

**INFORMATION PACKET**  
**Friday, November 19, 2021**



**TABLE OF CONTENTS**

**CITY OF CASPER DOCUMENTS & INFORMATION**

The Grid - Schedule of Council Meetings & Addendum..... 2  
2022 Council Meeting Schedules ..... 5  
Liquor Licenses and Zoning ..... 7

**AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION**

ARAJPB Minutes 10.13.21 ..... 11  
Casper Housing Authority is First in EHV Utilization ..... 14  
Casper Natrona County Health Department Board Agenda 11.18.21 ..... 17  
Casper Utilities Advisory Board Packet 11.17.21 ..... 20  
Casper's Council of People with Disabilities minutes 10.28.21 ..... 29  
Casper's Council of People with Disabilities minutes 11.18.21 ..... 32  
Central WY Regional Water System JPB packet 11.16.21 ..... 34  
Contractor's Licensing and Appeals Board agenda 11.19.21 ..... 61

We are CASPER

Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### November 30, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Alloted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Mayoral Straw Poll	Move Forward for Approval	4:35	20 min
Open Container Area Debrief		4:55	30 min
Platte River Trails Trust-PV Bridge Project	Move Forward for Approval	5:25	30 min
Agenda Review		5:55	20 min
Legislative Review		6:15	20 min
Council Around the Table		6:35	10 min
Approximate Ending Time:			6:45

### December 7, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Budget Calendar					
Pre-Meeting: Baseball Club					
Establish February 15, 2022 as the Public Hearing Date for Consideration of the Annual Renewal of all City of Casper Liquor Licenses.	C				C
Public Hearing: New Restaurant Liquor License No. 46 for Movie Palace Inc., d/b/a Studio City Mesa Cinemas, Located at 3150 Talon.		N			N
Approving and Adopting the Casper Area Metropolitan Planning Organization's Bicycle and Pedestrian Plan Update				C	
Authorizing the Mayor to Sign the FY21 Casper Historic Preservation Commission Annual Report.				C	
Authorizing an Agreement with Emergency Medical Physicians P.C., in the Amount of \$10,800 Annually, for Four (4) Years to Provide Medical Direction to the City of Casper Fire-EMS Department.				C	
Authorizing the Issuance of a Taxicab Company License to Thomas Elliott, d/b/a Casper Cabs, Located at 1147 East C Street.					C
Reappointing Robin Broumley, Jeff Bond, and Connie Hall to the Casper Historic Preservation Commission.					C
Appointing Maribeth Plocek and Joseff Hutchinson; and Reappointing Carol Johnson and Terry Wingerter to the Casper Planning and Zoning Commission. (tentative)					C
Executive Session - Land & Litigation					

## The Grid

A working draft of Council Meeting Agendas

### December 14, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:30	5 min
Street Projects Priority List		4:35	30 min
Streets Funding		5:05	30 min
Utility Rate Changes for Water, Sewer & Refuse Collection		5:35	30 min
Ford Wyoming Center Facility Use Study		6:05	40 min
Agenda Review		6:35	20 min
Legislative Review		6:55	20 min
Council Around the Table		7:15	10 min
Approximate Ending Time:			7:25

### December 21, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Work Session Rules					
Pre-Meeting: Tree Sprouts					
Public Hearing: Disposition of City-Owned Property Located Near the Southwest Corner of South Beverly Street and East 4th Street. (public hearing was established on Sept. 7)		N		N	
Platte River Trails Trust-PV Bridge Project				C	

### January 4, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Election and swearing in of Mayor and Vice Mayor					

# Future Agenda Items

**Council Items:**

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Parkway Parking			After FY22
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			

**Staff Items:**

Business Plan Discussion			February
Sign Code Revision			
Blood Borne Pathogens			

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

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
Drug Court Update/Report			

**Future Regular Council Meeting Items:**

Public Hearing for Annual Renewal of Liquor Licenses	Feb. 15, 2022		
------------------------------------------------------	---------------	--	--

**Retreat Items:**

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


## 2022 Regular Council Meeting Schedule

<u>Draft Materials Due</u>	<u>Titles &amp; Executed Materials to Assistant City Clerk</u>	<u>Council Meeting Dates</u>
December 22	December 27	January 4
January 5	January 10	January 18
January 19	January 24	February 1
February 2	February 7	February 15
February 16	February 18	March 1
March 2	March 7	March 15
March 23	March 28	April 5
April 6	April 11	April 19
April 20	April 25	May 3
May 4	May 9	May 17
May 25	May 27	June 7
June 8	June 13	June 21
June 22	June 27	July 5
July 6	July 11	July 19
July 20	July 25	August 2
August 3	August 8	August 16
August 24	August 29	September 6
September 7	September 12	September 20
September 21	September 26	October 4
October 5	October 7	October 18
October 19	October 24	November 1
November 2	November 7	November 15
November 23	November 28	December 6
December 7	December 12	December 20

## 2022 Work Session Schedule

<b>Work Session Materials Due</b>	<b>Work Session Dates</b>
<b>December 29</b>	<b>January 11</b>
<b>January 12</b>	<b>January 25</b>
<b>January 26</b>	<b>February 8</b>
<b>February 9</b>	<b>February 22</b>
<b>February 23</b>	<b>March 8</b>
<b>March 9</b>	<b>March 22</b>
<b>March 30</b>	<b>April 12</b>
<b>April 13</b>	<b>April 26</b>
<b>April 27</b>	<b>May 10</b>
<b>May 11</b>	<b>May 24</b>
<b>June 1</b>	<b>June 14</b>
<b>June 15</b>	<b>June 28</b>
<b>June 29</b>	<b>July 12</b>
<b>July 13</b>	<b>July 26</b>
<b>July 27</b>	<b>August 9</b>
<b>August 10</b>	<b>August 23</b>
<b>August 31</b>	<b>September 13</b>
<b>September 14</b>	<b>September 27</b>
<b>September 28</b>	<b>October 11</b>
<b>October 12</b>	<b>October 25</b>
<b>October 26</b>	<b>November 8</b>
<b>November 9</b>	<b>November 22</b>
<b>November 30</b>	<b>December 13</b>
<b>December 14</b>	<b>December 27</b>

November 17, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk  
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Liquor License & Zoning

Meeting Type & Date

None

Action type

Info Only

Recommendation

None

Summary

The City of Casper Liquor licenses are governed by Chapter 5.08 in the Municipal Code and Title 12 of the State Statutes. Currently, there are no regulations regarding a required distance between a liquor establishment and a school or church. Instead, the Municipal Code only offers direction as to what types of establishments or businesses are allowable within certain zones. For example, the Municipal Code provides for the following permitted uses under M-1 (Limited Industrial) zoning:

1. Animal shelters, treatment centers, animal clinics, and animal boarding centers;
2. Assembly of devices or instruments, or packaging of products from previously prepared materials;
3. Automobile and vehicular sales and/or repair;
4. Automobile and vehicular service stations and public garages;
5. Automobile wrecker services;
6. Bed and breakfast;
7. Bed and breakfast homestay;
8. Bed and breakfast inn;
9. Bottling factories or plants;
10. Builders' supply yards;
11. Bulk plants with underground/above ground storage;
12. Commercial processing dairies and creameries, including depots (excluding dairy farms);
13. Commercial greenhouses and nurseries;
14. Commercial kennels;
15. Commercial laundries;
16. Convenience establishments;

17. Day-care, adult;
18. Child care center;
19. Family child care center - zoning review;
20. Experimental or testing laboratories and research facilities;
21. Fabrication plants (steel or wood);
22. Farm implement sales and services;
23. Frozen food lockers;
24. Grocery stores;
25. Manufactured home (mobile) sales and service;
26. Manufacturing, assembly, or packing of products from previously prepared materials;
27. Manufacturing of devices or instruments;
28. Manufacturing and processing of food or food products;
29. Motels and hotels;
30. Offices, general and professional;
31. Open sales lots;
32. Pet supplies;
33. Parks, playgrounds, historical sites, and other similar recreational facilities;
34. Pawnshops;
35. Personal service shops;
36. Plumbing, welding, electrical supply, and service shops;
37. Printing and newspaper houses;
38. Public utilities and public service installations, including repair and storage facilities;
39. Recycling businesses;
40. Restaurant, cafes, and coffee shops;
41. Retail businesses;
42. Transportation depots;
43. Veterinary clinics with boarding outside pens;
44. Warehouses, including both indoor and outdoor storage.
45. Sexually oriented businesses, pursuant to all regulations set forth in Section 9.24.110 of the municipal code;
46. Neighborhood assembly uses;
47. Regional assembly uses;
48. Custodial care facility;
49. Branch community facilities;
50. Neighborhood grocery;
51. Church.

Further, while the C-2 zoning used to require distancing between churches and gambling establishments, previous Council removed the requirements. Currently, the Municipal Code provides for the following permitted uses under C-2 (General Business) zoning:

1. Animal clinics and animal treatment centers;
2. Apartments located within a business structure;
3. Arcades/amusement centers;
4. Assisted living;
5. Automobile park, sales area or service center;



6. Automobile service stations;
7. Banks, savings and loans, and finance companies;
8. Bars, taverns, retail liquor stores, and cocktail lounges;
9. Bed and breakfast;
10. Bed and breakfast homestay;
11. Bed and breakfast inn;
12. Business, general retail;
13. Chapels and mortuaries;
14. Churches;
15. Clubs or lodges;
16. Convenience establishment, medium volume;
17. Dance studios;
18. Day care, adult;
19. Child care center;
20. Family child care center—zoning review;
21. Family child care home;
22. Family child care home—zoning review;
23. Electrical, television, radio repair shops;
24. Gaming/gambling;
25. Grocery stores;
26. Group homes;
27. Homes for the homeless (emergency shelters);
28. Hotels, motels;
29. Neighborhood groceries;
30. Offices, general and professional;
31. Pet shops;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents;
33. Parking garages and/or lots;
34. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
35. Pawn shops;
36. Personal service shops;
37. Pharmacies;
38. Printing and newspaper houses;
39. Reception centers;
40. Recreation centers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Vocational centers, medical and professional institutions;
47. Neighborhood assembly uses;
48. Regional assembly uses;
49. Branch community facilities;
50. Neighborhood grocery;

51. Conventional site-built and modular single and multifamily dwellings and "manufactured homes" meeting the definition and standards set forth in Section 17.08.010.

Financial Considerations

No Financial Considerations

Oversight/Project Responsibility

Craig Collins, City Planner

Attachments

None



## **AMOCO REUSE AGREEMENT JOINT POWERS BOARD**

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

**SALT CREEK HEIGHTS  
BUSINESS CENTER**

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

### **AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES**

6:00 pm Wednesday, October 13, 2021

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

And via teleconference due to Covid-19

Present: Bob Chynoweth, Rob Hurless, Larry Madsen, Amy Freye, and Reed Merschat

Teleconference: Terry Lane

Excused Absences: Brook Kaufman, Jim DeGolia, and currently we have no City Representative

Others Present: Matt Reams (Three Crowns) and Renee Hahn (Executive Director, ARAJPB).

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

#### **1. Minutes of the Annual City and County Minutes and September 8, 2021 Regular Meeting**

A motion was made by Mr. Hurless and seconded by Mr. Merschat to approve the Annual City and County Meeting Minutes.

The Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy of Minutes on file.)

A motion was made by Ms. Freye and seconded by Mr. Hurless to approve the September 8<sup>th</sup> Meeting Minutes.

The Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy of Minutes on file.)

#### **2. Treasurer's Report**

Details on the investment accounts, checking account and various vouchers listed on the Treasurer's Report as of October 13, 2021 were presented by Mr. Lane. He also reviewed the financial report from Lenhart Mason. Mr. Lane reminded the attendees that he was going to move \$500,000 dollars from the Davidson Fund into Peaks Investment. A motion was made by Mr. Merschat and seconded by Mr. Hurless to approve the reports and authorize 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 aye. (Copy attached to the Minutes.)

### 3. Committee Reports

- Architectural Review - Nothing to report.
- PRC – Ms. Freye discussed the possibility of a partnership with the Pump House for The Riverfest in August. After discussions, there were unanswered questions, so a future meeting will be planned.
- Refined Properties – Mr. Merschat informed the Board that the borrowed source of dirt in Paradise Valley will not be allowed to be placed in the Platte River Commons by WDEQ. A new source for the soil will have to be found. Mr. Chynoweth inquired if other commercial developers were also experiencing the lack of property sales. Mr. Merschat said he would research that question.
- Three Crowns – Mr. Reams updated the Board on the operations of Three Crowns and stated “Aerification was completed in August this year. He is estimating that the rounds will finish at 18,596 which is a bit lower than last year. Both the Pro Shop and Food and Beverage have slowed down now. Food and Beverage did not make their projected budget last month due to a cancellation of an event. The restaurant hours are now 11 am – 2 pm. Overall expenses have been higher than planned. The Head Superintendent from Landscapes Unlimited provided an excellent report regarding condition of the course going into winter.
- Executive Committee – Ms. Hahn reviewed future meetings and reminded the Board to help recruit new Board Members with two openings in January.

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

No reports because our County Representative was absent and ARAJPB has yet to be reassigned a new City Representative.

### 5. Other

None.

### 6. Future Meetings/Agenda

October 21<sup>st</sup> - Three Crowns Committee Meeting at 7:30 am, located in the Big Horn Conference Room.

November 10<sup>th</sup> - Regular Board Meeting 6:00 pm, 2435 King Blvd., Big Horn Conference Room.

November 18<sup>th</sup> - Three Crowns Committee Meeting 7:30 am, located in the Big Horn Conference Room.

### 7. Public Comment

There was no public comment.

### 8. Good of the Order

None.

9. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Merschat to adjourn the meeting at 6:53 p.m. The motion carried with all members in attendance voting aye.

10 NOV 2021  
Date

  
Board Officer

10 NOV 2021  
Date

  
Presiding Officer

t

**From:** Kim Summerall-Wright <[kswright@chaoffice.org](mailto:kswright@chaoffice.org)>  
**Sent:** Friday, November 12, 2021 12:23 PM  
**To:** Carter Napier ([cartern@gillettewy.gov](mailto:cartern@gillettewy.gov)) <[cartern@gillettewy.gov](mailto:cartern@gillettewy.gov)>  
**Cc:** Liz Becher ([lbecher@casperwy.gov](mailto:lbecher@casperwy.gov)) <[lbecher@casperwy.gov](mailto:lbecher@casperwy.gov)>; Kyle Gamroth <[kgamroth@Casperwy.gov](mailto:kgamroth@Casperwy.gov)>; Feilmeier, Mark E <[Mark.E.Feilmeier@hud.gov](mailto:Mark.E.Feilmeier@hud.gov)>  
**Subject:** <External Message> FW: CHA is #1

Carter,

I am absolutely thrilled to send you the attached maps, showing that Casper Housing Authority is currently #1 in the Nation, for EHV utilization. CHA is handling the Emergency Housing Vouchers (EHV) for the entire state of Wyoming. We are at 49.12% utilization. ND is next at 40.59. EHV is the brand new program that our new Wyoming HUD Director guided to us in August, after Cheyenne turned it down. Wyoming would have lost the program if not for Mark Feilmeier, our new HUD Director.

We have 57 Section 8 Vouchers, directed to homeless, potentially homeless and domestic violence survivors, with less restrictions than regular Section 8 vouchers. It was quite a fight with the Wyoming Continuum of Care to keep the program and we had to go all the way to Washington DC to get a waiver. Fortunately it paid off. 28 families have already leased and the remaining vouchers have been issued.

This is the link to the map that shows the attached information. If you go to the EHV Data Dashboard and click the arrows to page 2, you can see the attached maps. [Emergency Housing Voucher \(EHV\) Data Dashboard | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#) *The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) in order to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability.*

All of Wyoming's info is in the Wyoming Map attachment and the Total Map has a big blue spot in the middle that is CHA!

I just wanted to share this great information with you. We are so appreciative to Mark Feilmeier, Wyoming State Director, for this amazing opportunity to assist our neighbors and provide housing to those who need it most. This truly is a ground breaking program of which CHA is fortunate to be a part.

If you have any questions or would like more information, please don't hesitate to contact me.

*Kim Summerall-Wright*

Executive Director

Casper Housing Authority

145 N. Durbin Street

Casper, WY 82601

307.266.1388 Ex. 17

307.237.4869 Fax



**From:** Feilmeier, Mark E <[Mark.E.Feilmeier@hud.gov](mailto:Mark.E.Feilmeier@hud.gov)>

**Sent:** Friday, November 12, 2021 1:12 PM

**To:** Kim Summerall-Wright <[kswright@chaoffice.org](mailto:kswright@chaoffice.org)>; Carter Napier ([cartern@gillettewy.gov](mailto:cartern@gillettewy.gov)) <[cartern@gillettewy.gov](mailto:cartern@gillettewy.gov)>

**Cc:** Liz Becher <[lbecher@casperwy.gov](mailto:lbecher@casperwy.gov)>; Kyle Gamroth <[kgamroth@Casperwy.gov](mailto:kgamroth@Casperwy.gov)>

**Subject:** CHA is #1

I too, must give a huge shout out to the Casper Housing Authority! Kim and her team have done an amazing job with this program and I continue to be awestruck at the great work they do. I am very grateful to Kim and the CHA for taking on this monumental, labor intensive task ensuring this valuable resource stayed in Wyoming to serve our communities. They have done ALL the heavy lifting and deserve all the credit. I am so pleased to have the opportunity to partner with the Casper Housing Authority and look forward to working even harder to grow their book of business as we to secure all additional funding opportunities available to support their efforts.

Strong work Kim and the Casper Housing Authority team!!



**Mark Feilmeier**, State Director  
U.S. Department of Housing and Urban Development  
Wyoming Field Office, Region VIII  
150 East B Street, Room 1010  
Casper, Wyoming 82601  
[www.hud.gov](http://www.hud.gov)

# The EHV Data Dashboard

## Emergency Housing Voucher Dashboard: Summary

State: All | PHA Code & Name: All | MTW: All | Clear All Filters

Data current as of: 11/15/21  
Source: IMS/PIC System and HUDCAPS

### Summary of EHV Award, Current Issuances and Leased Vouchers

PHA Code	PHA Name	Total Awards	Current Issuances	Current Leased Vouchers	Unit Utilization
LA005	Housing Authority of the City of Lafayette	37	23	21	56.76%
CA073	Housing Authority of the City of Napa	45	44	25	55.56%
TX433	Arlington Housing Authority	89	125	49	55.06%
NY016	Binghamton Housing Authority	24	22	13	54.17%
KY008	Housing Authority of Somerset	15	11	8	53.33%
IL024	Housing Authority of Joliet	65	34	33	50.77%
ND012	Grand Forks Housing Authority	24	22	12	50.00%
TX482	Central Texas Council of Governments	40	17	20	50.00%
VA011	Roanoke Redevelopment & Housing Authority	26	27	13	50.00%
WY004	Housing Authority of the City of Casper	57	51	28	49.12%
NH001	Manchester Housing & Redevelopment Authority	27	2	13	48.15%
IL053	Housing Authority of the County of Jackson, Il.	17	12	8	47.06%
OH041	Athens Metropolitan Housing Authority	17	17	8	47.06%
RQ026	Municipality of San Sebastian	15	9	7	46.67%
IA022	City of Iowa City Housing Authority	69	62	32	46.38%
AR006	Housing Authority of the City of Conway	26	23	12	46.15%
IA018	City of Sioux City Housing Authority	39	35	18	46.15%
TX472	City of Amarillo	26	23	12	46.15%
CO072	Jefferson County Housing Authority	42	35	19	45.24%
CO041	Fort Collins Housing Authority	25	20	11	44.00%
AR247	Pocahontas Public Housing Agency (Brad)	16	7	7	43.75%
MT022	Missoula Housing Authority	16	11	7	43.75%
<b>Total</b>		<b>69,880</b>	<b>16,623</b>	<b>3,801</b>	<b>5.44%</b>

Total EHV Awards\*

# 69,880

Current EHV Units Leased

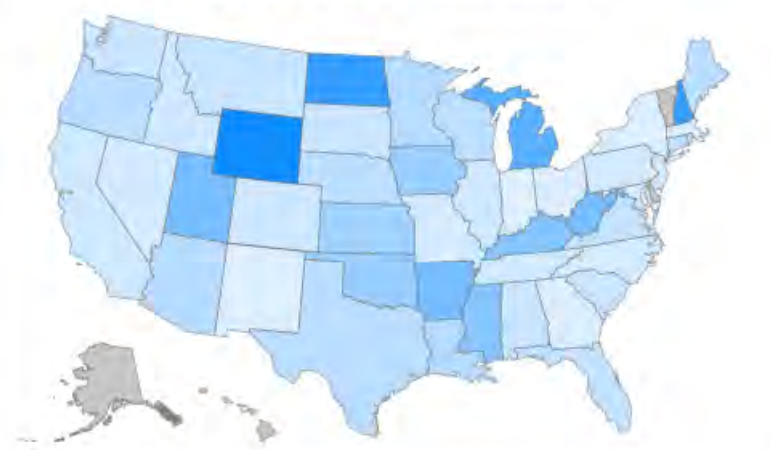
# 3,801

EHV Leasing Utilization

# 5.44%

\* Note: 70,000 EHV's were awarded to PHAs across the United States. The reduction in Total Award Amount is due to PHAs that have returned their EHV awards.

Map of EHV Leasing Utilization by State



Note: The color saturation is based on the leasing utilization of EHV vouchers for that state. The darker the color saturation the higher the EHV leasing utilization. The user can hover over the state to see the total number of vouchers issued, vouchers leased, leasing utilization and the total EHV award for that state.





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

**THURSDAY, NOVEMBER 18TH, 2021**

**Virtual by Zoom or in person in the North Platte Conference Room**

**ZOOM LINK:** <https://us02web.zoom.us/j/88444490902>

**Phone:** 1 253 215 8782 **Passcode:** 884 449 0902

**5:30 PM**

- I. AGENDA/MINUTES**
  - a. Previous Meeting Minutes/Notes**
    - i. October meeting minutes\*
  
- II. BUDGET/FINANCIAL**
  - a. FINANCIALS**
    - i. October financials\*
    - ii. Board and Elected informational training December 1<sup>st</sup> @ 5:30pm
  
- III. BOARD**
  - a. Next Meeting Date**
    - i. Proposed Meeting Date December 16<sup>th</sup>, 2021\*
  
- IV. HEALTH OFFICER**
  - i. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. ADMINISTRATION**
    - i. COVID-19 UPDATE**
      1. Update-Testing/Vaccination
      2. Staffing – losses and gains
      3. Community Impacts
  
    - i. General Administration**
      1. Reporting grid-updated, please review

2. Strategic Planning for Board-tabled until January 2022
3. FOIA policy-tabled
4. Performance evals- progressing
5. Building update
6. City of Mills MOU-satellite

**b. COMMUNICABLE DISEASE**

- i. Expedition
  1. Additional funding- Epidemiologist and additional trainer- confirmed opening positions start date Jan 3rd
- ii. WyAETC
- iii. HIV Case Management

**c. COMMUNITY PREVENTION**

- i. Community Prevention
- ii. WCRS
- iii. WYCC

**d. ENVIRONMENTAL HEALTH**

**e. NURSING PROGRAMS**

- i. DISEASE PREVENTION CLINIC
  1. Opening for Clinic manager
  2. Opening for full-time provider
- ii. ADULT HEALTH PROGRAM
- iii. MATERNAL CHILD HEALTH PROGRAM
  1. Additional funding for additional staff

**f. PUBLIC HEALTH PREPAREDNESS- Tammy**

- i. Preparedness
- ii. Additional staff
- iii. CPR

**g. City/County Liaison**

**h. Board Member Reports**

**i. Adjourn**

**j. Executive Session- Personnel**

**CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

Statement of Operations - Actual vs. Budget  
For the Four Months Ending October 31, 2021

	October				YTD				Annual
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.33	55833.34	(0.01)	55754.83	223333.32	223333.36	(0.04)	223010.32	670000.00
TAX REVENUE (CITY)	47916.67	47916.67	0.00	42750.00	191666.68	191666.68	0.00	171000.00	575000.00
GRANT REVENUE	263490.91	229219.87	34271.04	99730.34	984725.49	916879.48	67846.01	734395.03	2750638.52
GENERATED REVENUE	27613.78	62697.34	(35083.56)	88452.34	374989.84	233192.97	141796.87	382966.19	734772.01
STATE NURSING REVENUE	0.00	38602.75	(38602.75)	0.00	115808.25	154411.00	(38602.75)	115808.25	463233.00
INTEREST AND INVESTMENT INCOME	379.43	833.33	(453.90)	486.28	1963.84	3333.32	(1369.48)	17568.40	10000.00
BUDGETED FROM RESERVED FUNDS	0.00	(83.33)	83.33	0.00	0.00	(333.32)	333.32	0.00	(1000.00)
<b>Total Revenue</b>	<b>395234.12</b>	<b>435019.97</b>	<b>(39785.85)</b>	<b>287173.79</b>	<b>1892487.42</b>	<b>1722483.49</b>	<b>170003.93</b>	<b>1644748.19</b>	<b>5202643.53</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	(28298.96)	0.00	28298.96	(26854.17)	1995.43	0.00	(1995.43)	40092.62	0.00
REGULAR SALARIES	188201.37	137515.73	(50685.64)	188337.22	856743.61	550062.92	(306680.69)	764979.75	1650188.81
BENEFITS-EMPLOYMENT TAXES	16832.57	28479.41	11646.84	16470.13	77881.28	113917.64	36036.36	69923.92	341752.13
BENEFITS-WY RETIREMENT	27762.98	32243.37	4480.39	32776.68	110971.74	128973.48	18001.74	135261.62	386920.27
BENEFITS-MEDICAL INSURANCE	37038.94	48437.36	11398.42	42092.68	138069.57	193749.44	55679.87	166244.74	581248.22
CONTRACT LABOR	10975.20	9650.01	(1325.19)	4948.49	41949.56	38600.04	(3349.52)	24949.47	115800.00
OUTSIDE TESTING SITES	0.00	41.67	41.67	0.00	0.00	166.68	166.68	0.00	500.00
HEALTH OFFICER	2466.63	2466.67	0.04	0.00	9866.52	9866.68	0.16	27399.89	29600.00
ADVERTISING	0.00	908.33	908.33	0.00	0.00	3633.32	3633.32	28.26	10900.00
AUTO EXPENSES	6810.06	1387.08	(5422.98)	19.80	7492.28	5548.32	(1943.96)	1082.54	16645.00
ED PUBLIC	5353.86	12386.46	7032.60	2887.81	11644.03	49545.84	37901.81	3539.38	148637.50
ED EMPLOYEE CONFERENCE/TUITION	2868.39	4642.63	1774.24	0.00	6948.83	18570.52	11621.69	3335.04	55711.43
EMPLOYEE MEDICAL TESTING	76.00	78.08	2.08	60.00	196.00	312.32	116.32	294.00	937.00
EQUIPMENT MAINTENANCE	0.00	447.58	447.58	0.00	0.00	1790.32	1790.32	95.00	5371.00
EQUIPMENT PURCHASE	73843.97	14810.07	(59033.90)	43029.91	216012.29	59240.28	(156772.01)	96499.51	177720.71
EQUIP COPY EXPENSE	3302.16	1599.99	(1702.17)	1699.87	6938.03	6399.96	(538.07)	5763.00	19200.00
INSURANCE	0.00	1666.67	1666.67	0.00	5000.00	6666.68	1666.68	0.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	83.32	83.32	0.00	250.00
MARKETING	16002.13	10550.51	(5451.62)	30.00	63232.28	42202.04	(21030.24)	(175.61)	126606.22
MEETING EXPENSE	889.01	3485.11	2596.10	1248.00	2996.71	13940.44	10943.73	4314.02	41821.50
MILEAGE	0.00	457.64	457.64	0.00	0.00	1830.56	1830.56	0.00	5492.00
MISC EXPENSE	3419.71	222.90	(3196.81)	4083.47	4449.12	891.60	(3557.52)	4580.84	2675.00
PERIODICAL/BOOKS	0.00	141.68	141.68	0.00	138.48	566.72	428.24	0.00	1700.00
PRINTING EXPENSE	0.00	20.83	20.83	0.00	0.00	83.32	83.32	0.00	250.00
POSTAGE	488.78	654.16	165.38	734.26	1888.47	2616.64	728.17	2238.67	7850.00
RENT EXPENSE	1019.75	411.08	(608.67)	599.85	2889.33	1644.32	(1245.01)	599.85	4933.00
REIMBURSEMENT	2177.05	3646.12	1469.07	1115.92	8042.92	14584.48	6541.56	5634.11	43753.39
RETURNED CHECKS AND BAD DEBTS	2.00	12.50	10.50	2.00	43.75	50.00	6.25	8.00	150.00
SOFTWARE	1806.17	4118.32	2312.15	1575.57	21857.41	16473.28	(5384.13)	11975.33	49420.00
SUPPLIES	37020.80	24085.67	(12935.13)	78659.07	119856.88	96342.68	(23514.20)	175221.20	289028.00
TELEPHONE	3016.68	3931.66	914.98	3791.16	9964.74	15726.64	5761.90	12156.96	47180.00
TESTS	2357.97	2666.67	308.70	2541.46	11069.30	10666.68	(402.62)	9923.21	32000.00
UTILITIES	1715.08	1583.33	(131.75)	1378.94	7554.21	6333.32	(1220.89)	5863.73	19000.00
NON GRANT EXPENSE	831.31	83.33	(747.98)	165.00	9771.82	333.32	(9438.50)	3417.00	1000.00
<b>Total Expenditure</b>	<b>417979.61</b>	<b>352853.45</b>	<b>(65126.16)</b>	<b>401393.12</b>	<b>1755464.59</b>	<b>1411413.80</b>	<b>(344050.79)</b>	<b>1575246.05</b>	<b>4234241.18</b>
<b>Revenue Over(Under) Expenditures</b>	<b>(22745.49)</b>	<b>82166.52</b>	<b>(104912.01)</b>	<b>(114219.33)</b>	<b>137022.83</b>	<b>311069.69</b>	<b>(174046.86)</b>	<b>69502.14</b>	<b>968402.35</b>

**CASPER UTILITIES ADVISORY BOARD  
CITY OF CASPER  
MEETING AGENDA**

Casper City Hall  
Downstairs Meeting Room

Wednesday, November 17, 2021     7:00 a.m.

**AGENDA:**

- \*     1.     Consider Approval of the September 29, 2021 Meeting Minutes
  
- \*     2.     Discuss Statistical Report
  - a.     September 2021
  - b.     October 2021
  
- \*     3.     Consider Conceptual Approval for Contract for Outside-City Water Service for Curtis Day, 101 Rivercross Road
  
- 4.     Discuss Setting December 1<sup>st</sup> or 8<sup>th</sup> for Rate Discussion Meeting
  
- 5.     Other Business
  
- 6.     Adjournment

**Additional Information:**

- A.     Sales Tax FY2022 Versus Projection and Prior Year
  
- B.     Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, [www.wyowater.com](http://www.wyowater.com), under the News & Notices tab, or at the following links:

RWS Agendas -     <http://www.wyowater.com/board-meetings>

RWS Minutes -     <http://www.wyowater.com/board-minutes>

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

**MEETING PROCEEDINGS  
September 29, 2021  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, September 29, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:         Council Liaison Steve Cathey

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

Others:         Charles & Raylynn Williams  
                  Matthew Rich

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

1.     President Bell asked for a motion to approve the minutes from the July 28, 2021 meeting. A motion was made by Secretary Lawson and seconded by Board Member Jay to approve the minutes of the July 28, 2021 meeting. Motion passed.

2.     Mr. Martin asked the Board to reference the August 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in August was 495 MG, 62 MG less than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 1.07 BG, 109 MG less than the same time last year due to the water restrictions that were put in place.

Mr. Martin stated that there were two water main breaks in August, which puts it at a total of three for the fiscal year.

Mr. Martin stated that there were four service line breaks in August, putting the fiscal year total at seven.

Mr. Martin stated that there were no sewer main stoppages in August, putting the fiscal year total at two.

Mr. Martin stated that there are 22,374 Active Accounts, which is an increase of 32 accounts from the same time last year.

President Bell asked if the service line breaks were all in Paradise Valley. Mr. Martin stated that the service line breaks were scattered around town.

3. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Charles D. Williams for 4347 Squaw Creek Road, which is approximately 800 feet south of the water main. Mr. Martin stated that this property is not in the City limits, but is in the Casper growth boundary and a Commitment to Annex will be required. Mr. Martin stated that the County has issued a license for the service line to be installed. Mr. Martin stated that the Colemans and the Garlings are to the south of Mr. Williams. Mr. Martin stated that the meter pit will be installed by the water main.

Mr. Williams stated that the County has asked that they put their water service line in the same ditch as the Colemans. Mrs. Williams stated that they are not sure if they will be able to as the Colemans are dealing with some family issues at this time.

Board Member English asked if the water service line will be 800 feet long. Mr. Martin stated that was correct.

Vice President Jones asked what size of water service line the Colemans are going to install. Mr. Williams stated that they are going to install a 1-inch water service line.

Board Member Jay asked if there was a time limit for the water service line to be installed. Mr. Martin stated that there is a time limit of two years to install the water service line.

Mrs. Williams asked if there would be any issues if they installed their waterline later in the year. Mr. Martin stated that it was up to their contractor, but it might increase the cost to do it in the winter.

Board Member English stated that he would recommend the Williams install a 1-inch water service line. Vice President Jones stated that they would get more flow with the larger water service line.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water Service with Charles D. Williams for 4347 Squaw Creek Road. Motion passed.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Matthew and Darcy Rich for 4391 Brandywine Road in the Squaw Creek area. Mr. Martin stated that the water main is approximately 300 feet from the property. Mr. Martin stated that the County has issued a license for the water service line. Mr. Martin stated that this property is not in the City limits and a Commitment to Annex is required.

Mr. Rich stated that he wishes to install a ¾-inch tap with a 1-inch water service line.

Board Member English asked if utility marking is going to be put in the right of way. Vice President Jones stated that would be up to the County, as it is a County right of way.

President Bell asked if the water main is 12-inch. Mr. Martin stated that the water main is a 12-inch main.

Mr. Rich asked if the Board thought a ¾-inch tap would be sufficient. Mr. Martin stated that ¾-inch taps are no longer done, the standard tap is 1-inch.

A motion was made by Board Member English and seconded by Board Member Jay to approve the Contract for Outside-City Water Service with Matthew and Darcy Rich for 4391 Brandywine Road. Motion passed.

5. In other business:

- a. Mr. Martin asked the Board to reference the Sales Tax Chart. Mr. Martin stated that \$153,000 more sales tax was received from what was projected. Mr. Martin stated that sales tax revenue is \$56,000 higher for the fiscal year.

Board Member Jay asked how car sales have impacted the sales tax revenue. Mr. Beamer stated that he is unsure, but he knows there is not a lot of car inventory in town.

- b. Vice President Jones asked about the waterline that is being installed from the College to Mike Sedar. Mr. Beamer stated that the College is installing a storm sewer extension.

- c. Board Member English asked if the water tanks are finished. Mr. Martin stated that they are coming along.

Vice President Jones asked if the outside of the WTP water tank has been painted. Mr. Martin stated that the outside of the tank is completed, and the contractor is now working on the inside of the water tank.

- d. Board member Jay asked what work is being done on 2<sup>nd</sup> Street. Mr. Beamer stated that asphalt, curb, and gutter work will be completed.

- e. Vice President Jones asked if there have been any scooter wrecks. Mr. Beamer stated that he has not heard of any.

- f. President Bell congratulated Secretary Lawson on his appointment to the Wyoming Water Development Commission. Secretary Lawson stated that he was appointed a couple of months ago. Secretary Lawson stated that this is a State Board appointed by the Governor and overseen by the Select Water Committee.

Secretary Lawson stated that for his first meeting they toured the LaPrele Dam, which was built in 1900. Secretary Lawson stated that there are some major

cracks in the dam abutments. Secretary Lawson stated that this is the only high hazard dam in Wyoming and holds 20,000 acre-feet of water. Secretary Lawson stated that the estimated cost for repairs is \$100 Million, and the dam is restricted to 3,000 acre-feet of water.

Secretary Lawson stated that the newest dam on the North Platte River is Glendo, which was built in 1950.

- g. President Bell asked how it looks for having a meeting in October. Mr. Martin stated that water and sewer rates will need to be reviewed, if he has everything from Finance. Mr. Martin stated that it is possible there will be a meeting on October 27<sup>th</sup>. Vice President Jones stated that he will be out of town that week.

A motion was made by Board Member Jay and seconded by Board Member English to adjourn the meeting at 7:39 a.m. Motion passed.

---

Secretary



**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
SEPTEMBER 2021**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	447,060,252	495,137,095	341,727,527	1,513,882,246	1,670,820,170
<b>NEW SERVICES</b>	6	8	8	31	20
<i>* Billed to Casper by Central Wyoming Regional Water System Joint Powers Board starting October 1, 1997.</i>					
<b>PRECIPITATION (Inches)</b>	0.79	0.79	0.32	3.41	2.32

**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	4	2	3	7	5
<b>SERVICE LINE BREAKS</b>	2	4	1	9	2
<b>SEWER MAIN STOPPAGES</b>	0	0	0	2	3

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,826	19,803	19,854
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,687	1,692	1,688
<b>OUTSIDE CITY (WATER RES)</b>	494	493	489
<b>OUTSIDE CITY (WATER-COMM)</b>	135	129	131
<b>IRRIGATION ONLY</b>	260	257	220
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,402	22,374	22,382

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
OCTOBER 2021**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	184,337,611	447,060,252	200,275,372	1,698,219,857	1,846,386,513
<b>NEW SERVICES</b>	4	6	8	35	41

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	2.69	0.79	0.32	6.10	3.62
-------------------------------	------	------	------	------	------

**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	2	4	4	9	8
<b>SERVICE LINE BREAKS</b>	3	2	3	12	2
<b>SEWER MAIN STOPPAGES</b>	2	0	0	4	3

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,838	19,826	19,804
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,687	1,687	1,688
<b>OUTSIDE CITY (WATER RES)</b>	494	494	492
<b>OUTSIDE CITY (WATER-COMM)</b>	136	135	131
<b>IRRIGATION ONLY</b>	241	260	255
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,396	22,402	22,370

November 15, 2021

MEMO TO: Michael Bell, President  
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water and Sewer Service with  
Curtis Day

**Meeting Type & Date**

CPU Advisory Board Meeting  
November 17, 2021

**Action Type**

Approval

**Recommendation**

That the CPU Advisory Board authorize a Contract for Outside-City Water and Sewer Service with Curtis Day.

**Summary**

This contract provides Outside-City water and sewer service for 101 Rivercross Road, a parcel of land located south of I-25 and east of Poplar Street in the Wyoming Industrial Park area. The property will obtain water and sewer service by connecting to the water and sewer mains located in either Rivercross Road or Warehouse Road.

This property is not contiguous to the Casper City limits and a Commitment to Annex will be signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

**Financial Considerations**

No financial considerations

**Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

**Attachments**

NA

# Sales Tax FY 2022 Versus Projection and Prior Year



	ACTUAL FY 21	PROJECTED FY 22	ACTUAL FY 22
YTD TOTAL	\$ 8,029,996	\$ 8,376,464	\$ 8,300,469
YTD VARIANCE			\$ (75,995)
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-SAME MONTH		-16.10%	-\$298,447
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-YEAR TO DATE		-0.91%	-\$75,995
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-SAME MONTH		10.73%	\$150,676
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-YEAR TO DATE		3.37%	\$270,473

## Casper's Council of People with Disabilities (CCPD)

MINUTES from Meeting Held on Thursday, October 28, 2021, at 11:30 AM

Participation via Microsoft Teams Online & In-Person at City Hall, 200 North David St., Casper

*Attendees:* Voting Members: Austin Berlin, Chairperson; Nikki Green, Vice-Chairperson; Zulima Lopez, Treasurer; Maureen Barnes, Linda Jones, John Wall, Masha Flinn, Bonnie Wilson

*Liaisons, Alternates & Guests:* Ray Pacheco, Councilman; Jeremy Yates, Casper Area MPO

1. Roll Call
2. Minutes from September 23, 2021, Meeting – Bonnie Wilson made the motion to approve minutes, John Wall seconded. Group approved.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: “I Count on You” Campaign is moving forward and the City has put out request for businesses/citizens to adopt shelters to maintain. Nikki and Zulima presented to the City Council. It went really well, and the Council is supportive of the work and initiatives the group is working on.
4. Question & Answer (Q & A) with the City Council Representative: N/A
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - o QOL Committee – Zulima Lopez, Chairperson
      - No updates
    - o Public Relations (PR) Committee – John Wall, Chairperson
      - John: Still working on coordinating LDS volunteers for Assist services.
    - o Events Committee – Nikki Green, Chairperson
      - Nikki: Parade route is set. Need to speak with NCPL and Methodist Church to let them know spot designation. Need: table to sell calendars. Will speak with Better Wyoming re: hot chocolate
    - o Fundraising Committee – Linda Jones, Chairperson
      - Linda: Spoke to Smith’s & Albertson’s and both locations need corporate permission to sell the calendars. Discussion that the group would sell them independently.
      - Zulima: Still need photos. Discussed use of stock photos since submissions are not great or do not include a media release. Agreed on the use of 7 photos. Zulima will email proof to group.
  - CCPD Membership – Reviewed the members that the group would like to present to the City Council. Mo made the motion to approve suggestions, Bonnie seconded, unanimous vote for approval.

6. New Business:

- Treasurers Report: See attached report. No revenues or expenses since last report, so no update.
- Interview: Masha completed an interview with News 13 re: "I Count on You" campaign.
- KWHS: Mo and Masha presented to the FLS classes at KWHS about disabilities, functioning in the community, service animals and community resources
- Mo suggested that the group put something together to give to families with disabilities. Discussion of the AASS group that meets monthly at NCPL.
- There are 4 skits for the "I Count on You Campaign." Masha, Mo, Bonnie, and Austin all volunteered to participate in the medica campaign.
- Jeremy reported that the Streets plan is complete, and the survey is available until 11/21/21 on the MPO website: [caspermpo.org](http://caspermpo.org)
  - Nikki inquired if it is possible to extend the Assist/Link services for the parade.
- CRT training is next week. Discussion around the importance of the training.

The meeting adjourned at 1:00 PM. The next meeting is scheduled on November18, 2021, at 11:30 AM.

Minutes taken by: Nikki Green, Vice President

**CCPD Treasurer Report - October 2021**

**CCPD Revenues as of 10/28/2021**

Name	Deposit Date	Amount	Cash or Check	Comment
Geri Daily	7/20/2021	\$ 5.00	cash	Calendar
Maureen Barnes	7/20/2021	\$ 10.00	cash	Calendar and \$5 donation
Anonymous citizen at booth	7/20/2021	\$ 7.00	cash	Calendar and \$2 donation
Linda Jones	7/22/2021	\$ 60.00	Check #1010	Sale of 10 Calendars
<b>Total Revenue</b>		<b>\$ 82.00</b>		

**CCPD Expenses as of 10/28/2021**

Vendor	Invoice Date	Date Paid	Amount	Check or Card
<b>Total Expenses</b>			<b>\$ -</b>	
<b>FY 22 Budget Rollover</b>			<b>\$ 1,810.69</b>	
<b>Remaining Budget</b>			<b>\$ 1,810.69</b>	
<b>Fund Balance</b>			<b>\$</b>	<b>1,892.69</b>

## **Casper's Council of People with Disabilities (CCPD)**

MINUTES from Meeting Held on Thursday, November 18, 2021, at 11:30 AM

Participation via Microsoft Teams Online & In-Person at City Hall, 200 North David St., Casper

*Attendees:* Voting Members: Austin Berlin, Chairperson; Nikki Green, Vice-Chairperson; Renate Pullen, Secretary; Zulima Lopez, Treasurer; Julie Bradley, Ardell Breed, Stephanie Dugger, Masha Flinn, Linda Jones, John Wall, Marty Wood

*Liaisons, Alternates & Guests:* Liz Becher, Community Development Director with the City of Casper; Jeremy Yates, Casper Area MPO Supervisor; Deb Therault & Anthony Martinez of Casper Rotary Club; Dan Houck & Shawn Colter, Marty's representatives

1. Roll Call & Introduction of New Members
2. Minutes from October 28, 2021, Meeting – Nikki Green made the motion to approve minutes, Masha Flinn seconded. Group approved.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: None to report.
4. Question & Answer (Q & A) with the City Council Representative: N/A
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - o QOL Committee – Zulima Lopez, Chairperson
      - Liz Becher reported that the “I Count on You” campaign is moving forward and the City has put out request for businesses/citizens to adopt shelters to maintain. There are 4 skits for the “I Count on You Campaign.” Masha, Mo, Bonnie, and Austin all volunteered to participate in the media campaign. TV, Radio and post cards with still photographs will be done. If businesses are not compliant with clearing sidewalks, they will receive a post card to remind them and encourage them to improve the clearing of their sidewalks.
        - o An updated Christmas parade map is available now for the parade on November 27<sup>th</sup>. The ASSIST bus will be in the parade dressed up with the Rudolph theme, and any CCPD members can ride in this bus in the parade. An area has been designated for the CCPD, and an ASSIST bus will be able to come to your homes or anyone with disabilities that needs a ride to the parade. The ASSIST bus will park in the library parking lot – it will be heated and warm for anyone to warm up. That will run from 5-7 PM. There is a registration available so they can plan the route.
      - Jeremy Yates reported that the Streets plan is complete, and the survey is available until 11/21/21 on the MPO website: [caspermpo.org](http://caspermpo.org)
        - o Marty Wood had some transportation concerns and he & his representative will visit with Zulima and Jeremy about these concerns outside of the meeting.



- Public Relations (PR) Committee – John Wall, Chairperson
  - John: Still working on coordinating LDS volunteers for ASSIST services. There is another option through the Anderson Foundation Grant as well to get funds for a mini-van to use after hours to assist in transporting individuals with disabilities. John was brainstorming options for expanding after-hours transportation. Nikki felt it was worth looking more into the Anderson Foundation options.
- Events Committee – Nikki Green, Chairperson
  - Nikki: Needs to have the list of ASSIST riders for the Christmas parade to Liz Becher by tomorrow, Nov 19<sup>th</sup>. The Library is good with us setting up a table during the parade. We will be selling calendars for \$5/each at the parade and selling them independently. Nikki needs confirmation from Andrew regarding hot chocolate to give away at the parade. John and Linda would like to be on the list for the ASSIST ride. Email or call Nikki by 10 AM on November 19<sup>th</sup> to be on the list for the ASSIST ride to the parade or to ride in the parade. Email or call Nikki by next Tuesday, November 23<sup>rd</sup>, to volunteer for the parade evening. Masha volunteered to help at the parade.
- Fundraising Committee – Linda Jones, Chairperson
  - A calendar proof was presented to the group by Zulima. A motion was presented by Nikki to approve the calendar design with the addition of the name of the animal and the service type. This was seconded by John Wall and approved by the group. The calendars will be sold at the Christmas parade and then independently.

6. New Business:

- Treasurer's Report: No revenues or expenses since last report, so no update.
- Election of Executive Council officers will take place at the next meeting, December 16<sup>th</sup>. This will include Chairperson, Vice-Chairperson, Secretary and Treasurer.
- Casper Rotary Club – Anthony Martinez spoke on behalf of the Casper Rotary Club regarding their public service projects and possibly donating funds to our group.

The meeting adjourned at 12:25 PM. The next meeting is scheduled on December 16, 2021, at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Larry Keffer,  
Vice-Chairman

Ken Waters,  
Secretary

Paul Bertoglio,  
Treasurer

Steve Cathey

Steve Freel

Bruce Knell

Charlie Powell

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**November 16, 2021**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes
  - a) October 19, 2021 Regular Meeting \*
  - b) October 19, 2021 Executive Meeting
3. Approve Vouchers – November 2021 \*
4. Approve Financial Report – October 2021 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Discuss Wardwell Water Main Replacement USDA Bond Requirement
  - b) Other
8. New Business
  - a) Reject all Bids for the WTP HVAC Chiller Replacement, Project No. 20-030 \*
  - b) Other
9. Executive Session – Litigation and Potential Property Acquisition
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – December 21, 2021**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

October 19, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 19, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

**City of Casper –** Cathey, Freel, Powell, Andrew Beamer, Bruce Martin, Tom Edwards, Clint Conner, Andrew Colling, Terry Cottenoir, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin and Alia Scott – Williams, Porter, Day & Neville, P.C.

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

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the September 21, 2021

Regular Meeting and the Revised minutes from the June 15, 2021 Regular meeting to correct a Scriver's Error. A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the minutes from the September 21, 2021 Regular meeting and the Revised minutes of the June 15, 2021 Regular meeting to correct a Scriver's Error to include the section of the meeting discussing the Wholesale Water Rate. Motion put and carried.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing that was sent out in the agenda packet: Voucher 8345 for Wyoming Water Development Commission in the amount of \$654,316.77 for the Rehabilitation and New Construction Loan Payments. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Board Member Cathey arrived at 11:33 a.m.

Chairman King asked for a motion to approve the October 2021 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the October 2021 voucher listing to include voucher numbers 8336 through 8345 in the amount of \$1,169,869.21. 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 September 2021 was 489 MG, which is 51 MG more than the five-year average. Mr. Martin stated that the year to date production total is 1.64 BG, which is 100 MG less than the five-year average. Mr. Martin stated that the decrease in water production is due to the chemical issues and the temporary watering restrictions/conservation that were put in place.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Water Utility Charges is \$3,502,273, which is \$223,604 less than the same time last year.

Mr. Martin stated that Reimbursable Contract Expense is \$704,385, which is \$20,078 less than the previous year due to the timing of chemical purchases.

Mr. Martin stated that in Capital Purchases, \$9,905 in Buildings is for the skylights in the Raw Water Building; \$388,769 in Improvements Other Than Buildings is for the 2.6MG Tank, and the Chiller Replacement Project design, and small purchases such as valve actuators.

Chairman King asked for a motion to approve the September 2021 Financial Report as presented. A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to approve the September 2021 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that production is currently averaging 5.4 MGD, and the surface water plant has been shut down for the season.

Mr. Edwards stated that the maintenance staff will be cleaning Actiflo and completing any needed repairs.

Mr. Edwards stated that staff is getting quotes for Actiflo hydrocyclone parts and three new sand pumps for Actiflo.

Mr. Edwards stated that the three new check valves for the decant pump station have arrived and the WTP Mechanics are currently installing them.

Mr. Edwards stated that Xylem was on site last week and repaired the ozone monitors.

Mr. Edwards stated that the roofing contractor installed the new roof over the Filter Gallery, and a punch list was created yesterday for the contractor. Mr. Edwards stated that during installation of the new roof, the contractor punched thru the concrete roof and concrete fell into the filters. Mr. Edwards stated that the contractor is coming back to repair the holes, but staff is working with Suez, who took over for Infilco the filter designer, to find out what further steps need to be taken with the filter medium.

Mr. Edwards stated that for Security Upgrades, all the locks for the exterior building doors and the padlocks for the wells have been changed. Mr. Edwards stated that perimeter fence repairs are being scheduled.

Mr. Edwards stated that there was a meeting last week for the Disinfection System Upgrades Project, and there will be a site meeting in November. Mr. Edwards stated that hopefully there will be a draft memo finished approximately four weeks after the site visit. Mr. Edwards stated that it is hoped to be able to submit the preliminary design report for this project to EPA by the end of April.

Mr. Edwards stated that there was an onsite meeting with the engineers for the Caisson No. 2 Project. Mr. Edwards stated that the proposal should be ready next month.

Mr. Edwards stated that five new turbidimeters with controllers were purchased for installation in the wellfield and WTP.

Mr. Edwards stated that staff is getting quotes for new actuators for the Surface Water High Service Pumps.

Mr. Edwards stated that ITC Electrical Technologies is going to be starting the lighting upgrades in the Pipe Gallery.

Mr. Edwards stated that the contractor is finishing up on the inside of the 2.6 MG Tank. Chairman King asked if the contractor is working inside the tank today. Mr. Colling stated that the contractor is currently blasting the interior of the tank, and in the specifications they can't blast when there is active precipitation. Mr. Colling stated that today they are reclaiming some of their blast material. Mr. Colling stated that it is anticipated the contractor will start applying coating next week.

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

Mr. Conner stated that last week Great Plains Structures was in town to do the roof inspection on the Wardwell Zone 3B Tank. Mr. Conner stated that a representative from HDR was also onsite for the warranty work inspection. Mr. Conner stated that HDR should have a report on the inspection to staff in the next week or so. Mr. Conner stated that as far as he has heard, everything looked good.

Mr. Conner stated that staff has winterized all the booster stations, and blew out the irrigation system at the Wardwell booster.

Mr. Conner stated that chlorine residuals have started to drop in all the tanks. Mr. Conner stated that staff has started flushing some of the dead end areas and will be flushing at the RWS tanks. Chairman King stated that Salt Creek installed a tank mixer and it has been working great to keep the residual up. Mr. Conner asked what the residual is going into the tank. Chairman King stated that he believes it was around .58 yesterday.

Mr. Conner stated that staff continues to test and flush hydrants.

Mr. Conner stated that Meter Services is testing all the wholesale water meters for the City and RWS.

Mr. Conner stated that the pump for Mountain View Booster arrived, but staff has to retrofit the pump for installation as the exact pump was not available.

Chairman King asked if the tank mixers are still working. Mr. Conner stated that the tank mixers are still going good; very little trouble with them. Mr. Conner stated that staff found there were startup issues if the mixer was shut off for tank cleaning, so they just keep them running.

6. There was no Public Comment.

7. There was no Old Business.

a. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that OSHA has deemed the Filter Gallery a confined space, and required the installation of an evacuation hoist system for workers servicing the filters. Mr. Martin stated that the work requires welded structural steel anchored to the existing concrete beams to support the OSHA weight capacity of 1,500 pounds.

Mr. Martin stated that Lower Company completed a feasibility study in January 2021 and has submitted a proposal to provide the engineered construction drawings and construction administration services to install the new hoist system in the amount of \$3,000.

Mr. Martin stated that this project is included in the FY22 Capital Budget, and staff recommends approval of the contract with Lower Company, P.C.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to authorize a Contract for Professional Services with Lower Company, Inc. for the WTP Filter Hoist System Installation Preliminary Design Report, Project No. 21-061, in the amount of \$3,000. Motion put and carried.

- b. Mr. Martin stated that there are four variable frequency drives (VFD) in the High Service Pump Room. Mr. Martin stated that over the last several years, three of the VFDs have been replaced, and there is one VFD left to replace. Mr. Martin stated that the remaining VFD is over twenty years old.

Mr. Martin stated that two bids were received for the WTP VFD Project No. 21-030 from ITC Electrical Technologies and Modern Electric. Mr. Martin stated that the bid from ITC was \$85,200. Mr. Martin stated that it is recommended that the Board authorize a construction contingency account in the amount of \$4,000, for a total project amount of \$89,200. Mr. Martin stated that it is anticipated that the project will be completed by the end of April. Mr. Martin stated that staff has already heard about delays getting parts.

Chairman King asked if ITC is a local company. Mr. Cottenoir stated that they are a local company.

Secretary Waters asked if the controls for all the VFDs are identical. Mr. Martin stated that three of the controls are identical.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve an agreement with ITC Electrical Technologies for the Water Treatment Plant Variable Frequency Drive, Project No. 21-030 in the amount of \$85,200, with a \$4,000 contingency account, for a total amount of \$89,200. Motion put and carried.

- c. Mr. Martin stated that the Board has discussed the change order with Maguire Iron several times over the last few months. Mr. Martin stated that Maguire Iron requested a time extension of 24 days. Mr. Martin stated that 4 days were allotted, with an assessment of \$30,000 in liquidated damages. Mr. Martin stated that Maguire Iron does not agree with the assessment of liquidated damages and is prepared to fight it. Mr. Martin stated that Maguire Iron sent a letter basically stating that HDR mismanaged the project, and they felt they had the days coming to them.

Mr. Martin stated that staff went back to Maguire Iron and in order to save on legal fees and court costs, offered to compromise. Mr. Martin stated that Maguire Iron is willing to accept \$8,000 in liquidated damages. Mr. Martin stated that staff feels this is a good compromise, rather than spending money on attorney fees. Mr. Martin stated that Mr. Colling from City Engineering is in attendance to answer any questions the Board may have on this change order.

Chairman King asked Mr. Colling his opinion on the change order. Mr. Colling stated that he thinks the \$8,000 is fair. Mr. Colling stated that there were issues with HDR. Mr. Colling stated that the project was awarded in June 2020, and substantial completion was supposed to be in January 2021. Mr. Colling stated that a time extension was granted based on miscommunications between Maguire Iron and HDR on submittals and DEQ permitting. Mr. Colling stated that Maguire Iron was getting very frustrated and came back with a request for an additional time extension that was refused.

Mr. Colling stated that Maguire Iron stated that they did not think it was right and said that they would fight it. Mr. Colling stated that he spoke to them about a compromise, and they proposed between \$5,000 - \$8,000 in liquidated damages.

Mr. Martin stated that there was no delay with Riley coming in to do the tank coating. Mr. Colling stated that was correct, Riley was not on the heels of Maguire Iron.

Board Member Powell asked how much additional staff time was used up on this change order. Mr. Colling stated that there was a contract with HDR that did most of the work on this project, but over the last few months, he spent several hours working on it. Mr. Colling stated that HDR was asked for their opinion on the liquidated damages, and in his opinion, they did not want to put anything down in writing.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve Change Order No. 3 with Maguire Iron for the 2.6M Gallon Tank Roof Replacement assessing liquidated damages in the amount of \$8,000.

Board Member Cathey stated that it sounds like HDR was kind of out of it, and Mr. Colling was the one that took the lead in getting information to the Board. Mr. Colling stated that he doesn't feel that HDR did the best job for the Board on this project. Mr. Colling stated that he had to press them to get a representative on site, and that gentleman was the one that provided most of the information, but once it got to discussing liquidated damages, he just kept saying it was the Board's choice. Board Member Cathey thanked Mr. Colling for his efforts in reaching an agreement on the liquidated damages.

Motion put and carried.

- d. Mr. Chapin stated that Wardwell Water and Sewer District needs to replace one of their waterlines. Mr. Chapin introduced Ms. Alia Scott, who represents Wardwell. Mr. Chapin stated that Wardwell has undertaken numerous efforts to secure funding through private banks, etc. Mr. Chapin stated that Mr. Rick Thompson, who is a bond lawyer from Cheyenne, suggested that perhaps, if Regional Water is agreeable to issuing bonds for the amount of the project, the bonds would be sold to the USDA, and they would hold them. Mr. Chapin stated that Wardwell would then effectively pay whatever needs to be paid under the bonds as payments against the amount owed. Mr. Chapin stated that Mr.



Thompson feels that would be a viable option for Wardwell. Mr. Chapin stated that he and Ms. Scott have spoken to Mr. Thompson and he explained how it would all work. Mr. Chapin stated that it would pretty much be a standard bond transaction, where the Board would issue the bonds, sell them to USDA, they would provide the funding, and Wardwell would pay. Mr. Chapin stated that a separate account would need to be set up into which the bond funds are paid, and then payments to USDA would be made out of that account. Mr. Chapin stated that is it in a nutshell, and turned the time over to Ms. Scott to discuss the Wardwell project.

Ms. Scott stated that about two years ago, Wardwell started looking into funding options for the waterline replacement on Blair Lane. Ms. Scott stated that waterline has had five breaks in the last couple of years, so it is in dire need of being replaced. Ms. Scott stated that there are areas of the waterline where soils have eroded, and there is only three feet of cover. Ms. Scott stated that Wardwell originally was able to obtain private funding from a bank out of Colorado, and they were in some litigation in Texas regarding the 1926 protections that come along with that type of loan that is associated with USDARD, and based on that litigation, they are uncomfortable loaning the funds to Wardwell because of some issues that have popped up with the City of Mills and the Town of Bar Nunn regarding their efforts to dissolve Wardwell. Ms. Scott stated that the project funding was pulled two weeks before the project was to begin. Ms. Scott stated Wardwell reevaluated their budget and based on the allocation of some of their Sewer funds, they were able to secure USDARD funding for the project. Ms. Scott stated that when it came down to the bonding requirement, USDARD decided that Wardwell, as a water district/improvement district, cannot move forward with bonding through private bonding because there is not a function of the statute that allows for that and there is not an exception like with municipalities where they are borrowing from the State or Federal Government.

Ms. Scott stated that Wardwell is now stuck in a weird place, where the funding has been secured through USDARD, and is ready to do the project. Ms. Scott stated that Wardwell has a contract with a contractor, but they cannot have their own bonds.

Ms. Scott stated that Mr. Thompson has some done some previous bonds with Casper College, and other Joint Powers Boards where they can be the bonding agency for other constituents. Ms. Scott stated that Wardwell is asking if this would be a possible avenue through the Board, so they wouldn't have to undo all the work that has already been done through USDARD to secure funding. Ms. Scott stated that since bad weather is here now, the project will not be started until 2022.

Ms. Scott stated that the only other option Wardwell is looking at, is that because Wardwell can't be exempt from the bonding requirement or an election, Wardwell will have to have an election in March or May to go forward with the project. Ms. Scott stated that an election would not be a good thing for the project, and she would rather not go that route. Ms. Scott stated that otherwise,

Wardwell will have to go back to private funding, or funding it themselves, which is potentially very risky.

Ms. Scott stated that this is a very straightforward project. Ms. Scott stated that the bid that came back for the project was \$900,027 to replace the water main in Blair Lane. Ms. Scott stated the road was replaced last year and is in good repair, so only the waterline will need to be dug up and replaced. Ms. Scott stated that it is anticipated that the project will take 45 days to complete. Ms. Scott offered to answer any questions the Board might have on this.

Secretary Waters asked how many linear feet of waterline needs replaced. Ms. Scott stated that her computer was not working at the moment and she was unable to get that information.

Treasurer Bertoglio asked if the project was only for the waterline in Blair Lane. Vice-Chairman Keffer stated that was correct. Treasurer Bertoglio stated that it is probably less than 1,000 feet of waterline to replace.

Vice-Chairman Keffer stated that when the road was repaired, additional cover was added for the waterline. Vice-Chairman Keffer stated that the additional cover helped, but the waterline still needs to be replaced.

Board Member Cathey asked what position this will put the Board in if the City of Mills and Town of Bar Nunn fight with Wardwell continues. Mr. Chapin stated that he is unsure who would pick up the outstanding debt obligation if Wardwell is dissolved.

Ms. Scott stated that if the bonds are secured, Wardwell won't be able to be dissolved because of the Federal funds that will be used.

Mr. Chapin stated that the City Finance Department would need to review this to make sure it won't interfere with or impact the Board's current debts. Mr. Chapin stated that he doesn't believe it will interfere, but he would like confirmation.

Chairman King asked if Wardwell would, or would not be able to be dissolved if the bonds are secured. Vice-Chairman Keffer stated that Wardwell would not be able to be dissolved. Ms. Scott stated that if you have a loan from USDARD, it comes with some internal protections for the District or entity, that disallows dissolution or annexation based on the encumbrance of that funding.

Ms. Scott stated that the waterline needs to be replaced, and she is just trying to find the best way to make that happen.

Treasurer Bertoglio asked why Wardwell can't issue bonds. Ms. Scott stated that Wardwell cannot issue bonds, but they will have to have an election to approve the project, or the full amount of the bond loan has to be repaid within the fiscal year.

Mr. Chapin asked what the anticipated term of the bonds will be. Ms. Scott stated that if the project is started in May, the bonds could be repaid by the close of Fiscal Year 2022. Ms. Scott stated that she is unsure of what the anticipated term of the bonds would be.

Board Member Cathey asked what the payment term of the USDA funding would be. Ms. Scott stated that she believes it is 30 years. Ms. Scott stated that there is the option to pay off the funding earlier.

Treasurer Bertoglio asked if the bonds would then stop Wardwell from being dissolved for 30 years. Ms. Scott stated that was correct.

Mr. Chapin stated that he would still like to get an opinion from Finance on this item.

Mr. Chapin asked Ms. Scott how soon Wardwell will need an answer. Ms. Scott stated that they need an answer by the end of the year.

Chairman King stated that Finance should be able to get something together for the next meeting.

Treasurer Bertoglio stated that he has a couple of procedural questions. Treasurer Bertoglio asked if the Board would issue the bonds. Mr. Chapin stated that was correct. Treasurer Bertoglio asked if the Board would need to enter into an agreement with Wardwell for repayment, as if the Board was a market. Mr. Chapin stated that was correct. Treasurer Bertoglio asked if the Board could mark it up. Mr. Chapin stated that for all intents and purposes, it would be a standard bond transaction.

Ms. Scott stated that it is only unique because of the statutes Joint Powers Boards are allowed to issue these type of bonds, but Water and Sewer Districts cannot, and municipalities are exempt. Ms. Scott stated that it was an oversight in the statutes to think that Water and Sewer Districts would not get big enough to do projects of this size.

Chairman King asked for clarification, if the Board goes through with this, will Wardwell be dissolved. Mr. Chapin stated that this would be a prohibition to Wardwell dissolving, because of the Federal Loan from USDA. Mr. Chapin stated that there is a provision that Districts cannot dissolve while they still have an outstanding balance on Federal funding.

Board Member Cathey stated that if it is the Board that actually has the bonds, will Wardwell actually have them. Board Member Cathey stated that if the Board has the bonds, and Wardwell gets dissolved, who gets stuck with the bond payments. Ms. Scott stated that in order for Wardwell to be dissolved and removed from the Board, someone would have to pay Wardwell's proportional share of the debt, which should 100% include any bonds that were obligated for this funding. Ms. Scott stated that if this bonding goes through, any agreement

between Wardwell and the Board should include that statement.

Board Member Cathey stated that one way or another, the Board would be protected financially speaking. Mr. Chapin stated that was correct. Mr. Chapin stated that it also creates the impediment for whomever has the design to dissolve and take over the District, it adds the additional \$900,000 to the debt load, which is already significant.

Treasurer Bertoglio stated that the Board would be the makers of the bonds, and the USDA would be purchasing 100% of the bonds. Mr. Chapin stated that was correct. Treasurer Bertoglio asked what would happen if the Board went out to the private bond market. Mr. Chapin stated that he doesn't think anyone has thought about that, but part of that is the beneficial interest rate. Treasurer Bertoglio stated that it would be muni bonds for a municipal water project. Mr. Chapin stated that is a thought to consider.

Board Member Cathey stated that as far as the Board is concerned, each scenario winds up in the same place, financially speaking for the Board and Wardwell. Board Member Cathey stated that you are looking at fees versus interest rate. Mr. Chapin stated that there is also the potential loss of the protections under the USDA statute, which prohibits the dissolution. Treasurer Bertoglio stated that he is wary of that.

Board Member Powell stated that if someone takes over Wardwell, if they have that debt, they can't be dissolved.

Treasurer Bertoglio stated that he was informed that Wardwell and Bar Nunn are still trying to figure out how they can separate, and Bar Nunn can run their own system. Treasurer Bertoglio stated that he is very wary of getting in the middle of something.

Board Member Powell stated that he is fine with waiting until next month to get more information. Secretary Waters stated that he thinks that is a good idea.

Treasurer Bertoglio asked Mr. Chapin to check with Mr. Thompson if the principal amount is large enough to bond on the private market.

Chairman King stated that this item will be tabled until next month in order for Finance to review and provide more information.

- e. Mr. Martin stated that during the FY2021 annual audit, the auditors brought to staff's attention that the lease agreement that was consummated between the Board and Wardwell on January 18, 2011 for the water tank site, booster, and waterline easement expired in January 2021. Mr. Martin stated that this lease agreement was for ten years, with an option to purchase at the end of the agreement.

Mr. Chapin stated that his initial concern is that the lease agreement terminated by

its own terms, which means that legally, it is not recognizable at this point in time. Mr. Chapin stated that the Board and Wardwell can execute an agreement to retroactively reinstate the lease agreement moving forward, or the Board can execute a second lease agreement with the same terms and conditions. Mr. Chapin stated that Ms. Scott gave him a letter from Wardwell stating they wish to exercise the \$10 option to purchase the water tank site. Mr. Chapin stated that the second lease agreement would be done for the purpose of cleaning up the documentation so it comports with what actually happened. Mr. Chapin stated that the lease agreement would be consummated and then Wardwell would turn around and offer the \$10 and be done with it.

Mr. Chapin asked Mr. Martin to show Paragraph 15. Option to Purchase the Premises on the screen for the Board to review.

Board Member Cathey asked if the lease agreement has already expired. Mr. Chapin stated that the lease agreement has terminated by its own terms. Mr. Chapin stated that the Board can make the same deal, or make changes. Board Member Powell stated that the price should increase to \$15. Mr. Chapin stated that he can make that change.

Treasurer Bertoglio asked Mr. Chapin for his recommendation on the lease agreement. Mr. Chapin stated that he recommends that the lease agreement be re-issued with the same terms and conditions as the previous lease agreement.

A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to have Mr. Chapin draft a new lease agreement between the Board and Wardwell Water and Sewer District for the Wardwell water tank site with the same terms and conditions as the previous lease agreement.

Board Member Freel asked what the term was on the lease agreement. Mr. Chapin stated that the term of the lease agreement was ten years. Ms. Scott stated that the new lease agreement term would be for ten years, with the option to purchase right away.

Board Member Cathey asked that a paragraph be added that is an option to renew the lease just in case something happens. Mr. Chapin stated that he will add the paragraph.

Motion put and carried with Vice-Chairman Keffer abstaining from the vote.

f. There was no Other New Business.

9. Chairman King asked for a motion to move into Executive Session to discuss property acquisition. A motion was made by Secretary Waters and seconded by Board Member Freel to adjourn into Executive Session at 12:31 p.m. to discuss property acquisition. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Freel to

adjourn from Executive Session at 12:43 p.m. Motion put and carried.

Chairman King called the Regular Session to order at 12:43 p.m.

A motion was made by Board Member Powell and seconded by Vice-Chairman Keffer to have Mr. Chapin remove the DEQ and EPA provisions from the property purchase agreement. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on November 16, 2021.

A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to adjourn the meeting at 12:46 p.m. Motion put and carried.

---

Chairman

---

Secretary

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

**UNAPPROVED VOUCHER LISTING  
November 12, 2021**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8346	Wyoming Lock and Safe	Capital Expense – Security Upgrades – Key Cores	\$1,184.65
8347	Dana Kepner Company, LLC	Capital Expense – Decant Pump Station Check Valves	\$21,392.22
8348	Grainger	Capital Expense – Shop Tools	\$303.56
8349	City of Casper	Operations Reimbursement – October 2021	\$351,495.93
8350	Casper Star-Tribune c/o Lee Advertising	Capital Expense – Advertisement for Bid – WTP HVAC Chiller Replacement Project No. 20-030	\$650.20
8351	Riley Industrial Services, Inc.	Capital Expense – 2.6MG Tank Recoating Project No. 18-093	\$104,352.75
8352	Grainger	Capital Expense – Shop Tools	\$616.03
8353	West Plains Engineering	Capital Expense – WTP HVAC Chiller Replacement Project No. 20-030 PP5	\$3,155.00
8354	Engineering Associates	Capital Expense – Well Rehab Project No. 20-032	\$6,709.36
8355	Northwest Contractors Supply, Inc.	Capital Expense – Shop Tools	\$244.58
8356	Maguire Iron, Inc.	Capital Expense – Retainage Release – 2.6M Gallon Tank Roof Replacement	\$25,450.00
8357	Williams, Porter, Day & Neville, P.C.	Legal Expense – Oct2021	\$1,400.00
8358	Riley Industrial Services, Inc.	Capital Expense – 2.6MG Tank Recoating Project No. 18-093	\$168,763.43
8359	City of Casper	Loan Payment	\$127,960.40
8360	West Plains Engineering	Capital Expense – WTP HVAC Chiller Replacement Project No. 20-030 PP6	\$1,060.00
		<b>Total</b>	<b>\$814,738.11</b>



City of Casper  
200 North David Street  
Casper, WY 82601

8349

General Billing

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	10/31/2021	2304	\$0.00	11/30/2021	\$351,495.93
<b>PAST DUE AMOUNT</b>					<b>ACCOUNT BALANCE</b>
\$0.00					\$479,456.33

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$351495.9300	EACH	\$351,495.93	\$0.00	\$0.00	\$351,495.93
<b>Invoice Total:</b>							<b>\$351,495.93</b>

October 2021 Operations Reimbursement

October 2021 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$123,594.54
9020.00	Chemical Charge - O&M	\$73,568.03
9030.00	Utilities - O&M	\$116,011.04
9040.00	Supplies - O&M	\$8,040.46
9060.00	Training - O&M	\$395.00
9070.00	Major Maint, Repair, Replc - O&M	\$11,455.64
9080.00	Testing & Lab Services - O&M	\$3,139.00
9090.00	Other Reimbursable Costs - O&M	\$15,108.68
6040.10	Consulting	\$183.54
	<b>300-6257 - Ops Reimb</b>	<b>\$351,312.39</b>
	<b>300-6214 - Consulting</b>	<b>\$183.54</b>
	<b>Invoice Total</b>	<b>\$351,495.93</b>

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

General Billing  
Remit Portion

Invoice Date	10/31/2021
Invoice Number	2304
Customer Number	2784
Amount Paid	\$351,495.93
Due Date	11/30/2021
<b>Invoice Total Due</b>	<b>\$351,495.93</b>

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

000001&2022200002304400351495932



City of Casper Wyoming  
Expenditure Reimbursement Request  
October 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	10/07/2021	LCAS1437835	70.84	Professional Laundry Services
ALSCO	Laundry/Towel	10/19/2021	LCAS1440341	73.72	Professional Laundry Services
ALSCO	Laundry/Towel	10/19/2021	LCAS1432801	61.55	Professional Laundry Services
ALSCO	Laundry/Towel	10/19/2021	LCAS1435330	61.55	Professional Laundry Services
Arby's	General Supplies & Materials	10/22/2021	068951	48.50	JPB Lunch
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/15/2021	68620-0	54.76	Can Liners
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/07/2021	48541	62.43	Cleaning Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/21/2021	70131-2	16.06	Air fresheners
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/29/2021	70494-0	42.02	Office supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/29/2021	70541,70494-1,70507	28.90	office supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/30/2021	70580-0	165.81	Office supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	10/05/2021	70722-0	85.62	Office supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	10/15/2021	70933-1	277.66	Cleaning Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	10/15/2021	70947-0	165.48	Safety equipment supplies
BLACK HILLS ENERGY	Natural Gas	10/07/2021	RIN0030650	1,759.60	Natural Gas Bill
BRENNTAG PACIFIC, IN	Chemicals	09/21/2021	BPI179387	13,770.30	Ferric chloride
BRENNTAG PACIFIC, IN	Chemicals	09/27/2021	BPI180077	13,670.00	Ferric
BRENNTAG PACIFIC, IN	Chemicals	09/27/2021	BPI180078	13,894.20	Ferric
BRENNTAG PACIFIC, IN	Chemicals	09/27/2021	BPI180934	13,445.80	Ferric
CASPER STAR-TRIBUNE,	Advertising	09/21/2021	76688	372.00	Advertising - Notice of budget hearing
CASPER STAR-TRIBUNE,	Advertising	09/21/2021	76582	49.86	Advertising - CWRWS Notice
CASPER STAR-TRIBUNE,	Advertising	09/27/2021	75509	49.86	Advertising - Notice CWRWS meeting
CASPER STAR-TRIBUNE,	Advertising	10/19/2021	77069	49.86	Advertising - Notice The CWRWS
CENTURYLINK	Communication	09/30/2021	49055	20.65	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	09/27/2021	606653	4,626.84	Actiflo Sludge Disposal
COASTAL CHEMICAL CO	Gas / Fuel	09/27/2021	0123537	60.88	Unleaded fuel
COASTAL CHEMICAL CO	Gas / Fuel	09/27/2021	0123377	100.99	Unleaded fuel
COASTAL CHEMICAL CO	Gas / Fuel	09/30/2021	0123637	164.43	Unleaded fuel
COASTAL CHEMICAL CO	Gas / Fuel	10/19/2021	0123721	300.79	Fuel
CPU IIT	Technology Supplies	09/14/2021	48616/INV119141	597.00	ELECTRONIC SALES
CPU IIT	Technology Supplies	09/20/2021	INV119169	99.99	Logitech wireless keyboard
CPU IIT	Technology Supplies	10/05/2021	INV119274	1,551.00	HP Elite Tablet and Case
CRUM ELECTRIC SUPPLY	General Supplies & Materials	10/07/2021	2308165-00	30.60	Well supplies - Replacement Fuses
DELL MARKETING LP	Technology Supplies	09/30/2021	10523997370	181.52	Annual Adobe Subscriptions Renewal
DPC INDUSTRIES, INC.	Chemicals	09/27/2021	737004170-21	7,514.64	Sodium Hypochlorite
ENERGY LABRATORIES I	Testing	09/21/2021	422899	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	09/21/2021	424134	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	09/30/2021	425825	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	10/07/2021	411721	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	10/07/2021	427678	22.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	10/14/2021	428531	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	10/19/2021	430065	84.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	10/19/2021	430066	22.00	Solids, total suspended testin
ENERGY LABRATORIES I	Testing	10/19/2021	430067	306.00	Aerobic endospores testing

City of Casper Wyoming  
Expenditure Reimbursement Request  
October 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ENERGY LABRATORIES I	Testing	10/19/2021	430064	57.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	10/27/2021	431726	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	10/27/2021	420911	84.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	10/27/2021	420910	22.00	Solids, Total Suspended testin
ENERGY LABRATORIES I	Testing	10/27/2021	421391	306.00	Aerobic Endospores testing
Eurofins Eaton Analytical	Testing	10/18/2021	L0593400-L0587269	400.00	Bromate Testing
FERGUSON ENTERPRISES	General Supplies & Materials	09/20/2021	CC593122	9.84	Chemical shower supplies
FERGUSON ENTERPRISES	General Supplies & Materials	09/20/2021	CC592610	23.75	Chemicals shower supplies
FERGUSON ENTERPRISES	General Supplies & Materials	09/30/2021	CR273134	1,212.00	Parts for Air Valves on Settle Water Pumps
FERGUSON ENTERPRISES	General Supplies & Materials	10/01/2021	CC504412	350.62	Parts for Air Valves on Settle Water Pumps
FERGUSON ENTERPRISES	General Supplies & Materials	10/14/2021	1274560	1,768.41	Air release valve & misc machi
FERGUSON ENTERPRISES	General Supplies & Materials	10/08/2021	CM148112	-1,080.00	Return Parts
FERGUSON ENTERPRISES	General Supplies & Materials	10/27/2021	1274560-1	423.00	Machinery supplies
GREINER MOTOR CO - C	General Supplies & Materials	10/19/2021	562749	61.45	Vehicle service / repair
GREINER MOTOR CO - C	General Supplies & Materials	10/22/2021	007548	70.64	Auto Maintenance
GREINER MOTOR CO - C	General Supplies & Materials	10/29/2021	562749	-61.45	Vehicle service / repair
HACH CO., CORP.	General Supplies & Materials	09/27/2021	12653131	512.69	Lamp Assy
Harbor Freight	General Supplies & Materials	09/14/2021	03404408	24.96	Storage boxes, and organizers
Harbor Freight	General Supplies & Materials	09/29/2021	046962	54.92	Safety equipment supplies
Home Depot	General Supplies & Materials	09/03/2021	48535	3.13	Spare Key for Reading Meters
Home Depot	General Supplies & Materials	09/07/2021	48540	59.97	Chainsaw Chaps
HYDRO OPTIMIZATION &	Maintenance/Repair	10/19/2021	9898	2,210.75	SCADA Repairs
INLAND TRUCK PARTS C	Maintenance/Repair	09/30/2021	IN-0973110	943.36	Oil & filter change Forklift
Insurance/Bonds	Insurance/Bonds	10/08/2021	FY22 Ins/Bon	2,282.48	FY22 INS/Bonds
Internal Services	Internal Services	10/08/2021	FY22 Inter S	23,933.77	FY22 TRX
ITC ELECTRICAL TECHN	Maintenance/Repair	10/07/2021	34067	1,192.20	Downspout heat trace
ITC ELECTRICAL TECHN	Maintenance/Repair	10/14/2021	34073	114.80	Electrical work in south chem building
ITC ELECTRICAL TECHN	Maintenance/Repair	10/25/2021	34088	628.03	Electrical work on south chemi
ITC ELECTRICAL TECHN	Maintenance/Repair	10/25/2021	34099	1,156.68	Electrical work on downspout heat trace
Jersey Mike's Subs	General Supplies & Materials	09/24/2021	01-001013-01-303667	98.50	Lunch for the board meeting
LONG BUILDING TECHNO	Maintenance/Repair	09/21/2021	SRVCE0122066	666.90	Thermostat replacement
LONG BUILDING TECHNO	Maintenance/Repair	09/21/2021	SRVCE0122064	1,388.41	Replace blower motor & blower
Menards	General Supplies & Materials	10/08/2021	077092	52.90	Bulbs for Filter Galler & Back Parking Lot
Murdochs	General Supplies & Materials	09/07/2021	48539/027554	387.56	Chainsaw
NAPA AUTO PARTS CORP	General Supplies & Materials	10/08/2021	770135	115.50	Shop Towels, Brakeleek, Penetran
NORTHWEST CONTRACTOR	General Supplies & Materials	09/30/2021	1542247	71.00	Masonry bit cutter
Payroll	Personnel	9/30/2021		26,250.34	9/30/2021 Payroll
Payroll	Personnel	10/14/2021		34,847.67	10/14/2021 Payroll
Payroll	Personnel	10/28/2021		36,280.28	10/28/2021 Payroll
P-CARD VENDORS	Communication	10/19/2021	9889697764	49.48	WTP Operator Cell Phone
Pizza Hut	General Supplies & Materials	10/07/2021	075958	39.17	Lunch Meeting
RJ'S CARPET CLEANING	Maintenance/Repair	09/21/2021	J 3618	725.00	Carpet cleaning service
Rocky Mountain Air	Chemicals	09/27/2021	30305638	955.18	Bulk oxygen
Rocky Mountain Air	Chemicals	10/19/2021	30309479	937.20	Bulk oxygen

City of Casper Wyoming  
Expenditure Reimbursement Request  
October 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ROCKY MOUNTAIN POWER	Electricity	09/21/2021	RIN0030253A	13,978.90	Various accounts - see attache
ROCKY MOUNTAIN POWER	Electricity	10/19/2021	RIN0030277A	77,434.94	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	09/21/2021	RIN0030253A	9,518.17	Various accounts - see attache
ROCKY MOUNTAIN POWER	Electricity	10/19/2021	RIN0030277A	8,569.09	Electricity - Meters, Tanks, Boosters
Sutherlands	General Supplies & Materials	09/21/2021	22190705706212591115	10.20	Bolts, industrial nipple
Sutherlands	General Supplies & Materials	09/21/2021	22190705749212591504	40.08	Safety equipment parts
Sutherlands	General Supplies & Materials	09/29/2021	003973114271	11.38	Safety equipment supplies
THATCHER CO.	Chemicals	09/21/2021	1530657	6,410.08	Sodium Hypochlorite
THATCHER CO.	Chemicals	09/21/2021	1530658	2,970.63	Sodium Hypochlorite
TYLER TECHNOLOGIES I	Consulting	10/27/2021	025-353745	183.54	Gems S028911 - Tyler Conversio
Verizon	Communication	09/14/2021	9887513894	53.37	WTP Operator Cell Phone Bill
Walmart	General Supplies & Materials	09/27/2021	2020002	73.78	COFFEE, AA BATTERIES
Walmart	General Supplies & Materials	10/19/2021	60769704965250587554	31.48	Supplies for JPB meetings
WARDWELL WATER & SEW	General Supplies & Materials	10/27/2021	RIN0030664	40.74	Water Charge 9/20/21 - 10/20/2
WARDWELL WATER & SEW	General Supplies & Materials	09/30/2021	RIN0030643	49.94	Monthly water service
Wear Parts	General Supplies & Materials	10/22/2021	380933	141.21	Decant Parts
WY Work Warehouse	General Supplies & Materials	10/19/2021	1-381499	640.76	Safety Equipment
WY. ASSOC. OF RURAL	Travel/Training	09/30/2021	16805	395.00	Annual Conference
XEROX CORPORATION	General Supplies & Materials	09/27/2021	014023615	204.35	Copier Lease - usage charge
XEROX CORPORATION	General Supplies & Materials	09/30/2021	014499486	203.81	Monthly copier usage
XYLEM WATER SOLUTION	Maintenance Agreements	09/21/2021	3556889679	11,943.58	Ozone monitors
XYLEM WATER SOLUTION	Maintenance Agreements	10/19/2021	3556894378	3,165.10	OZONE MONITORS
<b>Total</b>				<b>351,495.93</b>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2021-2022

Entity	Gallons of Water Produced				
	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	2,443,244.898	3,804,904.082	4,458,112.245	5,338,653.061	16,044,914.286
Wardwell W&S	12,759,576.531	26,450,546.939	28,590,289.796	35,380,465.306	103,180,878.571
Pioneer	3,067,218.367	6,349,687.755	7,745,114.286	8,581,059.184	25,743,079.592
Poison Spider	602,295.918	763,724.490	819,132.653	810,255.102	2,995,408.163
33 Mile Road	821,989.796	1,228,418.367	1,369,336.735	1,191,938.776	4,611,683.673
Sandy Lake	984,592.857	1,811,029.592	1,945,990.816	2,350,780.612	7,092,393.878
Lakeview	209,553.061	647,838.776	813,420.408	807,265.306	2,478,077.551
Mile-Hi	211,552.041	541,597.959	595,862.245	693,764.286	2,042,776.531
City of Casper	184,337,610.531	447,060,252.041	495,137,094.816	571,684,899.367	1,698,219,856.755
Regional Water	(111,822.000)	0.000	(96,000.000)	(12,554,832.000)	(12,762,654.000)
<b>TOTAL</b>	<b>205,325,812.000</b>	<b>488,658,000.000</b>	<b>541,378,354.000</b>	<b>614,284,249.000</b>	<b>1,849,646,415.000</b>

**TOTAL PRIOR YEAR (FY2021) GALLONS PRODUCED:**

**3,978,940,625.000**

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2021-2022

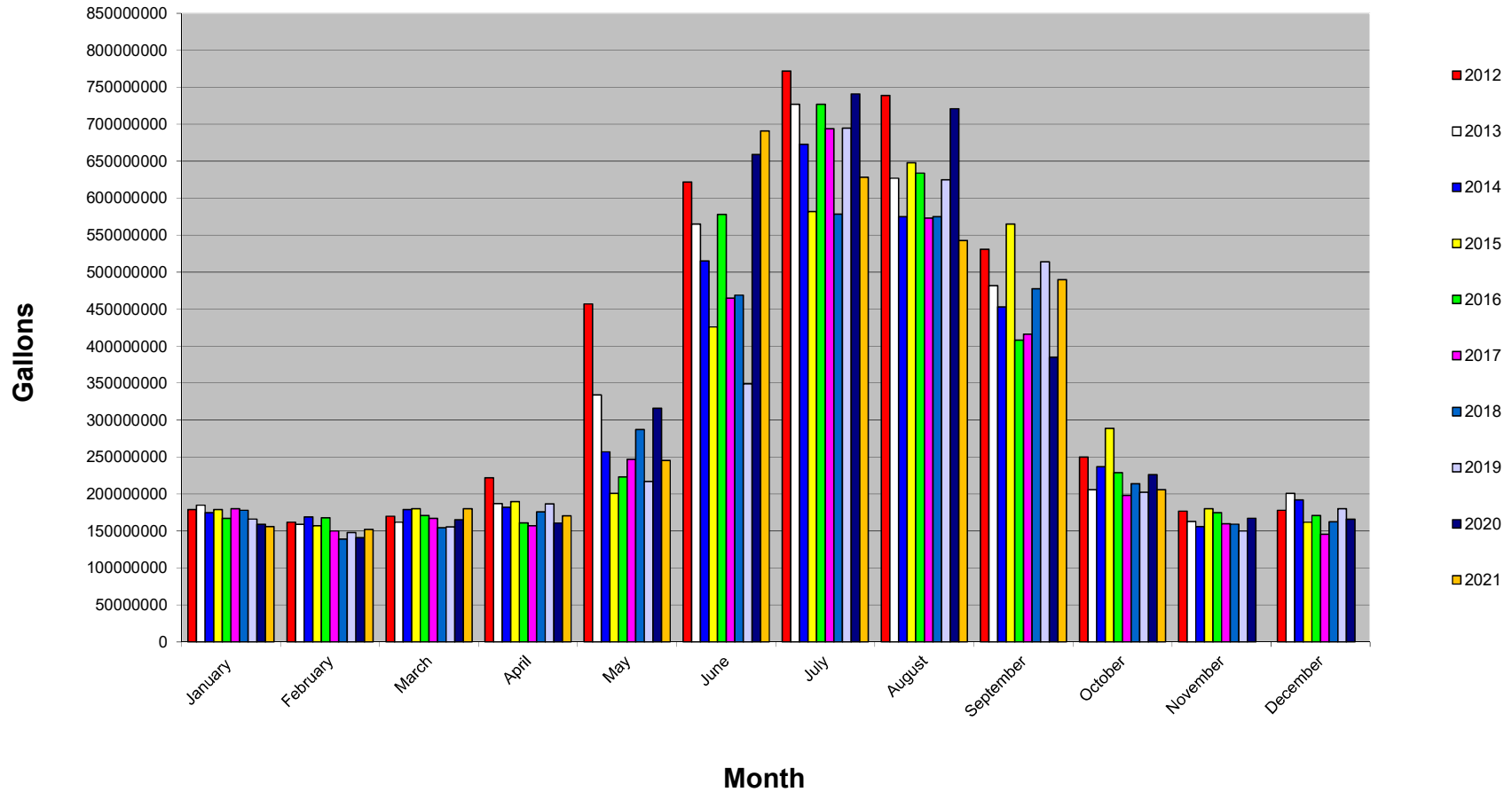
Entity	Water Rates Billed				
	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	\$ 5,204.11	\$ 8,104.45	\$ 9,495.78	\$ 11,371.33	\$ 34,175.67
Wardwell W&S	\$ 27,177.90	\$ 56,339.66	\$ 60,897.32	\$ 75,360.39	\$ 219,775.27
Pioneer	\$ 6,533.18	\$ 13,524.83	\$ 16,497.09	\$ 18,277.66	\$ 54,832.76
Poison Spider	\$ 1,282.89	\$ 1,626.73	\$ 1,744.75	\$ 1,725.84	\$ 6,380.22
33 Mile Road	\$ 1,750.84	\$ 2,616.53	\$ 2,916.69	\$ 2,538.83	\$ 9,822.89
Sandy Lake	\$ 2,097.18	\$ 3,857.49	\$ 4,144.96	\$ 5,007.16	\$ 15,106.80
Lakeview	\$ 446.35	\$ 1,379.90	\$ 1,732.59	\$ 1,719.48	\$ 5,278.31
Mile-Hi	\$ 450.61	\$ 1,153.60	\$ 1,269.19	\$ 1,477.72	\$ 4,351.11
City of Casper	\$ 392,639.11	\$ 952,238.34	\$ 1,054,642.01	\$ 1,217,688.84	\$ 3,617,208.29
Regional Water	\$ (238.18)	\$ -	\$ (204.48)	\$ (26,741.79)	\$ (27,184.45)
<b>TOTAL</b>	<b>\$437,343.98</b>	<b>\$1,040,841.54</b>	<b>\$1,153,135.89</b>	<b>\$1,308,425.45</b>	<b>\$3,939,746.87</b>

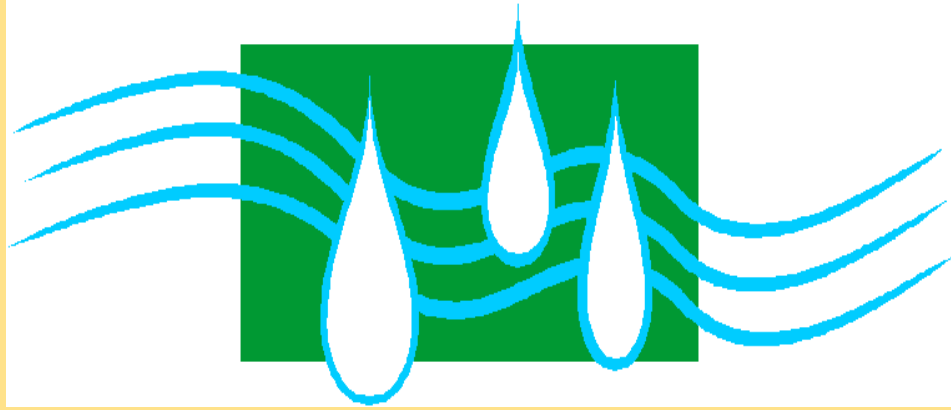
**TOTAL PRIOR YEAR (FY2021) BILLING:**

**\$ 8,077,249.47**

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

# WTP PRODUCTION





Central Wyoming Regional Water System  
Joint Powers Board

Monthly Compilation

October 31, 2021

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2022 Period 4 (as of October 31, 2021)

Account Number	Description	Account Balance
<b>Consolidated Funds</b>		
<b>Assets</b>		<b>Total Assets</b>
		<b>53,377,745</b>
1000	Cash	6,982,219
	Restricted Cash	1,000,000
1200	Accounts Receivable	460,400
1230	Grants Receivable	0
1400	Inventory	483,921
1505	WGIF Investments	534,824
1600	Prepaid Expense	89,618
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,105,467)
1730	Improvements Other Than Bldgs	42,616,524
1735	AD Improve. Non Bldg	(11,234,944)
1740	Machinery & Equip - Light	1,107,966
1745	AD Machinery & Equip. - Light	(855,169)
1780	Construction In Progress	1,231,306
<b>Liabilities</b>		<b>Total Liabilities</b>
		<b>(12,698,147)</b>
2010	Vouchers/Account Payable	(352,096)
2020	Retainage Payable	(80,200)
2030	Accrued Wages Payable	(21,556)
2040	Leaves Payable	(55,507)
2070	Interest Payable	4,174
2080	Notes Payable - Current	(2,149,169)
2510	Notes/Loans Payable - Non Cur	(10,043,793)
<b>Fund Balance</b>		<b>Total Fund Balance</b>
		<b>(40,679,598)</b>
3000	Net Investment in Capital Assets	(31,633,800)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(8,045,798)
		<b>Total Liabilities + Fund Balance</b>
		<b>(53,377,745)</b>



# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income Statement

Four Months YTD as of October 31, 2021

	2020	2021	2022
<b>Revenue</b>	<b>\$4,073,807</b>	<b>\$4,272,318</b>	<b>\$4,054,868</b>
4220 - State Grants	\$0	\$0	\$0
4501 - Interest Earned	\$40,748	\$1,384	\$606
4504 - Contributions	\$0	\$0	\$0
4505 - Misc. Revenue	\$623	\$64	\$0
4601 - Water Utility Charges	\$3,892,994	\$4,179,658	\$3,939,617
4650 - System Development Charges	\$139,442	\$91,212	\$114,645
<b>Expense</b>	<b>\$2,866,204</b>	<b>\$1,999,691</b>	<b>\$2,755,211</b>
6212 - Legal Services	\$1,200	\$525	\$4,740
6213 - Investment Services	\$60	\$158	\$106
6214 - Consulting Services	\$3,734	\$451	\$249
6215 - Acctg/Audit Services	\$7,250	\$16,500	\$12,711
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	\$1,409,223	\$1,096,330	\$1,055,882
6303 - Buildings	\$2,831	\$0	\$13,007
6305 - Improvements Other Than Bldgs	\$666,109	\$109,253	\$419,068
6307 - Intangibles	\$0	\$0	\$0
6311 - Light Equipment	\$0	\$4,310	\$1,253
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6321 - Technology - Replacement	\$1,225	\$3,123	\$0
6501 - Principal	\$617,266	\$631,713	\$1,135,770
6510 - Interest	\$120,864	\$106,417	\$80,463
6780 - Insurance/Bonds	\$36,444	\$30,911	\$31,962
<b>Net Income:</b>	<b>\$1,207,603</b>	<b>\$2,272,626</b>	<b>\$1,299,657</b>

## BUDGET COMPARISON

As of October 31, 2021

33% OF YEAR EXPIRED

### CWRWS FUND

(FUND 300)

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	YET TO BE		% REC'D
		BUDGET	ADJUSTMENTS	BUDGET		COLLECTED		
4501	Interest Earned	(20,000)	-	(20,000)	(606)	0	(19,394)	2.20
4505	Misc. Revenue	(100)	-	(100)	-	0	(100)	0.00
4601	Water Utility Charges	(7,763,361)	-	(7,763,361)	(3,939,617)	0	(3,823,744)	45.10
4650	System Development Charges	(245,000)	-	(245,000)	(114,645)	0	(130,355)	37.90
	<b>TOTAL REVENUES</b>	<b>(8,028,461)</b>	<b>-</b>	<b>(8,028,461)</b>	<b>(4,054,868)</b>	<b>-</b>	<b>(3,973,593)</b>	<b>50.51%</b>
		<b>ORIGINAL</b>	<b>TRANSFERS/</b>	<b>REVISED</b>		<b>AVAILABLE</b>		
		<b>BUDGET</b>	<b>ADJUSTMENTS</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>ENCUMBERED</b>	<b>BUDGET</b>	<b>% USED</b>
6212	Legal Services	30,000	-	30,000	4,740	0	25,260	12.20
6213	Investment Services	1,500	-	1,500	106	0	1,394	5.30
6214	Consulting Services	15,000	-	15,000	249	0	14,751	1.70
6215	Acctg/Audit Services	32,000	-	32,000	12,711	0	19,289	0.70
6255	Other Contractual	3,000	-	3,000	0	0	3,000	0.00
6257	Reimbursable Contract Exp.	3,480,989	-	3,480,989	1,055,882	0	2,425,107	10.40
6303	Buildings - New	485,000	-	491,000	13,007	77,300	400,693	18.50
6305	Improvements Other Than Bldgs	1,022,000	-	2,639,535	419,068	511,939	1,708,527	86.60
6307	Intanibles - New	80,000	-	119,769	0	0	119,769	0.00
6311	Light Equipment - New	10,000	-	10,000	1,253	0	8,747	12.50
6312	Light Equipment - Replacement	100,000	-	100,000	0	0	100,000	0.00
6501	Principal	2,150,648	-	2,150,648	1,135,770	0	1,014,878	23.10
6510	Interest	436,648	-	436,648	80,463	0	356,185	13.60
6720	Travel/Training	2,000	-	2,000	0	0	2,000	0.00
6780	Insurance/Bonds	106,000	-	106,000	31,962	0	74,038	22.40
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,954,785</b>	<b>\$ -</b>	<b>\$ 9,618,089</b>	<b>\$ 2,755,211</b>	<b>\$ 589,239</b>	<b>\$ 6,273,638</b>	<b>28.65%</b>
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 73,676</b>	<b>\$ -</b>	<b>\$ (1,589,628)</b>	<b>\$ 1,299,657</b>	<b>\$ (589,239)</b>	<b>\$ (2,300,045)</b>	

November 16, 2021

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

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

SUBJECT: Rejecting bids for the Water Treatment Plant HVAC Chiller Replacement, Project No. 20-030.

Meeting Type & Date:  
CWRWS Joint Powers Board Meeting  
November 16, 2021

Action Type  
Board Approval

Recommendation:  
That the Central Wyoming Regional Water System Joint Powers Board (Board) reject the bids received for the Water Treatment Plant HVAC Chiller Replacement, Project No. 20-030.

Summary:  
On Wednesday, November 10, 2021, two (2) bids were received from contractors to perform the replacement of the HVAC Chiller and Building Management System at the Central Wyoming Regional Water System Water Treatment Plant. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Sheet Metal Specialties	Casper, WY	\$422,000.00
BH, Inc.	Rock Springs, WY	\$26,762.00

The Engineer's Estimate prepared by West Plains Engineering is \$250,000.

It is recommended that the bid from BH, Inc., be rejected for not meeting the requirements of the bid. BH, Inc., also requested that their bid be withdrawn. Additionally, it is recommended that the bid from Sheet Metal Specialties be rejected for exceeding the budget and exceeding the engineer's estimate.

Financial Considerations:  
None

WTP HVAC Chiller Replacement  
Project No. 20-030

Oversight/Project Responsibility:

Rob Armstrong, P.E., West Plains Engineering  
Andrew Colling, Engineering Tech, City of Casper

Attachments:

None

**CITY OF CASPER  
LICENSING AND APPEALS BOARD  
CITY HALL, DOWNSTAIRS MEETING ROOM  
November 19th, 2021  
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

**AGENDA**

**I. ROLL CALL**

**II. APPROVAL OF JULY NOTES**

**III. MONTHLY REPORT**

**IV. NEW BUSINESS**

**V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

**GENERAL CONTRACTORS**

Waner Construction – Derek Jay – Class I: Construction of an in line shopping center  
(Blackmore Market Place)

**APPRENTICE, JOURNEYMAN, MASTER**

Michael Underwood – Plumbing Master

Michael Childres – Plumbing Journeyman

Jeremy Hubbard - Plumbing Journeyman

**VI. COMPLAINTS**

**VII. COMMUNICATIONS FROM PERSONS PRESENT**

**VIII. ADJOURNMENT**