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# The Grid

A working draft of Council Meeting Agendas

**May 17, 2022** Councilmembers Absent: Knell

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>Pre-Meeting Start at 5 pm</b>					
Pre-Meeting: Casper Youth Council					
Pre-Meeting: Russin Update					
Pre-Meeting: Audit					
Bright Spot: Proclamation Community Action Month					
Establish Public Hearing: Parking Manual	C				
Public Hearing: First Reading Ordinance Amending Chapter 5.24 - Hotels & Rooming houses		N			
Public Hearing: First Reading for Mobile Vendor Parking Permit Ordinance		N			
Public Hearing: First Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision		N			
Public Hearing: First Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No. 4.		N			
3rd Reading Ordinance: Approving an Ordinance Confirming the Assessment for Local Assessment District No. 158 – Coates Road Asphalt Surfacing Improvements.			N		
Release of Local Assessment District (LAD) lien – 1765 Brigham Young Street, Casper, Wyoming 82604				C	
Approving the Downtown Open Container Area.				C	
Establishing a debt service sinking fund to provide multi-year funding for the Fire Pension A obligation to the State of Wyoming				C	
Authorize the creation of the Parks and Recreation Advisory Board to replace the Leisure Services Advisory Board, and adopt the Rules as submitted.				C	
Authorizing a Contract for Professional Services with Haas Construction Co., Inc. for Security Improvements at Municipal Court				C	
Designating the current corpus allocation, future additional corpus, and eligible expenses of the earned interest of the Perpetual Care Fund.				C	
Authorize the creation of the Parks and Recreation Advisory Board to replace the Leisure Services Advisory Board, and adopt the Rules as submitted.				C	
Authorizing an Agreement with Ramshorn Construction, Inc. in the Amount of \$1,464,724.50 and Deduct Change Order in the Amount of \$316,832.50, for a Revised Contract Price of \$1,147,892.00, for the 2022 12th Street Improvements – CY Avenue to McKinley Street, Project No. 21-072.				C	
Authorizing a Cooperative Agreement with Wyoming Department of Transportation for the Construction Activities for the Poplar Street Utility Improvement - CY Ave to Collins Drive.				C	
Authorizing a Professional Services Agreement with Davidson Mechanical for the Mechanical Repairs Required at Metro Animal Services.				C	
Authorizing ratification of terms for the collective bargaining agreement for July 1, 2022 – June 30, 2023 between the City of Casper and the Fire Fighters' Local Union 904, I.A.F.F., AFL-CIO.				C	
Appointing 2 members to Council Committee for People with Disabilities for a Term of three years beginning May 26, 2022.					C
Leisure Services Advisory Board: Appointment of New Members					C
Appointing two members to the Contractors Licensing Board: Jeremiah Holthus & Ian Alvstad, for a term expiring Dec. 31, 2025.					C
Executive Session - Land Acquisition					

## The Grid

### May 24, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Drug Court (MEMO DUE)	Information Only	4:35	20 min
Bar & Grill Presentations	Direction Requested	4:55	35 min
Cemetery Ordinance Changes (MEMO DUE)	Direction Requested	5:30	20 min
One Cent Survey Results (MEMO DUE)	Direction Requested	5:50	40 min
Casper Business Center (MEMO DUE)	Direction Requested	6:30	45 min
Agenda Review		7:15	20 min
Legislative Review		7:35	20 min
Council Around the Table		7:55	20 min
Approximate Ending Time:			8:15

### May 31, 2022 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Discussion	Direction Requested	4:30	3.5 hrs
Approximate Ending Time:			8:00

### June 7, 2022 Councilmembers Absent: Freel

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
EPH Budget FY23 for June 21, 2022	C				
EPH Budget Amendment #3 for June 21, 2022	C				
Est Public Hearing: Ordinance for Police Response to Alarms	C				
Public Hearing - Parking Manual Changes		N			
Second Reading for Ordinance Amending Chapter 5.24 - Hotels & Rooming houses			N		
Second Reading for Mobile Vendor Parking Permit Ordinance			N		
Second Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision			N		
Second Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No. 4.			N		
Resolution on Service Fees Police Response to Alarms				C	
US Welding					
Authorizing a Lease Agreement with Casper Skeet Club (Tentative)				C	
Authorizing a Contract for Professional Services with First Interstate Bank for Investment Management Services.				C	
Authorizing the Appointment of One New Member, _____, to Fill an Open Position to the Visit Casper Board.					C
River Grant					
Police grant					

## The Grid

### June 14, 2022 Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Chris Navarro Art Installation	Direction Requested	4:35	20 min
Budget Amendment #3	Move Forward for Approval	4:55	30 min
Facility Study		6:15	30 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

### June 21, 2022 Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Budget FY23 for June 21, 2022		N			
Public Hearing: Budget Amendment #3 for June 21, 2022		N			
Public Hearing - Police Response to Alarms		N			
Third Reading for Ordinance Amending Chapter 5.24 - Hotels & Rooming houses			N		
Third Reading for Mobile Vendor Parking Permit Ordinance			N		
Third Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision			N		
Third Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No. 4.			N		

### June 28, 2022 Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin	Allotted
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
One Cent Funding Recommendation	Direction Requested	4:35	60 min
FWC Study Spectra and Visit Casper	Direction Requested	5:35	30 min
North Platte River Park No. 2 Subdivision		6:05	30 min
		6:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
Handymen and Home Inspectors			
Lifejacket Requirement			Summer
One-Way to Two-Way Conversion Follow-up			End of Summer

### Staff Items:

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed Contractors			
Shipping Container Ordinance Update			
Recreation Refunds			
Sign Code Revision			
Council Goals Status Update			
Speed Limit Ordinance Review			12-Jul
Mobile Vendor Parking Permit Amendments			
Demolition Safety Barriers			
Ice Arena Expansion			After Facilities Report discussion

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

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### Future Regular Council Meeting Items:

Authorizing the Appointment of One New Member, Kate Maxwell, to Fill an Open Position and the Reappointment of an Existing Member, Errol Miller, to the Central Wyoming Senior Services Board.			
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### Retreat Items:

Economic Development and City Building Strategy
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**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**92% of Fiscal Year 2022 has Lapsed**

**State Shared Sales Tax**

	<u>Date</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual-Budget</u>	<u>Percent of</u>
	<u>Received</u>	<u>Received</u>	<u>Budgeted</u>		<u>Annual Budget</u>
<b>FY 2022 General Fund</b>	7/7/2021	\$ 1,628,013	\$ 1,539,192	\$ 88,822	8.46%
	8/5/2021	1,690,206	1,876,098	(185,892)	17.24%
	9/7/2021	1,789,476	1,636,124	153,352	26.54%
	10/7/2021	1,637,802	1,471,632	166,170	35.05%
	11/5/2021	1,554,971	1,853,418	(298,447)	43.13%
	12/6/2021	1,796,649	1,660,032	136,617	52.46%
	1/7/2022	1,606,754	1,578,711	28,042	60.81%
	2/4/2022	1,789,182	1,878,717	(89,536)	70.11%
	3/7/2022	1,465,996	1,291,505	174,491	77.72%
	4/6/2022	1,540,112	1,443,904	96,208	85.72%
	5/5/2022	1,609,952	1,526,790	83,162	94.09%
	Jun			1,490,725	
<b>Total FY 2022</b>		\$ 18,109,113	\$ 19,246,848	\$ 352,990	
<b>Optional 1% Tax</b>					
<b>FY 2022 1%16</b>	7/7/2021	\$ 1,355,911	\$ 1,290,250	65,661	8.44%
	8/5/2021	1,414,698	1,561,678	(146,980)	17.24%
	9/7/2021	1,497,143	1,369,865	127,278	26.55%
	10/7/2021	1,373,364	1,239,178	134,186	35.10%
	11/5/2021	1,304,001	1,549,388	(245,387)	43.21%
	12/6/2021	1,497,314	1,383,029	114,285	52.53%
	1/7/2022	1,340,133	1,315,701	24,432	60.86%
	2/4/2022	1,495,254	1,565,257	(70,002)	70.17%
	3/7/2022	1,224,756	1,083,134	141,621	77.79%
	4/6/2022	1,285,561	1,202,768	82,793	85.79%
	5/5/2022	1,347,666	1,271,962	75,704	94.17%
	Jun			1,240,499	
<b>Total FY 2022</b>		\$ 15,135,801	\$ 16,072,708	\$ 303,592	
<b>Total</b>		\$ 33,244,914	\$ 35,319,556	\$ 656,582	

**From:** Jennifer Scott <jescott@casperwy.gov>

**Sent:** Friday, May 6, 2022 1:28 PM

**To:** Fire Department <firedepartment@Casperwy.gov>

**Cc:** Dawn Dean <ddean@casperwy.gov>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Dennis Gazdiewich <dgazdiewich@msn.com>; Greg Groves <legatcn@gmail.com>; Tim Monroe <tmonroe2@tribcsp.com>

**Subject:** RE: Monthly Activity Report

Hello!

The Monthly Activity Report has been updated with information through May 4<sup>th</sup>.

[Monthly Activity Report](#)

I have updated the annual report to correct the organizational chart with the correct number of firefighters on each platoon.

[2021\\_CFD\\_Annual\\_Report](#)

Have a good weekend!

*Jennifer Scott*

Casper Fire-EMS  
GIS Tech/Admin Support

307-235-8222

MAY



2022



# MAY 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 WY G&F Expo Load-in 8am-5pm	3 WY G&F Expo Load-in 8am-5pm	4 WY G&F Expo Load-in 8am-5pm	5 WY G&F Expo 9am-3pm	6 WYG&F Expo 9am-3pm	7 WY G&F Expo 9am-3pm
8 WG&F Expo Load-Out 8am-5pm	9	10	11 Halestorm 5pm-11pm	12	13 CC Commencements 7:00pm-9:00pm	14
15	16	17	18	19	20	21 Private Event
22	23 CPD Testing 7:30 am- 11:00 am	24	25	26 High School Graduations KWHS 7:30 pm-9:30 pm	27 High School Graduations Roosevelt 3pm-5pm NCHS 7:30pm- 9:30 pm	28 Save America Rally TBD
29 Save America Rally Load-out	30	31	1	2	3	4



JUNE

2022

# JUNE 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 <i>Spectra Holiday</i>	31	1	2	3	4
5 Casper Marathon 5:00 am- 7:30 am	6 Load-In CNFR CNFR Committee Meeting 5pm-7pm	7 Load-In CNFR	8 Load-In CNFR	9 Load-In CNFR  NIRA Breakfast	10 Load-In CNFR	11 Load-In CNFR
12 CNFR Bulls, Broncs & Breakaway Family Day 1:00 PM 4:00 PM <i>Tack Room: Hat Six Travel</i>	13 CNFR Slack Round 7:00 AM	14 CNFR Slack Round 7:00 AM  Nightly Rodeo 7:00 PM <i>Tack Room: Pepsi</i>	15 CNFR Nightly Rodeo 7:00 PM <i>Tack Room: UWYO Rodeo</i>	16 CNFR Nightly Rodeo 7:00 PM <i>Tack Room: CACVB</i>	17 NIRA Lunch  CNFR Nightly Rodeo 7:00 PM <i>Tack Room: Sinclair</i>	18 CNFR Special Rodeo 9:00 AM  Nightly Rodeo 7:00 PM <i>Tack Room: Greiner Ford</i>
19 Load-Out CNFR	20 Load-Out CNFR	21 Load-Out CNFR	22 Load-Out CNFR	23 Load-Out CNFR	24 Load-In Casper Comic Con 8am-5pm	25 Casper Comic Con 10:00 am- 6:00pm
26 Casper Comic Con 10:00 am-4:00 pm	27	28	29	30	1 Boomtown Brawls 7:00 pm-10:00 pm	2



**AMOCO REUSE AGREEMENT  
JOINT POWERS BOARD**

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



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

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, April 13, 2022

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

Present: Rob Hurless, Terry Lane, Larry Madsen, Jeff Goetz, Amy Freye, and (Jim DeGolia, Via Zoom),

Absences: County Representative, Jai-Ayla Sutherland, John Lee

Others Present: Matt Reams and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 5:55 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

**1. Welcome New Board Members**

Mr. Hurless asked each attendee to introduce themselves and started with Mr. DeGolia.

**2. Minutes from March 9, 2022 Regular Meeting**

Mr. Hurless inquired if everyone had an opportunity to review the Minutes. A motion was made by Mr. Lane and seconded by Mr. DeGolia to approve the Minutes of the March 9, 2022 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

**3. Approval of April 13, 2022 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of April 13, 2022 were presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Ms. Freye to approve the Treasurer's Report of April 13, 2022, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

The March 2022 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen and he inquired if anyone had questions. There were none.

**Investment/Financial Committee**

Mr. Madsen shared that The Davidson Fund is held under the City of Casper's investments utilizing a Memorandum of Understanding (MOU). The City of Casper had determined to move all its investments from Davidson Fund to First Interstate Bank. He then updated the Board that the City of Casper's Attorney had created a new MOU for ARAJPB to sign to keep ARAJPB's investments aligned with the City's. Mr. Madsen shared that ARAJPB should sign the MOU and then decide how to move forward with their investments.

A motion was made by Mr. DeGolia and seconded by Mr. Madsen to allow ARAJPB to continue to align their investments with the City of Casper and approval to sign the MOU. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

Mr. Madsen then discussed the Proposed Budget. He stated how this Budget will be presented to the State Audit Department for Review no later than June 1, 2022. Each expense category will be posted in the Casper Star Tribune when the final version is presented on the July 13<sup>th</sup> Meeting. He explained that this budget is actually different than he normally reviews due to the State requirements. Upon review of the budget the new changes asked to be updated were to add the category of office equipment \$1,500 for the purchase of a new laptop computer to conduct Zoom Meetings downstairs as well as increasing the Other Professional Services to \$100,000 instead of \$50,000 for a Brownfield Specialist. Mr. Madsen will be presenting this proposed budget again for final review on the May 11<sup>th</sup> at the next ARAJPB Meeting. Mr. Goetz asked Ms. Hahn for a separate meeting next week or the week after to go through the budget line by line to help him understand since he is the newest member. Ms. Hahn agreed and will invite the entire Board to attend this presentation once she receives a date from Mr. Goetz.

#### **4. Committee Reports**

- **Three Crowns**

Mr. Reams discussed the Three Crowns departments and their progress. He is extremely happy with the new department heads; Front of the House, Kitchen Manager and Grounds Superintendent. He informed the Board of the upcoming water restrictions not allowing water to be pulled from the Platte River until after April 30<sup>th</sup>. This notice was received from the State Engineers Office to help lessen the State's water shortages.

The Golf Course opened on April 1<sup>st</sup>, though still quite chilly. To date they have had 350 rounds even with the cold temperatures. Mr. Reams updated the Board on the status of the AJGA Tournament. He prefers that Visit Casper places all their efforts on fund raising for next year tournament instead of this year.

Mr. DeGolia shared information on the two individuals applying for the two openings on the Three Crowns Committee.

A motion was made by Mr. Madsen and seconded by Mr. DeGolia to approve both Letters of Interest for the two Committee Positions available. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Letters of Interest from Shaun Sutherland and Dale Sterner. Ms. Hahn will notify both applicants that they have been appointed to the Committee.

- **PRC**

Ms. Hahn informed the Board that vandalism has ceased in the last month along the trail.

#### **ARAJPB's Development**

Mr. DeGolia summarized and highlighted the situation with the Remedy Decisions and the new path forward to allow ARAJPB the opportunity to continue to sell/lease property. Mr. Goetz

asked to have the Remedy Decisions sent to him. Ms. Hahn agreed to do so. The Status Report update was then shared by Ms. Hahn.

Mr. Hurless and the other members of the Committee believe that this change has improved BP's responsiveness.

- **Architectural Review**

Ms. Freye had nothing to report.

- **Executive Committee**

Mr. Hurless shared that the conversations and flowchart were to help determine the correct path forward. He had created a flowchart to discuss the past Remedy Decision with WDEQ, and then BP. Ms. Hahn then discussed future meetings.

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

No Reports were given because there were no Representatives present.

## **6. Other**

Mr. Hurless asked for a motion to go into Executive Session to discuss personnel matters.

A motion was made by Ms. Freye and Mr. Lane to proceed into Executive Session at 7:23 pm.

There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to enter into Executive Session. Mr. Reams and Ms. Hahn were excused from the meeting. Ms. Hahn was asked to return to the meeting at 8:18 pm.

Mr. Hurless asked for a motion to exit the Executive Session at 8:19 pm. A motion was made by Mr. DeGolia and Ms. Freye to exit the Executive Session. There being no further discussion, The Board proceeded to vote. The motion was carried with all members in attendance voting to exit the Executive Session. Mr. Hurless announced that the session was related to personnel matters.

## **7. Future Meetings/Agenda**

- Three Crowns Management Committee - April 21<sup>st</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting - May 11<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee – May 19<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

### **Office Closures:**

April 15<sup>th</sup> – Good Friday

May 30<sup>th</sup> – Memorial Day

## **8. Public Comment**

There was no public comment.

## **9. Good of the Order**

No Comments.

## **10. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. Lane to adjourn the meeting at 8:20 p.m. The motion carried with all members in attendance voting aye.

5-11-22

Date

Larry Madson  
Board Officer

5-11-22

Date

[Signature]  
Presiding Officer



**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

Paul Bertoglio,  
Vice-Chairman

Ken Waters,  
Secretary

Steve Freel,  
Treasurer

Steve Cathey

Bruce Knell

Dan Sabrosky

Jai-Ayla  
Sutherland

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday                      May 17, 2022                      11:30 a.m.**

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

1. Announcements
2. Approve Minutes – April 19, 2022 \*
3. Approve Vouchers – May 2022 \*
4. Approve Financial Report – April 2022 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Update of Annual Financial Disclosure Letters – Board Members Cathey and Sabrosky
  - b) Other
8. New Business
  - a) Discuss Preliminary FY2023 Wholesale Water Rate \*
  - b) Discuss RWS DEQ Discharge Permit \*
  - c) Other
9. Executive Session – Discuss Property Acquisition and Litigation
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – June 21, 2022**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

April 19, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 19, 2022 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Bertoglio, Secretary Waters, Treasurer Freel, and Board Members Sabrosky and Sutherland. Board Members Cathey and Knell were absent.

**City of Casper –** Freel, Sutherland, Andrew Beamer, Bruce Martin, Tom Edwards, Clint Conner, Janette Brown, Alex Sveda, Scott Baxter, Mark Anderson, Mike Dean

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Sabrosky

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

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

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

1. In Announcements, Chairman King presented former Vice-Chairman Keffer with a plaque of appreciation for his sixteen years of service on the Board and thanked him for his service.

Mr. Martin introduced Mr. Dan Sabrosky, who is the new representative on the Board for Wardwell Water and Sewer District. The Board welcomed Board Member Sabrosky to the Board.

Treasurer Bertoglio arrived at 11:32 a.m.

- a) Chairman King stated that as Mr. Keffer was the Vice-Chairman, the position will need to be refilled. Chairman King asked for nominations for the Vice-Chairman. Board Member Freel nominated Treasurer Bertoglio for Vice-Chairman. Chairman King called for other nominations. There being no further nominations, Chairman King put the nomination of Paul Bertoglio as Vice-Chairman to the vote. Motion put and carried.

Ms. Brown informed Chairman King that the Board will now need to elect a Treasurer to fill the vacancy left by Vice-Chairman Bertoglio.

Chairman King asked for nominations for Treasurer. Vice-Chairman Bertoglio nominated Board Member Freel as Treasurer. Chairman King called for other nominations. There being no further nominations, Chairman King put the nomination of Steve Freel as Treasurer to the vote. Motion put and carried.

As of the meeting on this date, the Board Officers are as follows:

Chairman – H.H. King, Jr.  
Vice-Chairman – Paul Bertoglio  
Secretary – Kenneth Waters  
Treasurer – Steve Freel

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

Mr. Martin stated that voucher 8435 for Engineering Associates in the amount of \$3,840.38 is for the design for the Caisson No. 2 Rehab Project No. 21-040. Mr. Martin stated that this project will be discussed later in the meeting.

Mr. Martin stated that voucher 8438 for the City of Casper in the amount of \$184,821.16 is for the WTP Operations Reimbursement for March. Mr. Martin stated this is the reimbursement from the Agency budget to the Operations budget. Mr. Martin stated that this will be discussed during the budget review later in the meeting.

Mr. Martin stated that voucher 8442 for HDR Engineering, Inc. in the amount of \$7,181.25 is for the WTP Disinfection System Upgrade Project No. 21-039. Mr. Martin stated that the Preliminary Design Report will be presented to the Board today.



Mr. Martin stated that voucher 8444 for Dynamic Controls Inc. in the amount of \$17,811.00 is for HVAC Heating System Valves.

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 April 2022 vouchers. A motion was made by Secretary Waters and seconded by Treasurer Freel to approve the April 2022 voucher listing to include voucher numbers 8435 through 8446 in the amount of \$353,438.42. 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 March 2022 was 165 MG, which is right at the five-year average. Mr. Martin stated that the year to date production total is 2.66 BG, which is 91 MG less than the five-year average. Mr. Martin stated that this is due to the water conservation efforts that took place last summer.

Mr. Martin asked the Board to reference page 1 of the Financial Report. Mr. Martin stated that the Board has discussed investing in the WyoStar I and II accounts. Mr. Martin stated that at this time the majority of the Board's funds are in Hilltop Bank. Mr. Martin showed the Board the WyoStar and WyoStar 2 line items with \$1,500 in each. Mr. Martin stated that these were the initial amounts transferred to open the accounts. Mr. Martin stated that Ms. Brown has paperwork ready for the Board Officer signatures to transfer the majority of the funds in the Cash line item to the WyoStar accounts.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Water Utility Charges is \$5,670,396, which is \$166,486 less than the same time last year. Mr. Martin stated that this is due to decreased water sales.

Mr. Martin stated that Reimbursable Contract Expense is \$2,174,631, which is \$175,884 less than the previous year. Mr. Martin stated that this is due to timing of chemical purchases, reduced chemical usage, and reduced water sales.

Mr. Martin offered to answer any questions the Board may have on the Financial Report.

Chairman King asked for a motion to approve the March 2022 Financial Report as presented. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the March 2022 Financial Report as presented.

Vice-Chairman Bertoglio asked what line item covers Natural Gas. Mr. Martin stated that it is included in the Reimbursable Contract Expense. Mr. Martin stated that Natural Gas will be discussed later in the meeting.

Motion put and carried.

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

Mr. Edwards stated that production is averaging 5 MGD. Mr. Edwards stated that this is

being accomplished by running ten Casper wells, eight Morad wells, and two Caisson wells.

Mr. Edwards stated that the Surface Water Plant is still out of service, but is ready to be put in service when needed.

Mr. Edwards stated that gaskets were replaced on the Sodium Hypochlorite Tank. Mr. Edwards stated that this tank will be resurfaced in the fall.

Mr. Edwards stated that the leaking gasket on Ferric Tank No. 1 was replaced.

Mr. Edwards stated that the oil was changed in the Well Recharge pump.

Mr. Edwards stated that the level indicator on the 2.6 MG Tank supply line was repaired.

Mr. Edwards stated that new actuator valves were installed on the Actiflo Raw Water gate. Mr. Edwards stated that Modern Electric ran the power to the new actuators.

Mr. Edwards stated that a new Instrumentation and Controls Technician was hired.

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

Mr. Conner stated that at the last meeting he informed the Board that he submitted his retirement notice and has been bringing the Water Supervisors to the meetings. Mr. Conner stated that last month he introduced Mr. Mark Anderson, Utility Supervisor for Water Distribution. Mr. Conner introduced Mr. Mike Dean, Utility Supervisor for Meter Services. Mr. Conner stated that Mr. Dean has been with Water Distribution for approximately 25 years, and a couple of years ago he accepted the supervisor position at Meter Services. Mr. Conner stated that Mr. Dean oversees the reading, testing, and replacement of the meters.

Mr. Conner stated that a service tap was made on the Regional waterline on Poison Spider Road for a homeowner.

Mr. Conner stated that repairs were completed on an ARV manhole on Tobin Circle. Mr. Conner stated that the aluminum cover was ripped off by a snow plow.

Mr. Conner stated that Airport Booster Pump No. 2 has a leaking mechanical seal. Mr. Conner stated that these are fairly old pumps and staff is trying to get parts to repair it.

Mr. Conner stated that the Cross Connection Control tester has been testing backflow devices at Salt Creek Booster, 12-Mile, and Sandy Lake.

Mr. Conner stated that a leak was found at the 12-Mile meter pit. Mr. Conner stated that the pressure reducing valve was leaking and was repaired.

Mr. Conner stated that staff went through all the non-draining fire hydrants one more time for the month of April. Mr. Conner stated that this will most likely be the last time

for the year as the temperatures should be warming up. Mr. Conner stated that he was glad staff checked the non-draining hydrants when they did, as the weather turned cold afterwards.

Mr. Conner stated that the quarterly water testing went well.

Mr. Conner stated that a heater at the Mt. View Booster is not working. Mr. Conner stated that the heater should be repaired by next week.

Mr. Conner stated that the inlet channel across from Morad Park has been cleaned out. Mr. Conner stated that quite a bit of material was hauled out of the inlet channel.

Chairman King asked if there are still issues getting chemicals. Mr. Martin stated that the last he heard, the plant in Utah is still down. Mr. Martin stated that he has been working with Brenntag, and things are still on track for getting rail cars from Chicago to Billings, and then trucks from Billings to Casper. Mr. Martin stated that Brenntag feels this is a much more secure supply of ferric. Mr. Martin stated that staff is anticipating delivery this way throughout the summer.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that HDR Engineering has been working on the WTP Disinfection Upgrades Preliminary Design and Gabe Laber is in attendance today, and Pierre Kwan is on the phone to present the report to the Board.

Mr. Laber stated that he has been the Project Manager on this project. Mr. Laber stated that the presentation will be split up between Mr. Kwan and himself.

Mr. Laber stated that there are EPA requirements for additional groundwater disinfection. Mr. Laber stated that as part of the scope they reviewed the condition of the Ozone equipment that is 22 years old and used for groundwater and surface water disinfection. Mr. Laber stated that the preliminary engineering report is to be submitted to EPA by April 30, 2022.

Mr. Laber stated that the additional groundwater treatment requirements were put in place due to the fact that sampling found higher concentrations of Cryptosporidium, a waterborne parasite.

Mr. Laber stated that requirements of the federal Long Term 2 Enhanced Surface Water Treatment Rule classified the Groundwater System as "Bin 2", which requires additional disinfection.

Mr. Laber stated that the 2017 Facility Plan called for an Ultra Violet (UV) system.

Mr. Laber turned the time over to Mr. Kwan to discuss the treatment technologies.

Mr. Kwan stated that as a part of this project, HDR wanted to have a discussion with EPA on how to most cost effectively implement this project at the WTP. Mr. Kwan stated that in November 2021, a letter was submitted to EPA requesting multiple things. Mr. Kwan stated that the first item was to install a UV system to address the Cryptosporidium and disinfect the water further. Mr. Kwan stated that because UV is a very strong disinfectant, they asked EPA that the ozone requirements be reduced from a 4x2-log Giardia inactivation to 2-log Giardia inactivation. Mr. Kwan stated that the purpose of that is the UV system also addresses these pathogens, so not as much ozone will be needed. Mr. Kwan stated that the intent here was that generating less ozone will save on both chemical and power costs. Mr. Kwan stated that this will also allow smaller replacement equipment for the Ozone system. Mr. Kwan stated that because the UV system will be installed, it was requested that the weekly aerobic spore monitoring and analysis end. Mr. Kwan stated that these tests are quite costly.

Mr. Kwan stated that EPA responded a month later in December 2021 and agreed to lower the ozone requirements, however the minimum UV requirements must be increased to 2.5-log. Mr. Kwan stated that this requirement makes no change to construction costs, and a very small increase to power costs. Mr. Kwan stated that the increase in power for UV is nothing compared to the major power reduction with the smaller ozone dose.

Mr. Kwan stated that EPA declined the request to stop aerobic spore monitoring, but said that monitoring can be biweekly, which halves the annual cost.

Mr. Kwan stated that with the information from the EPA, they started looking at quotes from vendors for equipment. Mr. Kwan stated that many vendors were contacted, but only three quotes were received. Mr. Kwan stated that the equipment comes in many shapes and sizes. Mr. Kwan stated that they came to a conclusion on the sizing.

Mr. Kwan stated that the 2017 Facility Plan indicated a new building at a cost just under \$12 M. Mr. Kwan stated that they evaluated placement of the UV system in multiple areas throughout the plant. Mr. Kwan stated that they found the perfect spot for the UV equipment in the Ozone Injection Room. Mr. Kwan stated that by doing this, it eliminates the need for a new building. Mr. Kwan stated that there is only one manufacturer that can meet the requirements, and that is DeNora's Sentinel System. Mr. Kwan stated that the equipment from the other vendors is too large, and would require a new building. Mr. Kwan stated that the DeNora System also has the lowest annual operating cost and lowest 20-year lifecycle cost.

Mr. Kwan showed a 3-D rendering of what the equipment would look like in the Ozone Injection Room.

Mr. Kwan stated that the other portion of this project that they looked at is the ozone equipment. Mr. Kwan stated that the ozone equipment is 23-years old, and typically only lasts 20 years, and often times less than that. Mr. Kwan stated that

the vendor stopped making parts for this particular ozone equipment and has no stockpile of parts; it sold out years ago. Mr. Kwan stated that staff spends a lot of time looking for parts, and if they cannot be found, they have to be custom built. Mr. Kwan stated that because the vendor no longer has a stockpile of parts, their service has gone downhill. Mr. Kwan stated that the service has been bad for several years.

Mr. Kwan stated that equipment repairs are becoming more frequent, taking a longer time to find parts, requires more money to buy/build parts, and takes a longer time to install parts. Mr. Kwan stated that the Ozone system is becoming less reliable.

Mr. Kwan stated that not all of the Ozone system will need to be replaced. Mr. Kwan stated that the Ozone Contactors, Degassing System, and Ozone Destruct System can all still be used with the updated Ozone system.

Mr. Kwan stated that they reached out to multiple vendors and received responses from Wedeco, who is the current system vendor, and Primozone. Mr. Kwan stated that the equipment is comparable, as are the operating costs. Mr. Kwan stated that both systems will fit into the existing Ozone Generator Room. Mr. Kwan stated that the difference is Primozone has a modular, more resilient system – more parts can fail before compromising water production, plus repair is easier. Mr. Kwan stated that service cannot be overlooked, and Wedeco's service has been poor over the last few years.

Mr. Kwan turned the presentation over to Mr. Laber.

Mr. Laber stated that everyone always wants to know what it's going to cost. Mr. Laber asked the Board to reference the summarized costs on the screen. Mr. Laber stated that with the savings of placing the UV system in the Ozone Injection Room, it is roughly estimated to cost \$3.5M. Mr. Laber stated that the replacement of the Ozone system is based on pricing from the two vendors and is estimated to be \$12.4M. Mr. Laber stated that total estimated project cost is \$15.9M. Mr. Laber stated that projects are difficult to estimate with the current bidding environment and inflation. Mr. Laber stated that they are seeing a lot of project bids coming in over the estimates, and will have to be monitored.

Mr. Laber stated that the Board needs to approve the direction they want to go, submit the report to EPA, secure funding, select a consultant, begin design and permitting, and construct the new UV and replacement Ozone systems.

Mr. Laber stated that he spoke to someone in their Gillette office about funding. Mr. Laber stated that the State of Wyoming will have \$50M of ARPA funding allocated to water and sewer projects. Mr. Laber stated that \$4.5M is the maximum that can be requested, with 85% grant and 15% match with no limitations on where the match comes from, so it could be matched with other grant funding. Mr. Laber stated that applications will be available sometime in late June or July, but it is not known when the SLIB board will consider the

applications.

Mr. Laber stated that there was a bill larger than \$50M, but it failed.

Mr. Laber stated that there is also an Infrastructure Funding bill that passed, and there will be approximately \$400M for the State of Wyoming for water and sewer projects. Mr. Laber stated that this is being expanded to include grants. Mr. Laber stated that the American Iron and Steel is being expanded to Build America, Buy America, which will include all materials not just iron and steel to be American. Mr. Laber stated that the rules are not out yet, but there could be up to 100% principle forgiveness. Mr. Laber stated that they are monitoring these funding options.

Mr. Laber asked if the Board had any questions.

Vice-Chairman Bertoglio asked if the Ozone and UV systems have to be done at the same time. Mr. Kwan stated that they do not have to be done at the same time, but it is more cost effective to do them at the same time with the bid climate. Mr. Kwan stated that it would be easier on operations to do them at the same time. Mr. Kwan stated that with the bidding climate, waiting will drive the costs higher. Mr. Kwan stated that the Feds stated that they will be increasing the interest rates every month between now and the middle of next year. Mr. Kwan stated that the equipment will get more expensive as the months go by.

Chairman King asked that for the switchover, how long will the construction downtime be. Mr. Kwan stated that for the Ozone system, it would be no downtime, as one generator would be replaced at a time, so the plant would not be off line. Mr. Kwan stated that for the UV system, if it is staged correctly, it would be two to three days. Mr. Kwan stated that it has been laid out so that with the valving, it would minimize the disruption. Mr. Kwan stated that when the groundwater system is down, the surface water plant could be used to offset the downtime.

Board Member Sutherland asked what the overall project time would be. Mr. Kwan stated that it would be about a year for design and permitting, and construction would add another year, due to getting electronic parts.

Vice-Chairman Bertoglio asked that from the time that EPA approves the plan, what year does it have to be done. Mr. Martin stated that it has to be in operation in 2028. Mr. Martin stated that the timeline that was submitted to EPA must be followed.

Vice-Chairman Bertoglio asked when the loan from the City will be fully paid. Mr. Martin stated that the loan from the City will be paid off in mid fiscal year 2024. Vice-Chairman Bertoglio stated that there shouldn't be a big rate disruption then. Mr. Martin stated that he is hoping that if the Board has to go with loans, which is likely, the City loan would be ending, so should wash out pretty well.

Vice-Chairman Bertoglio asked if the Ozone system or the UV system will take longer to install. Mr. Kwan stated that both systems have electronics and circuitry that are driving the schedule.

Board Member Sabrosky stated that it was mentioned that EPA is going to allow lowering the Ozone dose if UV is used. Board Member Sabrosky asked if there will be a point in the future where Ozone will not be used, or if both systems have to be used together. Mr. Kwan stated that the way the regulations are structured, both Ozone and UV have to be used. Mr. Kwan stated that more utilities across the country are moving to using both UV and Ozone to meet treatment requirements. Mr. Kwan stated that they do slightly different things, but the position of EPA is that both systems are needed to treat all the different pathogens and parasites in the water.

Vice-Chairman Bertoglio asked if any action is required by the Board at this time. Mr. Martin stated that no action is required at this time. Mr. Martin stated that the report will be submitted to EPA to meet the end of the month deadline, and then the project will move into the funding phase.

- b. Mr. Martin stated that an application was submitted to the Wyoming Water Development Commission (WWDC) for the development of a Wellfield Management and Operations Plan. Mr. Martin stated that WWDC was on site a couple of weeks ago to look at the wellfield and get a better feel for what this project is going to entail. Mr. Martin stated that in May there will be a joint meeting with WWDC and the Select Water Committee to review the proposals. Mr. Martin stated that he will be in attendance at the meeting, and stated that WWDC feels that it would be good to have a Board Member in attendance at the meeting as well. Mr. Martin stated that the meeting will be held in Cheyenne, and asked if is a Board Member that would be available to attend the meeting.

Vice-Chairman Bertoglio asked what day in May the meeting will be held. Mr. Martin stated that it looks like the meeting will be held on May 12<sup>th</sup>, but WWDC will let us know if there are any changes. Vice-Chairman Bertoglio stated that he will be out of town on May 12<sup>th</sup>. Chairman King stated that he does not have anything on the calendar for that date.

Vice-Chairman Bertoglio asked if the Groundwater Guardians didn't have a wellhead protection plan. Mr. Martin stated that there is a Source Water Protection Plan in place, that was completed by HDR a couple of years ago to meet new requirements. Vice-Chairman Bertoglio stated that way back when the WTP was upgraded, there was a lot of wellhead protection documentation and asked if any of that was used. Mr. Martin stated that there is good information in those documents, but what will be done with this new study is to review the existing wells to see what condition they are in, which ones can be rehabbed, which ones would need to be relocated, how the recharge channels are working, to see if additional recharge channels are needed or they need to be operated differently. Mr. Martin stated that the idea is to get as much production as possible out of the wellfield and look at extending the life of the wellfield by

changing operations. Mr. Martin stated that WWDC will definitely be looking at the old plans and look at current conditions. Mr. Martin stated that once the Level 2 Study is in place, it can be used to go after grant funding for upgrades, new wells or rehabbing existing wells.

c. There was no Other Old Business.

8. In New Business:

a. Chairman King stated that he would be abstaining from the Choice Gas discussion as he is the Chairman of the Wyoming Community Gas Board.

Mr. Martin asked the Board to reference the table on the screen with the information from all the Choice Gas providers. Mr. Martin stated that the amount of gas used by the WTP is listed with the associated cost per month. Mr. Martin stated that these costs are just for the gas and do not include distribution charges, etc. Mr. Martin stated that the current Pass-On rate is \$0.74 per therm but fluctuates during the year. Mr. Martin stated that the Board usually looks to Vice-Chairman Bertoglio for guidance as he has worked with natural gas for many years and could provide more detail.

Vice-Chairman Bertoglio stated that right now the price of natural gas for next winter is projected to be about doubling what the Board paid this year. Vice-Chairman Bertoglio stated that since the Choice Gas selection period opened the prices have jumped from \$0.65 to \$0.80 per therm. Vice-Chairman Bertoglio stated that as of yesterday the prices are ranging from \$0.82 to \$0.89 on the fixed rates. Vice-Chairman Bertoglio stated that if you take the Pass-On rate and add the \$0.12 per therm for the February Extreme Weather (“FEW”) rate, it happens to be close to that. Vice-Chairman Bertoglio stated that indicates that the other gas companies looked at it and decided that if that’s what the Pass-On rate is going to make, they want to as well, because they more than likely lost money when that extreme cold spell hit Texas. Vice-Chairman Bertoglio stated that he thinks they are making up for it. Vice-Chairman Bertoglio stated that generally when natural gas prices go up that fast, they go down just as fast. Vice-Chairman Bertoglio stated that the last time the pricing got this crazy, by mid-winter prices started dropping significantly. Vice-Chairman Bertoglio stated that the issue in Ukraine was not happening then, but the biggest impact with that is that a lot of U.S. natural gas is being turned into LMG and shipped to Europe. Vice-Chairman Bertoglio stated that he does not believe we will see the Pass-On rate average \$0.75 per therm for the year. Vice-Chairman Bertoglio stated that at this point, the Pass-On at least gives some degree of downside, where with the others, you’re stuck with it. Vice-Chairman Bertoglio stated that since the Board has done the Pass-On rate, even if you go with one of the other suppliers, you will still have to pay the FEW charge of \$0.12 per therm on top of their price. Vice-Chairman Bertoglio stated that pretty much you are stuck with the Pass-On rate for the three years until the FEW is done.

Mr. Martin stated that the Board has used the Pass-On rate for many years, and it



seems to have been a good option. Vice-Chairman Bertoglio stated that it is a rarity to beat the Pass-On rate.

Chairman King asked for a motion on how the Board wishes to go with the Choice Gas Selection.

A motion was made by Vice-Chairman Bertoglio and seconded by Treasurer Freel to stay with the Choice Gas Pass-On rate. Motion put and carried.

- b. Mr. Martin stated that Engineering Associates is under contract to design the Caisson #2 Well Rehabilitation Project and put the project out to bid. Mr. Martin stated that on April 6<sup>th</sup>, the bids were opened. Mr. Martin stated that two bids were received for the project, Reynolds Construction in the amount of \$545,720, and Layne Christensen in the amount of \$589,000. Mr. Martin stated that they were very close prices, but both exceeded the Engineer's Estimate of \$314,000. Mr. Martin stated that \$425,000 was budgeted, but the design contract was \$40,000. Mr. Martin stated that staff recommends rejecting all bids. Mr. Martin stated that additional funds are being budgeted next fiscal year for well rehabilitation, and the funds from this year can be carried over. Mr. Martin stated that after the funds are combined, it will be put back out to bid. Mr. Martin stated that hopefully prices will go down, but there is no guarantee.

Vice-Chairman Bertoglio asked if these are the same companies that have been used in the past for well rehabilitation. Mr. Martin stated that Engineering Associates has been used in the past, and generally they use their own company for the vertical wells, but this is a horizontal well, so it is a bit different. Mr. Martin stated that the Ranney wells have not been rehabbed in years, so he is not sure what to expect when they get in there.

Chairman King asked for a motion to approve the rejection of all bids for the Caisson #2 Rehab, Project No. 21-040.

A motion was made by Secretary Waters and seconded by Board Member Sutherland to reject all bids for the Caisson #2 Rehab, Project No. 21-040. Motion put and carried.

- c. Mr. Martin stated that the Preliminary FY23 Operations Budget and Agency Budget will be reviewed today. Mr. Martin stated that the Operations budget is used for day to day operations of the regional water system including personnel costs. Mr. Martin stated that this break-even budget is approved by both the Board and City Council and is reimbursed from the Agency budget. Mr. Martin stated that the Agency budget is approved by the Board and includes direct Board expenses, debt service, reimbursable contract expense, and capital expenses.

## **Water Treatment Plant Operations Budget**

### **Personnel Services**

- a) Personnel Costs - \$1,162,883 – This represents an increase of \$49,204 over the FY22 budget. The increase is due to adding a new Water Plant Operator position. The position has enabled a reduction in overtime expense.

#### Materials and Supplies

- a) General Supplies and Materials - \$147,500 – This is an increase of \$22,000 from the FY22 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies. The increase is due to adding small tools and equipment (\$10,000) to this line from the capital budget, a \$10,000 increase to machinery supplies, and \$1,000 increases to lubricants and misc. supplies.
- b) Chemicals - \$1,000,000 – This is an increase of \$200,000 from the FY22 budget. The increase covers an increase in material cost as well as fuel and trucking charges.
- c) Postage and Printing - \$2,000 – This amount is an increase of \$50 from the FY22 budget.
- d) Electricity - \$855,500 – This amount is unchanged from the FY22 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$50,000 – This is unchanged from the FY22 budget. Mr. Martin stated that he anticipates increasing this line to \$70,000. Vice-Chairman Bertoglio instructed Mr. Martin to increase this line to \$80,000.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY22 budget. This is for fuel for the Emergency Generator.
- g) Technology Supplies - \$6,000 – This amount is unchanged from the FY22 budget and accounts for computer replacements and minor ancillary equipment. Computers are replaced based on the schedule maintained by the City IT Department.
- h) Maintenance/Repair (non-contract) - \$70,000 – This is an increase of \$20,000 from the FY22 Budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$3,000 – This is an increase of \$2,000 from the FY22 budget. In the past, some of this expense was accounted for under the personnel budget. Additionally, City policy and increased use of the benefit are driving the increase.

#### Contractual Services

- a) Professional Services - \$12,000 – This is an increase of \$4,000 from the FY22

budget. This line is used for instrumentation and controls maintenance and repairs. This increase is a result of continuing SCADA/PLC modifications and increasing vendor costs.

- b) Maintenance Agreements - \$42,000 – This represents an overall decrease of \$1,400 from the FY22 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, crane inspection, and work order system that are beyond the expertise and/or certification of the WTP staff. There has been slight across the board increases in these agreements; however, the HVAC maintenance agreement amount is reduced by \$10,000 as it is anticipated that the in-house maintenance staff will be completing some of that maintenance with the addition of another operator in FY23.
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY22 budget. Lab tests have increased in cost, but there is a decrease in the number of Aerobic Spore tests that must be taken.
- d) Laundry and Towel Service - \$2,000 – This amount is unchanged from the FY22 budget.
- e) Interdepartmental Service - \$288,610 – This is an increase of \$1,405 from the FY22 budget. This line item covers the following General Fund support:
  - \$ 21,987 – Information Technology – Increase of \$1,963
  - \$ 18,985 – Finance – Decrease of \$2,481
  - \$ 16,298 – Human Resources – Increase of \$3,375
  - \$ 8,854 – City Council – Increase of \$3,375
  - \$ 22,649 – City Manager – Increase of \$1,333
  - \$ 15,224 – City Attorney – Increase of \$3,370
  - \$184,613 – WDG Personnel – Decrease of \$10,452

These costs fluctuate each year.

#### Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY22 budget.
- b) Insurance & Bonds - \$36,831 – This is an increase of \$9,441 from the FY22 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- c) Advertising - \$1,700 – This is an increase of \$800 from the FY22 budget. This line is for advertising Board meetings, annual budget, etc.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY22 budget.

### Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY22 budget.
- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY22 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. This line item budget was increased by \$20,000 in FY22.
- c) Sewer - \$400 – This amount is unchanged from the FY22 budget.

### Summary

The FY23 Operations Budget is 8.0% greater than the FY22 Operations Budget. In large part the increases are attributable to increases in personnel costs, an increase in interdepartmental costs, a significant increase in chemical costs, and increase to non-contract maintenance repair services, and an increase in machinery repair supplies. Mr. Martin stated that the increase to be added to Natural Gas will increase the percentage of difference between FY22 and FY23 budgets.

## **Central Wyoming Regional Water System Agency Budget**

### Revenue

- a) Water Rate Revenue - \$8,314,318 – This reflects an increase of \$550,957 over the FY22 budget. These revenues are proportioned to each wholesale entity based on the July 2020 – June 2021 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 6% rate increase effective July 1, 2022. Mr. Martin stated that the rate model will be discussed next month.
- b) Interest on Investments - \$70,000 – This is an increase of \$50,000 from FY22 budget based on placing funds in the WyoStar accounts.
- c) System Development charges (SIC) - \$245,000 – This amount is unchanged from the FY22 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.

### Personnel Services

None – The Board contracts with the City for all management, operation, and maintenance of the Regional Water System.

### Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is

unchanged from the FY22 budget.

- b) Legal Fees - \$30,000 – This amount is unchanged from the FY22 budget.
- c) Accounting & Auditing - \$32,000 – This amount is unchanged from the FY22 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 - \$112,000 – This is an increase of \$6,000 from the FY22 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY22 budget. This is for RWS Board travel and training.

Debt Service

- a) Principal Payments - \$2,244,084 – 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 - \$1,502,373
  - WWDC (New Construction) - \$ 376,866
  - WWDC (Rehabilitation) - \$ 120,361
  - DWSRF #115 (Emergency Power) - \$ 103,505
  - DWSRF #129 (Zone IIB Imp.) - \$ 24,831
  - DWSRF #153 (Backwash Tank) - \$ 71,780
  - DWSRF #213 (PLC/SCADA) - \$ 44,368
- b) Interest Expense - \$307,574 – 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 - \$ 33,152
  - WWDC (New Construction) - \$119,064
  - WWDC (Rehabilitation) - \$ 38,026
  - DWSRF #115 (Emergency Power) - \$ 49,020
  - DWSRF #129 (Zone IIB Imp.) - \$ 10,040
  - DWSRF #153 (Backwash Tank) - \$ 33,995
  - DWSRF #213 (PLC/SCADA) - \$ 24,277

Capital – New

None.

Capital – Replacement – This was reviewed at the meeting last month.

- a) Buildings - \$375,000 – This is for the following:
  - Security - \$75,000 – 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.

b) Improvements Other Than Buildings - \$1,597,000 – This includes:

- Major Equipment and Valve Replacements - \$150,000
- Turbidimeter Replacements - \$30,000
- Well Rehabilitation - \$500,000
- Raw Water Pump Replacement - \$75,000
- GW Vault and Yard Piping Replacement - \$125,000
- Filter Media Replacement - \$100,000
- Chemical Line Replacement - \$12,000
- Raw Water & High Service Piping Recoating - \$200,000
- Pioneer Booster Pump Replacement - \$30,000
- Sunrise III Repeater Building - \$15,000
- Chiller Replacement - \$285,000
- HS Pump Valve Replacements - \$75,000

#### Summary

The FY23 Agency Budget is 7.2% greater than the FY22 budget. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 6% and an increase in earned interest on investments. The total amount budgeted for FY23 capital expenditures is \$1,972,000, an increase of \$270,000 from FY22. This amount is in line with what was presented to the Board in the FY22 rate model.

Mr. Martin stated that this a preliminary look at the budget, and there may be revisions made before the final review and approval of the FY23 budget in June.

Chairman King reminded the Board that when the rate model was reviewed last year it showed a 6% increase for the next five years. Mr. Martin stated that the thing to keep in mind is the upcoming UV project and the payoff of the City Loan, how that's going to look for Debt Service, and how it will look if a new loan is picked up. Mr. Martin stated that all this will be discussed next month during the rate model review.

Mr. Martin stated that the increase to Natural Gas will be made before the final budget review in June.

- d. Mr. Martin stated that shown on the screen is the updated Snow Map. Mr. Martin stated that the numbers have increased from last week. Mr. Martin stated that Bureau of Reclamation looks at snowpack and water that is in storage to make a determination for the forecasted runoff in July, and contrast that against the 1.1 M acre-feet anticipated irrigation need. Mr. Martin stated that we are approximately 150,000 acre-feet below what is needed, so right now the river is under

administration. Mr. Martin stated that what that means for us, is that we are using more senior water rights that we have, so we are using Upper Rock Creek Reservoir (URCR) water as well as Pathfinder Modification (PMP) water to meet those demands. Mr. Martin stated that the more junior rights are in administration, so the senior rights are used. Mr. Martin stated that the administration on the river is expected to end by May 1<sup>st</sup>, maybe a little bit earlier depending on how things go. Mr. Martin stated that hopefully that will be the only administration on the river for the summer, but we will see how the conditions play out. Mr. Martin stated that if the drought conditions worsen, there could be other administrative orders on the river.

Chairman King asked if the URCR still has ice on it. Mr. Martin stated that it does have some ice, but Mr. Conner and his crew went up there and were able to release water from URCR in April, which is really good. Mr. Martin stated that usually it is so iced up that water can't be released, and we have to rely more on the PMP water.

Vice-Chairman Bertoglio asked that if the URCR water couldn't be used, would we have to purchase water from Bureau of Reclamation. Mr. Martin stated that we would have to use more of the PMP water. Vice-Chairman Bertoglio stated that we used to have to purchase Glendo water. Mr. Martin stated that RWS and the City both have contracts with WWDC for PMP water.

- e. There was no Other New Business.
9. In the Chairman's Report, Chairman King thanked Mr. Keffer again for his many years of service on the Board.

Chairman King stated that the next regular meeting would be held on May 17, 2022.

A motion was made by Secretary Waters and seconded by Treasurer Freel to adjourn the meeting at 12:51 p.m. Motion put and carried.

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Chairman

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Secretary

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

**UNAPPROVED VOUCHER LISTING  
May 11, 2022**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8447	Sage Software, Inc.	BusinessWorks Annual Update	\$1,070.00
8448	City of Casper	Operations Reimbursement - April2022	\$347,238.48
8449	Williams, Porter, Day & Neville, P.C.	Legal – April22 – A. Scott	\$2,064.00
8450	Wyoming Office of State Lands and Investments	DWSRF153 Loan Payment – Alt. Backwash Water Supply Tank Project	\$105,775.10
8451	Lower & Co., P.C.	Capital Expense – Engineering for WTP Confined Space Evacuation Hoistway, Project No. 21-061	\$250.00
8452	HUB International Mountain States Limited	Board Treasurer Bond	\$125.00
8453	Veolia Water Technologies, Inc.	Capital Expense – Actiflo Hydrocyclone Parts	\$18,126.52
8454	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8455	Ferguson Waterworks #1116	Capital Expense – Replacement Ozone System Check Valves	\$12,498.00
8456	HDR Engineering, Inc.	Capital Expense – WTP Disinfection System Upgrade Project No. 21-039	\$14,830.22
8457	City of Casper	Loan Payment	\$127,960.40
8458	Engineering Associates	Capital Expense – Caisson No. 2 Rehab Project No. 21-040	\$1,830.32
8459	Wardwell Water & Sewer District	Refund of System Investment Charge for 619 Platte Street Midwest Heights Addition	\$1,869.00
8460	Williams, Porter, Day & Neville, P.C.	Legal Expense – April22 – C. Chapin	\$2,952.48
		<b>Total</b>	<b>\$644,772.35</b>

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City of Casper  
200 North David Street  
Casper, WY 82601

# 8448

## General Billing

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	04/29/2022	2912	\$0.00	05/29/2022	\$347,238.48
<b>PAST DUE AMOUNT</b>				<b>ACCOUNT BALANCE</b>	
\$0.00				\$347,238.48	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$347238.480000	EACH	\$347,238.48	\$0.00	\$0.00	\$347,238.48
<b>Invoice Total:</b>						<b>\$347,238.48</b>	

April 2022 WTP Operations Reimbursement

April 2022 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$38,215.29
9020.00	Chemical Charge - O&M	\$232,359.92
9030.00	Utilities - O&M	\$66,755.59
9040.00	Supplies - O&M	\$3,932.47
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$0.00
9080.00	Testing & Lab Services - O&M	\$5,975.21
9090.00	Other Reimbursable Costs - O&M	\$0.00
6040.10	Consulting	\$0.00
<b>300-6257 - Ops Reimb</b>		<b>\$347,238.48</b>
<b>300-6214 - Consulting</b>		<b>\$0.00</b>
<b>Invoice Total</b>		<b>\$347,238.48</b>

✂ 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	04/29/2022
Invoice Number	2912
Customer Number	2784
Amount Paid	\$347,238.48
Due Date	05/29/2022
<b>Invoice Total Due</b>	<b>\$347,238.48</b>

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

000001&2022200002912400347238487

City of Casper Wyoming  
Expenditure Reimbursement Request  
April 29, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	04/13/2022	LCAS1472633	109.04	Professional Laundry Services
Amazon	General Supplies & Materials	03/31/2022	113-1758769-5230660	7.86	Shaft Seal Pumps
Amazon	General Supplies & Materials	03/31/2022	113-0053635-0785846	129.50	Nitrile Gloves - Safety Supplies
Amazon	General Supplies & Materials	04/05/2022	113-0053635-0785846C	(129.50)	Credit to P-Card for Glove Purchase
Amazon	General Supplies & Materials	04/05/2022	113-9750691-2772215	142.50	New Order of Safety Gloves - A
Amazon	General Supplies & Materials	04/12/2022	113-4892660-1038634	20.48	Long USB Extension Cord
Amazon	General Supplies & Materials	04/12/2022	111-7920539-8142666	15.81	Ink Pens - Office Supplies
AMERIGAS - CASPER	Gas/Fuel	03/31/2022	2709155929	11.34	Propane for Forklift - Gas/Fuel
AQUA SMART, INC.	Chemicals	03/30/2022	21190308	130,297.75	Aqua Smart Corrosion Inhibitor
B&B RUBBER STAMP	General Supplies & Materials	04/15/2022	122978	61.90	Perjury Stamps - Office Suppli
BLACK HILLS ENERGY	Natural Gas	04/08/2022	RIN0030834	8,215.67	Acct #7513 1659 94
BRENNTAG PACIFIC, IN	Chemicals	04/08/2022	BPI231460	13,762.10	Ferric Chloride Bulk Chemicals
BRENNTAG PACIFIC, IN	Chemicals	04/08/2022	BPI231714	13,691.30	Ferric Chloride - Bulk Chemicals
BRENNTAG PACIFIC, IN	Chemicals	04/08/2022	BPI232075	13,585.10	Ferric Chloride - Bulk Chemicals
BRENNTAG PACIFIC, IN	Chemicals	04/25/2022	BPI236144	13,661.80	Ferric Chloride - Bulk Chemicals
CARUS CORPORATION	Chemicals	03/30/2022	SLS 10099418	16,686.00	Polymer - Carus - Bulk Chemic
CASPER STAR-TRIBUNE,	Advertising	03/30/2022	79671	49.86	RWS Meeting Ad
CENTURYLINK	Communication	04/08/2022	59672	20.90	Acct #P-307-111-9950 456M
CENTURYLINK	Communication	04/08/2022	59673	20.83	Acct #P-307-111-9950 456M
CENTURYLINK	Communication	04/13/2022	60138	20.82	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	04/08/2022	539093	84.00	Sewer / Refuse Charges - RWS
CITY OF CASPER	Sewer	04/08/2022	539093	28.63	Sewer / Refuse Charges - RWS
COASTAL CHEMICAL CO	Gas/Fuel	04/08/2022	0124437	108.04	Fuel
COASTAL CHEMICAL CO	Gas/Fuel	04/25/2022	0124459	47.78	Fuel
Dana Kepner	General Supplies & Materials	03/29/2022	2234294-00	323.00	Flange Gaskets for Chemical Tanks
DPC INDUSTRIES, INC.	Chemicals	04/13/2022	737001205-22	10,278.44	Sodium Hypochlorite
DPC INDUSTRIES, INC.	Chemicals	04/13/2022	737001181-22	10,197.56	Sodium Hypochlorite
DPC INDUSTRIES, INC.	Chemicals	04/13/2022	737001204-22	10,199.87	Sodium Hypochlorite
EMPLOYEE REIMBURSEMENT	Uniform Expense	04/13/2022	RIN0030846	250.78	Work boot/clothing reimburseme
ENERGY LABRATORIES I	Testing	04/08/2022	464485	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	04/13/2022	465262	52.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	04/13/2022	466746	67.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	04/13/2022	467115	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	04/13/2022	467406	2,722.00	TTHM & HAA5 Testing
Eurofins Eaton Analytical	Testing	04/05/2022	L0624188	100.00	Bromate Testing
FERGUSON ENTERPRISES	General Supplies & Materials	03/31/2022	CC767038	124.74	Ozone Sump Parts
FERGUSON ENTERPRISES	General Supplies & Materials	03/31/2022	CC767336	29.28	Ozone Sump Parts
FERGUSON ENTERPRISES	General Supplies & Materials	04/08/2022	0328295	145.35	PVC pipe for SHC Tank
FERGUSON ENTERPRISES	General Supplies & Materials	04/14/2022	CC780523	60.84	Mop Sink Closet Drain Line Repair
FirstNet	Communication	03/31/2022	X03202022	40.04	Communication - First Net Serv
GRAINGER, INC.	General Supplies & Materials	04/08/2022	9236845013	943.21	Heater for Metro Rd Booster

City of Casper Wyoming  
Expenditure Reimbursement Request  
April 29, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
HACH CO., CORP.	Lab Supplies	03/29/2022	12945825	719.74	Lab Supplies - Ammonia Reagent
HACH CO., CORP.	Lab Supplies	04/13/2022	12975505	1,272.82	Lab supplies
Menards	General Supplies & Materials	03/29/2022	14081057529	29.98	Pipesealant for Hypo Tank Leak
Merback Awards	General Supplies & Materials	04/14/2022	479	130.55	Appreciation Plaque for RWS Vice-Chairman
MOUNTAIN WEST TECHNO	Technology Supplies	04/25/2022	13922-20220426-1	800.00	Security Camera Server Repair
NAPA AUTO PARTS CORP	General Supplies & Materials	04/11/2022	834876	46.43	Ozone Compressor Parts
Payroll	Personnel	4/14/2022		38,215.29	4/14/2022 Payroll
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030790	3,075.94	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030782	2,883.92	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030817	177.93	Acct #60931133-002 9
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030829	641.83	Acct #60931133-017 7
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030823	1,416.09	Acct #60931133-011 0
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030821	162.26	Acct #60931133-006 0
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030820	405.91	Acct #60931133-005 2
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030819	26.18	Acct #60931133-004 5
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030824	1,069.54	Acct #60931133-012 8
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030825	65.32	Acct #60931133-013 6
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030830	3,013.13	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	04/13/2022	RIN0030837	3,446.62	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030788	2,207.88	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030794	2,028.75	Acct #60931133-025 0
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030774	2,683.64	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030810	24.56	Acct #60931133-021 9
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030811	25.09	Acct #60931133-024 3
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030809	25.09	Acct #60931133-001 1
ROCKY MOUNTAIN POWER	Electricity	03/30/2022	RIN0030812	2,035.20	Acct #60931133-025 0
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030831	24.72	Acct #60931133-019 3
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030828	1,561.75	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030827	45.99	Acct #60931133-015 1
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030822	1,586.68	Acct #60931133-008 6
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030832	102.08	Acct #60931133-026 8
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030826	26.08	Acct #60931133-014 4
ROCKY MOUNTAIN POWER	Electricity	04/08/2022	RIN0030818	2,392.71	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	04/13/2022	RIN0030840	25.46	Acct #60931133-022 7
ROCKY MOUNTAIN POWER	Electricity	04/13/2022	RIN0030841	27,095.25	Acct #60931133-009 4
Sutherlands	General Supplies & Materials	04/07/2022	221902008369	49.74	Well House Supplies
UPS	Testing	04/13/2022	0000008F045W072	169.50	Shipping for Lab Testing
UPS	Testing	04/13/2022	0000008F045W122	260.15	Shipping for Lab Testing
Verizon	Communication	04/15/2022	9903171027	49.10	WTP Operator Cell Phone
Walmart	General Supplies & Materials	04/11/2022	RIN#0030814	67.58	Ground Water Guardians April Mtg
WARDWELL WATER & SEW	General Supplies & Materials	03/30/2022	RIN0030806	31.54	Monthly water service

City of Casper Wyoming  
 Expenditure Reimbursement Request  
 April 29, 2022

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
WYOMING FIRST AID & XEROX CORPORATION	General Supplies & Materials	04/08/2022	210882	104.37	First aid supplies
	General Supplies & Materials	03/30/2022	015904572	220.47	Monthly copier usage
			<b>Total</b>	<b>347,238.48</b>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2021-2022

Entity	Gallons of Water Produced										Year-to-Date
	4/30/2022	3/31/2022	2/28/2022	1/31/2022	12/31/2021	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	
Salt Creek JPB	1,311,420.408	1,456,438.776	1,397,675.510	1,759,036.735	1,820,156.122	1,487,694.898	2,443,244.898	3,804,904.082	4,458,112.245	5,338,653.061	25,277,336.735
Wardwell W&S	7,299,552.041	7,719,147.959	7,775,840.816	8,499,330.612	7,296,001.020	7,729,600.000	12,759,576.531	26,450,546.939	28,590,289.796	35,380,465.306	149,500,351.020
Pioneer	2,382,135.714	2,602,547.959	2,443,464.286	2,840,027.551	2,596,767.347	3,550,436.735	3,067,218.367	6,349,687.755	7,745,114.286	8,581,059.184	42,158,459.184
Poison Spider	531,020.408	516,632.653	498,622.449	540,102.041	550,204.082	582,653.061	602,295.918	763,724.490	819,132.653	810,255.102	6,214,642.857
33 Mile Road	709,132.653	706,071.429	743,877.551	1,137,959.184	1,054,336.735	814,591.837	821,989.796	1,228,418.367	1,369,336.735	1,191,938.776	9,777,653.061
Sandy Lake	639,422.449	507,235.714	473,248.980	539,345.918	537,891.837	981,125.510	984,592.857	1,811,029.592	1,945,990.816	2,350,780.612	10,770,664.286
Lakeview	101,251.020	105,977.551	151,866.327	127,621.429	142,153.061	148,913.265	209,553.061	647,838.776	813,420.408	807,265.306	3,255,860.204
Mile-Hi	202,297.959	204,252.041	209,979.592	208,983.673	178,100.000	200,760.204	211,552.041	541,597.959	595,862.245	693,764.286	3,247,150.000
City of Casper	138,012,453.347	151,176,539.918	140,002,333.490	158,342,329.857	143,199,076.796	148,355,741.490	184,337,610.531	447,060,252.041	495,137,094.816	571,684,899.367	2,577,308,331.653
Regional Water	0.00	(282,000.000)	0.000	(2,000.000)	(16,500.000)	(1,039,979.000)	(111,822.000)	0.000	(96,000.000)	(12,554,832.000)	(14,103,133.000)
<b>TOTAL</b>	<b>151,188,686.000</b>	<b>164,712,844.000</b>	<b>153,696,909.000</b>	<b>173,992,737.000</b>	<b>157,358,187.000</b>	<b>162,811,538.000</b>	<b>205,325,812.000</b>	<b>488,658,000.000</b>	<b>541,378,354.000</b>	<b>614,284,249.000</b>	<b>2,813,407,316.000</b>

TOTAL PRIOR YEAR (FY2021) GALLONS PRODUCED:

3,978,940,625.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2021-2022

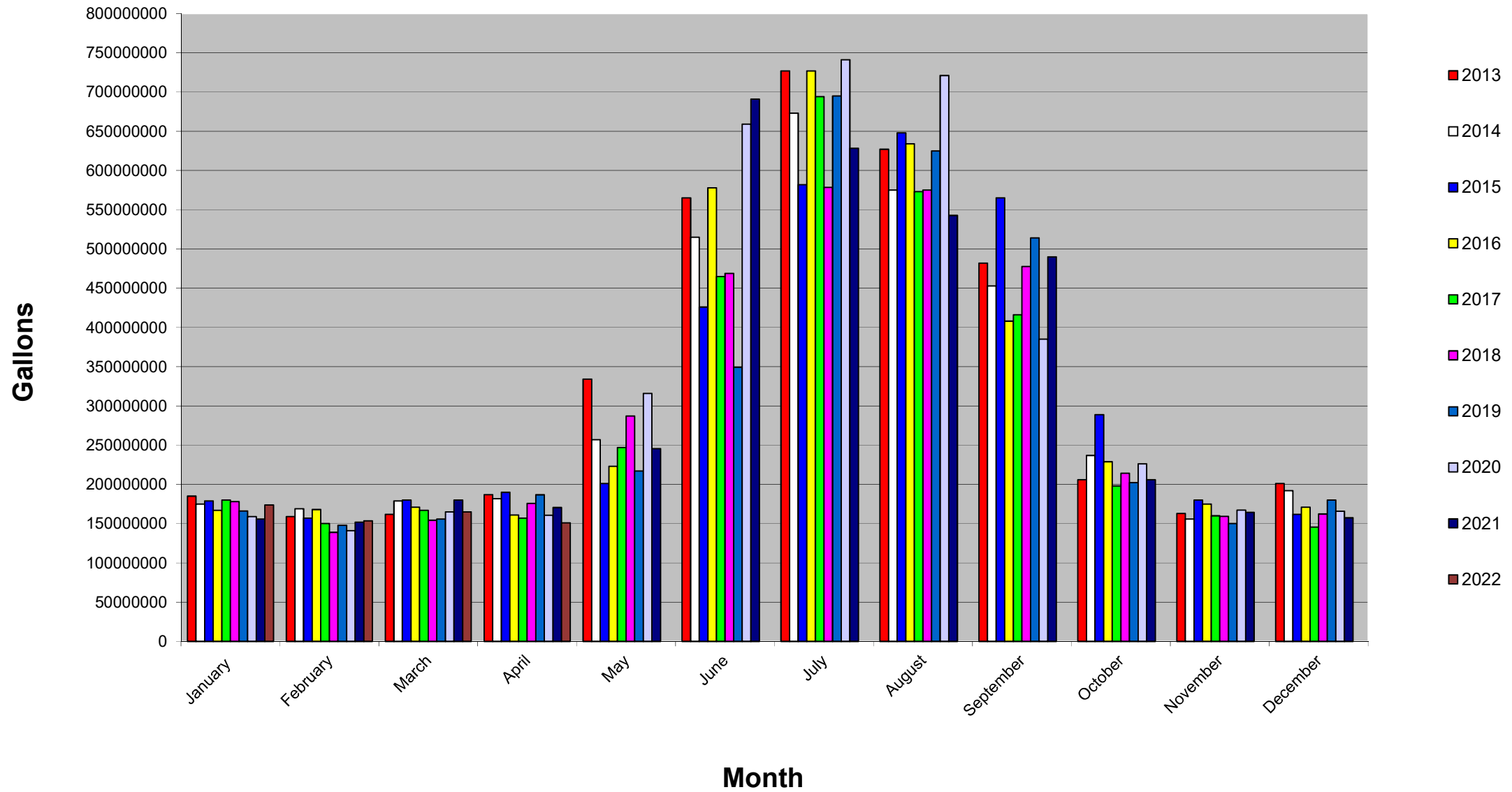
Entity	Water Rates Billed										
	4/30/2022	3/31/2022	2/28/2022	1/31/2022	12/31/2021	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	\$ 2,793.33	\$ 3,102.21	\$ 2,977.05	\$ 3,746.75	\$ 3,876.93	\$ 3,168.79	\$ 5,204.11	\$ 8,104.45	\$ 9,495.78	\$ 11,371.33	\$ 53,840.73
Wardwell W&S	\$ 15,548.05	\$ 16,441.79	\$ 16,562.54	\$ 18,103.57	\$ 15,540.48	\$ 16,464.05	\$ 27,177.90	\$ 56,339.66	\$ 60,897.32	\$ 75,360.39	\$ 318,435.75
Pioneer	\$ 5,073.95	\$ 5,543.43	\$ 5,204.58	\$ 6,049.26	\$ 5,531.11	\$ 7,562.43	\$ 6,533.18	\$ 13,524.83	\$ 16,497.09	\$ 18,277.66	\$ 89,797.52
Poison Spider	\$ 1,131.07	\$ 1,100.43	\$ 1,062.07	\$ 1,150.42	\$ 1,171.93	\$ 1,241.05	\$ 1,282.89	\$ 1,626.73	\$ 1,744.75	\$ 1,725.84	\$ 13,237.19
33 Mile Road	\$ 1,510.45	\$ 1,503.93	\$ 1,584.46	\$ 2,423.85	\$ 2,245.74	\$ 1,735.08	\$ 1,750.84	\$ 2,616.53	\$ 2,916.69	\$ 2,538.83	\$ 20,826.40
Sandy Lake	\$ 1,361.97	\$ 1,080.41	\$ 1,008.02	\$ 1,148.81	\$ 1,145.71	\$ 2,089.80	\$ 2,097.18	\$ 3,857.49	\$ 4,144.96	\$ 5,007.16	\$ 22,941.51
Lakeview	\$ 215.66	\$ 225.73	\$ 323.48	\$ 271.83	\$ 302.79	\$ 317.19	\$ 446.35	\$ 1,379.90	\$ 1,732.59	\$ 1,719.48	\$ 6,934.98
Mile-Hi	\$ 430.89	\$ 435.06	\$ 447.26	\$ 445.14	\$ 379.35	\$ 427.62	\$ 450.61	\$ 1,153.60	\$ 1,269.19	\$ 1,477.72	\$ 6,916.43
City of Casper	\$ 293,966.53	\$ 322,006.03	\$ 298,204.97	\$ 337,269.16	\$ 305,014.03	\$ 315,997.73	\$ 392,639.11	\$ 952,238.34	\$ 1,054,642.01	\$ 1,217,688.84	\$ 5,489,666.75
Regional Water	\$ -	\$ (600.66)	\$ -	\$ (4.26)	\$ (35.15)	\$ (2,215.16)	\$ (238.18)	\$ -	\$ (204.48)	\$ (26,741.79)	\$ (30,039.68)
<b>TOTAL</b>	<b>\$322,031.90</b>	<b>\$350,838.36</b>	<b>\$327,374.42</b>	<b>\$370,604.53</b>	<b>\$335,172.93</b>	<b>\$346,788.57</b>	<b>\$437,343.98</b>	<b>\$1,040,841.54</b>	<b>\$1,153,135.89</b>	<b>\$1,308,425.45</b>	<b>\$5,992,557.58</b>

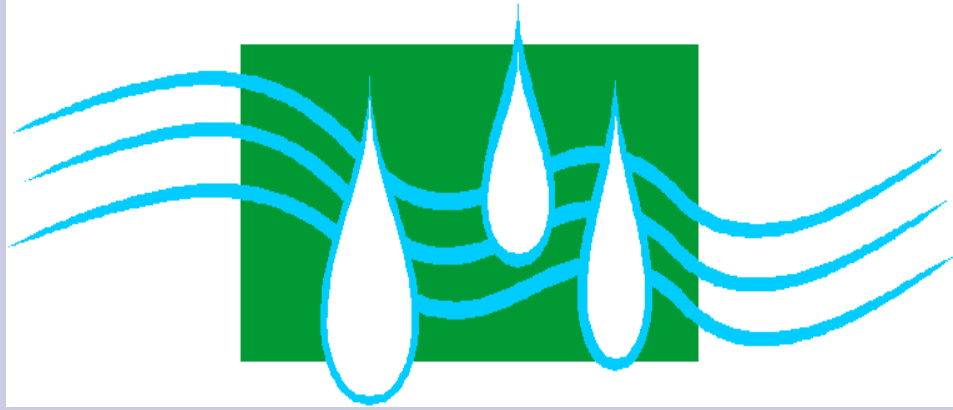
**TOTAL PRIOR YEAR (FY2021) BILLING:**

**\$ 8,077,249.47**

\*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

April 30, 2022

Prepared by:  
City of Casper  
Finance Department



# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2022 Period 10 (as of April 30, 2022)

Account	Description	Account Balance
<b>Consolidated</b>		
<b>Assets</b>		<b>Total Assets 52,066,558</b>
1000	Cash	910,714
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	4,260.00
1200	Accounts Receivable	337,374.28
1400	Inventory	483,921.09
1521	WYO Star Investment - Allocation	2,001,500.00
1522	WYO Star 2 Investment - Allocation	3,461,500.00
1600	Prepaid Expense	40,526.83
1710	Land	580,874.02
1720	Buildings	47,485,670.86
1725	Accumulated Depreciation - Bld	(37,105,467.20)
1730	Improvements Other Than Bldgs	42,616,524.20
1735	AD Improve. Non Bldg	(11,234,943.96)
1740	Machinery & Equip - Light	1,107,966.48
1745	AD Machinery & Equip. - Light	(855,168.86)
1780	Construction In Progress	1,231,306.49
<b>Liabilities</b>		<b>Total Liabilities (11,978,538)</b>
2010	Vouchers/Account Payable	(347,238)
2020	Retainage Payable	(12,260.00)
2030	Accrued Wages Payable	(22,382.14)
2040	Leaves Payable	(42,037.37)
2070	Interest Payable	(83,932.76)
2080	Notes Payable - Current	(2,108,703.40)
2510	Notes/Loans Payable - Non Cur	(9,361,984.22)
<b>Fund Balance</b>		<b>Total Fund Balance (40,088,019)</b>
3000	Net Investment in Capital Assets	(32,356,074)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(6,731,945)
		<b>Total Liabilities + Fund Balance (52,066,558)</b>

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income

Ten Months YTD as of April 30, 2022

	2020	2021	2022
<b>Revenue</b>	<b>\$6,011,622</b>	<b>\$6,391,437</b>	<b>\$6,243,723</b>
4501 - Interest Earned	\$75,552	\$2,092	\$2,607
4505 - Misc. Revenue	\$623	\$15,266	\$5,073
4601 - Water Utility Charges	\$5,728,717	\$6,181,562	\$5,992,428
4650 - System Development Charges	\$206,730	\$192,517	\$243,615
<b>Expense</b>	<b>\$7,465,725</b>	<b>\$5,819,214</b>	<b>\$6,474,479</b>
6212 - Legal Services	\$31,325	\$3,675	\$11,863
6213 - Investment Services	\$175	\$363	\$271
6214 - Consulting Services	\$4,232	\$4,860	\$190,846
6215 - Acctg/Audit Services	\$30,000	\$30,000	\$26,211
6255 - Other Contractual	\$750	\$750	\$750
6257 - Reimbursable Contract Exp.	\$2,634,746	\$2,520,836	\$2,338,049
6303 - Buildings	\$78,781	\$55,803	\$118,493
6305 - Improvements Other Than Bldgs	\$2,603,902	\$582,038	\$1,102,338
6307 - Intangibles	\$0	\$0	\$81,230
6311 - Light Equipment	\$1,301	\$6,273	\$9,268
6312 - Light Equipment - Replacement	\$0	\$0	\$155
6321 - Technology - Replacement	\$2,869	\$3,123	\$0
6501 - Principal	\$1,709,409	\$2,200,311	\$2,230,726
6510 - Interest	\$292,533	\$333,075	\$282,826
6780 - Insurance/Bonds	\$75,701	\$78,107	\$81,454
<b>Net Income:</b>	<b>-\$1,454,103</b>	<b>\$572,223</b>	<b>-\$230,757</b>

## BUDGET COMPARISON

As of April 30, 2022

83% 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>
4501	Interest Earned	(20,000)	-	(20,000)	(2,607)	-	(17,393)	8.60
4505	Misc. Revenue	(100)	-	(100)	(5,073)	-	4,973	200.50
4601	Water Utility Charges	(7,763,361)	-	(7,763,361)	(5,992,428)	-	(1,770,933)	73.00
4650	System Development Charges	(245,000)	-	(245,000)	(243,615)	-	(1,385)	95.20
<b>TOTAL REVENUES</b>		<b>(8,028,461)</b>	<b>-</b>	<b>(8,028,461)</b>	<b>(6,243,723)</b>	<b>-</b>	<b>(1,784,738)</b>	<b>77.77%</b>
		<u>ORIGINAL</u>	<u>TRANSFERS/</u>	<u>REVISED</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE</u>	
		<u>BUDGET</u>	<u>ADJUSTMENTS</u>	<u>BUDGET</u>			<u>BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	11,863.30	-	18,137	36.10
6213	Investment Services	1,500	-	1,500	270.70	-	1,229	17.20
6214	Consulting Services	15,000	-	15,000	190,846.02	-	(175,846)	46.80
6215	Acctg/Audit Services	32,000	-	32,000	26,210.98	-	5,789	81.90
6255	Other Contractual	3,000	-	3,000	750.00	-	2,250	25.00
6257	Reimbursable Contract Exp.	3,480,989	-	3,480,989	2,338,048.64	-	1,490,179	57.20
6303	Buildings - New	485,000	128,744	613,744	118,492.99	202,636.00	292,615	51.30
6305	Improvements Other Than Bldgs	1,022,000	3,036,006	4,058,006	1,102,338.23	544,507.18	2,411,160	40.60
6307	Intanibles - New	80,000	79,538	159,538	81,229.58	30,274.17	48,034	69.90
6311	Light Equipment - New	10,000	-	10,000	9,267.56	-	732	92.70
6312	Light Equipment - Replacement	100,000	-	100,000	154.96	-	99,845	0.20
6501	Principal	2,150,648	-	2,150,648	2,230,726.40	-	(80,078)	97.80
6510	Interest	436,648	-	436,648	282,826.11	-	153,822	60.30
6720	Travel/Training	2,000	-	2,000	0.00	-	2,000	0.00
6780	Insurance/Bonds	106,000	-	106,000	81,453.86	-	24,546	69.10
<b>TOTAL EXPENDITURES</b>		<b>\$ 7,954,785</b>	<b>\$ 3,244,288</b>	<b>\$ 11,199,073</b>	<b>6,474,479</b>	<b>\$ 777,417</b>	<b>\$ 4,294,414</b>	<b>57.81%</b>
<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>		<b>\$ 73,676</b>	<b>\$ (3,244,288)</b>	<b>\$ (3,170,612)</b>	<b>(230,757)</b>	<b>\$ (777,417)</b>	<b>\$ (2,509,676)</b>	

May 11, 2022

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 2022-23 CWRWS Wholesale Water Rate

### **Wholesale Water Rate Narrative**

The attached RWS Wholesale Water Rate Model is intended to show fund performance and guide wholesale water rate setting for FY23. The Joint Powers Board (JPB) sets and approves the wholesale water rate each June to go into effect July 1 of each year. The JPB discussed the preliminary FY23 water treatment plant operations and JPB Agency budgets at its April meeting. The FY23 Operations budget is 10% higher than the FY22 Operations budget. In large part, the increases are attributable to increases in personnel costs, a significant increase in chemical costs, a significant increase in natural gas costs, an increase to non-contract maintenance repair services, and an increase in machinery repair supplies. The FY23 RWS Agency budget is 7.2% greater than the FY22 Agency budget. The Agency budget is primarily driven by capital costs.

Assumptions made in the development of the wholesale water rate model is as follows:

1. Starting fund balance information obtained from the FY21 audit.
2. The model assumes a 6% rate increase effective July 1, 2022.
3. The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.
4. The model assumes a 6% rate of inflation.
5. The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
6. The recommended minimum RWS fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February of 2021. That policy recommends the reserves be the sum of: a) Operating Reserves - 90 days of budgeted operating expense as calculated from most recent Board approved annual budget; b) Debt Service Reserves - the greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements; and c) Capital Reserves - one-year annual depreciation expense as taken from most recent annual audit.

7. Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants, and loans. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan with assumed expenses and revenues for new and replacement capital projects. The capital items on the Capital Improvement Plan (CIP) represent the best projections of needed improvements and/or studies. The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.
8. The model assumes that grant/loan funding will be secured in FY25 for the Disinfection Upgrade Project.

The results for the model presented are as follows:

- Wholesale water rate increase from \$2.13/1,000 gallons to \$2.26/1,000 gallons.
- FY23 minimum required reserve is \$5.21 M
- FY23 target fund balance is \$5.87 M
- FY23 projected fund balance is \$5.82 M

It needs to be emphasized that the assumptions and budget information used for the wholesale water rate models are suitable for one year only. The assumptions and budget information will have to be changed and/or adjusted for next year's wholesale water rate models incorporating the best information available at that time.

**Board Officers:**

H.H. King, Jr., Chairman  
Paul Bertoglio, Vice-Chairman  
Kenneth Waters, Secretary  
Steve Freel, Treasurer



**Board Members:**

Steve Cathey  
Bruce Knell  
Dan Sabrosky  
Jai-Ayla Sutherland

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

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

May 17, 2022

Ms. Kathy Shreve  
Wyoming DEQ  
Discharge Permits Program  
200 W 17th Street  
Cheyenne, WY 82001

**Re: Central Wyoming Regional Water System (CWRWS) WYPDES Permit WY0023612**

Dear Ms. Shreve:

The CWRWS is requesting that the facility discharge permit, WY0023612, allow Outfall #1, located in the Raw Water building at the CWRWS Water Treatment Plant (WTP) be authorized for intermittent and emergency use during the months of October through April when the surface plant is not in operation.

Outfall #1 is the discharge pipe from the backwash lagoons that discharges decant water into the raw water intake. During the months of May through September, when the surface water treatment plant is in operation, the decant water is recycled through the treatment process, therefore, no decant water is discharged into the river. The 2019 permit states that this facility would no longer discharge lagoon decant water into the North Platte River. Due to the size limitations of the backwash lagoons, it is not feasible to store process water from October through April without ever dewatering the lagoons. Additionally, there are times when high turbidity events and emergencies would require this facility to pump decant water from the lagoons to the intake structure and, therefore, into the river.

The CWRWS Joint Powers Board is requesting that discharge permit WY0023612 be modified to allow intermittent and emergency use of Outfall #1. The decant pumping station flow is metered and recorded. The CWRWS appreciates your consideration on this request. Please feel free to contact Mr. Tom Edwards, Water Treatment Plant Manager at (307)265-6065 with any questions or concerns.

Sincerely

H. H. King, Jr.  
Chairman

Cc: Christy Hutchinson, WYDEQ  
Bruce Martin, Public Utilities Manager

**Agenda Item  
# 8 b**



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, May 11, 2022  
11:30AM – 12:30PM  
AGENDA

- |       |  |                      |
|-------|--|----------------------|
| I.    | Establish Quorum and Call Meeting to Order   | T. Schenk            |
| II.   | Public Comments  |                      |
| III.  | City Report  | K. Gamroth           |
| IV.   | Approval of Minutes<br>April 2022 Board Minutes  | T. Schenk            |
| V.    | Financials (DDA & David Street Station)<br>A) March & April 2022 <b>Reports</b><br>B) April & May 2022 <b>Payments</b><br>C) Motion to Approve Financials                | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Budget Prep<br>-Board Member (Pete & Shawn)<br>-Executive Board Members (Chair, Vice, Sec, Treasurer)<br>-Homeless Mtg – CPD/City<br>-Sponsorships | K.Hawley             |
| VII.  | Committee Reports  |                      |
| VIII. | Executive Session (if needed)  |                      |
| VIX.  | Action Items   |                      |
| X.    | Adjourn  |                      |

**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**

**April 13, 2022**

**11:30 a.m.**

**I. Call Meeting to Order 11:36 am**

**Present:** Ryan McIntyre, Shawn Houck, Kerstin Ellis, Deb Clark, Kyle Gamroth, Tony Hager

**Staff:** Kevin Hawley,

**Guests:** Oil City News

**Excused:** Tim Schenk, Critter Murray, Will Reese, Pete Fazio

**II. Public Comments:** N/A

**III. City Report:**

- Kyle: One-way to two-way conversion & open container discussion  
Liz: - Wolcott from Midwest to 13<sup>th</sup> St. Tentative start later this month; completion in early September.  
Industrial from Elm to David Tentative start late May; completion in late September.

**IV. Approval of March Board Meeting Minutes**

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

**V. Financials** – Kevin Hawley

- General Discussion of financial outlook – no motion for approval.

**VI. Director's Report - Kevin Hawley**

- Updated Board on staffing plan for 2022/23
- Discussed current office lease/space needs
- General Budget prep discussion
- Homelessness discussion

**VII. Motion for Executive Session to discuss HR Matters 12:17 PM**

*Motion, Second, Passed (Ryan McIntyre, Kyle Gamroth) (All Approved)*

**Motion to adjourn at approximately 12:31 PM**

*Motion, Second, Passed (Deb Clark, Kyle Gamroth) (All Approved)*

**Action Items:**

Request meeting with City Manager, Community Development, & CPD to discuss homelessness

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

## DDA - Balance

	<u>Mar 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	69,884.45
NOW Acct	187,799.65
Total Checking/Savings	<u>257,684.10</u>
Total Current Assets	<u>257,684.10</u>
<b>TOTAL ASSETS</b>	<u><u>257,684.10</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabilities	<u>580.47</u>
Total Current Liabilities	<u>580.47</u>
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-172,583.53
Net Income	47,362.72
Total Equity	<u>257,103.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>257,684.10</u></u>

	<u>Apr 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	67,165.29
NOW Acct	187,801.14
Total Checking/Savings	<u>254,966.43</u>
Total Current Assets	<u>254,966.43</u>
<b>TOTAL ASSETS</b>	<u><u>254,966.43</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabilities	<u>580.47</u>
Total Current Liabilities	<u>580.47</u>
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-172,583.53
Net Income	44,645.05
Total Equity	<u>254,385.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>254,966.43</u></u>

DDA - P&L

	<u>Mar 22</u>		<u>Apr 22</u>
<b>Ordinary Income/Expense</b>		<b>Ordinary Income/Expense</b>	
<b>Income</b>		<b>Income</b>	
<b>ACCT. INTEREST</b>	2.28	<b>ACCT. INTEREST</b>	2.10
<b>ASSESSMENTS</b>	2,796.10	<b>ASSESSMENTS</b>	1,432.82
<b>Total Income</b>	<u>2,798.38</u>	<b>Total Income</b>	<u>1,434.92</u>
<b>Expense</b>		<b>Expense</b>	
<b>ADMINISTRATIVE</b>		<b>MARKETING-COMMUNICATIONS</b>	
<b>Payroll Allocation to DSS</b>	37,500.00	<b>Sponsorships/PR</b>	35.17
<b>Total ADMINISTRATIVE</b>	<u>37,500.00</u>	<b>Total MARKETING-COMMUN</b>	<u>35.17</u>
<b>OPERATIONS</b>		<b>OPERATIONS</b>	
<b>Dues/Subscriptions</b>	131.24	<b>Dues/Subscriptions</b>	95.90
<b>Music Service</b>	50.00	<b>Music Service</b>	105.00
<b>Office Rent</b>		<b>Office Equipment</b>	1,051.60
<b>Utilities</b>	139.89	<b>Office Rent</b>	2,650.00
<b>Office Rent - Other</b>	2,650.00	<b>Pigeon Control</b>	139.80
<b>Total Office Rent</b>	<u>2,789.89</u>	<b>Travel</b>	75.12
<b>Pigeon Control</b>	1,618.31	<b>Total OPERATIONS</b>	<u>4,117.42</u>
<b>Total OPERATIONS</b>	<u>4,589.44</u>	<b>Total Expense</b>	<u>4,152.59</u>
<b>Total Expense</b>	<u>42,089.44</u>	<b>Net Ordinary Income</b>	<u>-2,717.67</u>
<b>Net Ordinary Income</b>	<u>-39,291.06</u>	<b>Net Income</b>	<u><u>-2,717.67</u></u>
<b>Net Income</b>	<u><u>-39,291.06</u></u>		

Casper Downtown Development Authority

Profit & Loss

July 2021 through April 2022

	DDA- YTD	<u>Jul '21 - Apr 22</u>
Ordinary Income/Expense		
Income		
Donation - Adopt A Planter		2,000.00
ACCT. INTEREST		18.71
ASSESSMENTS		<u>125,789.59</u>
Total Income		127,808.30
Expense		
ADMINISTRATIVE		
Payroll Expense		-36,919.53
Payroll Allocation to DSS		<u>37,500.00</u>
Total ADMINISTRATIVE		580.47
MARKETING-COMMUNICATIONS		
PR - Director		286.87
Sponsorships/PR		6,285.17
MARKETING-COMMUNICATIONS - Other		<u>910.58</u>
Total MARKETING-COMMUNICATIONS		7,482.62
MISCELLANEOUS		
Service Chg		<u>32.25</u>
Total MISCELLANEOUS		32.25
OPERATIONS		
Repairs/Maintenance		355.12
Board Mtg. Expense		62.50
Conference Registration		175.00
Dues/Subscriptions		877.13
Planters		16,000.99
Office Automation		139.89
Music Service		520.00
Office Equipment		1,425.75
Office Rent		
Utilities		1,109.29
Office Rent - Other		<u>26,500.00</u>
Total Office Rent		27,609.29
Office Supplies		505.52
Pigeon Control		1,758.11
Travel		<u>743.45</u>
Total OPERATIONS		<u>50,172.75</u>
Total Expense		<u>58,268.09</u>
Net Ordinary Income		69,540.21
Other Income/Expense		
Other Income		
DSS Fund Transfer		<u>-24,897.00</u>
Total Other Income		-24,897.00
Other Expense		
Bank Service Charge		<u>-1.84</u>
Total Other Expense		<u>-1.84</u>
Net Other Income		<u>-24,895.16</u>
Net Income		<u><u>44,645.05</u></u>

## Casper Downtown Development Authority Transaction Detail by Account

April 2022

DDA - Transactions

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>CHECKING</b>							
Bill Pmt -Check	04/22/2022	6131	CAV - Front Range		Grants Payable	-105.00	-105.00
Bill Pmt -Check	04/22/2022	6132	FIRST INTERSTATE BANK		Grants Payable	-345.99	-450.99
Bill Pmt -Check	04/22/2022	6133	Ricoh USA, Inc		Grants Payable	-1,051.60	-1,502.59
Bill Pmt -Check	04/22/2022	6134	Walsh Property Management	April Rent	Grants Payable	-2,650.00	-4,152.59
Deposit	04/27/2022			Deposit	ASSESSMENTS	1,432.82	-2,719.77
Deposit	04/30/2022			Interest	ACCT. INTEREST	0.61	-2,719.16
Total CHECKING						-2,719.16	-2,719.16
<b>NOW Acct</b>							
Deposit	04/30/2022			Interest	ACCT. INTEREST	1.49	1.49
Total NOW Acct						1.49	1.49
<b>TOTAL</b>						<b>-2,717.67</b>	<b>-2,717.67</b>

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>CHECKING</b>							
Bill Pmt -Check	05/09/2022	6135	CAV - Front Range		Grants Payable	-55.00	-55.00
Bill Pmt -Check	05/09/2022	6136	Charles Walsh	May	Grants Payable	-2,650.00	-2,705.00
Bill Pmt -Check	05/09/2022	6137	Charter Communications		Grants Payable	-281.87	-2,986.87
Bill Pmt -Check	05/09/2022	6138	FIB - MASTERCARD	KH	Grants Payable	-71.23	-3,058.10
Deposit	05/31/2022			Interest	ACCT. INTEREST	0.56	-3,057.54
Total CHECKING						-3,057.54	-3,057.54
<b>TOTAL</b>						<b>-3,057.54</b>	<b>-3,057.54</b>

## Downtown Development Authority Balance Sheet

As of March 31, 2022

	DSS - Balance	<u>Mar 31, 22</u>		<u>Apr 30, 22</u>
<b>ASSETS</b>			<b>ASSETS</b>	
<b>Current Assets</b>			<b>Current Assets</b>	
<b>Checking/Savings</b>			<b>Checking/Savings</b>	
Plaza Checking		254,134.44	Plaza Checking	222,703.91
Special Events		<u>36,738.21</u>	Special Events	<u>36,738.50</u>
<b>Total Checking/Savings</b>		290,872.65	<b>Total Checking/Savings</b>	259,442.41
<b>Accounts Receivable</b>			<b>Accounts Receivable</b>	
Accounts Receivable		<u>4,635.00</u>	Accounts Receivable	<u>4,860.00</u>
<b>Total Accounts Receivable</b>		4,635.00	<b>Total Accounts Receivable</b>	4,860.00
<b>Total Current Assets</b>		<u>295,507.65</u>	<b>Total Current Assets</b>	<u>264,302.41</u>
<b>TOTAL ASSETS</b>		<u><u>295,507.65</u></u>	<b>TOTAL ASSETS</b>	<u><u>264,302.41</u></u>
<b>LIABILITIES &amp; EQUITY</b>			<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>			<b>Liabilities</b>	
<b>Current Liabilities</b>			<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>			<b>Other Current Liabilities</b>	
Payroll Liabilities		<u>2,030.38</u>	Payroll Liabilities	474.65
<b>Total Other Current Liabilities</b>		<u>2,030.38</u>	<b>Total Other Current Liabilities</b>	<u>474.65</u>
<b>Total Current Liabilities</b>		<u>2,030.38</u>	<b>Total Current Liabilities</b>	<u>474.65</u>
<b>Total Liabilities</b>		2,030.38	<b>Total Liabilities</b>	474.65
<b>Equity</b>			<b>Equity</b>	
Unrestricted Net Assets		376,800.07	Unrestricted Net Assets	376,800.07
Net Income		<u>-83,322.80</u>	Net Income	<u>-112,972.31</u>
<b>Total Equity</b>		<u>293,477.27</u>	<b>Total Equity</b>	<u>263,827.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<u><u>295,507.65</u></u>	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>264,302.41</u></u>

Downtown Development Authority  
Profit & Loss  
April 2022

	DSS- P&L	<u>Apr 22</u>		<u>Mar 22</u>
Ordinary Income/Expense			Ordinary Income/Expense	
Income			Income	
ACCT. INTEREST		2.26	ACCT. INTEREST	2.65
Other Types of Income			Other Types of Income	
Miscellaneous Revenue		<u>225.00</u>	Miscellaneous Revenue	<u>225.00</u>
Total Other Types of Income		225.00	Total Other Types of Income	225.00
Program Income			Program Income	
Beverage Sales		660.00	Beverage Sales	468.63
Friends of Station		45.00	Friends of Station	45.00
Support the Station		1,000.00	Support the Station	<u>510.00</u>
Taco Fest Tickets		765.36	Total Program Income	<u>1,023.63</u>
Vendor Fees		<u>425.00</u>	Total Income	<u>1,251.28</u>
Total Program Income		<u>2,895.36</u>	Gross Profit	1,251.28
Total Income		<u>3,122.62</u>	Expense	
Gross Profit		3,122.62	Contract Services	
Expense			Construction Expense	300.00
Contract Services		2,000.00	Contract Services - Other	<u>1,305.00</u>
Facilities and Equipment			Total Contract Services	1,605.00
Building Repairs/Maint		50.00	Facilities and Equipment	
Equip Rental and Maintenance		2,175.67	Equip Rental and Maintenance	12,000.00
FF&E		799.55	Rent, Parking, Utilities	
Rent, Parking, Utilities			DSS	127.97
DSS		127.97	Rent, Parking, Utilities - Other	<u>1,333.71</u>
Rent, Parking, Utilities - Other		<u>2,137.67</u>	Total Rent, Parking, Utilities	<u>1,461.68</u>
Total Rent, Parking, Utilities		<u>2,265.64</u>	Total Facilities and Equipment	13,461.68
Total Facilities and Equipment		5,290.86	Marketing	
Marketing			Fundraising Expense	78.85
Advertising/Media		126.04	Marketing - Other	<u>265.68</u>
Fundraising Expense		41.08	Total Marketing	344.53
Marketing - Other		<u>287.21</u>	Operations	
Total Marketing		454.33	Books, Subscriptions, Reference	308.52
Operations			Event Expense	171.10
Books, Subscriptions, Reference		232.60	Service Charge	3.78
Event Expense			Supplies	<u>44.57</u>
AV		125.00	Total Operations	527.97
Bands		1,625.00	Payroll Expenses	15,573.39
Event Supplies		135.14	Travel and Meetings	<u>11.12</u>
Security		125.00	Total Expense	<u>31,523.69</u>
Event Expense - Other		<u>4,656.46</u>	Net Ordinary Income	<u>-30,272.41</u>
Total Event Expense		6,666.60	Net Income	<u><u>-30,272.41</u></u>
Service Charge		34.46		
Operations - Other		<u>61.80</u>		
Total Operations		6,995.46		
Payroll Expenses		17,682.56		
Travel and Meetings		<u>348.92</u>		
Total Expense		<u>32,772.13</u>		
Net Ordinary Income		<u>-29,649.51</u>		
Net Income		<u><u>-29,649.51</u></u>		

## Downtown Development Authority Profit & Loss

July 2021 through April 2022

DSS - YTD Jul '21 - Apr 22

Ordinary Income/Expense	DSS - YTD	<u>Jul '21 - Apr 22</u>
<b>Income</b>		
ACCT. INTEREST		26.71
<b>Investments</b>		
Endowment		32,057.00
<b>Total Investments</b>		<u>32,057.00</u>
<b>Other Types of Income</b>		
Miscellaneous Revenue		10,292.25
Other Types of Income - Other		37,500.00
<b>Total Other Types of Income</b>		<u>47,792.25</u>
<b>Program Income</b>		
Beverage Sales		24,870.94
Event Sponsorship		72,500.00
Facility Rental		20,577.50
<b>Friends of Station</b>		
Treedition		3,390.60
Friends of Station - Other		15,941.00
<b>Total Friends of Station</b>		<u>19,331.60</u>
Ice Skating Fees		24,735.81
Partners In Progress		2,500.00
<b>Support the Station</b>		
Poinsettia sales		1,877.50
Support the Station - Other		109,710.00
<b>Total Support the Station</b>		<u>111,587.50</u>
Taco Fest Tickets		765.36
Vendor Fees		7,406.26
Program Income - Other		1,509.00
<b>Total Program Income</b>		<u>285,783.97</u>
<b>Total Income</b>		<u>365,659.93</u>
<b>Gross Profit</b>		<u>365,659.93</u>
<b>Expense</b>		
<b>Contract Services</b>		
Construction Expense		2,497.00
Contract Services - Other		23,064.39
<b>Total Contract Services</b>		<u>25,561.39</u>
<b>Facilities and Equipment</b>		
Building Repairs/Maint		11,357.90
Equip Rental and Maintenance		44,772.69
FF&E		9,566.76
Landscaping, Repairs/Maint.		1,605.50
<b>Rent, Parking, Utilities</b>		
DSS		4,998.70
Rent, Parking, Utilities - Other		19,026.30
<b>Total Rent, Parking, Utilities</b>		<u>24,025.00</u>
Facilities and Equipment - Other		192.33
		<u>192.33</u>



## Downtown Development Authority Profit & Loss

July 2021 through April 2022

	DSS - YTD	<u>Jul '21 - Apr 22</u>
Total Facilities and Equipment		91,520.18
<b>Marketing</b>		
Advertising/Media		1,937.29
Fundraising Expense		1,430.49
Website		425.74
Marketing - Other		5,048.72
<b>Total Marketing</b>		<u>8,842.24</u>
<b>Operations</b>		
Bank Fees		-2.37
Books, Subscriptions, Reference		3,908.49
Equip/Supplies		150.00
Event Expense		
A/V		16,375.00
Bands		28,265.00
Entertainment/Rentals		8,087.50
Event Supplies		1,431.00
Insurance		14,345.53
Security		8,473.75
Event Expense - Other		20,794.75
<b>Total Event Expense</b>		<u>97,772.53</u>
Overnight Security		12,731.88
Postage, Mailing Service		177.00
Service Charge		756.29
Software/Subscriptions		9.99
Supplies		5,766.81
TIPS Training		8.99
Utilities		127.97
Operations - Other		234.66
<b>Total Operations</b>		<u>121,642.24</u>
<b>Payroll Expenses</b>		230,706.15
<b>Travel and Meetings</b>		360.04
<b>Total Expense</b>		<u>478,632.24</u>
<b>Net Ordinary Income</b>		<u>-112,972.31</u>
<b>Net Income</b>		<u><u>-112,972.31</u></u>

**Downtown Development Authority  
Transaction Detail by Account  
April 2022**

DSS - April Trans

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Plaza Checking</b>							
Bill Pmt -Check	04/01/2022		Rivers Edge Storage		Accounts Payable	-300.00	-300.00
Deposit	04/04/2022			Deposit	Taco Fest Tickets	15.45	-284.55
Liability Check	04/05/2022		United States Treasury	83-0286881	-SPLIT-	-1,569.86	-1,854.41
Deposit	04/06/2022			Deposit	-SPLIT-	76.35	-1,778.06
Deposit	04/09/2022			Deposit	Taco Fest Tickets	12.36	-1,765.70
Deposit	04/11/2022			Deposit	Taco Fest Tickets	15.45	-1,750.25
Deposit	04/14/2022			Deposit	Taco Fest Tickets	15.45	-1,734.80
Paycheck	04/15/2022		Brooke C Montgomery		-SPLIT-	-1,618.08	-3,352.88
Paycheck	04/15/2022		Jaclyn A Landess		-SPLIT-	-1,898.92	-5,251.80
Paycheck	04/15/2022		Kevin T Hawley		-SPLIT-	-2,623.57	-7,875.37
Deposit	04/15/2022			Deposit	-SPLIT-	20.00	-7,855.37
Deposit	04/15/2022			Deposit	Friends of Station	25.00	-7,830.37
Bill Pmt -Check	04/19/2022	2503	Sweetwine Entertainment Group, LLC	Contract #6526 -Pandas	Accounts Payable	-1,625.00	-9,455.37
Liability Check	04/19/2022		United States Treasury	83-0286881	-SPLIT-	-1,569.86	-11,025.23
Deposit	04/21/2022			Deposit	-SPLIT-	76.35	-10,948.88
Bill Pmt -Check	04/22/2022	2505	Alliance Electric		Accounts Payable	-2,102.76	-13,051.64
Bill Pmt -Check	04/22/2022	2506	Brent Phillips		Accounts Payable	-2,125.00	-15,176.64
Bill Pmt -Check	04/22/2022	2507	Charter Communications		Accounts Payable	-127.97	-15,304.61
Bill Pmt -Check	04/22/2022	2508	City of Casper - Finance Division		Accounts Payable	-1.00	-15,305.61
Bill Pmt -Check	04/22/2022	2509	City of Casper - Water Services		Accounts Payable	-41.93	-15,347.54
Bill Pmt -Check	04/22/2022	2510	Department of Workforce Services	Q1 State UI & WC Report	Accounts Payable	-472.87	-15,820.41
Bill Pmt -Check	04/22/2022	2511	Mastercard		Accounts Payable	-1,013.69	-16,834.10
Bill Pmt -Check	04/22/2022	2512	MCF LLC		Accounts Payable	-450.00	-17,284.10
Bill Pmt -Check	04/22/2022	2513	Quality Brands of Casper	Afternoon on the Green beer	Accounts Payable	-272.00	-17,556.10
Bill Pmt -Check	04/22/2022	2514	Rocky Mountain Power		Accounts Payable	-1,335.69	-18,891.79
Bill Pmt -Check	04/22/2022	2515	Secure Gunz LLC	Afternoon on the Green	Accounts Payable	-125.00	-19,016.79
Bill Pmt -Check	04/22/2022	2516	Swank Motion Pictures Inc	Movie licenses for 2022 summer	Accounts Payable	-2,880.00	-21,896.79
Bill Pmt -Check	04/22/2022	2517	Wyoming Department of Agriculture	Splash pad annual permit	Accounts Payable	-50.00	-21,946.79
Bill Pmt -Check	04/22/2022	2518	City of Casper - Water Services		Accounts Payable	-9.05	-21,955.84
Bill Pmt -Check	04/22/2022	2519	Mastercard	KH	Accounts Payable	-1,705.47	-23,661.31
Bill Pmt -Check	04/22/2022	2520	Mastercard	JL	Accounts Payable	-890.55	-24,551.86
Deposit	04/22/2022			Deposit	-SPLIT-	184.50	-24,367.36
Deposit	04/23/2022			Deposit	Taco Fest Tickets	30.90	-24,336.46
Deposit	04/25/2022			Deposit	Taco Fest Tickets	61.80	-24,274.66
Deposit	04/25/2022			Deposit	Taco Fest Tickets	30.90	-24,243.76
Deposit	04/26/2022			Deposit	-SPLIT-	2,085.00	-22,158.76
Deposit	04/27/2022			Deposit	-SPLIT-	138.60	-22,020.16
Liability Check	04/28/2022		United States Treasury	83-0286881	-SPLIT-	-1,940.48	-23,960.64
Deposit	04/28/2022			Deposit	-SPLIT-	107.25	-23,853.39
Paycheck	04/29/2022		Eli R Realing		-SPLIT-	-25.39	-23,878.78
Paycheck	04/30/2022		Breya Price		-SPLIT-	-1,378.69	-25,257.47
Paycheck	04/30/2022		Brooke C Montgomery		-SPLIT-	-1,618.08	-26,875.55
Paycheck	04/30/2022		Jaclyn A Landess		-SPLIT-	-1,898.92	-28,774.47
Paycheck	04/30/2022		Kevin T Hawley		-SPLIT-	-2,623.57	-31,398.04
Check	04/30/2022			Service Charge	Service Charge	-34.46	-31,432.50
Deposit	04/30/2022			Interest	ACCT. INTEREST	1.97	-31,430.53
Total Plaza Checking						-31,430.53	-31,430.53
<b>TOTAL</b>						<b>-31,430.53</b>	<b>-31,430.53</b>

**Downtown Development Authority  
 Transaction Detail by Account  
 May 2022**

DSS - Trans								
Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Plaza Checking</b>								
Bill Pmt -Check	05/02/2022	2521	Bob McGee	Taco Fest 2022	Accounts Payable	-400.00	-400.00	
Liability Check	05/03/2022		United States Treasury	83-0286881	-SPLIT-	-4.22	-404.22	
Bill Pmt -Check	05/04/2022	2522	Casper Chop House LLC	Taco Fest 2022	Accounts Payable	-500.00	-904.22	
Bill Pmt -Check	05/04/2022	2523	KET LLC	Taco Fest 2022	Accounts Payable	-500.00	-1,404.22	
Bill Pmt -Check	05/04/2022	2524	KG Dennis Enterprises LLC	Taco Fest 2022	Accounts Payable	-500.00	-1,904.22	
Bill Pmt -Check	05/04/2022	2525	La Cocina Mexican Restaurant	Taco Fest 2022	Accounts Payable	-500.00	-2,404.22	
Bill Pmt -Check	05/04/2022	2526	Occasions By Cory LLC	Taco Fest 2022	Accounts Payable	-500.00	-2,904.22	
Bill Pmt -Check	05/05/2022	2527	Gillette Rail Yard LLC	Taco Fest 2022	Accounts Payable	-500.00	-3,404.22	
Deposit	05/09/2022			Deposit	-SPLIT-	4,098.17	693.95	
Bill Pmt -Check	05/09/2022	2528	Black Hills Energy		Accounts Payable	-159.69	534.26	
Bill Pmt -Check	05/09/2022	2529	Charter Communications		Accounts Payable	-129.88	404.38	
Bill Pmt -Check	05/09/2022	2530	Mastercard	KH	Accounts Payable	-429.41	-25.03	
Bill Pmt -Check	05/09/2022	2531	Secure Gunz LLC	event security - taco fest	Accounts Payable	-243.75	-268.78	
Bill Pmt -Check	05/09/2022	2532	Mastercard	JL	Accounts Payable	-253.27	-522.05	
Bill Pmt -Check	05/09/2022	2533	Mastercard	BM	Accounts Payable	-168.92	-690.97	
Bill Pmt -Check	05/09/2022		Chad Lore	June 2nd - Local Showcase	Accounts Payable	-200.00	-890.97	
Bill Pmt -Check	05/09/2022	2535	Kaspen Haley	June 2nd - Local Showcase	Accounts Payable	-250.00	-1,140.97	
Bill Pmt -Check	05/09/2022	2536	Sarah Carper	June 2nd - Local Showcase	Accounts Payable	-100.00	-1,240.97	
Bill Pmt -Check	05/09/2022	2537	Quality Brands of Casper	Taco Fest Beer	Accounts Payable	-522.00	-1,762.97	
Bill Pmt -Check	05/09/2022	2538	The Lyric	Storage	Accounts Payable	-125.00	-1,887.97	
Deposit	05/09/2022			Deposit	-SPLIT-	4,542.19	2,654.22	
Total Plaza Checking						<u>2,654.22</u>	<u>2,654.22</u>	
<b>TOTAL</b>						<b><u>2,654.22</u></b>	<b><u>2,654.22</u></b>	

Downtown Dev. Authority  
Budget Summary 2022-2023

	Revenue	Expense	
DDA	\$152,100	\$182,100	-\$30,000
DSS	\$547,000	\$604,000	-\$57,000
	<hr/>	<hr/>	<hr/>
	\$699,100	\$786,100	-\$87,000

Casper DDA Budget for FY July 2022 - June 2023

EXPENSE	BUDGET
<b>ADMINISTRATIVE</b>	
Director's Salary	\$75,000.00
ED Bonus/Incentives	\$8,000.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$7,500.00
<b>TOTAL ADMINISTRATIVE</b>	<b>\$91,400.00</b>
<b>OPERATIONS</b>	
Board MTG Expense	\$500.00
Office Automation	\$1,000.00
Conference Registration	\$1,500.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,000.00
Planters	\$20,000.00
Graffiti	\$500.00
Insurance/Bonding (WARM)	\$3,000.00
Subscriptions	\$1,600.00
Music Service	\$600.00
Office Equipment	\$1,500.00
Office Rent	\$31,800.00
Office Supplies	\$1,500.00
Pigeon Control	\$4,000.00
Postage	\$200.00
Employee Development	\$1,500.00
Travel	\$2,500.00
<b>TOTAL OPERATIONS</b>	<b>\$76,200.00</b>
<b>MARKETING/COMMUNICATIONS</b>	
Sponsorships	\$6,000.00
Strategic Planning	\$1,500.00
Media Expenditures	\$4,000.00
Other Projects	\$1,000.00
Recognition Awards	\$500.00
PR - Director	\$1,500.00
<b>TOTAL Marketing/Comm.</b>	<b>\$14,500.00</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>\$182,100.00</b>
<b>REVENUE</b>	
Assessments @ Mill Levy of 16%	\$150,000.00
Interest (Savings and CD's)	\$100.00
<b>Donations</b>	
Planter Donation	\$2,000.00
Banners	
Other	
<b>TOTAL REVENUE</b>	<b>\$152,100.00</b>
<b>OPERATING SURPLUS/DEFICIT</b>	<b>(\$30,000.00)</b>
<b>BUDGET SUMMARY</b>	
<b>BUDGET</b>	
BEGINNING BANK BAL (ALL ACCTS)	\$200,000.00
OPERATING EXPENSE	(\$182,100.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$152,100.00
ENDING BANK BALANCE	\$170,000.00

**David Street Station -Operational Budget**

<b>EXPENSE</b>		<b>Jul'22-Jun'23</b>		Notes
<b>ADMINISTRATIVE</b>				
Ops. Mgr	\$55,000.00		1500	
Event Manager	\$40,000.00		1000	
Marketing Manager	\$48,000.00		1500	
Jaren	\$15,000.00			
Angelica	\$12,000.00			
Summer Event Support	\$12,000.00			
Ice Staff	\$12,000.00			
Lubner (Zam + Summer)	\$20,000.00		1000	
Payroll Bonuses	\$5,000.00			
Payroll Liabilities	\$18,500.00			
<b>TOTAL ADMINISTRATIVE</b>	<b>\$237,500.00</b>			
<b>OPERATIONS</b>				
Website Development/Support	\$1,000.00			
Marketing/Advertising/Promotion	\$8,000.00			
Event Expenses				
AV	\$20,000.00			
Security				
Event	\$10,000.00			
Overnight	\$21,000.00			
Cleaning	\$10,000.00			June-Sep; ice skate
Event Supplies/Support	\$30,000.00			
Entertainment	\$75,000.00			
Total Event Expense		\$166,000.00		
Mail/Postage	\$1,000.00			
Software/Subscriptions	\$6,000.00			
Accounting and Legal	\$5,000.00			
Maintenance Contractor(s)	\$10,000.00			
Storage	\$7,000.00			
Office Automation	\$5,000.00			DSS to pay Office in lieu of rent
Utilities	\$34,000.00			
Building/Landscape/Maintenance	\$30,000.00			
FF&E	\$30,000.00			
Insurance (Liability)	\$20,000.00			
Fundraising	\$3,500.00			
Chiller Rental	\$40,000.00			
<b>TOTAL OPERATIONS</b>	<b>\$366,500.00</b>			
<b>TOTAL ADMIN &amp; OPERATIONS</b>	<b>\$604,000.00</b>			
<b>REVENUE</b>				
Event Sponsorships	\$125,000.00			
Endowment	\$32,000.00			
Ice Skating Income	\$45,000.00			
Operational Grants	\$100,000.00			
Partners in Progress	\$115,000.00			
Friends of Station	\$30,000.00			
Event Rental/Vendor Fees/Sales	\$35,000.00			
5150 Funding	\$25,000.00			
Beverage Sales	\$40,000.00			
<b>TOTAL REVENUE</b>	<b>547,000.00</b>			
<b>Net Profit/Loss</b>	<b>(\$57,000.00)</b>			
<b>(LESS INVESTMENT BY DDA)</b>				

**From:** Lee, John L <John.L.Lee@charter.com>  
**Sent:** Tuesday, May 10, 2022 11:31 AM  
**To:** Lee, John (home <johnlee725@gmail.com>  
**Subject:** Charter Programming Update

**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.

Hello.

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

PROGRAMMING	CHANGE
Shop HQ	Shop HQ Health Will be Replaced by QVC 3

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

Please contact me should you have any questions.

Sincerely,  
John Lee



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