

INFORMATION PACKET

Friday, October 14, 2022



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

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

October 18, 2022 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: Mental Health Update | | | | | |
| Pre-Meeting: Judge's Quarterly Update | | | | | |
| EPH Non-Discrimination Ordinance | | | | | C |
| Public Hearing: Alarm Licenses Ordinance | | N | | | |
| 3rd Reading: North Platte River Park No. 2 Subdivision | | | N | | |
| A resolution authorizing a contract between the City of Casper KLJ Engineering, Inc. for the Evansville Texas Street Extension Study | | | | C | |
| A resolution authorizing a contract between the City of Casper and Felsburg, Holt, & Ullevig for the Casper Area Impact Fee Study | | | | C | |
| Authorizing the Release of Various Local Assessment District Liens Regarding Coates Road Local Assessment District 158. | | | | C | |
| Authorizing a Contract for Professional Services with WLC Engineering, Surveying, and Planning, Inc., in the amount of \$370,098.00, for the Westridge Addition Improvements, Project No. 21-065. | | | | C | |
| Ratifying and Approving a Lease Agreement between the City of Casper, Wyoming, a Wyoming Municipal Corporation and the Charles E. Piersall, Chapter of the Izaak Walton League of America. | | | | C | |
| Transition to a ServiceFee Model for Utility Merchant Processing Accounts with DrivePayments | | | | C | |
| Authorizing the Purchase of Three (3) New Golf Course Green Mowers in the Total Amount of \$167,982.00, Before Trade-In, for Use by the Casper Municipal Golf Course of the Parks, Recreation, and Public Facilities Department. | | | | | C |
| Authorizing the Purchase of One (1) New One-Ton 4x4 Pickup with Snow Plow, Dump Bed, and Accessories in the Total Amount of \$88,189.00, Before Trade-In, for Use by the Weed and Pest Division of the Parks, Recreation, and Public Facilities Department. | | | | | C |
| Authorizing the Purchase of One (1) New 3000 Ton Per Hour Loader Mounted Snow Blower in the Total Amount of \$239,850.00, Before Trade-In, for Use by the Streets and Traffic Division of the Public Services Department. | | | | | C |
| Executive Session: Personnel & Litigation | | | | | |

October 25, 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 |
| Council Goals Update | Information Only | 6:20 | 45 min |
| Transit Stops and Signage Update | Information Only | 5:50 | 30 min |

The Grid

A working draft of Council Meeting Agendas

October 25, 2022 (continued) Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| North Platte Subdivision Master Plan | Direction Requested | 5:20 | 30 min |
| Station #1 Design | Direction Requested | 7:05 | 60 min |
| One Cent Community Projects Process | Direction Requested | 4:35 | 45 min |
| Agenda Review | | 8:05 | 20 min |
| Legislative Review | | 8:25 | 20 min |
| Council Around the Table | | 8:45 | 20 min |
| Approximate Ending Time: | | | 9:05 |

November 1, 2022 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Budget Calendar | | | | | |
| Pre-Meeting: Meth Conference Committee | | | | | |
| Approval of 10/4 Minutes | | | | | C |
| Approval of 10/4 Executive Session Minutes | | | | | C |
| Approval of 10/18 Minutes | | | | | C |
| Public Hearing: Non-Discrimination Ordinance | C | | | | |
| Public Hearing: Consideration of a Resolution certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statues to determine if the Annexation of 2.0 Acres described as Tract 8, Dowler No 2 Subdivision complies with W.S. §15-1-402. | | N | | | |
| 3rd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business) | | | N | | |
| 2nd Reading: Alarm Licenses | | | N | | |
| Natrona County School District Driver Training Facility Lease | | | | | |
| A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023. | | | | C | |
| A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023. | | | | C | |
| A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023. | | | | C | |
| Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc. in the amount of \$12,400 per year for three years, for a total amount of \$37,200, for ongoing water system updates and modeling for the City of Casper, Project No. 19-013. | | | | C | |

The Grid

A working draft of Council Meeting Agendas

November 8, 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 Update | Information Only | 4:35 | 20 min |
| Ice Arena Subsidy & Expansion | Direction Requested | 4:55 | 30 min |
| Fire Station Safe Zones and Cameras | Direction Requested | 5:25 | 30 min |
| Agenda Review | | 5:55 | 20 min |
| Legislative Review | | 6:15 | 20 min |
| Council Around the Table | | 6:35 | 20 min |
| Approximate Ending Time: | | | 6:55 |

November 15, 2022 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Approval of 11/1 Minutes | | | | | C |
| Public Hearing: Non Discrimination | | N | | | |
| 3rd Reading: Alarm Licenses | | | N | | |
| Resolution on Service Fees Police Response to Alarms | | | | C | |
| Resolution on LWCF Grant - Parks | | | | C | |

November 22, 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 |
| Council Leadership Process | Direction Requested | 4:35 | 10 min |
| Golf Subsidy | Direction Requested | 4:45 | 30 min |
| One Way to Two Way Street Conversion | Direction Requested | 5:15 | 30 min |
| Agenda Review | | 5:45 | 20 min |
| Legislative Review | | 6:05 | 20 min |
| Council Around the Table | | 6:25 | 20 min |
| Approximate Ending Time: | | | 6:45 |

The Grid

A working draft of Council Meeting Agendas

December 6, 2022 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Approval of 11/15 Minutes | | | | | C |
| 2nd Reading: Non-Discrimination Ordinance | | | N | | |

December 13, 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 |
| Recreation/Sports Subsidy | Direction Requested | 4:35 | 30 min |
| Council Leadership Straw Poll | | 5:05 | 10 min |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

December 20, 2022 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Approval of 12/6 Minutes | | | | | C |
| 3rd Reading: Non-Discrimination Ordinance | | | N | | |

December 27, 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 |
| Ford Wyoming Center Subsidy (tentative) | | 4:35 | |
| 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 | | | |
| Code Enforcement - Municipal Code? | | | |
| Class and Compensation Study Follow-up | | | After January 2023 |
| Parking Garage Lease | | | Summer 2024 |
| Detox Funding Discussion | | | |
| LGBTQ Advisory Committee Update | | | |
| Budget Amendment #2 Discussion | | | |
| Livability/Marketing Follow-up | | | |
| Special Event Permitting Process | | | |

Staff Items:

| | | | |
|---|--|--|------------------|
| Unsafe Structure Ordinance Follow-up | | | |
| City Inspectors Authority/Oversight of Licensed Contractors | | | |
| Recreation Refunds | | | |
| Sign Code Revision | | | |
| Speed Limit Ordinance Review | | | |
| Part 2 Ford Wyoming Center | | | |
| SRO Contract | | | |
| Sponsorships and Naming Rights (Tentative) | | | |
| Poplar St. and CY St. Intersection | | | |
| Quarterly Judge's Update | | | Recurs Quarterly |
| Enterprise Proforma Review | | | |
| Rocky Mountain Power Update | | | |

Potential Topics-- Council Thumbs to be Added:

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

Future Regular Council Meeting Items:

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

Retreat Items:

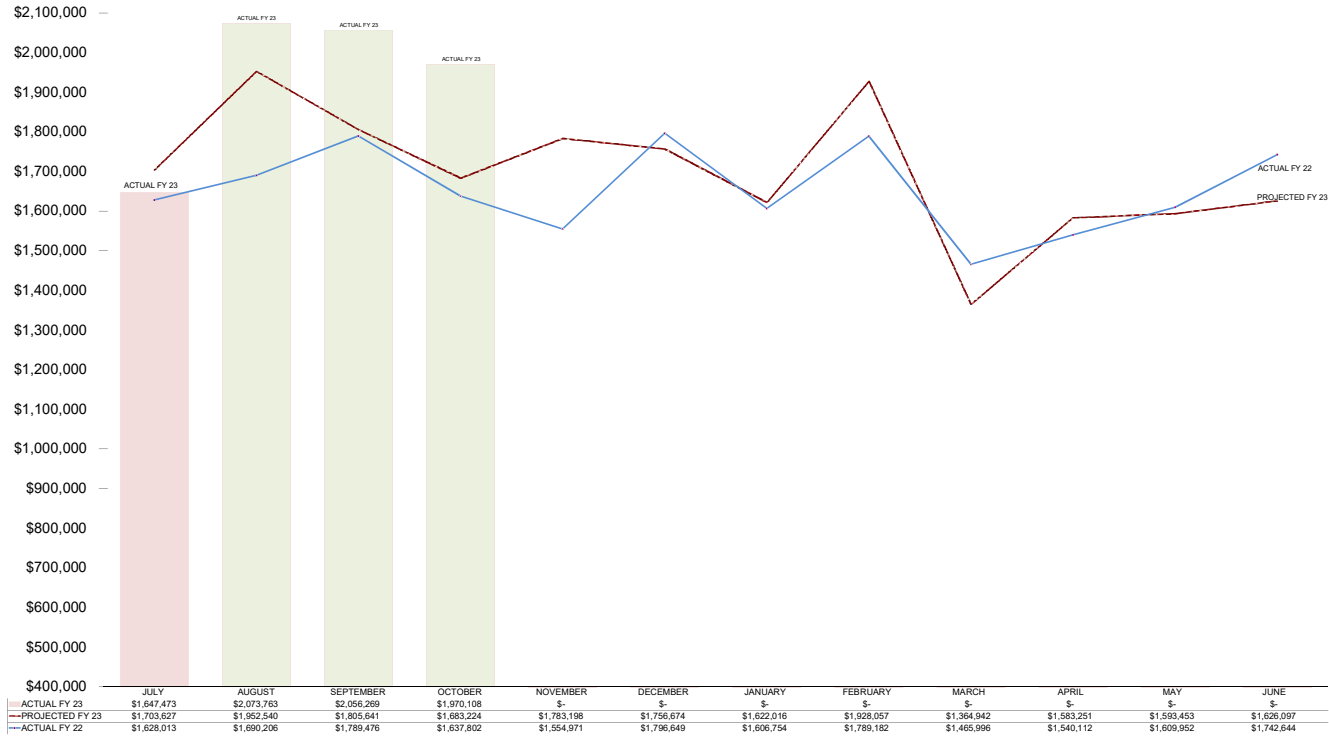
| |
|---|
| Economic Development and City Building Strategy |
|---|

City of Casper
Optional 1% and State Shared Sales Tax Receipts
33.36

Below is the Optional Sales Tax report for FY23. We are currently and 33.36% of the budget year.
 General Fund is up 2.95% from projected year to date which is at 37.97% of budget.
 1%16 is up 3.46% from projected year to date which is at 38.48% of budget.

| State Shared Sales Tax | | | | | |
|-------------------------------|--------------------------|----------------------------|----------------------------|----------------------|-------------------------------------|
| | Date Received | Amount Received | Amount Budgeted | Actual-Budget | Percent of Annual Budget |
| FY 2023 General Fund | 7/7/2022 | \$ 1,647,473 | \$ 1,703,627 | \$ (56,154) | 8.07% |
| | 8/4/2022 | 2,073,763 | 1,952,540 | 121,223 | 18.24% |
| | 9/8/2022 | 2,056,269 | 1,805,641 | 250,629 | 28.32% |
| | 10/6/2022 | 1,970,108 | 1,683,224 | 286,884 | 37.97% |
| | | | 1,783,198 | | |
| | | | 1,756,674 | | |
| | | | 1,622,016 | | |
| | | | 1,928,057 | | |
| | | | 1,364,942 | | |
| | | | 1,583,251 | | |
| | | 1,593,453 | | | |
| | | 1,626,097 | | | |
| | Total FY 2023 | \$ 7,747,614 | \$ 20,402,721 | \$ 602,581 | |
| Optional 1% Tax | | | | | |
| FY 2023 1%16 | 7/7/2022 | \$ 1,379,329 | \$ 1,404,112 | (24,783) | 8.17% |
| | 8/4/2022 | 1,734,317 | 1,611,691 | 122,626 | 18.45% |
| | 9/8/2022 | 1,725,549 | 1,495,244 | 230,305 | 28.67% |
| | 10/6/2022 | 1,655,049 | 1,400,736 | 254,312 | 38.48% |
| | | | 1,480,055 | | |
| | | | 1,451,365 | | |
| | | | 1,339,982 | | |
| | | | 1,594,814 | | |
| | | | 1,134,090 | | |
| | | | 1,306,229 | | |
| | | 1,316,355 | | | |
| | | 1,341,669 | | | |
| | Total FY 2023 | \$ 6,494,244 | \$ 16,876,343 | \$ 582,461 | |
| | Total | \$ 14,241,858 | \$ 37,279,064 | \$ 1,185,042 | |

Sales Tax FY 2023 Versus Projection and Prior Year



| | ACTUAL FY 22 | PROJECTED FY 23 | ACTUAL FY 23 |
|--|--------------|---------------------|-------------------|
| YTD TOTAL | \$ 6,745,498 | \$ 7,145,033 | \$ 7,747,614 |
| YTD VARIANCE | | | \$ 602,581 |
| | | % Difference | In Dollars |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH | | 17.04% | \$286,884 |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE | | 8.43% | \$602,581 |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH | | 20.29% | \$332,306 |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE | | 14.86% | \$1,002,116 |

From: Liz Becher <lbecher@casperwy.gov>

Sent: Wednesday, October 12, 2022 11:15 AM

To: Carter Napier <cnapier@casperwy.gov>; Renee Jordan-Smith
<rjordansmith@casperwy.gov>

Subject: For the Info Packet: Clean-up at Lennox and Burlington

The cleanup has taken place, all items have been removed from the City right-of-way. The Traffic Section in the Streets Division will be placing signs today identifying that this is City property and no dumping is allowed. Attached are before and after photos from yesterday.



10-11-2022 09:36 AM



10-11-2022 09:36 AM



10-11-2022 09:36 AM



10-11-2022 10:17 AM



10-11-2022 02:25 PM



10-11-2022 02:26 PM



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

SALT HEIGHTS
CREEK
BUSINESS CENTER

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, September 14, 2022

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604
and by teleconference

Present: Rob Hurless, Larry Madsen, Terry Lane, Jeff Goetz, (Peter Nicolaysen and Amy Freye via Zoom)

Excused Absence: Jim DeGolia, Jai-Ayla Sutherland, and John Lee

Others Present: Executive Director Renee Hahn

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance.

1. Minutes from August 10, 2022

A motion was made by Mr. Goetz and seconded by Mr. Madsen to approve the Minutes of the August 10, 2022 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with voting members in attendance to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of September 14, 2022 Treasurer's Report

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

A motion was made by Mr. Lane and seconded by Mr. Goetz to approve the Treasurer's Report of September 14, 2022, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen then explained the investments.

The August 2022 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen. He inquired if any of the Board had questions. No questions were asked.

- **Investment/Financial Committee**

Mr. Madsen discussed that the next security will be maturing in November and will be reinvested at that time. Mr. Madsen explained the City of Casper's fee schedule and it is

currently being reviewed. Mr. Goetz asked what the city did for the fee. Mr. Madsen explained the management of the account was through the city with a MOU and with FIB. He informed Mr. Goetz that was a very fair question and he is in the process of reviewing the facts.

3. Committee Reports

- **Architectural Review**

No Report.

- **PRC**

No Report.

- **ARAJPB Development**

Mr. Lane reviewed the information on the September Status Report informing the Board that Jacobs Engineering had been contacted about becoming ARAJPB's Brownfield Specialist. This contact was made through Mr. Joe Sontchi of BP.

- **Three Crowns**

Mr. Goetz shared that Three Crowns is reviewing all the different solutions to lessen the geese population on the course.

- **Executive Committee**

Mr. Hurless explained that discussions on whether or not ARAJPB should create their own website and/or add information about available property for sale on Three Crowns website are now being discussed. In addition, a draft of the Executive Director's Job Description has been distributed to the Executive Committee to review. Mr. Hurless asked Ms. Hahn to review the upcoming meetings and office closures.

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

Mr. Nicolaysen had no report. Ms. Hahn asked him if the city was donating land for the County Health Building. Mr. Nicolaysen shared that he is a Representative on the County Health Board and at this time he had no information to share.

5. Other

Ms. Hahn informed the Board that the audit had been completed last week and there were no concerns.

6. Future Meetings/Agenda

- Regular Board meeting – October 12th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – October 20th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

Office Closures:

November 11, 2022 – Veteran's Day

7. Public Comment

There was no public comment.

8. Good of the Order

Mr. Hurless congratulated Mr. Nicolaysen on his success in the Primary Election.

9. Adjournment

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Madsen to adjourn the meeting at 6:31 p.m. The motion carried with all members in attendance voting aye.

10-12-22
Date

Larry Madsen
Board Officer

10/12/22
Date

[Signature]
Presiding Officer



FY 2020 General Agency Funding Biannual Report

Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

| | | |
|--|---|--|
| Organization: <u>The Arc of Natrona County</u> | Program: <u>Adult Day Services and Inclusion</u> | |
| Contact Person: <u>Bethany Young</u> | Phone Number: <u>307-577-4913</u> Date: <u>7/7/22</u> | |
| Email address: <u>bethany@arcofnatronacounty.org</u> | | |
| Please Select One: | 1 st Reporting Period _____ July 1 – December 31 Due on January 10 | 2 nd Reporting Period <u>X</u> January 1 – June 30 Due on July 10 |

1. Mission

Our mission statement was updated-

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

2. Financial Information

Financial reports are attached. The Profit and Loss shows our total income from all services. Because we provide multiple services for each person(s) served we are unable to class it to Adult Day and Inclusion separately, so all income from services are entered as Respite. The attached Profit and Loss by Class shows the correct expenses for each of those programs.

3. Program Significance

a. The Arc of Natrona County serves:

- 37 individuals with documented disabilities, including: 12 children and 22 adults, ranging from 5- 74 years of age.
- 15 females and 22 males.
- Individuals with a wide range of needs, including but not limited to: Autism Spectrum Disorders, Mental Retardation, seizure disorders, unique medical needs, and behavioral needs.

b. Funding from 1% #16 impacted our population because it allowed our individuals access to the same activities as neurotypical individuals. Due to having disabilities, not all of our individuals all have access to a personal income, therefore they are not always able to participate in what our community has to offer. Thanks to this funding they have been able to truly be a part of our Casper community and have been able to work on many skills that

have helped our individuals learn how to appropriately function in the community. This funding has also continued to make our program possible by being able to pay our Adult Day Coordinator a competitive salary wage. Moving our Adult Day Coordinator up has pushed her to expand her knowledge to help grow our program by offering new ideas and activities to support our individual's growth.

- c. Numbers have slowly started picking up since Covid started in 2020. Our Adult Day program has increased in individuals and we billed 1,120 more hours in our Adult Day program compared to our last report.

4. Results

- a. From January 1, 2022- June 30, 2022 we were able to send our individuals on 246 community activities, 166 of those which were funded with this grant. That means that 67% of our community activities were covered by grant monies, and the remainder of those activities were free. 100% of our individuals served were able to participate in 100% of the activities of their choice due to grant funding. Before this funding was available, we had individuals who could only afford to do about 50% of the planned activities. Now they are given the same opportunity as their peers, for the same community interactions. This also covered 35% of our Adult Day Coordinator's salary (over the last 6 months), to run our Adult Day program. By moving this person, who is very invested in The Arc and our individuals, into an administrative position this ensured our program ran smoothly and effectively.
- b. These results were measured by tracking how many community activities our individuals participated in, and what activities cost money and which ones did not. Our Adult Day Coordinator's salary was tracked by what her salary is and how much these funds helped pay that salary after community activities were paid for.
- c. After COVID-19 settled down some I think everyone was ready to get back into a routine so this helped negative behaviors, along with frequent access to getting out into the community. These behaviors are all documented and tracked on Incident Reports and those reports continue to decrease each quarter. We even have had an individual who was taken off all of his behavior-modifying medications! We are seeing socialization skills and independent living skills improving. With this funding we are able to offer horseback riding therapy (free of charge) to all adults (year-round) and children (in the summer) that we serve, on a weekly basis. Equine therapy has many benefits and one we see most helpful is that it alleviates stress and anxiety in our individuals with Autism Spectrum Disorders.

5. Program Results/Impacts

- a. From January 1, 2022- June 30, 2022 we provided 4,641.25 hours of billable services between our programs in house. Adult Day provided 3,958 of those hours while our Inclusion program provided the remaining 683.25 hours. Our Adult Day program runs Monday-Friday 8 am- 5pm and individuals receive those services however they wish, so the amount of services provided varies from person to person. Our Inclusion program is only for school-aged children/teens and runs after school, during days off of school, and in the summer time after summer school hours.

- b. Our individuals served became better from our services because of all of the opportunities they are provided to be in the community. While in the community our individuals have been working on life skills, and also learning more how to be integrated into our community. We are still hoping to get back to more volunteer opportunities soon. Our adults have really enjoyed more age-appropriate activities like playing pool, trivia, and darts at local bars/establishments in town. We have seen an increase in comfortability levels and confidence to interact within the community and with other people they encounter, whom they don't already know.
- c. This past year's data shows a pretty steady routine of community exposure for our people served. This is not only impacting our targeted population but I feel these opportunities are also increasing the awareness of our community and teaching others how to interact with people with disabilities. Our hope is that we can continue to bring awareness to all people that our individuals encounter throughout Casper.

6. Results Analysis

- a. We are always working on seeking out new activities and opportunities within our community. As our program grows, we are looking forward to input of activity ideas from our new people served.

7. Population Served

Overall, The Arc serves 37 people in our services combined. For our Adult Day program and our Inclusion program, which are both receiving this funding, we are currently serving 18 individuals; 12 adults and 6 children. We requested funding for community activities for both of these programs so anyone who is receiving our services in these programs receives this funding to participate in what our community has to offer.

The Arc of Natrona County
Profit & Loss
 January through June 2022

| | Jan - Jun 22 |
|--|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 4110.0 · United Way Allocation | 2,375.01 |
| 4290.0 · Grants | 8,322.69 |
| 4310.0 · Contributions | 21,733.50 |
| 4320.0 · White Memorial | 3,350.00 |
| 4410.0 · State of WY-Medicaid (Waiver) | 213,733.90 |
| 4610.0 · Membership Fees | 20.00 |
| 4720.0 · Respite Fees | 18,816.26 |
| 4810.0 · Interest Income | 16.15 |
| 4990.0 · Miscellaneous Income | 161.00 |
| Total Income | 268,528.51 |
| Cost of Goods Sold | |
| 5210.0 · Payroll Expense | 179,024.39 |
| 5220.0 · Executive Director Salary | 30,750.12 |
| 5620.0 · Payroll Taxes-941 | 16,145.22 |
| 5630.0 · Payroll Taxes-Wk Comp/SUTA | 3,988.86 |
| 5720.0 · Pension Expense | 4,506.95 |
| 5790.0 · Insurance-Health | 110.23 |
| Total COGS | 234,525.77 |
| Gross Profit | 34,002.74 |
| Expense | |
| 5560.1 · Payroll | 1,274.16 |
| 6110.0 · Accounting | 13,999.99 |
| 6120.0 · Activity Fees | 1,717.20 |
| 6140.0 · Advertising | 4,099.94 |
| 6150.0 · Affiliation Fees | 2,160.00 |
| 6170.0 · Bank Service Charges | 146.15 |
| 6310.0 · Dues & Subscriptions | 362.99 |
| 6430.0 · Interest Expense | 1,658.69 |
| 6440.0 · Internet Fees | 445.65 |
| 6460.0 · Maintenance & Repairs | 2,950.84 |
| 6470.0 · Meals | 758.33 |
| 6520.0 · Mileage | 3,050.03 |
| 6530.0 · Miscellaneous Expense | 9,840.88 |
| 6660.0 · Postage | 334.00 |
| 6760.0 · Supplies | 1,724.22 |
| 6830.0 · Telephone | 1,056.79 |
| 6910.0 · Utilities | 4,134.44 |
| Total Expense | 49,714.30 |
| Net Ordinary Income | (15,711.56) |
| Net Income | (15,711.56) |

4:57 PM

07/07/22

Accrual Basis

The Arc of Natrona County
Transaction Detail By Account
January through June 2022

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount |
|------------------------|------------|---------|--------------------|----------------|------------|-----|-----------------|-----------------|
| 4290.0 · Grants | | | | | | | | |
| Deposit | 02/15/2022 | 1415... | City of Casper ... | One Cent ... | 05 Day ... | | 1040.0 · Hil... | 2,916.69 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 01 Ad... | | 1040.0 · Hil... | 486.54 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 03 Camp | | 1040.0 · Hil... | 108.12 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 04 Cas... | | 1040.0 · Hil... | 108.12 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 05 Day ... | | 1040.0 · Hil... | 1,459.62 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 07 Incl... | | 1040.0 · Hil... | 432.48 |
| Deposit | 03/02/2022 | 40808 | Wyoming Com... | Distributio... | 08 Res... | | 1040.0 · Hil... | 2,811.12 |
| Total 4290.0 · Grants | | | | | | | | 8,322.69 |
| TOTAL | | | | | | | | 8,322.69 |



The Arc of Natrona County
Profit & Loss by Class
 January through June 2022

| | 05 Day Habilitation | 07 Inclusion | TOTAL |
|-------------------------------------|---------------------|-----------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4110.0 · United Way Allocation | 641.28 | 189.99 | 831.27 |
| 4290.0 · Grants | 4,376.31 | 432.48 | 4,808.79 |
| 4310.0 · Contributions | 5,667.10 | 4,760.70 | 10,427.80 |
| 4720.0 · Respite Fees | 10,647.38 | 8,168.88 | 18,816.26 |
| 4990.0 · Miscellaneous Income | 160.94 | 0.00 | 160.94 |
| Total Income | 21,493.01 | 13,552.05 | 35,045.06 |
| Cost of Goods Sold | | | |
| 5210.0 · Payroll Expense | 51,216.77 | 3,045.76 | 54,262.53 |
| 5620.0 · Payroll Taxes-941 | 3,918.10 | 232.99 | 4,151.09 |
| 5630.0 · Payroll Taxes-Wk Comp/SUTA | 968.00 | 57.58 | 1,025.58 |
| Total COGS | 56,102.87 | 3,336.33 | 59,439.20 |
| Gross Profit | (34,609.86) | 10,215.72 | (24,394.14) |
| Expense | | | |
| 5560.1 · Payroll | 0.00 | 0.00 | 0.00 |
| 6120.0 · Activity Fees | 1,236.35 | 480.85 | 1,717.20 |
| 6140.0 · Advertising | 1,500.00 | 500.00 | 2,000.00 |
| 6310.0 · Dues & Subscriptions | 13.13 | 0.00 | 13.13 |
| 6460.0 · Maintenance & Repairs | 664.62 | 527.64 | 1,192.26 |
| 6470.0 · Meals | 79.37 | 0.00 | 79.37 |
| 6520.0 · Mileage | 2,866.07 | 0.00 | 2,866.07 |
| 6530.0 · Miscellaneous Expense | 1,351.59 | 950.42 | 2,302.01 |
| 6760.0 · Supplies | 443.24 | 533.26 | 976.50 |
| 6910.0 · Utilities | 1,378.16 | 1,378.12 | 2,756.28 |
| Total Expense | 9,532.53 | 4,370.29 | 13,902.82 |
| Net Ordinary Income | (44,142.39) | 5,845.43 | (38,296.96) |
| Net Income | (44,142.39) | 5,845.43 | (38,296.96) |

Jan - June 2022 = AD Activities - Free = 62
 \$ = 148
 210

Inclusion - Free = 18
 \$ = 18
 + 36 community activities
 total = 246

January 2022

| | | | | |
|---|---|--|---|--|
| 3 rd AM- Visit Werner Wildlife Museum PM- Pool at Beacon | 4 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 5 th AM- Visit Bishop House PM- Walk at Sunrise | 6 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch! | 7 th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 10 th AM- Walk at Eastridge Mall PM- Arcade at Gaslight | 11 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 12 th AM- Ice Skate at David Street Station PM- Drinks at Metro & Individual Meetings | 13 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch! | 14 th AM- DisABILITIES program at Library PM- Individuals Choose a Movie at Arc |
| 17 th AM- Visit Three Trails PM- Pool at Yellowstone Garage | 18 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 19 th AM- Make Hot Chocolate & Sled at Fun Valley Park PM- Walk at Sunrise | 20 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch! | 21 st AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 24 th AM- Pool or Darts at Moonlight PM- Walk at Eastridge Mall | 25 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 26 th AM- Visit the Science Zone PM- Pottery By You | 23 rd ALL DAY- Swim at Aquatic Center! Bring a cold lunch! | 28 th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 31 st AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office |  | |  | |

67% of activities in community cost \$

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar.

\$2,344.09 spent on activities!

\$3,489.29 - AD. coordinator's salary

23 \$
 11 Free
 34 total

February 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|---|---|
|  | 1st National Freedom Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 2nd Groundhog Day AM- Horseback Riding at Reach 4A Star PM- Pool at Yellowstone Garage | 3rd Feed the Birds Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 4th Create a Vacuum Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 7th Send a Card to a Friend Day AM- Walk at Sunrise PM- Arcade at Gaslight | 8th AM- Swim at Aquatic Center PM- Movie at Theatre | 9th National Pizza Day AM- Horseback Riding at Reach 4A Star PM- Drinks at Metro & Individual Meetings | 10th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 11th White T-Shirt Day AM- DisABILITIES Program at Library PM- Visit Veterans Museum |
| 14th Valentine's Day AM- Visit Three Trails PM- Valentine's Party at YMCA | 15th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 16th AM- Horseback Riding at Reach 4A Star PM- Make Hot Chocolate & Sled at Fun Valley Park | 17th Random Acts of Kindness Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 18th National Battery Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc |
| 21st President's Day AM- Pool or Darts at Moonlight PM- Walk Eastridge Mall | 22nd Be Humble Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 23rd Tennis Day AM- Horseback Riding at Reach 4A Star PM- Pottery By You | 24th National Tortilla Chip Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 25th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc |
| 28th Floral Design Day AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office |  |  |  |  |

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

25  \$
 9  Free
 34

March 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|---|---|
|  | 1st World Compliment Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 2nd Old Stuff Day AM- Horseback Riding at Reach 4A Star PM- Make Hot Chocolate & Sled at Fun Valley Park | 3rd National Anthem Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 4th Employee Appreciation Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 7th National Cereal Day AM- Walk Sunrise PM- Arcade at Gaslight | 8th AM- Visit Werner Wildlife Museum PM- Movie at Mesa Movie Theatre | 9th AM- Horseback Riding at Reach 4A Star PM- Drinks at Metro & Individual Meetings | 10th Middle Name Pride Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 11th Johnny Appleseed Day AM- DisABILITIES Program at Library PM- Visit Veterans Museum |
| 14th National Pi Day AM- Visit Three Trails PM- Walk Eastridge Mall | 15th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 16th Giant Panda Bear Day AM- Horseback Riding at Reach 4A Star PM- Potter By You | 17th St. Patrick's Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 18th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc |
| 21st World Poetry Day AM- Pool or Darts at Moonlight PM- Walk Sunrise | 22nd World Agriculture Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 23rd National Puppy Day AM- Horseback Riding at Reach 4A Star PM- Pool at Yellowstone Garage | 24th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 25th Waffle Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc |
| 28th AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office | 29th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 30th National Doctor's Day AM- Horseback Riding at Reach 4A Star PM- DIY Art | 31st National Crayon Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko |  |

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

28 \$1
 10 Free
 38

April 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|--|---|
|  | |  | | |
| 4th World Rat Day AM- Visit Werner Wildlife Museum PM- Arcade at Gaslight | 5th National Dandelion Day AM- Golf at Driving Range PM- Movie at Mesa Movie Theatre | 6th National Walking Day AM- Horseback Riding at Reach 4A Star PM- Walk at Sunrise | 7th No Housework Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 7th April Fools Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 11th National Pet Day AM- Visit Three Trails PM- Walk Eastridge Mall | 12th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 13th Scrabble Day AM- Horseback Riding at Reach 4A Star PM- Pottery by You | 14th Moment of Laughter Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 8th Zoo Lovers Day AM- Drinks at Metro & Individual Meetings PM- Shop at Goodwill |
| 18th Stress Awareness Day AM- Pool or Darts at Moonlight PM- Walk Sunrise | 19th National Hanging Out Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 20th Look a Like Day AM- Horseback Riding at Reach 4A Star PM- Play Tennis at Washington Park | 21st High Five Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 15th World Art Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 25th World Penguin Day AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office | 26th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 27th Tell a Story Day AM- Horseback Riding at Reach 4A Star PM- DIY Art | 28th Poetry Reading Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko | 22nd Earth Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| | | | | 29th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

25 \$
 9 Free

 34

May 2022



| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|
| 2nd Brothers & Sisters Day AM- Visit Tate Museum PM- Pool at The Fort | 3rd Teachers Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 4th Bird Day AM- Horseback Riding at Reach 4A Star PM- YMCA or Mathew Campfield Park | 5th Cinco De Mayo AM- Visit Outdoor Expo at Ford Center PM- Bowling at El-Marko | 6th No Diet Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 9th Lost Sock Day AM- Golf at Driving Range PM- Pool at Beacon | 10th Clean Your Room Day AM- NIC Art Class PM- Movie at Mesa Movie Theatre | 11th Receptionist Day AM- Horseback Riding at Reach 4A Star PM- Walk at Falls | 12th Nurses Day AM- YMCA or Walk Morad Trail PM- Bowling at El-Marko | 13th Frog Jumping Day AM- Drinks at Metro & Individual Meetings PM- Shop for Sports Gear at Thrift Store |
| 16th Sea Monkey Day AM- Visit Three Trails PM- Walk Eastridge Mall | 17th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 18th Visit Relatives Day AM- Horseback Riding at Reach 4A Star PM- DIY Art | 19th AM- YMCA or Conwell Park PM- Bowling at El-Marko | 20th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 23rd Lucky Penny Day AM- Pool or Darts at Moonlight PM- Walk Sunrise | 24th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! | 25th AM- Horseback Riding at Reach 4A Star PM- Golf at Driving Range | 26th National Wine Day AM- YMCA or Walk North Casper Trail PM- Bowling at El-Marko | 27th Don't Fry Friday AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc |
| 30th Memorial Day AM- Visit Three Trails PM- Trivia or Individuals Choice at Office | 31st ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch! |  |  |  |

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

28 \$
 8 Free

 36

June 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|--|---|
|  |  | 1st Dare Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko | 2nd Rocky Road Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About disABILITY Identity with WIL | 3rd Bicycle Day AM- Drinks at Cascade Coffee & Individual Meeting PM- Individuals Choose a Movie at Arc |
| 6th Yo-Yo Day AM- Walk at Paradise Valley Trail PM- Golf at Driving Range | 7th VCR Day AM- Fish at Yesness Pond PM- Movie at Mesa Movie Theatre | 8th Best Friends Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko | 9th Donald Duck Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Peer Support with WIL | 10th Iced Tea Day AM- Drinks at Crooked Creek & Individual Meeting at Mathew Campfield Park PM- Magnetic Bookmarks at Library |
| 13th Sewing Machine Day AM- Play Volleyball at North Casper Park PM- Walk the Falls | 14th Flag Day ALL DAY- Swim at Mike Sedar Pool! Please Bring a Cold Lunch & Plenty of Water! | 15th Nature Photography Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko | 16th Waterfall Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Self Advocacy with WIL | 17th Take a Road Trip Day AM- Drinks at Blue Ridge Coffee & Individual Meeting PM- Individuals Choose a Movie at Arc |
| 20th Bald Eagle Day AM- Golf at Driving Range PM- Walk Crossroads Trail | 21st Yoga Day ALL DAY- Swim or Fish at Alcova or Pathfinder! Please Bring a Cold Lunch & Plenty of Water! | 22nd Rainforest Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko | 23rd Pink Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Self Care with WIL | 24th Swim a Lap Day AM- Drinks at Buckin' Brew & Individual Meeting at City Park PM- Individuals Choose a Movie at Arc |
| 27th Sun Glasses Day AM- Walk Zonta Trail PM- Take & Make Kit at Library | 28th ALL DAY- Swim at Paradise Valley Pool! Please Bring a Cold Lunch! | 29th Mud Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko | 30th Handshake Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Housing with WIL |  |

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

19 _____ \$
 15 _____ Free
 34

March

2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|---------------|---|---|---|---|---|---------------|---------------|
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | Ben in ²⁴ early Telle | 15 | 16 | 17 | 18 | 19 | |
| 20 | (close) Jamey 2nd | 21 | Ben close → | 22 | 23 | 24 | |
| | | Shian Jamey 2nd | Shianne | Shianne | 25 | 26 | |
| | | | | | Troy close Troy 2nd | | |
| 27 | 7:45 Jacob-Provider will pick up (Josh) 8am Davera 9am James 9am Asya 10am Diamond | 28 | 7:45 Jacob 8am Davera 9am James 10am Diamond | 29 | 8am Davera 9am James 9am ASPL 8:30-3 Jacob | 30 | 31 |
| | 7:45 - Jacob 8am Davera 9am James | 8am Davera 9am James 8:30-3 Jacob 10am Diamond | 9am James 9am ASPL 8:30-3 Jacob | 1st | 8am Davera 9am James | | |
| | Taste Museum Pottery By You | All Day Swim ↓ | YMCA or river/walk Smoothies at metro | 3 trails or river walk Bowling | CROSSROADS Park walk or movie in Afternoon | | |

4
4
8 total

Free

June 2022 - Inclusion

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|--|
| | | 1 st | 2 nd | 3 rd |
| 6 th | 7 th | 8 th AM- River walk by Baseball fields PM- Fort Caspar Museum | 9 th AM- Three trails Museum PM- Slushies from Sugar and ice and Hyland Park | 10 th AM- Basketball at Evansville Park PM- Reach for a Star. Horseback riding |
| 13 th AM- Bowling at El-Marko PM- Kickball at Washington Park | 14 th Swim at Mike Cedar Pool Bring a cold lunch and drink! | 15 th AM- Hit golf balls at the Driving Range PM- Picnic and walk Amaco Park. Bring a cold lunch | 16 th AM- Fishing at Yesness pond. Bring a cold lunch PM- Slushies from Sugar and Ice and Washington Park | 17 th AM- Geo-Catching at Crossroads Park PM- Reach for a star Horseback riding |
| 20 th AM- ESY PM- Bowling at El-Marko | 21 st AM- ESY PM- Miniature Golf at Old town | 22 nd AM- ESY PM- Geo-Catching at Ability Park | 23 rd AM- ESY PM- Slushies from Sugar and Ice and Sage Park | 24 th AM- ESY Pm- Reach for a Star, Horseback riding |
| 27 th AM- ESY PM- Bowling at El-Marko | 28 th AM- ESY PM- Walk at Ability Park | 29 th AM- ESY PM- Scavenger Hunt at Amaco Park | 30 th AM- ESY PM- Slushies from Sugar and Ice and Hyland Park | |

14 ——— \$
 14 ——— Free
 ———
 28

The ARC of Natrona County

HCFA REPORT (child and adult)

January 2022

First DOS Last DOS POS Procedure Line Charge Units

| | | | | | | | | |
|-------------|-------------|----|-----------|------------|---|-------|-------------|---------|
| BATES | KAREN | CM | 1/17/2022 | 05/24/2022 | W | 2022 | \$334.87 | 5.00 |
| 06-00246655 | 520-17-2244 | | | | | | | |
| | | | | | | TOTAL | \$1,674.35 | |
| BINTNER | JOHN R. | | 3/14/2022 | 06/21/2022 | W | 5100 | \$3.52 | 830.00 |
| 06-00381245 | 520-35-2829 | | | | | | | |
| | | | | | | TOTAL | \$2,921.60 | |
| BIRD | CONOR | CM | 1/25/2022 | 05/10/2022 | W | 2022 | \$334.87 | 5.00 |
| 06-00466555 | 603-15-7799 | | | | | | | |
| | | | | | | TOTAL | \$1,674.35 | |
| BRICKER | KIMBERLY | | 1/1/2022 | 06/30/2022 | W | 1019 | \$7.22 | 2896.00 |
| 06-00161270 | 462-69-3401 | | | | | | | |
| | | | | | | TOTAL | \$20,909.12 | |
| BRYAN | JOSEPHINE | | 1/14/2022 | 02/09/2022 | W | 5135 | \$7.45 | 40.00 |
| 06-00022036 | 520-39-1566 | | | | | | | |
| | | | | | | TOTAL | \$298.00 | |
| CHAMBERS | CHRISTOPHER | | 6/24/2022 | 06/29/2022 | W | 5135 | \$7.45 | 23.00 |
| 06-00481354 | 485-33-2312 | | | | | | | |
| | | | | | | TOTAL | \$171.35 | |
| CHAPPELL | PAUL | | 1/11/2022 | 01/26/2022 | W | 1005 | \$7.35 | 26.00 |
| CHAPPELL | PAUL | | 1/26/2022 | 02/04/2022 | W | 5130 | \$6.49 | 20.00 |
| 06-00514409 | 520-55-0792 | | | | | | | |
| | | | | | | TOTAL | \$320.90 | |
| Coursen | Austin | | 6/1/2022 | 06/30/2022 | W | 5100 | \$2.53 | 534.00 |
| Coursen | Austin | | 6/30/2022 | 06/30/2022 | W | 5135 | \$7.45 | 9.00 |
| 06-00377282 | 520-43-1799 | | | | | | | |
| | | | | | | TOTAL | \$1,418.07 | |
| CUSHMAN | KARA | CM | 1/18/2022 | 05/22/2022 | W | 2022 | \$334.87 | 5.00 |
| 06-00249361 | 523-87-9973 | | | | | | | |
| | | | | | | TOTAL | \$1,674.35 | |
| DANIÉLS | DAVENA | | 1/5/2022 | 05/25/2022 | W | 1005 | \$7.35 | 1013.00 |
| DANIÉLS | DAVENA | | 3/20/2022 | 06/21/2022 | W | 2027 | \$3.83 | 562.00 |
| 06-00462402 | 520-51-0741 | | | | | | | |
| | | | | | | TOTAL | \$9,598.01 | |
| GOMEZ | XAVIER | | 1/7/2022 | 06/10/2022 | W | 1005 | \$7.35 | 445.00 |
| GOMEZ | XAVIER | | 1/1/2022 | 06/30/2022 | W | 1019 | \$7.22 | 2906.00 |
| 06-00449708 | 520-47-7632 | | | | | | | |
| | | | | | | TOTAL | \$24,252.07 | |
| HARSHA | LISA M. | CM | 1/18/2022 | 05/18/2022 | W | 2022 | \$334.87 | 5.00 |
| 06-00255494 | 520-35-2258 | | | | | | | |
| | | | | | | TOTAL | \$1,674.35 | |
| HEAPS | HESTON | | 2/1/2022 | 06/30/2022 | W | 1019 | \$7.22 | 1332.00 |
| 06-00078691 | 520-59-7584 | | | | | | | |
| | | | | | | TOTAL | \$9,617.04 | |
| Holt | David | | 1/6/2022 | 02/03/2022 | W | 5135 | \$7.45 | 20.00 |
| 06-60048460 | 653-05-5044 | | | | | | | |
| | | | | | | TOTAL | \$149.00 | |
| HULL | TORAH | | 1/1/2022 | 06/30/2022 | W | 1019 | \$7.22 | 2665.00 |
| 06-00546870 | 512-27-4494 | | | | | | | |
| | | | | | | TOTAL | \$19,241.30 | |
| JACOBS | NATALIE | | 2/7/2022 | 06/24/2022 | W | 5100 | \$3.52 | 722.00 |
| 06-60045604 | 520-41-5236 | | | | | | | |
| | | | | | | TOTAL | \$2,541.44 | |
| Jaworski | Audrev | | 1/2/2022 | 06/30/2022 | W | 2027 | \$3.83 | 438.00 |
| 06-00587382 | 520-49-7292 | | | | | | | |
| | | | | | | TOTAL | \$1,677.54 | |
| KALINOWSKI | NATHAN | | 6/8/2022 | 06/30/2022 | W | 2027 | \$3.58 | 260.00 |
| 06-00635425 | 520-59-7166 | | | | | | | |
| | | | | | | TOTAL | \$930.80 | |
| KENNEDY | KADEN | | 1/4/2022 | 06/30/2022 | W | 5108 | \$6.06 | 1715.00 |

January 2022

First DOS Last DOS POS Procedure Line Charge Units

06-00377917 520-41-4196 TOTAL \$10,392.90

KUHN DILLION 1/2/2022 06/29/2022 W 5135 \$7.45 910.00
 06-00343753 520-39-3074 TOTAL \$6,779.50

McCOY JOSHUA 1/28/2022 02/14/2022 W 1005 \$7.35 102.00
 McCOY JOSHUA 1/28/2022 01/29/2022 W 5135 \$7.45 44.00
 06-00487856 520-45-8755 TOTAL \$1,077.50

MOORER ASYA 4/26/2022 06/30/2022 W 5100 \$3.52 164.00
 MOORER ASYA 2/11/2022 02/15/2022 W 5135 \$7.45 8.00
 06-00601364 416-53-7365 TOTAL \$636.88

NORCROSS ANDREW 1/25/2022 05/26/2022 W 2022 \$334.87 5.00
 06-00282959 520-35-5636 TOTAL \$1,674.35

PASLEY JAMES 1/6/2022 06/30/2022 W 2027 \$3.83 435.00
 06-00480974 520-51-1950 TOTAL \$1,666.05

Pinkerton Cameron 1/7/2022 01/18/2022 W 5151 \$264.67 4.00
 06-00100094 764-01-4710 TOTAL \$1,058.68

PINKERTON TRACEE 1/31/2022 02/14/2022 W 5151 \$264.67 11.00
 06-00074130 385-19-2631 TOTAL \$2,911.37

RALPH JOSEPH 1/4/2022 06/27/2022 W 1005 \$7.35 2650.00
 RALPH JOSEPH 1/3/2022 06/30/2022 W 5100 \$3.52 4052.00
 RALPH JOSEPH 1/5/2022 06/27/2022 W 5135 \$7.45 517.00
 06-00356977 520-23-4056 TOTAL \$37,592.19

REYES ANGEL 1/19/2022 05/31/2022 W 1016 \$20.93 11.00
 06-00294360 520-37-2365 TOTAL \$230.23

Rodriquez Jacob 1/4/2022 06/30/2022 W 2027 \$3.58 632.00
 06-00554126 520-59-2542 TOTAL \$2,262.56

SCHMITT MARGARET 1/4/2022 06/27/2022 W 5100 \$3.52 1171.00
 SCHMITT MARGARET 4/16/2022 06/13/2022 W 5151 \$264.67 13.00
 06-00089172 520-54-2397 TOTAL \$7,562.63

SWEENEY NOAH 1/1/2022 06/29/2022 W 1005 \$7.35 1416.00
 SWEENEY NOAH 1/4/2022 06/30/2022 W 5100 \$3.52 551.00
 06-00277543 520-35-3310 TOTAL \$12,347.12

THEIL RICHARD 1/18/2022 05/18/2022 W 2022 \$334.87 5.00
 06-00359091 577-06-0486 TOTAL \$1,674.35

WAUGH SONYA 2/7/2022 06/30/2022 W 5100 \$3.52 2172.00
 06-00325948 520-39-1313 TOTAL \$7,645.44

WEIGANT DIAMOND 1/3/2022 06/28/2022 W 2027 \$3.83 366.00
 06-00475997 520-51-6654 TOTAL \$1,401.78

WEINER EMILY 1/3/2022 06/27/2022 W 5108 \$6.06 1494.00
 06-00347507 648-09-2648 TOTAL \$9,053.64

Weiss Markie 6/9/2022 06/30/2022 W 1005 \$7.35 29.00
 Weiss Markie 6/4/2022 06/30/2022 W 2027 \$3.58 250.00
 06-80069977 845-27-4590 TOTAL \$1,108.15

WILSON STEVEN CRAIG 1/4/2022 06/30/2022 W 2021 \$8.93 1403.00



**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 Cathey,
Treasurer

Bruce Knell

Amber Pollock

Dan Sabrosky

Jai-Ayla
Sutherland

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

October 18, 2022

11:30 a.m.

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

1. Announcements
2. Approve Minutes – September 20, 2022 Meeting *
3. Approve Vouchers – October 2022 *
4. Approve Financial Report – September 2022 *
 - a) Discuss WyoStar Accounts
5. Operations Update
6. Public Comment
7. Old Business
 - a) Ratification of All Actions Taken at September 20, 2022 Regular Meeting *
 - b) Other
8. New Business
 - a) Discuss Potential Wardwell Reorganization
 - b) Consider Agreement with Sheet Metal Specialties, Inc. for the WTP HVAC Chiller Replacement Project No. 20-030 in the Amount of \$494,880 *
 - i) Consider FY23 Budget Transfer No. 2023-01 in the amount of \$112,865 *
 - c) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – November 15, 2022

****Indicates Attachment***



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

MEETING PROCEEDINGS

September 20, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 20, 2022 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Bertoglio, Secretary Waters, Treasurer Cathey, and Board Members Knell, Pollock, Sabrosky, and Sutherland.

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

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.

The Board meeting was called to order at 11:33 a.m.

1. In Announcements, Mr. Martin stated that due to Treasurer Freel moving out of his Ward, he is no longer on City Council or the Board. Mr. Martin introduced Ms. Amber Pollock to the Board Members and stated that she has been assigned by City Council to

replace Mr. Freel for the rest of his term.

- a) Mr. Martin stated that as Mr. Freel was Board Treasurer, the position will need to be refilled.

Chairman King called for nominations for Treasurer. A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. 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 Cathey

2. Chairman King asked for a motion to approve the minutes from the August 16, 2022 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

Chairman King asked for a motion to approve the minutes from the August 16, 2022 Executive Session. A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8508 for Advanced Pump & Equipment, Inc. in the amount of \$9,295.75 for a Deposit for Replacement Dewatering Pump was added to the listing. Mr. Martin stated that the Dewatering Pump failed and was replaced by the spare pump in inventory. Mr. Martin stated that this particular pump station only has one pump, so a spare pump is kept in inventory in case of failure. Mr. Martin stated that a new pump has been ordered to replace the pump in inventory.

Mr. Martin stated that voucher 8503 for Dave Loden Construction, Inc. is for the Roof Replacement Project. Mr. Martin stated that work was started with materials they had in stock, and they are waiting for the rest of the materials to arrive, which won't be until October or November. Mr. Martin stated that this voucher in the amount of \$17,100 is for work that has been completed; voucher 8504 for Skogen, Cometto & Associates is for the FY22 Audit in process in the amount of \$3,500; voucher 8506 is for WLC Engineering to Survey and Prepare Exhibits for the BLM Right-of-Way application for the Pioneer Tank in the amount of \$4,682.82, Mr. Martin stated that this will be discussed later in the meeting; and voucher 8507 is for Hach Company for Lab Equipment in the amount of \$2,701.45. Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the September 2022 vouchers. A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the September 2022 voucher listing to include voucher numbers 8498 through 8508 in the amount of \$573,514.29. 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 August 2022 was 683 MG, which is 78 MG more than the five-year average. Mr. Martin stated that year to date production is 1.3 BG, which is 115 MG more than the five year average. Mr. Martin stated that July and August were both good water sales months.

Board Member Knell asked if this was due to the warmer weather. Mr. Martin stated that was correct. Mr. Martin stated that lower production last year was due to the water conservation reductions that were in place due to chemical supply issues.

Mr. Martin asked the Board to reference the monthly compilation. Mr. Martin stated that Interest Earned is (\$8,629). Mr. Martin stated that his understanding is this decrease is due to other entities invested in the Wyo-Star accounts withdrawing funds for capital projects. Mr. Martin stated that Wyo-Star had to sell off some bonds, so everyone took a hit on their interest earnings. Mr. Martin stated that Ms. Johnson, City Finance Director, anticipates that the interest earned will be gained back in the upcoming months and be better off before investing in Wyo-Star.

Mr. Martin stated that Water Utility Charges for FY23 is \$3,094,404, which is approximately \$632,000 more than last year. Mr. Martin stated that last year there was water conservation efforts due to the inability to get chemicals to treat the water. Mr. Martin stated that the increase is due to the rate increase and the above average water sales.

Mr. Martin stated that a couple of items will look a bit different on the Financial Report as Finance is changing things up to make the Comparative Income Statement more accurate. Mr. Martin stated that Reimbursable Contract Expense for FY23 includes the Operations Reimbursement for August. Mr. Martin stated that for some reason, previous years did not include the current Operations Reimbursement.

Mr. Martin stated that the Principal and Interest line items will be different as it will show the total expense when it is processed, instead of being accrued monthly. Mr. Martin stated that the Insurance/Bonds line item will be the same.

Mr. Martin stated that line item Improvements Other Than Bldgs has only had small equipment expenses charged to it so far this fiscal year.

Board Member Knell stated that he is concerned about the Wyo-Star accounts. He stated that when the Wyo-Star investments were presented, he didn't recall that funds would be lost when entities withdraw their funds. Board Member Knell stated that is pretty risky and wondered if the Board should readdress this at some point.

Mr. Martin stated that is a valid point. Mr. Martin stated that the Board is pretty early in

the Wyo-Star investing, and maybe should wait it out a bit to see how it goes through this fiscal year and make a decision then.

Board Member Knell stated that he agrees that it should be played out, but thinks this should be on the Board's radar and should keep a close watch on it.

Chairman King stated that his town has been on Wyo-Star for year and hasn't lost any significant money yet.

Board Member Knell asked Mr. Martin to tag this item to keep on the radar for discussion at future meetings.

Chairman King stated that was a good thought.

Mr. Martin stated that he will keep this on the Board's radar.

Treasurer Cathey stated that Ms. Johnson could come to a meeting to speak to the Board on this issue.

Board Member Sabrosky stated that Wardwell has opened Wyo-Star accounts, but has not made a large deposit yet, and he is now having concerns.

Board Member Knell stated that the City is investing in Wyo-Star at the recommendation of the City Chief Financial Officer, which is Ms. Johnson, who made the presentation to the Board. Board Member Knell stated that he will be making inquiries to see how the City is doing with this. Board Member Knell stated that as long as this stays on the Board's radar they can revisit it in three months.

Chairman King asked for a motion to approve the August 2022 Financial Report as presented. A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the August 2022 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that the WTP is steady, but is slowing down. Mr. Edwards stated that the WTP is currently averaging 12 MGD and the surface water plant is being operated intermittently as needed.

Mr. Edwards stated that twenty-seven of the twenty-nine wells are in operation. Mr. Edwards stated that with the river level dropping, some of the wells are being pinched back just to maintain adequate well levels.

Mr. Edwards stated that Maintenance staff repaired a leak on the Groundwater Contactor in the Ozone room.

Mr. Edwards stated that staff repaired Filter 6 flow meter.

Mr. Edwards stated that the backwash turbidimeter was repaired.

Mr. Edwards stated that the South Chem turbidimeter flushing line was replumbed.

Mr. Edwards stated that the float wiring was repaired on the Decant Pump Station.

Mr. Edwards stated that the exhaust fan in Casper 21 was repaired.

Mr. Edwards stated that the Groundwater High Service chlorine analyzer was replumbed.

Mr. Edwards stated that the turbidimeter was repaired on Casper 14.

Mr. Edwards stated that the turbidimeter controller was replaced on Surface Water.

Mr. Edwards stated that tree and brush clearing was done at the Casper well houses.

Mr. Edwards stated that Rocky Mountain Air installed a radio read meter on the Oxygen Tanks in order to provide telemetry for reordering purposes, which seems to be working well.

Mr. Edwards stated that HOA assisted with some SCADA issues at the WTP as well as issues at the boosters and tanks.

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

Mr. Anderson stated that staff has been working on the Sandy Lake Booster by-pass line. Mr. Anderson stated that there was a leak on the line approximately a month and a half ago. Mr. Anderson stated that the whole booster by-pass line will be replaced. Mr. Anderson stated that staff is waiting on parts to be completed at the machine shop.

Mr. Anderson stated that the roads at Airport Booster and Pioneer Tank were graded as they were getting washed out.

Mr. Anderson stated that staff has been working on valve boxes and installing bollards on the Sandy Lake waterline. Mr. Anderson stated that valve boxes keep getting hit by the graders.

Mr. Anderson stated that chlorine residuals are still looking good, but he expects nitrification to show up in the next month or two.

6. There was no Public Comment.

7. In Old Business:

a. There was no Old Business.

b. In Other Old Business, Board Member Knell thanked the Board for their patience

while he has been healing from his airplane wreck. Board Member Knell stated that he should not be missing any more meetings.

8. In New Business:

- a. Mr. Martin stated that the Board entered into an agreement with West Plains Engineering, Inc. for design services for the WTP HVAC Chiller Replacement Project. Mr. Martin stated that once the design was completed the project was put out to bid. Mr. Martin stated that bids came in higher than what was budgeted. Mr. Martin stated that only one bid was received, and it was rejected by the Board. Mr. Martin stated that funds were added to the FY23 budget for this project to account for the shortcoming. Mr. Martin stated that the project will be going back out to bid in FY23.

Mr. Martin stated that Amendment No. 2 with West Plains Engineering in the amount of \$1,500 is for additional services for putting the project back out to bid. Mr. Martin stated that this includes answering questions from contractors, pre-bid meeting, and reviewing bids and making recommendations.

Mr. Martin stated that with the addition of \$1,500 in Amendment No. 2, it brings the total contract amount to \$23,050. Mr. Martin recommended approval of Amendment No. 2.

Chairman King asked for a motion to approve Amendment No. 2 with West Plains Engineering. A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve Amendment No. 2 with West Plains Engineering for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$1,500.

Vice-Chairman Bertoglio asked if there were any changes in design, or if they are sending out the bid documents. Mr. Martin stated that there were no changes to the design of the project.

Board Member Sabrosky asked if the advertising expense was included as it could be expensive. Mr. Martin state that advertising is not included, it just covers the pre-bid meeting, answering questions from bidders, opening bids, etc.

Board Member Knell asked if it is known how much the first bid was over budget. Mr. Martin stated that \$180,000 was budgeted, and the bid came in just over \$400,000.

Board Member Knell asked where the Board is going to come up with an additional \$200,000 when the price of materials hasn't changed. Mr. Martin stated that additional funds were added in the FY23 budget, and hopefully bidding will be a little more favorable this time around.

Motion put and carried.

- b. Mr. Martin stated that the Pioneer Water Storage Tank and facilities are located on BLM property. Mr. Martin stated that there is a right-of-way grant/temporary use permit that has been in place for 30 years but has expired. Mr. Martin stated that the renewal of the right-of-way grant/temporary use permit would be good for 30 years. Mr. Martin showed the map of the site to the Board.

Mr. Martin stated that the temporary use permit includes a fee that is based on fair market value. Mr. Martin stated that the fee is currently \$500 annually.

Mr. Martin stated that once the renewal right-of-way grant/temporary use permit is in place, staff will research to make sure all easements are in place for this waterline. Mr. Martin stated the WLC Engineering did the surveying for this right-of-way grant/temporary use permit.

Mr. Martin recommended approval of the right-of-way grant/temporary use permit.

Chairman King asked if the fee is \$500 per year. Mr. Martin stated that is correct.

Board Member Knell asked if Mr. Martin anticipated any issues with the easement on the private property. Mr. Martin stated that he did not think there would be any issues with the easements on the private property but staff will be verifying that easements are in place for the private property as well.

A motion was made by Board Member Knell and seconded by Secretary Waters to approve the Chairman signing the BLM Right-of-Way Grant/Temporary Use Permit for the Pioneer Water Storage Tank and facilities. Motion put and carried.

- c. Mr. Martin stated that FY23 Budget Amendment No. 1 is for projects that were budgeted but not completed in FY22, and encumbrances for products and services that have not been received as of June 20, 2022. Mr. Martin stated that the spending authority has elapsed for these FY22 funds, and the budget amendment will reauthorize spending authority in FY23. Mr. Martin stated that the amount of the budget amendment is \$1,034,108.67.

Mr. Martin stated that the following items are included in the budget amendment:

| | |
|-------------------------|---|
| FY22 Roof Replacement - | \$120,885 |
| Land Purchase - | \$ 70,000 |
| Chiller Replacement - | \$156,584.80 – additional funds allocated in FY23 |
| Well Rehabilitation - | \$351,492.53 – additional funds allocated in FY23 |
| Service Truck - | \$ 86,981 – Truck is on order |

Several smaller pieces of equipment and materials are also on order.

Mr. Martin stated that Budget Amendment No. 1 will bring the total of the FY23 budget to \$9,584,056. Mr. Martin recommended approval of FY23 Budget Amendment No. 1.

Board Member Knell asked how much more funds will be needed to supplement the carry-over projects considering the inflationary period that has elapsed. Mr. Martin stated that he is hopeful that the funds allocated in FY23 will cover the cost of the projects.

A motion was made Board Member Knell and seconded by Treasurer Cathey to approve FY23 Budget Amendment No. 1 in the amount of \$1,034,109.

Board Member Sutherland asked if this budget amendment total is comparable to previous years. Mr. Martin stated that he believes it is comparable to last year, but there are a couple of high dollar projects on this budget amendment.

Motion put and carried.

- d. There was no Other New Business.
- 9. In the Chairman’s Report, Chairman King stated that the next regular meeting would be held on October 18, 2022.

A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn the meeting at 12:03 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
October 12, 2022**

| VOUCHER NO. | VENDOR | DESCRIPTION | AMOUNT |
|--------------------|---|--|---------------------|
| 8509 | HUB International Mountain States Limited | Property Insurance – Boiler & Machinery Premium 2022-2023 | \$106,874.00 |
| 8510 | Casper Star Tribune | Capital Exepense – Advertisement for Bid – WTP HVAC Chiller Replacement Project No. 20-030 | \$653.36 |
| 8511 | City of Casper | Loan Payment | \$127,960.40 |
| 8512 | City of Casper | Operations Reimbursement – September 2022 | \$641,031.23 |
| 8513 | Hach Company | Capital Expense – Turbidimeters | \$22,363.04 |
| 8514 | AUMA Actuators, Inc. | Capital Expense – Surface Water High Service Valve Actuator Replacement | \$13,285.37 |
| 8515 | Skogen, Cometto & Associates, P.C. | FY2022 Audit Fieldwork in Process | \$11,500.00 |
| 8516 | Williams, Porter, Day & Neville, P.C. | Legal Expense – Sept22 – C. Chapin | \$612.50 |
| 8517 | Hach Company | Capital Expense – Turbidimeter Output Sensors | \$5,967.96 |
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| | | | |
| | | | |
| | | | |
| | | Total | \$930,247.86 |



City of Casper
200 North David Street
Casper, WY 82601

8512

General Billing

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

| CUSTOMER | INVOICE DATE | INVOICE NUMBER | AMOUNT PAID | DUE DATE | INVOICE TOTAL DUE |
|-------------------------------------|--------------|----------------|-------------|------------------------|-------------------|
| CENTRAL WYO. REGIONAL WATER SYS.... | 09/30/2022 | 3406 | \$0.00 | 10/30/2022 | \$641,031.23 |
| PAST DUE AMOUNT | | | | ACCOUNT BALANCE | |
| \$0.00 | | | | \$768,991.63 | |

| DESCRIPTION | QUANTITY | PRICE | UOM | ORIGINAL BILL | ADJUSTED | PAID | AMOUNT DUE |
|----------------------------------|----------|-----------------|------|---------------|----------|---------------------|--------------|
| REGIONAL WATER OPS REIMBURSEMENT | 1.00 | \$641031.230000 | EACH | \$641,031.23 | \$0.00 | \$0.00 | \$641,031.23 |
| Invoice Total: | | | | | | \$641,031.23 | |

September 2022 WTP Operations Reimbursement

| September 2022 Total Reimbursement Invoice | | |
|--|----------------------------------|---------------------|
| 9010.00 | Wages & Salaries Dir Labor - O&M | \$124,675.41 |
| 9020.00 | Chemical Charge - O&M | \$377,819.13 |
| 9030.00 | Utilities - O&M | \$107,419.56 |
| 9040.00 | Supplies - O&M | \$17,243.17 |
| 9060.00 | Training - O&M | \$60.00 |
| 9070.00 | Major Maint, Repair, Replc - O&M | \$2,175.00 |
| 9080.00 | Testing & Lab Services - O&M | \$5,818.96 |
| 9090.00 | Other Reimbursable Costs - O&M | \$5,820.00 |
| | 300-6257 - Ops Reimb | \$641,031.23 |

✂ 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 | 09/30/2022 |
| Invoice Number | 3406 |
| Customer Number | 2784 |
| Amount Paid | \$641,031.23 |
| Due Date | 10/30/2022 |
| Invoice Total Due | \$641,031.23 |

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

000001&2023000003406600641031232

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

| Vendor | Account Name | Date | Invoice Number | Invoice Amount | Purchased |
|--|------------------------------|------------|---------------------|----------------|---|
| ALSCO | Laundry/Towel | 08/31/2022 | LCAS1498706 | 137.77 | Professional Laundry Services |
| AQUA SMART, INC. | Chemicals | 08/31/2022 | 21190512 | 135,600.00 | SeaQuest - Dry - Aqua Smart - |
| AT & T CORP | Communication | 09/26/2022 | 287311040412X092022 | 40.04 | Acct #287311040412 |
| ATLAS OFFICE PRODUCT | General Supplies & Materials | 09/16/2022 | 77997-0 | 87.79 | Laundry Detergent, Dryer Sheet |
| ATLAS OFFICE PRODUCT | General Supplies & Materials | 09/16/2022 | 78004-0 | 4.08 | Large & Medium Binder Clips - |
| Bargreen Wyoming | General Supplies & Materials | 09/16/2022 | 010566953 | 6.79 | Bigger Ice Scoop for Ice Machine |
| BLACK HILLS ENERGY | Natural Gas | 08/31/2022 | RIN0031136 | 1,152.81 | Acct #7513 1659 94 |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI267436 | 13,769.90 | Ferric Chloride - Brenntag - C |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI267438 | 14,047.20 | Ferric Chloride - Brenntag - C |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI267435 | 13,628.30 | Ferric Chloride - Brenntag |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI267437 | 13,852.50 | Ferric Chloride - Brenntag - C |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI270176 | 17,700.90 | Ammonium Hydroxide |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI268918 | 16,482.00 | Ferric Chloride - Brenntag - C |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI268595 | 16,233.60 | Ferric Chloride - Brenntag - C |
| BRENNTAG PACIFIC, IN | Chemicals | 08/31/2022 | BPI271674 | 15,992.60 | Ferric Chloride |
| BRENNTAG PACIFIC, IN | Chemicals | 09/12/2022 | BPI272741 | 16,330.70 | Ferric Chloride |
| BRENNTAG PACIFIC, IN | Chemicals | 09/14/2022 | BPI273635 | 16,668.80 | Ferric Chloride |
| BRENNTAG PACIFIC, IN | Chemicals | 09/14/2022 | BPI275082 | 16,213.40 | Ferric Chloride |
| CARUS CORPORATION | Chemicals | 09/29/2022 | SLS 10103499 | 3,159.00 | Chemicals - Poly-500-55 |
| CASPER STAR-TRIBUNE, CENTURYLINK | Advertising | 08/31/2022 | 82271 | 49.86 | Notice - Central Wyo Regional |
| CITY OF CASPER | Communication | 09/12/2022 | 69246 | 21.41 | Acct #P-307-111-9950 456M |
| CITY OF CASPER | Refuse | 09/12/2022 | 653092 | 84.00 | Refuse Charges |
| CITY OF CASPER | Sewer | 09/12/2022 | 653092 | 28.63 | Sewer Charges |
| COASTAL CHEMICAL CO | Gas/Fuel | 08/31/2022 | 0125010 | 136.34 | Unleaded fuel |
| COASTAL CHEMICAL CO | Gas/Fuel | 09/14/2022 | 0125056 | 101.98 | Unleaded fuel |
| Computer Professionals Unlimited, Inc. | Technology Supplies | 09/09/2022 | INV121852 | 79.99 | Webcam - Technology Supplies |
| CRUM ELECTRIC SUPPLY | General Supplies & Materials | 09/15/2022 | 2397574-00 | 265.70 | Actiflo Project Parts - Machin |
| CRUM ELECTRIC SUPPLY | General Supplies & Materials | 09/16/2022 | 239857500 | 15.05 | Lightbulbs for Wardwell Tank |
| CRUM ELECTRIC SUPPLY | General Supplies & Materials | 09/20/2022 | 239881500 | 60.20 | Lights for Wardwell Tank Booster |
| Cunningham Electric | Maint/Repair (Non Contract) | 09/14/2022 | 22-0296 | 2,175.00 | Installation of Dryer & Ice Machine |
| Dana Kepner | General Supplies & Materials | 09/06/2022 | 2235111400 | 1,285.42 | 12" Sleeves Salt Creek Fire Hydrants |
| Dana Kepner | General Supplies & Materials | 09/14/2022 | 223527600 | 76.00 | 3" 300# Full Face Red Rubber - SL Bst |
| Dominos | General Supplies & Materials | 09/22/2022 | RIN0031152 | 79.44 | Lunch for JPB Meeting - Office Supplies |
| DPC INDUSTRIES, INC. | Chemicals | 08/31/2022 | 737003601-22 | 11,501.09 | Sodium Hypochlorite - DPC Indu |
| DPC INDUSTRIES, INC. | Chemicals | 08/31/2022 | 737003488-22 | 11,397.31 | Sodium Hypochlorite - DPC - Ch |
| DPC INDUSTRIES, INC. | Chemicals | 08/31/2022 | 737003932-22 | 11,487.64 | Sodium Hypochlorite |
| DPC INDUSTRIES, INC. | Chemicals | 08/31/2022 | 737003745-22 | 11,565.19 | Sodium Hypochlorite - DPC Indu |
| DPC INDUSTRIES, INC. | Chemicals | 09/22/2022 | 737004066-22 | 11,297.33 | Sodium Hypochlorite |
| Dwyer Instruments, Inc. | General Supplies & Materials | 09/08/2022 | 05299460 | 1,524.98 | Level Sensors - Well Supplies |
| EMPLOYEE REIMBURSEMENT | Travel/Training | 09/29/2022 | RIN0031162 | 60.00 | Notary Public Application Reimbursement |

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

| Vendor | Account Name | Date | Invoice Number | Invoice Amount | Purchased |
|--------------------------------------|------------------------------|------------|-------------------|----------------|--|
| ENERGY LABRATORIES I | Testing | 08/31/2022 | 499640 | 371.00 | Metals/Mercury/Organics/SDWA/N |
| ENERGY LABRATORIES I | Testing | 08/31/2022 | 499641 | 270.00 | Anions/Metals/Mercury/Cyanide/ |
| ENERGY LABRATORIES I | Testing | 09/12/2022 | 500833 | 306.00 | Aerobic Endospores testing |
| ENERGY LABRATORIES I | Testing | 09/12/2022 | 500834 | 52.00 | Bacteria, Public Water Supply |
| ENERGY LABRATORIES I | Testing | 09/14/2022 | 503421 | 52.00 | TSS Outfall #2 |
| ENERGY LABRATORIES I | Testing | 09/14/2022 | 503157 | 96.00 | Carbon, Total Organic testing |
| ENERGY LABRATORIES I | Testing | 09/14/2022 | 503651 | 306.00 | Aerobic Endospores testing |
| ENERGY LABRATORIES I | Testing | 09/22/2022 | 503935 | 67.00 | Carbon, Total Organic testing |
| Eurofins Environment Testing America | Testing | 09/06/2022 | 3800003448 | 200.00 | Bromate Testing |
| FERGUSON ENTERPRISES | General Supplies & Materials | 08/29/2022 | CC907260 | 173.03 | Well Turbid Line Materials - W |
| FERGUSON ENTERPRISES | General Supplies & Materials | 09/01/2022 | CC902985 | 525.67 | Turbidity Manifolds - Machiner |
| FERGUSON ENTERPRISES | General Supplies & Materials | 09/21/2022 | CC928593 | 250.83 | Turbidity Manifolds - Machinery |
| FERGUSON ENTERPRISES | General Supplies & Materials | 09/14/2022 | 0823113 | 265.84 | NRS Gate Valve Sandy Lakes Booster |
| GOBLE SAMPSON ASSOC. | General Supplies & Materials | 09/14/2022 | SI211272 | 471.42 | Pump & lubricant supplies |
| GRAINGER, INC. | General Supplies & Materials | 09/14/2022 | 9443967485 | 206.14 | Light bulbs |
| GRAINGER, INC. | General Supplies & Materials | 09/14/2022 | 9443967493 | 332.09 | Plastic sheet |
| GRAINGER, INC. | General Supplies & Materials | 09/14/2022 | 9450855128 | 1,757.70 | Heater & thermostat |
| GRAINGER, INC. | General Supplies & Materials | 09/22/2022 | 9456239053 | 1,202.31 | Sewage ejector pump |
| GRAINGER, INC. | General Supplies & Materials | 09/29/2022 | 9460196430 | 619.25 | HVAC filters |
| GRAINGER, INC. | General Supplies & Materials | 09/29/2022 | 9461566672 | 1,400.85 | Ejector pump |
| HACH CO., CORP. | Lab Supplies | 09/12/2022 | 13193625 | 3,301.00 | Chlorine Analyzer - Machinery |
| HACH CO., CORP. | Lab Supplies | 09/13/2022 | 13231736 | 214.08 | Sample Cell Lab Kit - Lab Supp |
| HACH CO., CORP. | Lab Supplies | 09/26/2022 | 13259545 | 330.98 | Ammonia Monochloramine |
| HACH CO., CORP. | Lab Supplies | 09/29/2022 | 13268171 | 110.22 | Chlorine |
| HACH CO., CORP. | Lab Supplies | 09/29/2022 | 13266270 | 142.68 | Ammonia/Monochloramine |
| HACH CO., CORP. | Maintenance Agreements | 08/31/2022 | 13185775 | 5,320.00 | Chloramine Analyzer Maintenance |
| HARDWARE PARTNERS LL | General Supplies & Materials | 09/15/2022 | A66438-1 | 55.98 | Tool Room Supplies - Small Tool |
| HARDWARE PARTNERS LL | General Supplies & Materials | 09/21/2022 | A68065-1 | 33.97 | Nipples for Well Field Manifold |
| Home Depot | General Supplies & Materials | 09/01/2022 | 60015177571083035 | 36.42 | Window Film - Office Supplies |
| Home Depot | General Supplies & Materials | 09/06/2022 | 60015186002 | 129.00 | Hose Reel for Actiflo - Machin |
| Home Depot | General Supplies & Materials | 09/06/2022 | WP44793957 | 59.64 | 30% Vinegar - Other Materials |
| Home Depot | General Supplies & Materials | 09/06/2022 | 60011494020 | 34.69 | Window Film - Purchase Without Tax |
| Home Depot | General Supplies & Materials | 09/06/2022 | 60010001494012 | (36.42) | Credit Due to Being Charged Tax |
| Home Depot | General Supplies & Materials | 09/13/2022 | RIN0031141 | (2.45) | Tax Credit for Previous Order |
| Home Depot | General Supplies & Materials | 09/16/2022 | 600151120403708 | 16.98 | Dryer Vent Kit for Clothes Dryer |
| INTUIT, INC. - QAQC Lab Inc. | General Supplies & Materials | 09/08/2022 | 10110 | 1,362.98 | Slot Sampler - Lab Supplies |
| KASH CORPORATION | General Supplies & Materials | 09/12/2022 | 07292002 | 2,581.98 | Washer & Dryer |
| Keenan Supply | General Supplies & Materials | 09/06/2022 | S018152160.002 | 103.22 | 300 CS RF Blind FLNG Sandy Lake |
| LONG BUILDING TECHNO | Maintenance Agreements | 09/12/2022 | SRVCE0131447 | 500.00 | Thermostat replacement / downl |
| Menards | General Supplies & Materials | 09/20/2022 | 51051062893 | 150.93 | Well Field Parts, Shelf for Laundry Room |

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

| Vendor | Account Name | Date | Invoice Number | Invoice Amount | Purchased |
|-----------------------------------|------------------------------|------------|----------------------|----------------|---|
| MPI WAREHOUSE SPECIA | General Supplies & Materials | 09/20/2022 | 192452-00 | 55.13 | Gauges for Wells - Well Supplies |
| NAPA AUTO PARTS CORP | General Supplies & Materials | 09/08/2022 | 893258 | 108.99 | Laser Tachometer - Small Tools |
| NORCO, INC. | General Supplies & Materials | 09/12/2022 | 35817215 | 74.82 | Dust masks / safety supplies |
| Northwest Contractors Supply Inc. | General Supplies & Materials | 09/21/2022 | 1560913 | 8.02 | Cutter Bit - Small Tools & Supplies |
| Northwest Contractors Supply Inc. | General Supplies & Materials | 09/02/2022 | 1559593 | 55.41 | SANDY LAKES BYPASS LINE BOOSTERS |
| Northwest Contractors Supply Inc. | General Supplies & Materials | 09/06/2022 | 1560056 | 5.74 | Rubber Gasket 2020033-6101 Sandy Lake |
| Pacific Steel & Recycling | General Supplies & Materials | 09/09/2022 | 983611 | 86.78 | 72" SCH40 X 21' Sandy Lakes Booster |
| Payroll | Personnel | 9/1/2022 | | 42,089.85 | 9/1/2022 Payroll |
| Payroll | Personnel | 9/15/2022 | | 45,571.69 | 9/15/2022 Payroll |
| Payroll | Personnel | 9/29/2022 | | 37,013.87 | 9/29/2022 Payroll |
| Petco | General Supplies & Materials | 09/06/2022 | 65050028221220220902 | 129.98 | Submersible Pumps for Actiflo |
| PRINTWORKS | Postage/Printing | 09/22/2022 | 12151 | 35.95 | Printing service - business cards |
| Rocky Mountain | Chemicals | 09/14/2022 | 30389560 | 3,386.50 | Bulk Oxygen - Chemicals |
| Rocky Mountain | Chemicals | 09/14/2022 | 30390926 | 3,958.01 | Bulk Oxygen - Chemicals |
| Rocky Mountain | Chemicals | 09/14/2022 | 30390922 | 3,481.01 | Bulk Oxygen - Chemicals |
| Rocky Mountain | Chemicals | 09/14/2022 | 30391369 | 66.15 | Bulk Oxygen - Telemetry Web Site Charge |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031128 | 351.11 | Acct #60931133-017 7 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031129 | 4,701.61 | Acct #60931133-018 5 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031122 | 1,462.31 | Acct #60931133-011 0 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031123 | 1,203.45 | Acct #60931133-012 8 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031124 | 718.05 | Acct #60931133-013 6 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031118 | 382.96 | Acct #60931133-005 2 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031117 | 26.18 | Acct #60931133-004 5 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031119 | 563.57 | Acct #60931133-006 0 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031115 | 631.11 | Acct #60931133-002 9 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN00311221 | 4,100.04 | Acct #60931133-010 2 |
| ROCKY MOUNTAIN POWER | Electricity | 09/14/2022 | RIN0031146 | 81,318.83 | Acct #60931133-009 4 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031127 | 1,715.94 | Acct #60931133-016 9 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031130 | 24.42 | Acct #60931133-019 3 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031132 | 24.74 | Acct #60931133-024 3 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031131 | 24.56 | Acct #60931133-021 9 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031126 | 41.95 | Acct #60931133-015 1 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031134 | 59.27 | Acct #60931133-026 8 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031120 | 1,367.58 | Acct #60931133-008 6 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031125 | 26.13 | Acct #60931133-014 4 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031114 | 25.41 | Acct #60931133-001 1 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031116 | 2,509.73 | Acct #60931133-003 7 |
| ROCKY MOUNTAIN POWER | Electricity | 08/31/2022 | RIN0031133 | 2,841.49 | Acct #60931133-025 0 |
| ROCKY MOUNTAIN POWER | Electricity | 09/14/2022 | RIN0031146 | 1,894.89 | Acct #60931133-009 4 |
| ROCKY MOUNTAIN POWER | Electricity | 09/14/2022 | RIN0031148 | 25.56 | Acct #60931133-022 7 |

City of Casper Wyoming
 Expenditure Reimbursement Request
 September 30, 2022

| <u>Vendor</u> | <u>Account Name</u> | <u>Date</u> | <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Purchased</u> |
|----------------------|------------------------------|-------------|-----------------------|-----------------------------------|------------------------------------|
| Sutherlands | General Supplies & Materials | 09/09/2022 | 22191007299222491050 | 50.97 | Pressure Sprayer & Spider Kill |
| Tractor Supply Co | General Supplies & Materials | 09/01/2022 | 453702 | 454.98 | Chemical Tote & A Rake - Small |
| U.S. Converters LLC | General Supplies & Materials | 09/20/2022 | 70572 | 97.63 | Converters & Adapters -Machine |
| Verizon | Communication | 09/15/2022 | 9914815763 | 51.78 | WTP Operator Cell Phone |
| Walmart | General Supplies & Materials | 09/21/2022 | 104200314 | 33.94 | Food for JPB Meeting, Sticky Notes |
| WARDWELL WATER & SEW | General Supplies & Materials | 08/31/2022 | RIN0031110 | 157.03 | Monthly water charge |
| XEROX CORPORATION | General Supplies & Materials | 09/14/2022 | 017030940 | 244.36 | Copier usage |
| | | | Total | <u><u>\$641,031.23</u></u> | |

Central Wyoming Regional Water System

Gallons Produced
Rates Billed

Fiscal Year 2022-2023

| Entity | Gallons of Water Produced | | | | Water Rates Billed | | | |
|----------------|---------------------------|------------------------|------------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 9/30/2022 | 8/31/2022 | 7/31/2022 | Year-to-Date | 9/30/2022 | 8/31/2022 | 7/31/2022 | Year-to-Date |
| Salt Creek JPB | 4,096,345.918 | 6,821,910.204 | 5,955,148.980 | 16,873,405.102 | \$ 9,175.81 | \$ 15,281.08 | \$ 13,339.53 | \$ 37,796.43 |
| Wardwell W&S | 23,651,868.367 | 33,714,787.755 | 36,193,058.163 | 93,559,714.286 | \$ 52,980.19 | \$ 75,521.12 | \$ 81,072.45 | \$ 209,573.76 |
| Pioneer | 7,008,932.653 | 9,597,740.816 | 9,422,562.245 | 26,029,235.714 | \$ 15,700.01 | \$ 21,498.94 | \$ 21,106.54 | \$ 58,305.49 |
| Poison Spider | 905,357.143 | 1,184,897.959 | 1,000,051.020 | 3,090,306.122 | \$ 2,028.00 | \$ 2,654.17 | \$ 2,240.11 | \$ 6,922.29 |
| 33 Mile Road | 1,068,877.551 | 1,452,653.061 | 1,634,336.735 | 4,155,867.347 | \$ 2,394.29 | \$ 3,253.94 | \$ 3,660.91 | \$ 9,309.14 |
| Sandy Lake | 1,474,555.102 | 2,158,682.653 | 2,492,817.347 | 6,126,055.102 | \$ 3,303.00 | \$ 4,835.45 | \$ 5,583.91 | \$ 13,722.36 |
| Lakeview | 748,975.510 | 944,275.510 | 896,511.224 | 2,589,762.245 | \$ 1,677.71 | \$ 2,115.18 | \$ 2,008.19 | \$ 5,801.07 |
| Mile-Hi | 384,102.041 | 701,720.408 | 695,316.327 | 1,781,138.776 | \$ 860.39 | \$ 1,571.85 | \$ 1,557.51 | \$ 3,989.75 |
| City of Casper | 419,591,528.714 | 626,263,221.633 | 641,145,465.959 | 1,687,000,216.306 | \$ 939,885.02 | \$ 1,402,829.62 | \$ 1,436,165.84 | \$ 3,778,880.48 |
| Regional Water | (115,000.000) | (137,638.000) | (707,182.000) | (959,820.000) | \$ (257.60) | \$ (308.31) | \$ (1,584.09) | \$ (2,150.00) |
| TOTAL | 458,815,543.000 | 682,702,252.000 | 698,728,086.000 | 1,840,245,881.000 | \$1,027,746.82 | \$1,529,253.04 | \$1,565,150.91 | \$4,122,150.77 |

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED:

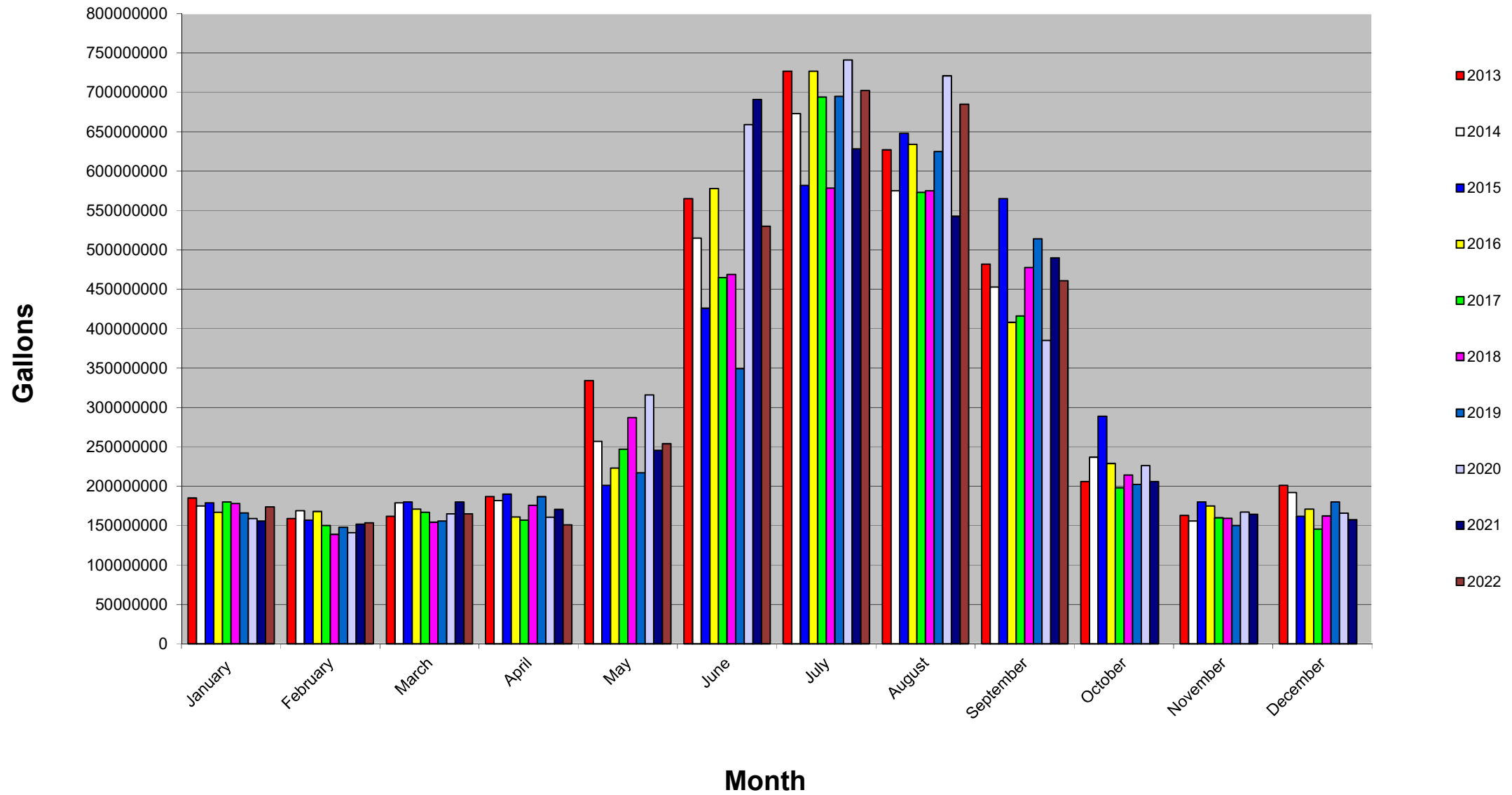
3,594,587,486.000

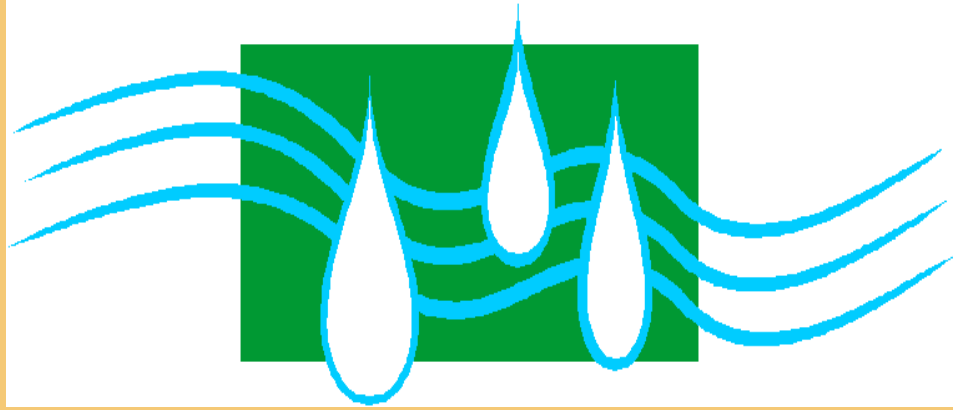
TOTAL PRIOR YEAR (FY2022) BILLING:

\$ 7,656,471.34

*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

September 30, 2022

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2023 Period 3 (as of September 30, 2022)

| Account Number | Description | Account Balance |
|---------------------------|---------------------------------------|--|
| Consolidated Funds | | |
| Assets | | Total Assets 54,104,011 |
| 1000 | Cash | 3,155,771 |
| | Restricted Cash | 1,000,000 |
| 1015 | Cash (Retainage Outside Bank) | - |
| 1200 | Accounts Receivable | 1,040,083 |
| 1400 | Inventory | 598,327 |
| 1521 | WYO Star Investment - Allocation | 1,990,238 |
| 1522 | WYO Star 2 Investment - Allocation | 3,333,163 |
| 1600 | Prepaid Expense | 24,163 |
| 1710 | Land | 580,874 |
| 1720 | Buildings | 47,485,671 |
| 1725 | Accumulated Depreciation - Bld | (37,831,005) |
| 1730 | Improvements Other Than Bldgs | 44,467,210 |
| 1735 | AD Improve. Non Bldg | (12,462,708) |
| 1740 | Machinery & Equip - Light | 1,361,609 |
| 1745 | AD Machinery & Equip. - Light | (947,070) |
| 1780 | Construction In Progress | 307,685 |
| Liabilities | | Total Liabilities (11,319,718) |
| 2010 | Vouchers/Account Payable | (641,031) |
| 2020 | Retainage Payable | (900) |
| 2030 | Accrued Wages Payable | (30,772) |
| 2040 | Leaves Payable | (43,847) |
| 2070 | Interest Payable | (109,018) |
| 2080 | Notes Payable - Current | (1,987,580) |
| 2510 | Notes/Loans Payable - Non Cur | (8,506,569) |
| Fund Balance | | Total Fund Balance (42,784,292) |
| 3000 | Net Investment in Capital Assets | (32,468,117) |
| | Restricted (WWDC Reserve Requirement) | (1,000,000) |
| 3010 | Unrestricted Net Position | (9,316,175) |
| | | Total Liabilities + Fund Balance (54,104,011) |

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Three Months YTD as of September 30, 2022

| | 2021 | 2022 | 2023 |
|--------------------------------------|--------------------|--------------------|--------------------|
| Revenue | \$3,804,121 | \$3,595,681 | \$4,176,423 |
| 4501 - Interest Earned | \$1,175 | \$447 | \$6,046 |
| 4505 - Misc. Revenue | \$64 | (\$3) | \$0 |
| 4601 - Water Utility Charges | \$3,725,877 | \$3,502,273 | \$4,122,151 |
| 4650 - System Development Charges | \$77,006 | \$92,964 | \$48,226 |
| Expense | \$1,356,200 | \$1,346,724 | \$1,780,749 |
| 6212 - Legal Services | \$403 | \$3,673 | \$2,070 |
| 6213 - Investment Services | \$119 | \$79 | \$31 |
| 6214 - Consulting Services | \$145 | \$249 | \$4,763 |
| 6215 - Acctg/Audit Services | \$0 | \$211 | \$3,500 |
| 6255 - Other Contractual | \$0 | \$0 | \$0 |
| 6257 - Reimbursable Contract Exp. | \$724,464 | \$363,161 | \$1,272,061 |
| 6303 - Buildings | \$0 | \$9,906 | \$18,000 |
| 6305 - Improvements Other Than Bldgs | \$46,341 | \$388,769 | \$88,261 |
| 6307 - Intangibles | \$0 | \$0 | \$0 |
| 6311 - Light Equipment | \$2,850 | \$1,253 | \$0 |
| 6312 - Light Equipment - Replacement | \$0 | \$0 | \$0 |
| 6321 - Technology - Replacement | \$3,123 | \$0 | \$0 |
| 6501 - Principal | \$474,680 | \$496,099 | \$381,041 |
| 6510 - Interest | \$80,963 | \$59,544 | \$11,023 |
| 6780 - Insurance/Bonds | \$23,112 | \$23,780 | \$0 |
| Net Income: | \$2,447,922 | \$2,248,957 | \$2,395,674 |

BUDGET COMPARISON
As of September 30, 2022
25.00% 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>YET TO BE</u> | |
|----------------|---|---------------------|---------------------|-----------------------|--------------------|---------------------|-----------------------|----------------|
| | | <u>BUDGET</u> | <u>ADJUSTMENTS</u> | <u>BUDGET</u> | | | <u>COLLECTED</u> | <u>% REC'D</u> |
| 4501 | Interest Earned | (70,000) | - | (70,000) | (6,046) | - | (63,954) | 8.64% |
| 4505 | Misc. Revenue | (100) | - | (100) | - | - | (100) | 0.00% |
| 4601 | Water Utility Charges | (8,240,740) | - | (8,240,740) | (4,122,151) | - | (4,118,589) | 50.02% |
| 4650 | System Development Charges | (245,000) | - | (245,000) | (48,226) | - | (196,774) | 19.68% |
| | TOTAL REVENUES | (8,555,840) | - | (8,555,840) | (4,176,423) | - | (4,379,417) | 48.81% |
| | | <u>ORIGINAL</u> | <u>TRANSFERS/</u> | <u>REVISED</u> | | | <u>AVAILABLE</u> | |
| | | <u>BUDGET</u> | <u>ADJUSTMENTS</u> | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>ENCUMBERED</u> | <u>BUDGET</u> | <u>% USED</u> |
| 6212 | Legal Services | 30,000 | - | 30,000 | 2,070 | - | 27,930 | 6.90% |
| 6213 | Investment Services | 1,500 | - | 1,500 | 31 | - | 1,469 | 2.07% |
| 6214 | Consulting Services | 15,000 | - | 15,000 | 4,763 | - | 10,237 | 31.75% |
| 6215 | Acctg/Audit Services | 32,000 | - | 32,000 | 3,500 | - | 28,500 | 10.94% |
| 6255 | Other Contractual | 3,000 | - | 3,000 | 0 | - | 3,000 | 0.00% |
| 6257 | Reimbursable Contract Exp. | 3,830,789 | - | 3,830,789 | 1,272,061 | - | 2,558,728 | 33.21% |
| 6303 | Buildings - New | 0 | 70,000 | 194,551 | 18,000 | 109,550 | 67,001 | 65.56% |
| 6305 | Improvements Other Than Bldgs | 1,972,000 | 739,416 | 2,711,416 | 88,261 | 414,350 | 2,208,806 | 18.54% |
| 6307 | Intangibles - New | 0 | - | 13,161 | 0 | 13,161 | 0 | 100.00% |
| 6312 | Light Equipment - Replacement | 0 | 86,981 | 86,981 | 0 | 86,981 | - | 100.00% |
| 6501 | Principal | 2,244,084 | - | 2,244,084 | 381,041 | - | 1,863,043 | 16.98% |
| 6510 | Interest | 307,574 | - | 307,574 | 11,023 | - | 296,551 | 3.58% |
| 6720 | Travel/Training | 2,000 | - | 2,000 | 0 | - | 2,000 | 0.00% |
| 6780 | Insurance/Bonds | 112,000 | - | 112,000 | 0 | - | 112,000 | 0.00% |
| | TOTAL EXPENDITURES | \$ 8,549,947 | \$ 896,397 | \$ 9,584,056 | 1,780,749 | \$ 624,041 | \$ 7,179,266 | 25.09% |
| | TOTAL REVENUE OVER/(UNDER) EXPENSE | \$ 5,893 | \$ (896,397) | \$ (1,028,216) | 2,395,674 | \$ (624,041) | \$ (2,799,848) | |

October 18, 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
Janette Brown, Administrative Assistant III

SUBJECT: Ratification of Motions made at Central Wyoming Regional Water System Joint Powers Board Regular Meeting held on September 20, 2022

Meeting Type & Date

CWRWS JPB Regular Meeting
October 18, 2022

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) ratify all motions made by the Board at their Regular meeting held on September 20, 2022.

Summary

On Tuesday, September 6, 2022, the advertisement for the Central Wyoming Regional Water System Joint Powers Board Regular Meeting scheduled for September 20, 2022 was submitted to the Casper Star Tribune for publication on September 18, 2022. On Tuesday, September 13, 2022, confirmation was received from the Casper Star Tribune that Legal No. 82847 for the meeting notice was scheduled to publish as requested.

The meeting date was also listed on the front page of the RWS website, www.wyowater.com, on August 17, 2022. Additionally, the meeting date was listed in the advertisement for FY2023 Budget Amendment No. 1 that was published on September 16, 2022 in the Casper Star Tribune.

On Monday, September 19, 2022, the newspaper from Sunday, September 18, 2022 was reviewed to confirm the meeting notice was published. The meeting notice was not published in the newspaper, nor was it listed on the Casper Star Tribune website. An email was immediately sent to the Casper Star Tribune, but an answer was not received until September 20, 2022, the day of the Board meeting.

Staff contacted Mr. Chapin for his opinion on whether or not the RWS meeting should be postponed, or continue as planned. Mr. Chapin's opinion was that the meeting notice requirement was met, but that a ratification of all motions made at the meeting should be done at the October 18, 2022 meeting.

Financial Consideration

None

Oversight/Project Responsibility
Bruce Martin, Public Utilities Manager
Janette Brown, Administrative Assistant III

Attachments
Email from Casper Star Tribune
September 20, 2022 Motion Listing

Janette Brown

From: Shawn Killinger <Shawn.Killinger@Trib.Com> on behalf of CAS Legals <Cas-legals@trib.com>
Sent: Tuesday, September 20, 2022 2:41 PM
To: Janette Brown
Subject: RE: Legal Ad - RWS Meeting Notice

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.

Janette,

I was out of the office yesterday, I apologize. I got a notice from accounting yesterday that this notice did not publish. No one seems to have an explanation as to why. Again I'm so sorry. Sami did the affidavit so you will probably get one in the mail. She did not get the notice from accounting so she was not aware that it didn't publish. Please disregard the affidavit as well as the invoice if you happen to receive one.

**Shawn Killinger, Office Manager
and Legal Advertising Consultant for the Casper Star Tribune,
the Rapid City Journal and the Chadron Record**

307.266.0554

cas-legals@trib.com

legals@rapidcityjournal.com

legals.chadron@lee.net



100 N. Ash St., Casper, WY 82601

Trib.com | [Facebook](https://www.facebook.com/casperstartribune) | [Twitter](https://twitter.com/casperstartribune) | [Youtube](https://www.youtube.com/c/casperstartribune) | [Instagram](https://www.instagram.com/casperstartribune)

From: Janette Brown [mailto:jbrown@casperwy.gov]
Sent: Monday, September 19, 2022 12:37 PM
To: CAS Legals
Subject: RE: Legal Ad - RWS Meeting Notice

This Message Is From an External Sender

This message came from outside your organization.

Shawn –

I'm not finding this ad in the newspaper or online. Would you please check to make sure it was published?

Thanks,

Janette Brown
Administrative Assistant III
City of Casper Public Utilities

200 North David Street, Room 205
Casper, WY 82601
307.235.8213
Fax: 307.235.7548
jbrown@casperwy.gov



From: Shawn Killinger <Shawn.Killinger@Trib.Com> **On Behalf Of** CAS Legals
Sent: Tuesday, September 13, 2022 7:38 PM
To: Janette Brown <jbrown@casperwy.gov>
Subject: RE: Legal Ad - RWS Meeting Notice

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.

Janette

This meeting notice is scheduled to publish as requested, Sept. 18, 2022
Legal No: 82847
Cost: \$49.86

Approval of the notice is subject to Publisher's approval of credit and content.

An affidavit of publication will be mailed to you from our Casper Office after the last day of publication of your legal notice. You will receive an invoice and or statement at the beginning of each month from our accounting department for your legal notice.

Thank you

**Shawn Killinger, Office Manager
and Legal Advertising Consultant for the Casper Star Tribune,
the Rapid City Journal and the Chadron Record**

307.266.0554
cas-legals@trib.com
legals@rapidcityjournal.com
legals.chadron@lee.net



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From: Janette Brown [<mailto:jbrown@casperwy.gov>]
Sent: Tuesday, September 6, 2022 8:08 AM
To: CAS Legals
Cc: Bruce Martin
Subject: Legal Ad - RWS Meeting Notice

This Message Is From an External Sender

This message came from outside your organization.

Please place the following advertisement in Legal Notices for Sunday, Sept. 18, 2022:

The Central Wyoming Regional Water System Joint Powers Board will hold their regularly scheduled meeting on Tuesday, Sept. 20, 2022 at 11:30 a.m. in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Blvd., Casper, WY 82604. This meeting is open to the public and social distancing will be practiced with face coverings required when in close proximity to others.

Please email a confirmation of the ad back to me. **Please bill the Central Wyoming Regional Water System for this ad.**

Please contact me should you have any questions on this ad request.

Thanks,

Janelle Brown
Administrative Assistant III
City of Casper Public Utilities
200 North David Street, Room 205
Casper, WY 82601
307.235.8213
Fax: 307.235.7548
jbrown@casperwy.gov



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

Central Wyoming Regional Water System
Joint Powers Board

Motion Listing of the September 20, 2022 Regular Meeting

- A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. Motion put and carried.
- A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.
- A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.
- A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the September 2022 voucher listing to include voucher numbers 8498 through 8508 in the amount of \$573,514.29. Motion put and carried.
- A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the August 2022 Financial Report as presented. Motion put and carried.
- A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve Amendment No. 2 with West Plains Engineering for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$1,500. Motion put and carried.
- A motion was made by Board Member Knell and seconded by Secretary Waters to approve the Chairman signing the BLM Right-of-Way Grant/Temporary Use Permit for the Pioneer Water Storage Tank and facilities. Motion put and carried.
- A motion was made Board Member Knell and seconded by Treasurer Cathey to approve FY23 Budget Amendment No. 1 in the amount of \$1,034,109. Motion put and carried.
- A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn the meeting at 12:03 p.m. Motion put and carried.

October 18, 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
Andrew Colling, Engineering Technician

SUBJECT: Authorizing an Agreement with Sheet Metal Specialties, Inc., in the amount of \$494,880 for the WTP HVAC Chiller Replacement Project No. 20-030.

Meeting Type & Date

CWRWS Joint Powers Board Meeting
October 18, 2022

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize an Agreement with Sheet Metal Specialties, Inc., for the WTP HVAC Chiller Replacement, Project No. 20-030, in the amount of \$494,880. Furthermore, it is recommended that the Board authorize a construction contingency account in the amount of \$55,120, for a total project amount of \$550,000.

Summary

On Wednesday, September 28, 2022, one (1) bid was received from contractors to remove and replace the chiller at the Water Treatment Plant. The bid received for this work is as follows:

| CONTRACTOR | BUSINESS LOCATION | BID AMOUNT |
|-------------------------------|--------------------------|-------------------|
| Sheet Metal Specialties, Inc. | Casper, WY | \$494,880 |

The project includes the removal and replacement of the chiller and related appurtenances to include piping, condensing units, pumps, etc. and the removal and replacement of the Building Management System (BMS) panel. Work is scheduled to be completed by June 30, 2023. The estimate prepared by West Plains Engineering was \$534,500.

Financial Considerations

Funding for this project is included in the RWS Improvements Other Than Buildings.

Oversight/Project Responsibility

Michael Heinrich, P.E., West Plains Engineering
Andrew Colling, Engineering Technician, Public Services

Attachments

Agreement

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604, hereinafter referred to as the "Owner, and Sheet Metal Specialties, Inc., 1220 East Yellowstone Highway, Casper, Wyoming 82601, hereinafter referred to as the "Contractor."

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board desires to replace the HVAC Chiller and BMS at the Regional Water Treatment Plant and,

WHEREAS, Sheet Metal Specialties, Inc., is able and willing to provide those services specified as the WTP HVAC Chiller Replacement Project No. 20-030.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the WTP HVAC Chiller Replacement Project No. 20-030, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by West Plains Engineering, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by June 30, 2023, and completed and ready for final payment in accordance with Paragraph 14.13 of the General Conditions by July 15, 2023.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay

Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

Owner shall pay Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the contract price of Four Hundred Ninety-Four Thousand Eight Hundred Eighty Dollars (\$494,880). See Exhibit "A" - Bid Form.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

- 5.1 Progress Payments. Owner shall make progress payments on the basis of Contractor's Applications for Payment as recommended by Engineer, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
 - 5.1.1 Progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
 - 5.1.2 Should amounts owed by the Contractor to the Owner for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the Central Wyoming Regional Water System Joint Powers Board. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding \$50,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-5, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.

- 8.3 Exhibit "A" - Bid Form (Pages BF-1 through BF-4) and Bid Schedule (BS-1).
- 8.4 Addenda No. (1).
- 8.5 Performance and Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.8 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.9 General Requirements, consisting of seven (7) sections.
- 8.10 Special Provisions consisting of thirty-two (32) sections.
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Contract Drawings, with each sheet bearing the following general title:

WTP HVAC Chiller Replacement Project No. 20-030
- 8.15 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.
- 8.17 Notice of Substantial Completion.

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

The Central Wyoming Regional Water System Joint Powers Board does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq. The Owner specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this _____ day of _____, 2022.

APPROVED AS TO FORM:

ATTEST:

By: _____

Title: _____

ATTEST:

By: _____

Kenneth L. Waters
Title: Secretary

CONTRACTOR:

Sheet Metal Specialties, Inc.

By: _____

Title: _____

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD (CWRWS JPB)
A Wyoming Joint Powers Board

By: _____

H.H. King, Jr.
Title: Chairman, CWRWS

C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Central Wyoming Regional Water System Joint Powers Board.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 494,880.00

TOTAL BASE BID, IN WORDS: Four Hundred Ninety-Four Thousand Eight Hundred Eighty DOLLARS.

6. Bidder agrees that the work for the Central Wyoming Regional Water System Joint Powers Board will be as provided above.

7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

8. The following documents are attached to and made a condition of this Bid:

A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Central Wyoming Regional Water System Joint Powers Board.)

B. Itemized Bid Schedule.

C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.

9. Communications concerning this Bid shall be addressed to:

Address of Bidder: Sheet Metal Specialties, Inc.
1220 E Yellowstone Hwy
Casper, WY 82601

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on _____ September 28 _____, 2022.

Bidder is bidding as a _____ Resident _____ (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ N/A _____ (seal)
(Individual's Name)

doing business as: _____ N/A _____

Business Address: _____ N/A _____
_____ N/A _____
_____ N/A _____

Phone Number: _____ N/A _____

A PARTNERSHIP

By: _____ N/A _____ (seal)
(Firm's Name)

_____ N/A _____
(General Partner)


Business Address: _____ N/A _____
_____ N/A _____
_____ N/A _____

Phone Number: _____ N/A _____

A CORPORATION OR LIMITED LIABILITY COMPANY

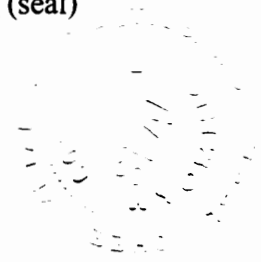
By: Sheet Metal Specialties, Inc. (seal)
(Corporation's or Limited Liability Company's Name)

Wyoming
(State of Incorporation or Organization)

By: Erick Berdahl  (seal)

President (Title)

(Seal) 



Business Address: Sheet Metal Specialties, Inc.
1220 E Yellowstone Hwy
Casper, WY 82601

Phone Number: 307-472-4305

A JOINT VENTURE

By: N/A (seal)
(Name)

N/A
(Address)

By: N/A (seal)
(Name)

N/A
(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

BID SCHEDULE
WTP HVAC Chiller Replacement
Project No. 20-030

Bid Date: September 28, 2022

COMPANY NAME: Sheet Metal Specialties, Inc.

ADDRESS: 1220 E Yellowstone Hwy, Casper, WY 82601

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum

| ITEM | | BASE BID SCHEDULE | | |
|---|----------------------------|--------------------------|-----------------|---------------------|
| NO. | DESCRIPTION | UNIT | QUANTITY | TOTAL COST |
| 1 | Remove and Replace Chiller | LS | 1 | \$458,380.00 |
| 2 | Remove and Replace BMS | LS | 1 | \$36,500.00 |
| TOTAL BASE BID (ADDITION OF ITEMS 1 THORUGH 2) | | | | \$494,880.00 |



Central Wyoming Regional Water System Joint Powers Board

Budget Reallocation No. 2023-01

Budget Reallocation Form

Fiscal Year: FY 2023

Date: 10/18/2022

Prepared By: Janette Brown

Page: 1 of 1

Public Utilities Manager: _____

Chairman: _____

Treasurer: _____

Processed By: _____
Date: _____

Line Item Budget Reallocation

| Ref. | Account Number | Account Description | (To) Increase | (From) Decrease |
|------|--|-----------------------------------|---------------|-----------------|
| | 300-6305 | Improvements Other Than Buildings | \$ 112,865.00 | |
| | 3000021007-300-EQUIPMENT-INSTALL | | | |
| | Munis Project No. 3000021007 (Chiller Replacement) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 300-6305 | Improvements Other Than Buildings | | \$ 112,865.00 |
| | 3000023010-300-MATERIALS-INSTALL | | | |
| | Munis Project No. 3000023010 (Roof Replacement) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

For Finance use only:

Verify Account Numbers: _____
 Verify Funds Available: _____

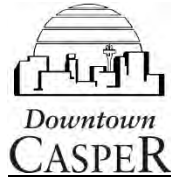
Explanation of Need:

Transfer Funds to cover project bid cost and contingency amount for WTP HVAC Chiller Replacement
 Project No. 20-030

RWS FY23 Budget Reallocation No. 2023-01 Backup

| Project - 3000021007: Chiller Replacement | | | | | | |
|---|--------------|--------------|---------------------|---------------|------------------|--------------|
| TOTALS | INVOICES | CONTRACTS | PURCHASE ORDERS | EMPLOYEE COST | GENERAL JOURNALS | |
| Project Segment/String Totals | | | Expense Type Totals | | | |
| | Year to Date | Life to Date | | Year to Date | | Life to Date |
| Original Budget | \$285,000.00 | \$465,000.00 | EQUIP | \$0.00 | EQUIP | \$650.20 |
| Net Transfers | \$156,585.00 | \$325,635.00 | PROF | \$0.00 | PROF | \$17,100.00 |
| Revised Budget | \$441,585.00 | \$790,635.00 | | | | |
| Actuals Paid | \$0.00 | \$17,750.20 | | | | |
| Pending Invoices | \$0.00 | \$0.00 | | | | |
| Encumbrances | \$4,450.00 | \$4,450.00 | | | | |
| Requisitions | \$0.00 | \$0.00 | | | | |
| Available Budget | \$437,135.00 | \$768,434.80 | | | | |

| Project - 3000023010: FY23 Roof Replacements | | | | | | |
|--|--------------|--------------|---------------------|---------------|------------------|--------------|
| TOTALS | INVOICES | CONTRACTS | PURCHASE ORDERS | EMPLOYEE COST | GENERAL JOURNALS | |
| Project Segment/String Totals | | | Expense Type Totals | | | |
| | Year to Date | Life to Date | | Year to Date | | Life to Date |
| Original Budget | \$300,000.00 | \$300,000.00 | PROF | \$0.00 | PROF | \$0.00 |
| Net Transfers | \$0.00 | \$0.00 | | | | |
| Revised Budget | \$300,000.00 | \$300,000.00 | | | | |
| Actuals Paid | \$0.00 | \$0.00 | | | | |
| Pending Invoices | \$0.00 | \$0.00 | | | | |
| Encumbrances | \$0.00 | \$0.00 | | | | |
| Requisitions | \$0.00 | \$0.00 | | | | |
| Available Budget | \$300,000.00 | \$300,000.00 | | | | |



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, October 12, 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 September 2022 Board Minutes | T. Schenk |
| V. | Financials (DDA & David Street Station) A) Sept 2022 Reports B) October 2022 Payments C) Motion to Approve Financials | N.Grooms N.Grooms |
| VI. | Director's Report -Survey of stakeholders -Deb—homelessness mtg update | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting November 9, 2022

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

September 14, 2022

11:30 a.m.

I. Call Meeting to Order

Present: Tim Schenk, Shawn Houck, Greg Dixson, Deb Clark, Critter Murray, Kyle Gamroth

Staff: Kevin Hawley, Brooke Montgomery, Brea Price

Guests: Brendan LaChance, Liz Becher

Excused: Tony Hager, Nicholas Grooms, Kerstin Ellis, Ryan McIntyre, Will Reese

II. Public Comments:

III. City Report:

- Kyle Gamroth
 - Open container season is over, need a permit to do so until next season.
 - Homeless conversation is ongoing- interim committee discussing housing and homelessness.
 - A downtown property owner is interested in purchasing another property and intends to create a bottling club. Asking for the board's opinion on that.
- Liz Becher
 - For Midwest Avenue Phase 3, the city does have funding secured through a WYDOT MPO fund. Will be going out to bid this fall. Construction would begin next spring around April.
 - On October 11th work session, city staff is bringing forward conversation of shipping containers. There have been requests to repurpose those and will discuss if this is something the city will want to do. Tiny homes for residential and are excess storage for commercial. Will be asking council for direction to get this into code.
 - Currently there is not an ordinance for fencing around demolition sites. The city is coming forward to council to ask for requirements to have security fencing around these sites.
 - Had an opening for planning commission, currently looking into to filling that spot.

IV. Approval of August Board Meeting Minutes

Motion, Second, Passed (Deb Clark, Greg Dixson) (All Approved)

V. Financials – Nicholas Grooms

- Kevin – Nothing out of the ordinary operational costs. Board requested budget tracking to be adjusted to be easier for review.

Approval of August DDA & DSS Financial Reports

Motion, Second, Passed (Kyle Gamroth, Critter Murray) (All Approved)

VI. Director's Report - Kevin Hawley

- We are currently in the running for the Levitt AMP Grant Award and are in the top 36 communities for the voting phase. If we are in the top 20 after the voting phase, we will move forward for our proposal to be reviewed by the judge's panel.
- Having some conversations with some other downtown property owners to learn more about the homeless situation.
- Looking into an annual survey for stakeholders in downtown to learn more about their concerns.
 - Moving forward with a sub-committee to go over survey.
- Interested in moving forward with the board to continue with the growth and development of downtown through different projects.

VII. Committee Reports –

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

Comments: NA

Motion to adjourn at approximately 12:45 PM

Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)

Action Items:

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority Balance Sheet

As of September 30, 2022

DDA- Balance
Sep 30, 22

ASSETS

Current Assets

Checking/Savings

CHECKING 25,388.08

NOW Acct 187,833.61

Total Checking/Savings 213,221.69

Total Current Assets 213,221.69

TOTAL ASSETS 213,221.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -148,671.97

Net Income -21,011.25

Total Equity 212,641.22

TOTAL LIABILITIES & EQUITY 213,221.69

Casper Downtown Development Authority
Profit & Loss

September 2022

DDA - PL
Sep 22

| Ordinary Income/Expense | |
|---------------------------------------|-------------------------|
| Income | |
| ACCT. INTEREST | 16.36 |
| Total Income | <u>16.36</u> |
| Expense | |
| MARKETING-COMMUNICATIONS | |
| PR - Director | 66.78 |
| Total MARKETING-COMMUNICATIONS | <u>66.78</u> |
| OPERATIONS | |
| Music Service | 55.00 |
| Office Rent | |
| Utilities | 139.89 |
| Office Rent - Other | 2,650.00 |
| Total Office Rent | <u>2,789.89</u> |
| Total OPERATIONS | <u>2,844.89</u> |
| Total Expense | <u>2,911.67</u> |
| Net Ordinary Income | <u>-2,895.31</u> |
| Net Income | <u><u>-2,895.31</u></u> |

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
 July through September 2022

DDA- Tracking

| | <u>Jul - Sep 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------|---------------------|-------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Donation - Adopt A Planter | 2,000.00 | 2,000.00 | 0.00 | 100.0% |
| ACCT. INTEREST | 31.09 | 25.00 | 6.09 | 124.36% |
| ASSESSMENTS | 3,721.44 | 150,000.00 | -146,278.56 | 2.48% |
| Total Income | <u>5,752.53</u> | <u>152,025.00</u> | <u>-146,272.47</u> | <u>3.78%</u> |
| Expense | | | | |
| ADMINISTRATIVE | | | | |
| Payroll Expense | 0.00 | 75,000.00 | -75,000.00 | 0.0% |
| Payroll Bonuses | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Social Security | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Cell Phone Reimbursement | 0.00 | 900.00 | -900.00 | 0.0% |
| Total ADMINISTRATIVE | <u>0.00</u> | <u>93,400.00</u> | <u>-93,400.00</u> | <u>0.0%</u> |
| MARKETING-COMMUNICATIONS | | | | |
| Media Expenditures | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Other Projects | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| PR - Director | 66.78 | 1,500.00 | -1,433.22 | 4.45% |
| Recognition Awards | 0.00 | 500.00 | -500.00 | 0.0% |
| Sponsorships/PR | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| Strategic Plan | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| MARKETING-COMMUNICATIONS | <u>143.08</u> | <u>0.00</u> | <u>143.08</u> | <u>100.0%</u> |
| Total MARKETING-COMMUNICAT | <u>209.86</u> | <u>14,500.00</u> | <u>-14,290.14</u> | <u>1.45%</u> |
| OPERATIONS | | | | |
| Employee Development | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Repairs/Maintenance | 201.50 | 0.00 | 201.50 | 100.0% |
| Board Mtg. Expense | 0.00 | 500.00 | -500.00 | 0.0% |
| Conference Registration | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Copier Maintenance Plan | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Dues/Subscriptions | 0.00 | 1,600.00 | -1,600.00 | 0.0% |
| Planters | 15,453.51 | 20,000.00 | -4,546.49 | 77.27% |
| Graffiti | 0.00 | 500.00 | -500.00 | 0.0% |
| Insurance/Bonding | 2,033.00 | 3,000.00 | -967.00 | 67.77% |
| Office Automation | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Music Service | 220.00 | 660.00 | -440.00 | 33.33% |
| Office Equipment | 159.91 | 1,500.00 | -1,340.09 | 10.66% |
| Office Rent | | | | |
| Utilities | 419.67 | 0.00 | 419.67 | 100.0% |
| Office Rent - Other | 7,950.00 | 31,800.00 | -23,850.00 | 25.0% |
| Total Office Rent | <u>8,369.67</u> | <u>31,800.00</u> | <u>-23,430.33</u> | <u>26.32%</u> |
| Office Supplies | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Pigeon Control | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Postage | 0.00 | 200.00 | -200.00 | 0.0% |
| Travel | 116.33 | 2,500.00 | -2,383.67 | 4.65% |
| Total OPERATIONS | <u>26,553.92</u> | <u>74,260.00</u> | <u>-47,706.08</u> | <u>35.76%</u> |

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
 July through September 2022

DDA- Tracking

| | <u>Jul - Sep 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------|---------------------|-------------------|-----------------------|--------------------|
| Total Expense | 26,763.78 | 182,160.00 | -155,396.22 | 14.69% |
| Net Ordinary Income | -21,011.25 | -30,135.00 | 9,123.75 | 69.72% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| DSS Fund Transfer | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Expense | | | | |
| Bank Service Charge | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | <u>-21,011.25</u> | <u>-30,135.00</u> | <u>9,123.75</u> | <u>69.72%</u> |

Casper Downtown Development Authority
Transaction Detail by Account
 September 2022

DDA-Transactions

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|---------------------------|----------------|------------------|------------------|
| CHECKING | | | | | | |
| Bill Pmt -Check | 09/12/2022 | 6156 | CAV - Front Range | | -55.00 | -55.00 |
| Bill Pmt -Check | 09/12/2022 | 6157 | Charter Communications | #0976435090122 | -139.89 | -194.89 |
| Bill Pmt -Check | 09/12/2022 | 6158 | FIB - MASTERCARD | #1405 | -66.78 | -261.67 |
| Bill Pmt -Check | 09/12/2022 | 6159 | Walsh Property Management | #21 | -2,650.00 | -2,911.67 |
| Deposit | 09/30/2022 | | | Interest | 0.92 | -2,910.75 |
| Total CHECKING | | | | | -2,910.75 | -2,910.75 |
| NOW Acct | | | | | | |
| Deposit | 09/30/2022 | | | Interest | 15.44 | 15.44 |
| Total NOW Acct | | | | | 15.44 | 15.44 |
| TOTAL | | | | | -2,895.31 | -2,895.31 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|------------------------|----------|------------------|------------------|
| CHECKING | | | | | | |
| Bill Pmt -Check | 10/11/2022 | 6160 | CAV - Front Range | | -55.00 | -55.00 |
| Bill Pmt -Check | 10/11/2022 | 6161 | Charles Walsh | | -2,650.00 | -2,705.00 |
| Bill Pmt -Check | 10/11/2022 | 6162 | Charter Communications | | -139.89 | -2,844.89 |
| Deposit | 10/31/2022 | | | Interest | 1.13 | -2,843.76 |
| Total CHECKING | | | | | -2,843.76 | -2,843.76 |
| TOTAL | | | | | -2,843.76 | -2,843.76 |

Downtown Development Authority
Balance Sheet

As of September 30, 2022
Sep 30, 22

DSS - Balance

ASSETS

Current Assets

Checking/Savings

Plaza Checking 129,829.87

Special Events 33,748.00

Total Checking/Savings 163,577.87

Accounts Receivable

Accounts Receivable 33,227.50

Total Accounts Receivable 33,227.50

Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 149,305.37

TOTAL ASSETS 149,305.37

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable -12,971.59

Total Accounts Payable -12,971.59

Other Current Liabilities

Payroll Liabilities 2,724.78

Total Other Current Liabilities 2,724.78

Total Current Liabilities -10,246.81

Total Liabilities -10,246.81

Equity

Unrestricted Net Assets 236,651.83

Net Income -77,099.65

Total Equity 159,552.18

TOTAL LIABILITIES & EQUITY 149,305.37

Downtown Development Authority
Profit & Loss
September 2022

| | DSS-P&L | <u>Sep 22</u> |
|----------------------------------|---------|--------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| ACCT. INTEREST | | 15.79 |
| Other Types of Income | | |
| Miscellaneous Revenue | | 200.00 |
| Total Other Types of Income | | <u>200.00</u> |
| Program Income | | |
| Beverage Sales | | 2,204.29 |
| Event Sponsorship | | 30,000.00 |
| Facility Rental | | 993.64 |
| Friends of Station | | 1,545.00 |
| Membership Dues | | 100.00 |
| Partners In Progress | | 500.00 |
| Total Program Income | | <u>35,342.93</u> |
| Total Income | | <u>35,558.72</u> |
| Gross Profit | | 35,558.72 |
| Expense | | |
| Contract Services | | 1,550.00 |
| Facilities and Equipment | | |
| Building Repairs/Maint | | 14,441.54 |
| Equip Rental and Maintenance | | 900.13 |
| Landscaping, Repairs/Maint. | | 729.95 |
| Rent, Parking, Utilities | | |
| DSS | | 127.97 |
| Rent, Parking, Utilities - Other | | 3,140.46 |
| Total Rent, Parking, Utilities | | <u>3,268.43</u> |
| Total Facilities and Equipment | | 19,340.05 |
| Marketing | | |
| Advertising/Media | | 182.88 |
| Fundraising Expense | | 224.89 |
| Website | | 60.51 |
| Total Marketing | | <u>468.28</u> |
| Operations | | |
| Books, Subscriptions, Reference | | 9.99 |
| Event Expense | | |
| A/V | | 6,000.00 |
| Bands | | 250.00 |
| Entertainment/Rentals | | 700.00 |
| Event Supplies | | 1,896.70 |
| Security | | 1,225.00 |
| Event Expense - Other | | 2,238.48 |
| Total Event Expense | | <u>12,310.18</u> |
| Office Automation | | 10.99 |
| Overnight Security | | 2,875.00 |
| Service Charge | | 292.32 |
| Supplies | | 269.86 |
| Total Operations | | <u>15,768.34</u> |
| Payroll Expenses | | 18,765.76 |
| Total Expense | | <u>55,892.43</u> |
| Net Ordinary Income | | <u>-20,333.71</u> |
| Net Income | | <u><u>-20,333.71</u></u> |

**Downtown Development Authority
 Profit & Loss Budget vs. Actual
 July through September 2022**

DSS-Tracking

| | <u>Jul - Sep 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|------------------------------------|---------------------|---------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| ACCT. INTEREST | 33.82 | 0.00 | 33.82 | 100.0% |
| Direct Public Support | | | | |
| Operational Grants | 0.00 | 120,000.00 | -120,000.00 | 0.0% |
| Total Direct Public Support | 0.00 | 120,000.00 | -120,000.00 | 0.0% |
| Investments | | | | |
| Endowment | 0.00 | 32,000.00 | -32,000.00 | 0.0% |
| Total Investments | 0.00 | 32,000.00 | -32,000.00 | 0.0% |
| Other Types of Income | | | | |
| Miscellaneous Revenue | 600.00 | 0.00 | 600.00 | 100.0% |
| Other Types of Income - Other | 499.63 | 25,000.00 | -24,500.37 | 2.0% |
| Total Other Types of Income | 1,099.63 | 25,000.00 | -23,900.37 | 4.4% |
| Program Income | | | | |
| Beverage Sales | 29,194.29 | 40,000.00 | -10,805.71 | 72.99% |
| Disney Raffle | 103.00 | | | |
| Event Sponsorship | 71,652.50 | 125,000.00 | -53,347.50 | 57.32% |
| Facility Rental | 15,998.64 | 35,000.00 | -19,001.36 | 45.71% |
| Friends of Station | | | | |
| Tredition | 0.00 | 0.00 | 0.00 | 0.0% |
| Friends of Station - Other | 46,745.00 | 30,000.00 | 16,745.00 | 155.82% |
| Total Friends of Station | 46,745.00 | 30,000.00 | 16,745.00 | 155.82% |
| Ice Skating Fees | 0.00 | 45,000.00 | -45,000.00 | 0.0% |
| Membership Dues | 100.00 | | | |
| Partners In Progress | 1,500.00 | 115,000.00 | -113,500.00 | 1.3% |
| Support the Station | | | | |
| Poinsettia sales | 0.00 | 0.00 | 0.00 | 0.0% |
| Support the Station - Other | 8,126.00 | 0.00 | 8,126.00 | 100.0% |
| Total Support the Station | 8,126.00 | 0.00 | 8,126.00 | 100.0% |
| Vendor Fees | 4,692.57 | 0.00 | 4,692.57 | 100.0% |
| Program Income - Other | 3,618.00 | 0.00 | 3,618.00 | 100.0% |
| Total Program Income | 181,730.00 | 390,000.00 | -208,270.00 | 46.6% |
| Total Income | 182,863.45 | 567,000.00 | -384,136.55 | 32.25% |
| Gross Profit | 182,863.45 | 567,000.00 | -384,136.55 | 32.25% |
| Expense | | | | |
| Contract Services | | | | |
| Accounting Fees | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Construction Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Contract Services - Other | 4,600.00 | 0.00 | 4,600.00 | 100.0% |
| Total Contract Services | 4,600.00 | 7,500.00 | -2,900.00 | 61.33% |
| Facilities and Equipment | | | | |
| Building Repairs/Maint | 40,518.46 | 0.00 | 40,518.46 | 100.0% |
| Chiller Rental | 0.00 | 40,000.00 | -40,000.00 | 0.0% |
| Equip Rental and Maintenance | 1,062.16 | 0.00 | 1,062.16 | 100.0% |
| FF&E | 836.37 | 30,000.00 | -29,163.63 | 2.79% |
| Landscaping, Repairs/Maint. | 1,644.28 | 40,000.00 | -38,355.72 | 4.11% |
| Liability Insurance | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Rent, Parking, Utilities | | | | |
| DSS | 383.91 | 0.00 | 383.91 | 100.0% |

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July through September 2022**

| DSS-Tracking | | | | |
|---------------------------------------|---------------------|-------------------|-----------------------|--------------------|
| | <u>Jul - Sep 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
| Rent, Parking, Utilities - Other | 7,730.48 | 34,000.00 | -26,269.52 | 22.74% |
| Total Rent, Parking, Utilities | 8,114.39 | 34,000.00 | -25,885.61 | 23.87% |
| Storage - Rental | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Facilities and Equipment - Other | 85.00 | 0.00 | 85.00 | 100.0% |
| Total Facilities and Equipment | 52,260.66 | 171,000.00 | -118,739.34 | 30.56% |
| Marketing | | | | |
| Advertising/Media | 3,060.00 | 8,000.00 | -4,940.00 | 38.25% |
| Fundraising Expense | 2,436.54 | 3,500.00 | -1,063.46 | 69.62% |
| Website | 132.39 | 1,000.00 | -867.61 | 13.24% |
| Marketing - Other | 189.38 | 0.00 | 189.38 | 100.0% |
| Total Marketing | 5,818.31 | 12,500.00 | -6,681.69 | 46.55% |
| Operations | | | | |
| Bank Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| Books, Subscriptions, Reference | 792.93 | 0.00 | 792.93 | 100.0% |
| Equip/Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| Event Expense | | | | |
| A/V | 26,225.00 | 20,000.00 | 6,225.00 | 131.13% |
| Bands | 34,967.42 | 0.00 | 34,967.42 | 100.0% |
| Entertainment/Rentals | 9,300.00 | 75,000.00 | -65,700.00 | 12.4% |
| Event Supplies | 6,713.37 | 30,000.00 | -23,286.63 | 22.38% |
| Insurance | 12,948.72 | 0.00 | 12,948.72 | 100.0% |
| Janitorial | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Security | 7,593.50 | 10,000.00 | -2,406.50 | 75.94% |
| Event Expense - Other | 20,103.15 | 0.00 | 20,103.15 | 100.0% |
| Total Event Expense | 117,851.16 | 145,000.00 | -27,148.84 | 81.28% |
| Office Automation | 10.99 | 5,000.00 | -4,989.01 | 0.22% |
| Overnight Security | 8,050.00 | 21,000.00 | -12,950.00 | 38.33% |
| Postage, Mailing Service | 60.00 | 1,000.00 | -940.00 | 6.0% |
| Printing and Copying | 308.00 | | | |
| Service Charge | 737.97 | 0.00 | 737.97 | 100.0% |
| Software/Subscriptions | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| Supplies | 2,769.66 | 0.00 | 2,769.66 | 100.0% |
| TIPS Training | 75.00 | 0.00 | 75.00 | 100.0% |
| Utilities | 0.00 | 0.00 | 0.00 | 0.0% |
| Operations - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Operations | 130,655.71 | 178,000.00 | -47,344.29 | 73.4% |
| Payroll Expenses | | | | |
| Incentives | 0.00 | 5,500.00 | -5,500.00 | 0.0% |
| Payroll Liabilities | 0.00 | 18,500.00 | -18,500.00 | 0.0% |
| Payroll Expenses - Other | 66,628.42 | 206,000.00 | -139,371.58 | 32.34% |
| Total Payroll Expenses | 66,628.42 | 230,000.00 | -163,371.58 | 28.97% |
| Total Expense | 259,963.10 | 599,000.00 | -339,036.90 | 43.4% |
| Net Ordinary Income | -77,099.65 | -32,000.00 | -45,099.65 | 240.94% |
| Net Income | -77,099.65 | -32,000.00 | -45,099.65 | 240.94% |

Downtown Development Authority
Transaction Detail by Account
September 2022

DSS- Sept Transactions

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------------|------------|------|--|----------------------|-----------|------------|
| Plaza Checking | | | | | | |
| Deposit | 09/01/2022 | | | Deposit | 496.82 | 496.82 |
| Deposit | 09/04/2022 | | | Deposit | 71.62 | 568.44 |
| Deposit | 09/04/2022 | | | Deposit | 754.67 | 1,323.11 |
| Liability Check | 09/06/2022 | | United States Treasury | 83-0286881 | -613.76 | 709.35 |
| Liability Check | 09/06/2022 | | United States Treasury | 83-0286881 | -1,573.28 | -863.93 |
| Bill Pmt -Check | 09/07/2022 | 2651 | Steven James Phillips | #11 | -5,477.50 | -6,341.43 |
| Paycheck | 09/08/2022 | | Jaclyn A Landess | | -1,898.93 | -8,240.36 |
| Deposit | 09/08/2022 | | | Deposit | 1,500.00 | -6,740.36 |
| Paycheck | 09/09/2022 | | Angelica M Parmely | | -195.31 | -6,935.67 |
| Paycheck | 09/09/2022 | | Chloe Nelson | | -218.86 | -7,154.53 |
| Paycheck | 09/09/2022 | | Eli R Realing | | -62.65 | -7,217.18 |
| Paycheck | 09/09/2022 | | John F Lubner | | -465.67 | -7,682.85 |
| Paycheck | 09/09/2022 | | Kade R Taheri | | -138.53 | -7,821.38 |
| Bill Pmt -Check | 09/12/2022 | 2652 | Airbound | DSS FallFest train | -2,015.00 | -9,836.38 |
| Bill Pmt -Check | 09/12/2022 | 2653 | Alliance Electric | #11732 | -463.28 | -10,299.66 |
| Bill Pmt -Check | 09/12/2022 | 2654 | AMBI Mail & Marketing | #22-08-539 | -79.50 | -10,379.16 |
| Bill Pmt -Check | 09/12/2022 | 2655 | Brent Phillips | #2220 | -6,000.00 | -16,379.16 |
| Bill Pmt -Check | 09/12/2022 | 2656 | Charter Communications | #8313 30 031 1113376 | -127.97 | -16,507.13 |
| Bill Pmt -Check | 09/12/2022 | 2657 | City of Casper - Water Services | #653567 | -107.56 | -16,614.69 |
| Bill Pmt -Check | 09/12/2022 | 2658 | Cowdin Cleaning | 9.1.22 | -1,550.00 | -18,164.69 |
| Bill Pmt -Check | 09/12/2022 | 2659 | GW Mechanical | SV-7532 | -795.00 | -18,959.69 |
| Bill Pmt -Check | 09/12/2022 | 2660 | Hawkins Inc | #6275905 | -269.86 | -19,229.55 |
| Bill Pmt -Check | 09/12/2022 | 2661 | Kody Pivik | #115 | -300.00 | -19,529.55 |
| Bill Pmt -Check | 09/12/2022 | 2662 | Los Angelitas Unidas Y Los Rayos del Sol | FiestaWYO | -250.00 | -19,779.55 |
| Bill Pmt -Check | 09/12/2022 | 2663 | Mastercard | #9839 | -207.74 | -19,987.29 |
| Bill Pmt -Check | 09/12/2022 | 2664 | Neste Event Marketing, LLC | Doleac - casper | -700.00 | -20,687.29 |
| Bill Pmt -Check | 09/12/2022 | 2665 | Quality Brands of Casper | #5700253 | -905.00 | -21,592.29 |
| Bill Pmt -Check | 09/12/2022 | 2666 | Rocky Mountain Power | #04279137-002 8 | -1,751.84 | -23,344.13 |
| Bill Pmt -Check | 09/12/2022 | 2667 | Secure Gunz LLC | | -4,100.00 | -27,444.13 |
| Bill Pmt -Check | 09/12/2022 | 2668 | The Lyric | #21 | -250.00 | -27,694.13 |
| Bill Pmt -Check | 09/12/2022 | 2669 | City of Casper - Water Services | #649132 | -416.00 | -28,110.13 |
| Bill Pmt -Check | 09/12/2022 | 2670 | Mastercard | #9471 | -969.19 | -29,079.32 |
| Bill Pmt -Check | 09/12/2022 | 2671 | City of Casper - Water Services | #653570 | -615.06 | -29,694.38 |
| Bill Pmt -Check | 09/12/2022 | 2672 | Mastercard | #7031 | -1,346.35 | -31,040.73 |
| Deposit | 09/13/2022 | | | Deposit | 496.82 | -30,543.91 |
| Deposit | 09/14/2022 | | | Deposit | 3,478.00 | -27,065.91 |
| Paycheck | 09/15/2022 | | Breya Price | | -1,378.68 | -28,444.59 |
| Paycheck | 09/15/2022 | | Brooke C Montgomery | | -1,820.95 | -30,265.54 |
| Paycheck | 09/15/2022 | | Kevin T Hawley | | -2,623.56 | -32,889.10 |
| Deposit | 09/15/2022 | | | Deposit | 20.00 | -32,869.10 |
| Deposit | 09/20/2022 | | | Deposit | 25.00 | -32,844.10 |
| Liability Check | 09/21/2022 | | United States Treasury | 83-0286881 | -52.60 | -32,896.70 |
| Paycheck | 09/23/2022 | | Chloe Nelson | | -226.36 | -33,123.06 |
| Paycheck | 09/23/2022 | | John F Lubner | | -68.64 | -33,191.70 |
| Paycheck | 09/23/2022 | | Kade R Taheri | | -22.46 | -33,214.16 |
| Bill Pmt -Check | 09/26/2022 | 2673 | Steven James Phillips | #12 #15 | -8,137.50 | -41,351.66 |
| Paycheck | 09/30/2022 | | Breya Price | | -1,378.69 | -42,730.35 |
| Paycheck | 09/30/2022 | | Brooke C Montgomery | | -1,820.95 | -44,551.30 |
| Paycheck | 09/30/2022 | | Kevin T Hawley | | -2,623.58 | -47,174.88 |
| Check | 09/30/2022 | | | Service Charge | -292.32 | -47,467.20 |
| Deposit | 09/30/2022 | | | Interest | 15.79 | -47,451.41 |
| Bill Pmt -Check | 09/30/2022 | 2676 | Black Hills Energy | 2897 7717 73 | -110.92 | -47,562.33 |

Downtown Development Authority
Transaction Detail by Account
September 2022

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> | <u>Balance</u> |
|----------------------|-------------|------------|---------------------------------|-------------|-------------------|-------------------|
| Bill Pmt -Check | 09/30/2022 | 2677 | Brent Phillips | #2225 | -4,625.00 | -52,187.33 |
| Bill Pmt -Check | 09/30/2022 | 2678 | C Spur Ranch | #1054 | -1,050.00 | -53,237.33 |
| Bill Pmt -Check | 09/30/2022 | 2679 | Charter Communications | | -127.97 | -53,365.30 |
| Bill Pmt -Check | 09/30/2022 | 2680 | Cowdin Cleaning | | -750.00 | -54,115.30 |
| Bill Pmt -Check | 09/30/2022 | 2681 | Dewitt Water Systems & Services | #29700 | -28.20 | -54,143.50 |
| Bill Pmt -Check | 09/30/2022 | 2682 | MCF LLC | 358 | -450.00 | -54,593.50 |
| Bill Pmt -Check | 09/30/2022 | 2683 | Quality Brands of Casper | #11355 | -3,279.50 | -57,873.00 |
| Bill Pmt -Check | 09/30/2022 | 2684 | Secure Gunz LLC | | -2,300.00 | -60,173.00 |
| Bill Pmt -Check | 09/30/2022 | 2685 | The Lyric | | -250.00 | -60,423.00 |
| Total Plaza Checking | | | | | -60,423.00 | -60,423.00 |
| TOTAL | | | | | -60,423.00 | -60,423.00 |

Downtown Development Authority
Transaction Detail by Account
 October 1 - 11, 2022

DSS- Oct Transactions

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------------|------------|------|---------------------------------|--|-------------------------|-------------------------|
| Plaza Checking | | | | | | |
| Liability Check | 10/03/2022 | | United States Treasury | 83-0286881 | -1,573.22 | -1,573.22 |
| Bill Pmt -Check | 10/03/2022 | 2674 | McChale Gunby | DSS FallFest | -400.00 | -1,973.22 |
| Deposit | 10/03/2022 | | | Deposit | 150.00 | -1,823.22 |
| Deposit | 10/03/2022 | | | Deposit | 33,500.00 | 31,676.78 |
| Bill Pmt -Check | 10/05/2022 | 2675 | Zack Schommer | Aug 9 Farmers Market - replace voided check #2 | -300.00 | 31,376.78 |
| Bill Pmt -Check | 10/11/2022 | 2676 | Black Hills Energy | 2897 7717 73 | -110.92 | 31,265.86 |
| Bill Pmt -Check | 10/11/2022 | 2677 | Brent Phillips | #2225 | -4,625.00 | 26,640.86 |
| Bill Pmt -Check | 10/11/2022 | 2678 | C Spur Ranch | #1054 | -1,050.00 | 25,590.86 |
| Bill Pmt -Check | 10/11/2022 | 2679 | Charter Communications | | -127.97 | 25,462.89 |
| Bill Pmt -Check | 10/11/2022 | 2680 | Cowdin Cleaning | | -750.00 | 24,712.89 |
| Bill Pmt -Check | 10/11/2022 | 2681 | Dewitt Water Systems & Services | #29700 | -28.20 | 24,684.69 |
| Bill Pmt -Check | 10/11/2022 | 2682 | MCF LLC | 358 | -450.00 | 24,234.69 |
| Bill Pmt -Check | 10/11/2022 | 2683 | Quality Brands of Casper | #11355 | -3,279.50 | 20,955.19 |
| Bill Pmt -Check | 10/11/2022 | 2684 | Secure Gunz LLC | | -2,300.00 | 18,655.19 |
| Bill Pmt -Check | 10/11/2022 | 2685 | The Lyric | | -250.00 | 18,405.19 |
| Total Plaza Checking | | | | | <u>18,405.19</u> | <u>18,405.19</u> |
| TOTAL | | | | | <u>18,405.19</u> | <u>18,405.19</u> |

The Plan For 100 Years of Service

2022-2024 Strategic Plan





Our Mission

ART 321 nurtures and educates visual artists, and increases access to arts opportunities for all.

Our Vision

A future full of creative opportunities for our community to learn, create, and connect through the arts; where all artists are supported along their self-authored journey of creative expression; and in which everyone has equitable access to the resources and opportunities they need to create without fear of discrimination.

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- Wyoming's Oldest Arts Organization Turns 100 in 2024 (pg. 2)
- 2022-2024 Strategic Plan (pg.3)
- Goals & Strategies (pg. 4-8)
- Achieving Our Goals & How You Can Help (pg. 9)
- What Went Into This Plan (pg.10)

Front Cover:

(Left-Right, Top-Bottom): Watercolor artist Marvie Tipsword's "Daylight Slipping," Rainbow Collective during PRIDE 2021, Rod Dugal & Joy Jones Ceramic Art in ART 321 Gift Shop, Wood Carving artist Leonard Roberts "I've got an APP for that," Fire Performer Miranda Bressler, Photographer Dennis Davis's "Wyoming" & Mixed Media Artist Tarra Pappas' "The Day Hike," Portrait artist Joyce Rodgers at Wednesday Portrait Group, Participants in Jennifer Johnson's "Envision" art group for people with disabilities, ART 321 Gift Shop, Bladesmith Travis Hart, Ellen Black's Weekend Watercolor art group, Ceramic Artist Abby Einer's interview for "The Art of Casper" documentary.

Wyoming's Oldest Arts Organization Turns 100 in 2024

A look at the beginning, the now, and the future

The Casper Artists' Guild (CAG) was founded with five members in 1924 and is one of the oldest arts organizations in Wyoming. During the Great Depression, the members met in the basement of the Townsend Hotel to paint together. If a model was invited in to pose, adults were paid .50 for the evening; children received .10 from every member in attendance.

In the 1930's and 40's, meetings as well as drawing and painting classes were held in the Mountain States Power Company building, later moved to City Hall and then to the old Golden Rule Store, to other storefronts around town and even up in Bear Trap Meadow on Casper Mountain. Fees for models skyrocketed to \$1.00 - \$1.50 per evening.

Guild members continued to meet in temporary locations until 1979, when the group was given the opportunity to lease the old Fire Station No. 2 at 1028 West 15th Street from the City for \$25 a year. In the years to come CAG would continue efforts to provide an "All-Arts Center for Casper" and to "serve the community with art exhibits, lectures and workshops for adults; also classes for children and senior citizens by qualified instructors. Special attention (was) given to handicapped persons of any age, the disadvantaged and elderly."



Tom Loepp leading a workshop at the Westwood Gallery, 1997. Photo Credit Richard Alan Hannon/Star-Tribune.

Around 2011 discussions about "changing the image of the guild" and getting folks to "listen to our hopes of change" started the seeds that led to where we are today. With the transition into ART 321, the guild began to realize its vision as an "All-Arts-Center" that would serve as a "vibrant place for people of all artistic interests to observe, sell, and make art." A space that provides a "wide variety of services to citizens of all ages," and has invested great care into strengthening access and service to people with disabilities, and nondominant, under-supported communities and artists. ART 321 has now become a regional hub for artists and community members to learn and strengthen their creative skills, create art that is personally-relevant, and connect with each other to form new relationships within their communities.



Young Wyoming filmmaker Soren Tempest film screening featuring 4 short works in August of 2022.

A lot has changed since the Great Depression. Models are certainly paid more than .50 cents and we now have our own basement that houses many of today's artist groups with big visions. The art world and challenges facing artists today have also changed. This plan for 100 years of service continues our legacy of service to artists and creative expression in Wyoming, and strengthens our capacity to create the opportunities and resources necessary for Wyoming artists to thrive.

2022-2024 Strategic Plan

As we close in on our 100 year anniversary we see both a wealth of creative energy and innovation in Wyoming's arts ecosystem, and multiple barriers, challenges, and unmet needs. We believe one of our primary roles is to reduce barriers and increase access to resources, experiences, and opportunities needed for artists, community members, and cross-sector partners to fully realize their creative visions. We ensure that everyone can express themselves fully and find community through the arts. We have identified 4 priority areas of focus and one area that will strengthen our capacity to achieve these goals and vision.

Who Do We Serve?

- **Regional Hub for Wyoming's artists**
- **Learners of all ages and experience levels**
- **Communities within reach of Natrona County and/or virtual access**

Priority Areas

1 ROBUST AND AUTHENTIC ARTS ECOSYSTEM

Create resources and opportunities that advance a more livable, equitable, and supportive community where all artists in Wyoming can thrive.

2 CULTURE OF ACCESS & ABUNDANCE

Proactively identify barriers to participation, and ensure artists have timely access to the experiences and opportunities they need to grow and succeed.

3 COMMUNITY & WELLBEING THROUGH THE ARTS

Provide safe and affirming spaces that facilitate new connections, and improve health outcomes through cross-sector collaborations and a spectrum of arts in health initiatives.


4 ARTISTS CREATE, WE ADVOCATE

Support artists' right to create without fear of discrimination or hate, be fairly compensated, and have equitable access to public funding and creative opportunities


5 COMMUNITY SUSTAINED, DEPENDABLE, COLLABORATIVE ORGANIZATION

Broaden and increase community support, expand arts and cross-sector collaborations, and strengthen streams of revenue to ensure another century of sustainable programming.

Strategy Readiness (Color Key):

 Blue Strategies: Programs are in place, ready for expansion/strengthening, or soon to be implemented

 Grey Strategies: Programs are ready for development, need to foster/strengthen new or existing partnerships, research/materials needed

 Maroon Strategies: Particular funding needed before achievable, larger project, policy advocacy

The background image shows a piece of art titled "The Sea of Tranquility" by Carli Holcomb. It features several glass vessels of various shapes and sizes, some containing liquids, and some with intricate, organic, shell-like or coral-like structures attached to them. The vessels are arranged in a cluster, and the overall aesthetic is artistic and somewhat ethereal. The lighting is soft, highlighting the textures and colors of the materials.

Robust & Authentic Arts Ecosystem

"The Sea of Tranquility" by Carli Holcomb

Goal 1: Showcase and support a more accurate reflection of what artists are creating

- Strategy 1.1: Create opportunities that engage a broad range of artists, mediums, and cultural forms (Open calls/Solo exhibits, artist markets, community partnered RFQ's)
- Strategy 1.2: Invest particular support and resources towards under-supported and nondominant artists, creative practices, and cultural forms (community-identified exhibits, summits, and groups)
- Strategy 1.3: Develop more humanities and story-telling programs to raise awareness of what artists are creating in Wyoming (documentaries, artist interviews, discussions, etc.)

Goal 2: Sustain and develop new resources for artists at all stages, along all journeys

- Strategy 2.1: Provide one-to-one support services and create professional development opportunities (coaching, copy editing, project planning, workshops, etc.)
- Strategy 2.2: Reduce artist's project expenses through shared resources & affordable project space (Scaffolding/Tents/etc., Creator Space, Digital Resource Room, Affordable Studio Space)
- Strategy 2.4: Develop a new artist advancement resource for undersupported and/or early career artists (Fellowship/Residency)

Goal 3: Capacity building for more viable, livable communities for artists

- Strategy 3.1: Sustain and expand partnerships with population-specific organizations to increase artists' feelings of safety, inclusion, and support in the broader Wyoming arts community
- Strategy 3.2: Provide direct support to artists with children, artists with disabilities (childcare during conferences/workshops, ASL interpreters, adaptive equipment and spaces etc.)
- Strategy 3.3: Research affordable healthcare options for artists and artist-owned businesses and extend available resources (Healthcare resources/trainings, artist rates with local providers)
- Strategy 3.4: Research artists' access to affordable housing, extend available resources, and develop program initiatives based on identified needs (info sessions, WCDA resources, workshops for artists)

How will we know

- # of artists represented, supported, and/or participating in PD opportunities
- # of mediums and cultural forms represented
- # of deliverables and events created that discuss art in WY
- # of rentals of project resources and \$ reduction in project expenses
- Qualitative reports on increased awareness of what artists are creating
- # of artists using housing, healthcare, childcare, etc. resources and programs
- Qualitative feedback from population-specific organizations and lived-experience artists and community members



Culture of Access & Abundance

Goal 1: Create just enough, just in time to meet emerging learning and development needs

- Strategy 1.1: Sustain and develop responsive arts learning opportunities
- Strategy 1.2: Promote artist mentors and a community of learning to ensure support at all levels

Goal 2: Invest in islands of empowerment that lead to universally designed spaces & systems

- Strategy 2.1: Provide community arts space and support leadership development within artist communities (art groups, affirming spaces, hub for artists)
- Strategy 2.2: Ensure that all aspects of the organization are barrier-free and welcoming to all (pay-what-you-can, adaptive equipment, virtual access, etc.)
- Strategy 2.4: Reduce stereotype threat and facilitate cultural competency trainings with community partners for artists and arts administrators

Goal 3: Increase business & professional development resources

- Strategy 3.1: Support artists access to and application for business development resources and programs
- Strategy 3.2: Advocate for increased representation of artists and artist-owned businesses in business/economic development programs
- Strategy 3.3: Develop and implement arts specific professional development programs and career support services (portfolio reviews, grant/fellowship application support, workshops)

Goal 4: Increase business & professional development resources

- Strategy 4.1: Develop and support artist and arts organization networking opportunities (Health & Wellness Through the Arts Conference, Teaching Artist Summit, art groups, etc.)
- Strategy 4.2: Co-develop WYartists.org as a free resource for artists and arts organizations to promote opportunities

How will we know

- # of arts learning opportunities and participants
- Qualitative data reporting reduction of barriers, stigma, and increased feelings of support
- # of artists awarded business development resources
- Engagement analytics and feedback from WYartists.org

Community & Wellbeing Through The Arts

Traditional Hoop Dance by Jasmine Pickner-Bell with the North Bear Singers

Goal 1: Capacity building for arts in health and wellness programming in Wyoming

- Strategy 1.1: Strengthen network of creative arts therapists and artists presenting arts in health programming
- Strategy 1.2: Facilitate training opportunities for artists and arts administrators (adult mental health first aide, trauma-informed care training, etc.)
- Strategy 1.3: Develop cross-sector partnerships to identify program needs (Ireach 2, Health Equity Today & Tomorrow exhibit, Intentional Injury and Violence Prevention Program, etc.)

Goal 2: Capacity building for teaching artists as an under engaged resource in Wyoming

- Strategy 2.1: Strengthen network of teaching artists and facilitate professional development opportunities for the field (Teaching Artists Summit & Market)
- Strategy 2.2: Develop a program incubator for teaching artists

Goal 3: Policy advocacy to increase the sustainability of arts in health & cross sector programs

- Strategy 3.1: Leadership development and support for artists to serve on cross-sector boards and committees
- Strategy 3.2: Increase access to health-based funding sources for creative arts therapies and trained teaching artists
- Strategy 3.3: Develop a seed fund for new arts in health and teaching artist programs



"Spirit Willing" by Laura Black

How will we know

- # of participants in summit events
- # of trainings provided
- \$ developed for arts in health and teaching artist programs
- Research on Impact of Arts in Health programs in Wyoming
- # of artists elected/appointed to cross-sector boards and committees
- # of policy wins
- # of cross-sector partnerships developed

Artists Create, We Advocate

"#infatuated" by Amber Marie & Joseph Skimehorn

Goal 1: Policy advocacy to reduce discrimination and infringement on freedom of expression

- Strategy 1.1: Serve as a resource for artists experiencing discrimination (identity and/or creative work)
- Strategy 1.2: Advocate for policy that supports freedom of expression, nonpartisan and equitable practices in public funding for the arts

Goal 2: Advocate for fair compensation and equitable practices for arts across sectors

- Strategy 2.1: Extend research on the impact of calls for art that are unpaid/low-paid or have limited measurable impact
- Strategy 2.2: Support equitable selection processes, and calls for art that measurably support artists
- Strategy 2.3: Serve as a resource for artists and work with hosts to strengthen impact of partnerships



"Hickory Dancing" by Robert Martinez

Goal 3: Advance equitable practices for the ethical and respectful use of culturally-rooted imagery

- Strategy 3.1: Develop and implement policies informed by the strategic goals of lived-experience organizations, artists, and communities (First Nations Development Institute, Juntos, Governor's Council on Developmental Disabilities, WY Equality, Casper Pride, etc.)
- Strategy 3.2: Extend research from lived-experience organizations to artists and arts administrators

How will we know

- # of policy wins
- # of artists supported
- # of resources distributed
- Reduction in instances of discrimination and infringement of freedom of expression
- Reduction in unpaid/low-paid and/or RFP calls for art



Community Sustained, Dependable, Collaborative Organization

Goal 1: Healthy, representative governance, and selfless-service

- Strategy 1.1: Ensure equitable representation in governing body and advisory committees
- Strategy 1.2: Develop a culture of governing that accommodates diverse capacities and experiences
- Strategy 1.3: Establish policies and practices that foster a healthy work culture for staff, volunteers, and artists

Goal 2: Strengthen revenue structure and support systems

- Strategy 2.1: Strengthen and diversify revenue structure (artist and friends of ART 321 membership, creator space use, artist studio and space rentals, art sales, arts learning/community programs, grants and sponsorships, donations and endowment)
- Strategy 2.2: Apply for cross-sector funding support

Goal 3: Safe, supportive hub and incubator for artists

- Strategy 3.1: Serve as an open resource for artist and creative community use

Goal 4: Community sustained resource

- Strategy 4.1: Engage board members, artists, volunteers, and community in advocating for and contributing to the organization year round



How will we know

- % of Annual income goals met
- # of Artists and Friends of ART 321 members
- # of donors making enhanced gifts
- \$ balance across revenue sources
- # artists and community members using the space
- # of advocates for mission and vision

Achieving Our Goals & How You Can Help

We are a particularly nimble organization with a modest annual budget and diversified revenue structure. While many of our goals in this plan are flexible based on means, your support can ensure we reach the peak of each goal area. We can either simply gather the currently available resources free of charge, or create innovative and timely programs that significantly impact the capacity of Wyoming artists and our creative community, it all depends on what support we are able to develop.

1 Grow our Artist & Friends of ART 321 Membership program

Our membership program provides not only unique opportunities for artists to sell and show their work, but it also provides some discounts and perks for our supporters at all levels. For us, membership provides a reliable revenue source and a network of advocates who support our mission!

2 Increase program participation and commissions sent home to artists

We ensure that financial means are never a barrier to creative expression. Your participation in programs ensures that we are able to sustain this type of access. When you buy art from our artist market or gallery, you are directly supporting artists and our operating costs!

3 Rent our artist studios and utilize Creator Space resources

Shared resources reduce costs for us all and allow artists to access the equipment they may not otherwise be able to afford. Renting studio space at ART 321 is not only affordable but also generates revenue that supports additional programs and services that benefit artists and the creative community.

4 Foster strong relationships with donors and supporters who believe in our mission & vision

As a 501(c)(3) non-profit we rely on the generosity of our community members. Without your financial support, we can not maintain operations and access to critical programs for artists and community members. We have a dedicated staff and wonderful facility that will help us support both for years to come.

5 Expand grant and foundation support

Through our cross-sector partnerships, arts in health programming, and economic development initiatives among others we anticipate increased access to grant funding to supplement the limited arts & culture resources available in Wyoming.

6 Build sustainability by strengthening our endowment

First, we are investing in revenue-generating efforts in the coming two years to build a strong foundation, then we hope you will join us in growing our endowment to ensure this foundation is sustainable for generations to come. Help us make year 100 the foundation that leads to year 200!



What Went Into This Plan

Developing a strategic plan that both honored the 100-year history of the Casper Artist's Guild and prepares ART 321 to continue that legacy and meet the needs of today's artists was no small feat. To aid us in building this plan we engaged 6 areas of input and guidance.

- Conducted a thorough review of the Casper Artists' Guild's history, past strategic plans, statements of purpose, and vision/fundraising messaging about ART 321.
- Combined feedback from multiple artist and community member surveys, community forums, program participants, and themes identified through informal conversations.
- Supplemented feedback from recent participants with insights on how we can better serve and increase access for our broader community. This included, but was not limited to, reviewing the strategic goals and needs identified by population-specific organizations such as: The Governor's Council on Developmental Disabilities, I-Reach 2, WY ENGAGE Council (serving 16 to 35 year-olds), Juntos, Casper Pride, and Wyoming Equality.
- Incorporated findings and strategic goals from cross-sector partners to advance our effort to support the "whole artist." This included, but was not limited to, incorporating goals and resources identified by the Wyoming Department of Health's State Health Improvement Plan, First Nations Development Institute's "Reclaiming Native Truth: A Project to Dispel America's Myths and Misconceptions," Wyoming Humanities Council, ArtPlace America's "Exploring the Ways Arts and Culture Intersects with Housing," Wyoming Women's Business Center, and the Wyoming Business Council.
- Engaged field research & best practices to advance equity and connection to the national arts ecosystem. This included, but was not limited to, the Helicon Collaborative's 2017 "Not Just Money: Equity Issues in Cultural Philanthropy" report, Springboard for the Arts "Creative People Power" report, Jerome Foundation's "ReTool: Racial Equity in the Panel Process," and "Theoretical Foundations of Universal Instructional Design" by Nancy Evans.

ART 321 Staff

Tyler Cessor

Executive Director

Ellen Uttmark

Admin Assistant / Bookkeeper

Jennie Elliott

Gallery Manager

Anjie Wallace

Marketing Coordinator

ART 321 Board of Directors

Laura Hunter (Casper)

Robert Martinez (Riverton)

Eathan Murphy (Casper)

Brian Helling (Casper)

Cayla Nimmo (Washington D.C.)

Carli Holcomb (Casper)

Steve Knox (Cheyenne)

Michelle Soulek (Casper)

Suzanne Morlock (Wilson)

Carl Oleson (Casper)

Jennifer Johnson (Casper)

Print cost for "The Plan for 100 Years of Service" was generously sponsored by Reliant FCU

Creator Space

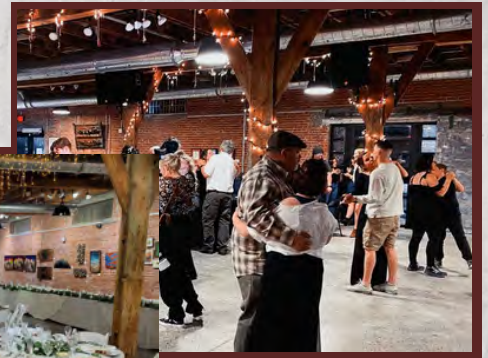
Affordable Artist Studios

ART 321 now has rentable studio space for artists and creatives and 50% of rent can be paid in trade!



Rent ART 321 for your next event!

We can help you make ART 321 the perfect place for your Wedding, Reception, Birthday Party, Retirement Party, Reunions and more!



- Freedom to create the look you want for your event in an open 16,000-square-foot space
- Area to have caterers set up behind the scenes or to create a buffet
- Kitchen available with refrigerator and microwave
- Included in cost, folding tables, black folding chairs, black table cloths, and a bar
- Staff member to assist the day before and the day of the event



ART 321

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