16/2021			Deposit	70.00	-13,477.97
	Deposit	02/17/2021			Deposit	30,704.00	17,226.03
	Deposit	02/23/2021			Deposit	5,000.00	22,226.03
	Deposit	02/23/2021			Deposit	25.00	22,251.03
	Check	02/28/2021			Service Charge	-27.52	22,223.51
	Deposit	02/28/2021			Interest	1.12	22,224.63
	Total Plaza Checking					<u>22,224.63</u>	<u>22,224.63</u>
TOTAL						<u>22,224.63</u>	<u>22,224.63</u>

Downtown Development Authority
Transaction Detail by Account
 March 2021

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	03/01/2021			Deposit	225.00	225.00
Deposit	03/03/2021			Deposit	10.00	235.00
Bill Pmt -Check	03/05/2021	2224	AMBI Mail & Marketing	DSS Sponsorship packets	-24.00	211.00
Bill Pmt -Check	03/05/2021	2225	Charter Communications		-126.97	84.03
Bill Pmt -Check	03/05/2021	2226	City of Casper - Water Services	ash	-95.76	-11.73
Bill Pmt -Check	03/05/2021	2227	Mastercard		-7.75	-19.48
Bill Pmt -Check	03/05/2021	2228	Rocky Mountain Power	DSS	-3,389.51	-3,408.99
Bill Pmt -Check	03/05/2021	2229	The Lyric	Storage	-100.00	-3,508.99
Bill Pmt -Check	03/05/2021	2230	City of Casper - Water Services	DSS	-75.13	-3,584.12
Bill Pmt -Check	03/05/2021	2231	Rocky Mountain Power	Ash	-641.60	-4,225.72
Bill Pmt -Check	03/05/2021	2232	City of Casper - Water Services	DSS water	-8.46	-4,234.18
Bill Pmt -Check	03/05/2021	2233	Mastercard		-391.10	-4,625.28
Deposit	03/05/2021			Deposit	75.00	-4,550.28
Bill Pmt -Check	03/08/2021	2234	Black Hills Energy	Ash	-812.80	-5,363.08
Bill Pmt -Check	03/08/2021	2235	Black Hills Energy	DSS	-97.87	-5,460.95
Bill Pmt -Check	03/08/2021	2236	Mastercard		-1,465.50	-6,926.45
Deposit	03/12/2021			Deposit	2,050.00	-4,876.45
Deposit	03/15/2021			Deposit	20.00	-4,856.45
Bill Pmt -Check	03/18/2021	2237	MCF LLC		-450.00	-5,306.45
Bill Pmt -Check	03/18/2021	2238	The Wooden Derrick	Reimbursement for Aftern	-50.00	-5,356.45
Deposit	03/19/2021			Deposit	200.00	-5,156.45
Deposit	03/22/2021			Deposit	25.00	-5,131.45
Check	03/31/2021			Service Charge	-4.83	-5,136.28
Deposit	03/31/2021			Interest	1.42	-5,134.86
Total Plaza Checking					-5,134.86	-5,134.86
TOTAL					-5,134.86	-5,134.86

Downtown Development Authority
Transaction Detail by Account
 April 2021

DSS- April Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	04/06/2021			Deposit	143.00	143.00
Deposit	04/06/2021			Deposit	225.00	368.00
Bill Pmt -Check	04/08/2021	2239	City of Casper - Finance Division	DSS yearly rent	-1.00	367.00
Bill Pmt -Check	04/08/2021	2240	City of Casper - Water Services	Ash	-183.56	183.44
Bill Pmt -Check	04/08/2021	2241	John King Music LLC	Deposit for July 23rd performance at David Stree	-2,000.00	-1,816.56
Bill Pmt -Check	04/08/2021	2242	Mastercard	KH	-222.08	-2,038.64
Bill Pmt -Check	04/08/2021	2243	Monica Posada	Reimbursement for Afternoon on the Green	-25.00	-2,063.64
Bill Pmt -Check	04/08/2021	2244	Rocky Mountain Power		-1,730.73	-3,794.37
Bill Pmt -Check	04/08/2021	2245	Stotz Equipment	John Deere equipment	-2,500.00	-6,294.37
Bill Pmt -Check	04/08/2021	2246	The Lyric	April Rent	-100.00	-6,394.37
Bill Pmt -Check	04/08/2021	2247	Williams, Porter, Day, & Neville, P.C	Zamboni lease agreement	-175.00	-6,569.37
Bill Pmt -Check	04/08/2021	2248	City of Casper - Water Services	DSS	-16.92	-6,586.29
Bill Pmt -Check	04/08/2021	2249	Mastercard	AK	-234.37	-6,820.66
Bill Pmt -Check	04/08/2021	2250	City of Casper - Water Services	DSS	-106.01	-6,926.67
Bill Pmt -Check	04/08/2021	2251	Mastercard	JL	-2,040.66	-8,967.33
Bill Pmt -Check	04/08/2021	2252	Black Hills Energy	DSS	-75.04	-9,042.37
Deposit	04/12/2021			Deposit	7,910.00	-1,132.37
Bill Pmt -Check	04/12/2021	2253	Charter Communications	DSS	-126.97	-1,259.34
Bill Pmt -Check	04/12/2021	2254	City of Casper - Finance Division	Permit for Tree install/Removal	-60.00	-1,319.34
Bill Pmt -Check	04/12/2021	2255	City of Casper - Water Services	DSS	-34.10	-1,353.44
Total Plaza Checking					-1,353.44	-1,353.44
TOTAL					-1,353.44	-1,353.44



April 16, 2021

Good afternoon Councilmembers,

We would like to introduce you to two (2) new city website pages. The first one named, Council Documents, will be primarily for your use and convenience. The second named, Proclamations, will be the location for citizens to find the information to make proclamation requests.

Previously, we had I.T. install icons on your ipads that link to documents for your reference such as the Council Handbook, Generation Casper Comprehensive Plan, and the Long Range Transportation Plan. This added a new icon for each document on your ipad. We can replace all those icons with just one – Council Documents. It will have the links to the documents you need or want.

Maranda in I.T. will be available on Tuesday from 4:00 p.m. to 5:00 p.m. to make the changes on your ipad. Stop in the Manager's Office and we will connect you with Maranda.

www.casperwy.gov/government/city_council_and_manager/council_documents

[Council Documents - City of Casper \(casperwy.gov\)](http://www.casperwy.gov/government/city_council_and_manager/council_documents)

On March 2nd Council officially approved the new guidelines for requesting a proclamation. We have created a page that contains the guidelines with instructions on how to submit a request. Effective immediately, you can direct citizens to this webpage for their proclamation needs. The email address that is currently listed to send requests to is rjordansmith@casperwy.gov. But we will be putting in a request for a new email – proclamations@casperwy.gov. As soon as that has been created and is active, we will let you know.

www.casperwy.gov/government/city_council_and_manager/proclamations

[Proclamations - City of Casper \(casperwy.gov\)](http://www.casperwy.gov/government/city_council_and_manager/proclamations)


If you have any questions, please call Renée at 235-8224.

We are honored to announce that Retired Casper Police Officer Jacob Carlson and Casper Police Officer Randi Garrett will be receiving the Congressional Badge of Bravery.

The in-person ceremony is scheduled to take place at 2:00pm on Saturday, April 24th, outside, at David Street Station in Casper. The award will be presented by Senator John Barrasso.

We invite you to join us in celebrating the heroic actions of these officers.

You can learn more about the Congressional Badge of Bravery by visiting bja.ojp.gov/program/badgeofbravery.



Please join us for a ceremony awarding the

Congressional Badge of Bravery

to

Retired Casper Police Officer Jacob Carlson
and
Casper Police Officer Randi Garrett

★ ★ ★ ★ ★ ★ ★

2:00pm, Saturday, April 24th at David Street Station

POC: rladd@casperwy.gov

If you have any questions or concerns, please do not hesitate to reach out.

Respectfully,

Rebekah Ladd
Public Information Officer
Casper Police Department
307-235-7598

From: Earla Checchi <checchi@wyomuni.org>
Sent: Monday, April 12, 2021 4:26 PM
Subject: WAM Convention July 14-16, 2021

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Everyone,

IT's finally here! The WAM Convention will be held in Cheyenne, July 14-16, 2021. It will be nice to see everyone in person and see their smiling faces after being quarantined for over a year due to COVID. The agenda and tours will be coming shortly. The link for the registration and lodging information is below.

https://www.ciclt.net/sn/events/e_signup.aspx?ClientCode=wam&E_ID=500089&RegType=ATT

Please let me know if you have any questions.

Have a great evening. Hope to see you in July!

Regards,
Earla

Earla Checchi

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