

# INFORMATION PACKET

Friday, December 2, 2022



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

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**The Grid**  
A working draft of Council Meeting Agendas

**December 6, 2022** Councilmembers Absent:

| <b>Regular Council Meeting Agenda Items</b>  | <b>Est. Public Hearing</b> | <b>Public Hearing</b> | <b>Ordinances</b> | <b>Resolutions</b> | <b>Minute Action</b> |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: One Cent Community Projects Applications and Reports  |                            |                       |                   |                    |                      |
| Pre-Meeting: Non-Discrimination Ordinance  |                            |                       |                   |                    |                      |
| Approval of 11/1 Regular Meeting Minutes   |                            |                       |                   |                    | C                    |
| Approval of 11/1 Executive Session Minutes   |                            |                       |                   |                    | C                    |
| Approval of 11/8 Special Meeting Minutes   |                            |                       |                   |                    | C                    |
| Approval of 11/8 Executive Session Minutes   |                            |                       |                   |                    | C                    |
| Est Public Hearing: Establish December 20, 2022 as the Public Hearing Date for a New Restaurant Liquor License No. 50 for Antojitos Shiwas d/b/a Antojitos Shiwas Located at 611 West Collins Drive.   | C                          |                       |                   |                    |                      |
| Est Public Hearing: Establish February 21, 2023 as the Public Hearing Date for Consideration of the Annual Renewal of all City of Casper Liquor Licenses.  | C                          |                       |                   |                    |                      |
| Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 From Charger Holdings, LLC d/b/a Yellowstone Garage Located at 355 West Yellowstone to 307 Repair, Inc. d/b/a Yellowstone Garage Bar and Grill, Located at 355 West Yellowstone. |                            | N                     |                   |                    |                      |
| Public Hearing: Restaurant Liquor License for Little Shop of Burgers   |                            | N                     |                   |                    |                      |
| 2nd Reading - Ordinance approving a vacation, replat, subdivision agreement and zone change for the Pasadena Addition.   |                            |                       | N                 |                    |                      |
| 3rd Reading: Private Intrusion Alarms  |                            |                       | N                 |                    |                      |
| 3rd Reading: Non-Discrimination Ordinance  |                            |                       | N                 |                    |                      |
| Authorizing the Sole Source Purchase between Communication Technologies Inc., and the City of Casper.  |                            |                       |                   | C                  |                      |
| A resolution authorizing a contract between the City of Casper and HDR Engineering, Inc. for the Casper Area Transit Electric Fleet Conversion Study   |                            |                       |                   | C                  |                      |
| Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper in the Amount of \$31,400 (Hazmat Monitoring and Radio Equipment)   |                            |                       |                   | C                  |                      |
| Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper in the Amount of \$37,988 (Technical Rescue Training)   |                            |                       |                   | C                  |                      |
| Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper in the Amount of \$20,000 (Technical Rescue Gear).  |                            |                       |                   | C                  |                      |
| Authorizing a Cooperative Agreement with the Wyoming Department of Transportation for the Midwest Avenue Reconstruction - Walnut Street to Poplar Street, Project No. 21-079.  |                            |                       |                   | C                  |                      |
| Authorizing Change Order No. 1 to the Agreement with Crown Construction, LLC, for a Time Extension for the Highland Park 96-Inch Storm Sewer Replacement, Project No. 21-069.  |                            |                       |                   | C                  |                      |
| Authorizing a Procurement of Goods Agreement with Metta Technologies, Inc., for the 2022 Solid Waste Portable Litter Fencing, Project No. 22-046.  |                            |                       |                   | C                  |                      |

**The Grid**  
A working draft of Council Meeting Agendas

**December 6, 2022 (continued) Councilmembers Absent:**

| <b>Regular Council Meeting Agenda Items</b>  | <b>Est. Public Hearing</b> | <b>Public Hearing</b> | <b>Ordinances</b> | <b>Resolutions</b> | <b>Minute Action</b> |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Authorizing a Contract for Professional Services with WWC Engineering in the Amount of \$281,456.00 for the Midwest Avenue Reconstruction - Walnut Street to Poplar Street, Project No. 21-079. ( Need Contract) |                            |                       |                   | C                  |                      |
| Authorizing the Mayor to Sign a Letter in Support of Ryan Patrick, and Sarah Alyce Larsen Providing Assistance to Children from Ukraine Who Were Evacuated Due to Military Aggression.                           |                            |                       |                   | C                  |                      |
| Authorizing an Amendment to the Employment Agreement with Jaqueline K. Brown for Temporary Assignment as Interim City Attorney   |                            |                       |                   | C                  |                      |
| Authorizing the purchase of one (1) new rough area tractor mower with accessories for use by the Weed and Pest Division of the Parks, Recreation, and Public Facilities Department.                              |                            |                       |                   |                    | C                    |
| Authorizing the purchase of two tracked UTV's for Use by Hogadon Ski Basin of the Parks, Recreation and Public Facilities Department.  |                            |                       |                   |                    | C                    |
| Authorizing the Purchase of Twelve (12) New Mid-Size Police Interceptor Utility Vehicles from Fremont Motors of Sheridan for Use by the Casper Police Department.  |                            |                       |                   |                    | C                    |
| Authorizing the Purchase of Two (2) New 58,000 lb Tandem Axle Trucks with Dump Body, Hydraulics, and Snow Plows and Salters for Use by the Streets Division of the Public Services Department.                   |                            |                       |                   |                    | C                    |
| Authorizing the Purchase of Three (3) New Three-Quarter-Ton Pickup Trucks, for Use by the Casper Fire Department.  |                            |                       |                   |                    | C                    |
| Authorizing the Purchase of One (1) New Out Front Rotary Mower with Attachments, for Use by the Cemetery Division of the Parks, Recreation, and Public Facilities Department.                                    |                            |                       |                   |                    | C                    |
| Authorizing the Purchase of 504 Residential Trash Containers from Ameritech Equipment Company in an Amount not to Exceed \$46,900.00, for Use in the Casper Solid Waste Division.                                |                            |                       |                   |                    | C                    |
| Authorizing the Reappointment of Rob Hurless to one (1) additional three (3) year term on the Amoco Reuse Agreement Joint Powers Board (ARAJPB).   |                            |                       |                   |                    | C                    |
| Executive Session: Personnel and Litigation.   |                            |                       |                   |                    |                      |

**December 13, 2022 Councilmembers Absent:**

| <b>Work Session Meeting Agenda Items</b>   | <b>Recommendation</b> | <b>Begin Time</b> | <b>Allotted Time</b> |
|--|-----------------------|-------------------|----------------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                       |                   |                      |
| Meeting Follow-up  |                       | 4:30              | 5 min                |
| SRO Contract   | Direction Requested   | 4:35              | 20 min               |
| Ice Arena Part II  | Direction Requested   | 4:55              | 45 min               |
| Project SAFE Update  | Direction Requested   | 6:05              | 45 min               |
| COLA   | Direction Requested   | 5:35              | 30 min               |

**The Grid**  
A working draft of Council Meeting Agendas

**December 13, 2022** (continued) Councilmembers Absent:

| <b>Work Session Meeting Agenda Items</b> | <b>Recommendation</b> | <b>Begin Time</b> | <b>Allotted Time</b> |
|--|-----------------------|-------------------|----------------------|
| Utility Rate Model Review                | Direction Requested   | 6:50              | 45 min               |
| Agenda Review                            |                       | 7:35              | 20 min               |
| Legislative Review                       |                       | 7:55              | 20 min               |
| Council Around the Table                 |                       | 8:05              | 20 min               |
| Approximate Ending Time:                 |                       |                   | 8:25                 |

**December 20, 2022** Councilmembers Absent:

| <b>Regular Council Meeting Agenda Items</b>   | <b>Est. Public Hearing</b> | <b>Public Hearing</b> | <b>Ordinances</b> | <b>Resolutions</b> | <b>Minute Action</b> |
|---|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: Part II Safe Rooms   |                            |                       |                   |                    |                      |
| Approval of 11/15 Minutes   |                            |                       |                   |                    | C                    |
| Approval of 11/15 Exec Session Minutes  |                            |                       |                   |                    | C                    |
| Approval of 12/6 Minutes  |                            |                       |                   |                    | C                    |
| Approval of 12/6 Exec Session Minutes   |                            |                       |                   |                    | C                    |
| Public Hearing for a New Restaurant Liquor License No. 50 for Antojitos Shiwas d/b/a Antojitos Shiwas Located at 611 West Collins Drive.  |                            | N                     |                   |                    |                      |
| 3rd Reading - Ordinance approving a vacation, replat, subdivision agreement and zone change for the Pasadena Addition.  |                            |                       | N                 |                    |                      |
| Authorizing the Mayor to Sign the Casper Historic Preservation Commission Annual Report.  |                            |                       |                   | C                  |                      |
| A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.  |                            |                       |                   | C                  |                      |
| A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.   |                            |                       |                   | C                  |                      |
| A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.   |                            |                       |                   | C                  |                      |
| A resolution authorizing a contract between the City of Casper and T-O Engineers, Inc for the Westwinds Road Extension and Land Use Study   |                            |                       |                   | C                  |                      |
| Authorizing a Contract for Professional Services with Equalized Production, LLC, in the Amount of \$277,295.24 for the Ford Wyoming Center Sound System Replacement, Project No. 22-052. ( Need New Date on Memo, Contract, Resolution) |                            |                       |                   | C                  |                      |
| Authorizing a Lease Agreement with Mountain Sports for the Lease and Operation of Snow Sport Equipment Rentals at Hogadon Basin Ski Resort.(Need Lease)   |                            |                       |                   | C                  |                      |
| Authorizing the Reappointment of Greg B. Groves to a Three-year Term as a Civil Service Commissioner, Effective January 1, 2023   |                            |                       |                   |                    | C                    |
| Executive Session: Personnel & Land   |                            |                       |                   |                    |                      |

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**December 27, 2022** Councilmembers Absent:

**CANCELLED - No Work Session**

**January 3, 2023** Councilmembers Absent:

| Regular Council Meeting Agenda Items                                       | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Approval of 12/20 Minutes  |                     |                |            |             | C             |
| Oaths for New Councilmembers   |                     |                |            |             |               |
| Establish public hearing for FY23 Budget Amendment #2 for the January 17th | C                   |                |            |             |               |
| Banks, Newspapers, Disclosures   |                     |                |            |             |               |

**January 10, 2023** Councilmembers Absent:

| Work Session Meeting Agenda Items  | Recommendation            | Begin Time | Allotted Time |
|--|---------------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                           |            |               |
| Meeting Follow-up  |                           | 4:30       | 5 min         |
| FY23 Budget Amendment #2   | Move Forward for Approval | 4:35       | 20 min        |
| Golf Subsidy   |                           | 4:55       |               |
| Legislative Agenda   |                           |            | 20 min        |
| Agenda Review  |                           |            | 20 min        |
| Council Around the Table   |                           |            | 20 min        |
| Approximate Ending Time:   |                           |            |               |

**January 17, 2023** Councilmembers Absent:

| Regular Council Meeting Agenda Items                             | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Approval of 1/3 Minutes  |                     |                |            |             | C             |
| Public Hearing for FY23 Budget Amendment #2 for the January 17th |                     |                |            | N           |               |

## The Grid

A working draft of Council Meeting Agendas

### January 24, 2023 Councilmembers Absent:

| <b>Work Session Meeting Agenda Items</b>   | Recommendation      | Begin Time | Allotted |
|--|---------------------|------------|----------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                     |            |          |
| Meeting Follow-up  |                     | 4:30       | 5 min    |
| Recreation & Sports Subsidy  | Direction Requested | 4:35       | 45 min   |
| CY & Poplar Intersection   |                     | 5:20       |          |
| Agenda Review  |                     |            | 20 min   |
| Legislative Review   |                     |            | 20 min   |
| Council Around the Table   |                     |            | 20 min   |
| Approximate Ending Time:   |                     |            |          |

### January 31, 2023 Councilmembers Absent:

|                            |  |      |  |
|----------------------------|--|------|--|
| Strategic Planning Meeting |  | 4:00 |  |
| Approximate Ending Time:   |  |      |  |

## Future Agenda Items

**Council Items:**

| Item   | Date | Estimated Time | Notes              |
|--|------|----------------|--------------------|
| Flag Lots in Residential Areas                 |      |                | After January 2023 |
| Formation of Additional Advisory Committees    |      |                |                    |
| Excessive Vehicle Storage                      |      |                |                    |
| Graffiti Abatement & Alternatives              |      |                | After January 2023 |
| Safe Place Program Implementation & Resolution |      |                |                    |
| Code Enforcement - Municipal Code?             |      |                |                    |
| Class and Compensation Study Follow-up         |      |                | After January 2023 |
| Parking Garage Lease                           |      |                | Summer 2024        |
| Detox Funding Discussion                       |      |                |                    |
| LGBTQ Advisory Committee Update                |      |                |                    |
| Budget Amendment #2 Discussion                 |      |                |                    |
| Livability/Marketing Follow-up                 |      |                |                    |
| Special Event Permitting Process               |      |                |                    |
| Banner Health and Fire Agreement               |      |                |                    |
| One Cent Discussion                            |      |                |                    |

**Staff Items:**

|   |                |  |                  |
|---|----------------|--|------------------|
| City Inspectors Authority/Oversight of Licensed Contractors |                |  |                  |
| Sign Code Revision  |                |  |                  |
| Speed Limit Ordinance Review                                |                |  |                  |
| Part 2 Ford Wyoming Center                                  |                |  |                  |
| Sponsorships and Naming Rights (Tentative)                  |                |  |                  |
| Poplar St. and CY St. Intersection                          |                |  |                  |
| Judge's Quarterly Update                                    |                |  | Rekurs Quarterly |
| Rocky Mountain Power Update                                 |                |  |                  |
| Ford Wyoming Center Subsidy                                 |                |  |                  |
| Capital Budget Review                                       | March 14, 2023 |  |                  |
| Tentative Budget to Council                                 | May 9, 2023    |  |                  |
| Council Budget Review                                       | May 22 & 24    |  |                  |
| Legislative Priorities                                      |                |  |                  |

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

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

**Future Regular Council Meeting Items:**

|                                    |           |  |  |
|------------------------------------|-----------|--|--|
| Summary Proposed Budget to Council | 6/6/2023  |  |  |
| Est. PH - Adopt FY24 Budget        | 6/6/2023  |  |  |
| PH & Adoption of FY24 Budget       | 6/20/2023 |  |  |

**Retreat Items:**

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

**From:** Taylor Kenney <taylor.kenney@bird.co>  
**Sent:** Tuesday, November 8, 2022 12:34 PM  
**Cc:** Garrett Gronowski <garrett@bird.co>  
**Subject:** Casper + Bird | Program Update

Hi Casper Team,

I hope this email finds you well. I wanted to reach out as our second summer of operations in town comes to a close.

As expected, as we head into the winter season, Bird will be pausing scooter operations for the safety of our riders, fleet managers and the larger community. We most likely will fully “shutdown” in late November, as we monitor how quickly winter weather arrives in town. We look forward to discussing 2023 operations in Spring of next year.

In the meantime, I’m excited to share with you our 2022 in Review, which I have attached as a 2-page PDF to this email. This is our way of looking back & sharing some of the great highlights of Bird’s scooter operations so far in your community this year. Please feel free to share this 2022 in Review with the rest of your team and any other stakeholders.

While bittersweet, I would also like to let you know that this Friday will be my last day with Bird as I’ve decided to pursue a new opportunity in a different field. In my place, I’d like to introduce you to Garrett Gronowski, Sr. Account Executive, who will be your new point of contact here at Bird. Garrett is an absolute rockstar and works closely with our cities throughout Wyoming, so I know you are in terrific hands.

I’ve caught Garrett up to speed on our program in Casper and we will be working closely to make sure the transition goes smoothly. It’s been a pleasure working together and I appreciate everything you all have done for our partnership. Please let us know if you have any questions.

Thank you,  
Taylor

--

[BIRD](#) | City Partnerships Account Manager





# Hey, Casper!

Here's a glance at 2022 with Bird (so far):



**8/2021**

Birds landed



**200**

Number of Birds



**7.606**

Metric tonnes of CO2 saved



**18,483**

Total rides

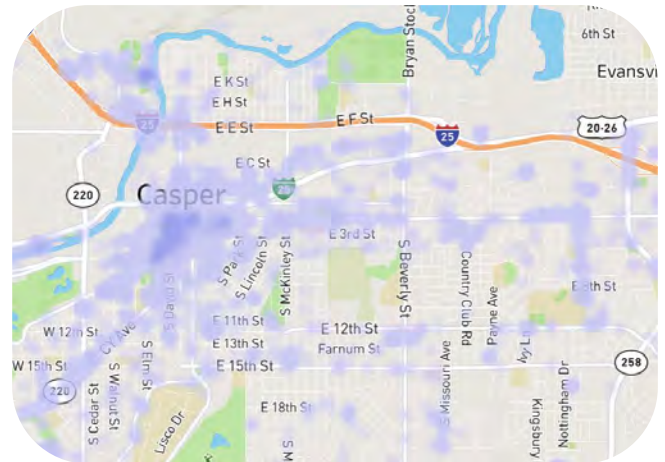


**53,865**

Total miles traveled

**1**

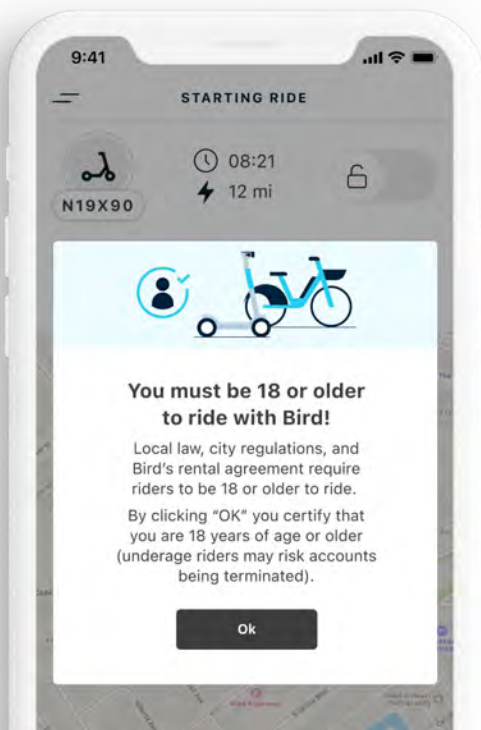
We helped people get all around Casper, check out this rider map!



**2**

We also reminded Casper riders to...

- Park properly - do not block sidewalks, ADA ramps, or entrances
- Stay off the sidewalk
- Wear a helmet







## Globally, we:

- Published an independent **Lifecycle Vehicle Analysis**, confirming the Bird Three has a lifespan of up to 5 years
- Released **Bird VPS**, the world's first scalable, hyper-accurate visual parking system - **powered by Google API**
- Continued the **Roll to the Polls** initiatives, encouraging people to vote with free rides to and from voting locations
- Worked with partners, 3Degrees and Ecocart to **offset our greenhouse gas emissions** from 2021
- Replaced **~2.3 million car trips** = the amount of CO2 sequestered by more than 300K elm trees
- Kicked off an **on-demand accessible mobility program** with Scootaround in select cities
- Launched **Community Ride Grant** programs in more cities around the world
- **Gave gas the Bird** in the U.S., by offering discounted rides, e-bike rebates, and more

| Sun  | Mon   | Tue   | Wed  | Thu  | Fri   | Sat |
|--|---|---|--|--|---|-----|
|  |   |   |  | 1<br><br><i>7:00p</i> -Youth Empowerment (Pacheco)   | 2   | 3   |
| 4  | 5<br><br><i>5:00 p.m.</i> - CNFR (Cathey, Knell)  | 6<br><br><i>6:00p</i> -Council Meeting  | 7  | 8<br><br><i>12:00p</i> -Advance Casper (Napier, Gamroth)<br><i>4:30p</i> -Parks & Rec Advisory Board (Engebretsen)<br><i>6:00p</i> - Planning & Zoning (Knell)<br><i>7:00p</i> -Youth Empowerment (Pacheco)  | 9<br><br><i>11:30a</i> -Chamber Coordination/ Infoshare (None)      | 10  |
| 11<br><br><i>4:30 p.m.</i> - Casper Youth Council (Gamroth, Pacheco)                   | 12<br><br><i>8:30a</i> -Historic Preservation (None)  | 13<br><br><i>4:30p</i> -Council Work Session  | 14<br><br><i>1:00 p</i> -Civil Service Commission (None)<br><i>6:00p</i> -Amoco Reuse JPB (Sutherland) | 15<br><br><i>6:15a</i> - City Employee Holiday Breakfast<br><i>7:00a</i> -Mayors/ Commissioners<br><i>11:00a</i> -Housing Authority (Gamroth)<br><i>4:00p</i> -Contractors' Licensing Board (Engebretsen)<br><i>5:30p</i> - City County Board of Health (Humphrey) Empowerment (Pacheco) | 16<br><br><i>3:30p</i> -LGBTQ Advisory Committee (Pacheco, Pollock) | 17  |
|  18 | 19<br><br><i>12:00p</i> - Disability Council (Pacheco)  | 20<br><br><i>11:30a</i> -Regional Water JPB (Cathey, Knell, Sutherland, Pollock)<br><i>4:00p</i> -Chamber of Commerce (Cathey)<br><br><i>6:00p</i> -Council Meeting |  21                 | 22<br><br><i>7:00p</i> -Youth Empowerment (Pacheco)  | 23  | 24  |
|  25 |  26<br><br><i>12:30p</i> - Tentative: Senior Services (Engebretsen)<br><br><i>City offices closed in observance of Christmas</i> | 27<br><br><i>11:30a</i> -Travel & Tourism (Engebretsen)<br><br>No Council Work Session<br><b>CANCELLED</b>  | 28<br><br><i>11:30p</i> -NIC (None)<br><i>5:15p</i> -CAP (None)  | 29<br><br><i>7:00p</i> -Youth Empowerment (Pacheco)  | 30  | 31  |

**December 2022 - CEC, GROUNDS, HOGADON**

| Sunday   | Monday | Tuesday | Wednesday   | Thursday  | Friday  | Saturday   |
|--|--------|---------|---|---|---|--|
| 27   | 28     | 29      | 30  | 1   | 2   | 3  |
|  |        |         |   | <div style="border: 1px dashed purple; padding: 5px;"> <b>TIPS Training</b><br/>                     Second Floor<br/>                     6:00 PM - 8:59 PM<br/>                     In-House Event Meeting                 </div> | <div style="border: 1px dashed red; padding: 5px;"> <b>Lego Robotics</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed Sporting Event                 </div>                  |  |
|  |        |         |   |   | <div style="border: 1px solid purple; padding: 5px;"> <b>Hogadon Ski-Season Op</b><br/>                     Hogadon<br/>                     7:00 AM - 11:59 PM<br/>                     In-House Event Sporting Event                 </div> |  |
| 4  | 5      | 6       | 7   | 8   | 9   | 10   |
|  |        |         |   |   |   | <div style="border: 1px dashed red; padding: 5px;"> <b>Sawyer Brown</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed Concert                 </div>                         |
|  |        |         |   |   |   | <div style="border: 1px dashed red; padding: 5px;"> <b>Bobcat of Casper Dinne</b><br/>                     Second Floor<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed Social/Wedding                 </div> |
| 11   | 12     | 13      | 14  | 15  | 16  | 17   |
|  |        |         |   | <div style="border: 1px dashed red; padding: 5px;"> <b>City of Casper Holiday I</b><br/>                     Second Floor<br/>                     6:30 AM - 8:59 AM<br/>                     Confirmed                 </div>      |   | <div style="border: 1px dashed red; padding: 5px;"> <b>Greiner Ford Christmas</b><br/>                     Second Floor<br/>                     6:00 PM - 11:59 PM<br/>                     Confirmed                 </div>                |
|  |        |         |   |   |   | <div style="border: 1px dashed purple; padding: 5px;"> <b>Breakfast with Santa</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     In-House Event Family Show                 </div>     |
| 18   | 19     | 20      | 21  | 22  | 23  | 24   |
|  |        |         | <div style="border: 1px dashed red; padding: 5px;"> <b>Snoop Dogg, T-Pain, W</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed Concert                 </div> |   |   |   |
|  |        |         | <input checked="" type="checkbox"/> NCS D Start Winter Br   |   | <input checked="" type="checkbox"/> Spectra Holiday   |  |
|  25 | 26     | 27      | 28  | 29  | 30  | 31   |

**Mannheim Steamroller**

Arena

7:00 AM - 11:59 PM




Pending Contract

Theatre

Spectra Holiday



**January 2023 - CEC, GROUNDS, HOGADON**

| Sunday  | Monday  | Tuesday | Wednesday | Thursday   | Friday   | Saturday   |
|---|---|---------|-----------|--|--|--|
| 1<br>  | 2<br><input checked="" type="checkbox"/> OVG Holiday- New Year                          | 3       | 4         | 5  | 6  | 7  |
| 8   | 9   | 10      | 11        | 12   | <div style="border: 1px dashed blue; padding: 5px;"> <b>Health &amp; Fitness Fair</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Pending Contract<br/>                     Tradeshow                 </div> |  |
| 15  | 16<br> | 17      | 18        | 19   | 20   | 21   |
|   | <input checked="" type="checkbox"/> OVG Holiday- Martin                                 |         |           |  | <div style="border: 1px dashed red; padding: 5px;"> <b>RMN</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div>                          |  |
| 22  | 23  | 24      | 25        | 26   | 27   | 28   |
| <div style="border: 1px solid purple; padding: 5px;"> <b>CPD Testing</b><br/>                     Grounds<br/>                     7:00 AM - 11:59 PM<br/>                     In-House Event<br/>                     Meeting                 </div> |   |         |           |  | <div style="border: 1px dashed red; padding: 5px;"> <b>State Spirit</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div>                 | <div style="border: 1px dashed red; padding: 5px;"> <b>Butterfly Ball</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Social/Wedding                 </div> |
| 29  | 30  | 31      | 1         | 2<br>   | 3  | 4  |
|   |   |         |           | <div style="border: 1px dashed yellow; padding: 5px;"> <b>Load-in Boys and Girls</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Granted Hold 1<br/>                     Conference/Banquet                 </div> | <div style="border: 1px dashed red; padding: 5px;"> <b>Boys and Girls Club Raf</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Conference/Banquet                 </div>  |  |

**February 2023 - CEC, GROUNDS, HOGADON**

| Sunday  | Monday | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday  |
|---|--------|---|---|--|--|---|
| 29  | 30     | 31  | 1   | 2  | 3  | 4   |
|   |        |   |   |  | <div style="border: 1px dashed yellow; padding: 5px;"> <b>Load-in Boys and Girls</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Granted Hold 1<br/>                     Conference/Banquet                 </div> | <div style="border: 1px dashed red; padding: 5px;"> <b>Boys and Girls Club Raf</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Conference/Banquet                 </div> |
| 5   | 6      | 7   | 8   | 9  | 10   | 11  |
|   |        |   |   | <div style="border: 1px dashed yellow; padding: 5px;"> <b>Load-In Monster Trucks</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Granted Hold 1<br/>                     Sporting Event                 </div> | <div style="border: 1px dashed red; padding: 5px;"> <b>Monster Trucks</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div>                     |   |
| 12  | 13     | 14  | 15  | 16   | 17   | 18  |
|   |        | <div style="border: 1px solid purple; padding: 5px;"> <b>Valentine's Dinner</b><br/>                     Hogadon<br/>                     7:00 AM - 11:59 PM<br/>                     In-House Event<br/>                     Social/Wedding                 </div> |   |  | <div style="border: 1px dashed yellow; padding: 5px;"> <b>Load-in API Chili Cook-</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Granted Hold 1<br/>                     Sporting Event                 </div>    | <div style="border: 1px dashed red; padding: 5px;"> <b>API Chili Cook-Off</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Tradeshow                 </div>               |
|   |        |   |   |  | <div style="border: 1px dashed purple; padding: 5px;"> <b>City of Casper Meeting</b><br/>                     Second Floor<br/>                     7:00 AM - 11:59 PM<br/>                     In-House Event<br/>                     Meeting                 </div>     |   |
| 19  | 20     | 21  | 22  | 23   | 24   | 25  |
| <div style="border: 1px dashed red; padding: 5px;"> <b>Legally Blonde</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Theatre                 </div>             |        |   | <div style="border: 1px dashed yellow; padding: 5px;"> <b>Load-in State Wrestling</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Granted Hold 1<br/>                     Sporting Event                 </div> | <div style="border: 1px dashed red; padding: 5px;"> <b>State Wrestling</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div>                |  |   |
|   |        |   |   |  |  |   |
|   |        |   |   |  |  |   |
| 26  | 27     | 28  | 1   | 2  | 3  | 4   |
| <div style="border: 1px dashed red; padding: 5px;"> <b>Casper Showdown Wre</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div> |        |   |   | <div style="border: 1px dashed red; padding: 5px;"> <b>1A/2A State Basketball</b><br/>                     Arena<br/>                     7:00 AM - 11:59 PM<br/>                     Confirmed<br/>                     Sporting Event                 </div>         |  |   |

OVG Holiday- Preside

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

Casper City Hall  
Downstairs Meeting Room

Wednesday, November 30, 2022     7:00 a.m.

**AGENDA:**

- \*     1.     Consider Approval of the August 24, 2022 Meeting Minutes
  
- \*     2.     Discuss Statistical Report
  - a.     August 2022
  - b.     September 2022
  - c.     October 2022
  
- \*     3.     Consider Formal Water Bill Appeal from Robert and Sandra Young, 4643 Smoke Rise Rd.
  
- 4.     Rate Model Updates
  - a.     Water Fund
  - b.     Sewer Fund
  
- 5.     ARPA Grants Update
  
- 6.     Other Business
  
- 7.     Adjournment

**Additional Information:**

- A.     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>

- B.     Sales Tax Chart



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

**MEETING PROCEEDINGS**

**August 24, 2022**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, August 24, 2022 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:

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

Others:

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

1. President Bell asked for a motion to approve the minutes from the April 27, 2022 meeting.

A motion was made by Board Member English and seconded by Board Member Jay to approve the minutes of the April 27, 2022 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the June 2022 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased in FY22 were 3.3 BG, which is 16 MG less than the five-year average. Mr. Martin stated that this is mainly due to the water conservation efforts in July and August last year.

Mr. Martin stated that at the end of FY22 there were 21 Water Main Breaks, 21 Service Line Breaks, and 12 Sewer Main Stoppages, which is average.

Mr. Martin stated that at the end of FY22 there were 22,468 accounts, which is 146 more than the previous fiscal year.

Mr. Martin asked the Board to reference the July 2022 Statistical Report. Mr. Martin stated that the Total Gallons Purchased for July was 641 MG compared to 571 MG purchased last year.

Mr. Martin stated that there were two Water Main Breaks, two Service Line Breaks, and one Sewer Main Stoppage.

Mr. Martin stated the current number of Active Accounts is 22,467, which is 113 more than last year.

3. Mr. Martin stated that Meador Environmental, LLC has requested a Contract for Outside-City Water and Sewer Service for 2199 Pyrite Road, Lot 17 and Lot 18 of Air-Rail Industrial Park.

Mr. Martin stated that Phoslock Environmental Technologies will be manufacturing a product that can be put into lakes and reservoirs that absorbs the phosphorus into clumps that sink to the bottom. Mr. Martin stated that this product is mainly used overseas.

Mr. Martin stated that Lot 17 already has water service, but will be increasing the water service size and adding sewer service. Mr. Martin stated that Lot 18 will have a new water and sewer service.

Mr. Martin stated that 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.

Mr. Martin stated that this is a draft agreement as it is still in the City Attorney's Office.

Board Member English asked if a 4-inch sewer service is adequate for a 2-inch water service. Mr. Martin stated that Phoslock says the modeling shows it will work. Mr. Martin stated that Phoslock has already spoken to the Industrial Pretreatment Supervisor about their process.

Board Member Jay asked how many people will be employed at this facility. Mr. Martin stated that Phoslock has not said how many employees they will have at the facility.

A motion was made by Board Member English and seconded by Vice President Jones to approve the Contract for Outside-City Water and Sewer Service for 2199 Pyrite Road, Lot 17 and Lot 18 of Air-Rail Industrial Park, contingent on the City Attorney's review. Motion passed.

President Bell stated that this contract can be forwarded to Council with a "do pass" recommendation.

4. Mr. Martin stated that during the 2022 Legislative Session, the Office of State Lands and Investments (OSLI) received an appropriation of \$50 M for ARPA Eligible Water & Sewer Projects. Mr. Martin stated that these funds are for the allocation of competitive grant funding to cities, counties, special districts, and tribal governments. Mr. Martin

stated that the deadline for submitting applications for the statewide Water and Sewer ARPA Grant Program was August 12, 2022. Mr. Martin stated that the highlights of the grant program include the following:

- The maximum grant for any single project will be \$7.5 M.
- All grant awards shall be contingent upon a match of funds in a ratio of no more than eighty-five cents (\$0.85) of grant funds to no less than fifteen cents (\$0.15) from matching funds provided by the project sponsor.
- All match funds shall be committed prior to OSLI approving a grant.
- Loans from the OSLI, including Capital Construction loans and State Revolving Fund loans, may only be used as match funding for the purposes of this program if the loan has been previously awarded and there is an executed loan agreement.

Mr. Martin stated that the OSLI Board will consider projects based on certain criteria. Mr. Martin stated that the criteria include the following:

- Projects already designed or in construction will receive a higher score.
- Higher match amounts from the applicant will receive a higher score.
- Match funding from the applicant's enterprise account will receive a higher score than match funding provided from loans.
- Projects included on the 2022 Intended Use Plan (IUP) will receive a higher score.
- Populations of less than 10,000 will receive higher scores.
- Communities that demonstrate revenue loss due to Covid will receive higher scores.
- Applicants that can demonstrate increased project costs due to Covid will receive higher scores.
- Projects serving areas of lower average median household income compared to the state average will receive a higher score.
- Projects that eliminate a noncompliance issue will receive a higher score.
- Projects promoting or supporting regionalization will receive a higher score.
- Projects with funding plans in place will receive a higher score.

Mr. Martin stated that ARPA Funds must be allocated by October 2024 and spent by October 2026.

Mr. Martin stated that if more than one grant application is submitted, the projects must be prioritized. Mr. Martin stated that staff submitted six applications totaling \$14.4 M and are prioritized as follows:

1. WWTP Secondary Rehabilitation Project - \$3 M – previously spent funds can count towards the match. This project will have a match of 48%.
2. WWTP MCC Project - \$3 M – Design for this project has been completed and the project will have a 22% match.
3. 1<sup>st</sup> and Poplar Street Utility Relocation Project - \$4 M – WYDOT project for the bridge and relocate the sewer lift station. CEPI doing the utility design. 18% match.

4. Poplar Street CY to Collins Utility Replacement Project - \$1.2 M. WYDOT reconstruction project, One Cent funding to be used for utility portion for a 20% match.
5. WWTP Secondary Concrete Rehabilitation Project - \$1.2 M – in bad shape and needs repaired. 15% matching funds.
6. Poplar Street Water Main Replacement Project - \$2 M – 25<sup>th</sup> and 29<sup>th</sup> Street to Adams Park. 15% matching funds.

Mr. Martin stated that staff only had a month to submit the grant applications by the deadline. Mr. Martin stated that applications are being reviewed now and will be awarded in the near future.

Board Member English stated that \$4 M seems high for 1<sup>st</sup> and Poplar. Mr. Martin stated that this cost is based on the bids that were received and rejected. Mr. Beamer stated that there is some redesign being done on the project that will affect the cost.

President Bell asked why a grant application was not submitted for the North Platte Sanitary Sewer (NPSS) project. Mr. Martin stated that the NPSS project is already under construction with an SRF loan. President Bell asked if the SRF loan will cover the whole project. Mr. Martin stated that the loan will probably not cover the whole project, but the project was broke into phases. Mr. Martin stated that he expects another round of grant applications.

President Bell asked if the water rates will be able to be lowered if all these projects are covered by a grant. Mr. Martin stated that the rates will not be lowered as there are many more projects that need to be done in the aging systems.

5. In Project Updates:

- a) 1<sup>st</sup> and Poplar Street Utility Relocation – Under design by CEPI and WYDOT. A grant application has been submitted for ARPA funding. Some redesign work is being done on this project, and should have an April 2023 bid letting.
- b) Poplar Street CY to Collins – Under design by WWC Engineering and WYDOT. This project includes some water and sewer main replacement. Mr. Beamer stated that he thinks this project will go out for bid the same time as 1<sup>st</sup> and Poplar.
- c) Derington Water Main Replacement – Under construction by 71 Construction. This project includes 6<sup>th</sup> Street, 8<sup>th</sup> Street, and 9<sup>th</sup> Street around Country Club. The water and sewer portion of the project has been completed; there is still curb and gutter work to be completed.
- d) Water Storage Tank Recoating Project – Sun I South Exterior and CY Interior – FY22 project done by Worldwide Industries Corp. First time using this contractor and they seem to have done a good job.
- e) Water Garage Meter Services Building – On Hold - \$1 M budgeted in FY21, Cost estimate came in at \$2.3 M, added \$1.3 M in FY23 budget. There was a discrepancy in the fund balance, and in order to balance it out, this project was removed and put on hold. It will be looked at again after the audit is completed.

- f) North Platte Sanitary Sewer Rehabilitation Project – Under Construction – Insituform – 71 Construction is the subcontractor and just started installing manholes in North Casper. Vice President Jones asked what the bid price was for this project. Mr. Martin stated that the bid price was \$6.7 M. President Bell asked why new manholes were being made instead of lining the old manholes. Mr. Beamer stated that new manholes are being added to the NPSS for access for the project, and for maintenance staff access.
- g) Sewage Lift Station Emergency Generator Replacements – Under Construction – Modern Electric. All the generators have been installed, but when tested, they did not have enough power to start the pumps. Soft starts were installed on all the new generators so the pumps could be started. There are just a few items to cleanup and staff training needs to be done in order for the project to be completed.
- h) WWTP Boiler Project – Under Construction – Sheet Metal Specialties – This project came in at \$1.35 M. The piping work has been started. An HVAC system has to be added to the building per fire codes. There is a long lead time on the boiler and the HVAC equipment. The boiler should arrive in December.
- i) Centrifuge #1 Rehabilitation Project – Under Construction – Andritz Separation. This is a major replacement with a cost of \$125,000. There were a lot of negotiations made on the contract for this project, but no agreement was reached. The Attorney’s Office allowed the use of a purchase order to get the work completed. Parts are on backorder and won’t arrive until November or December.
- j) WWTP Transformer Replacement Project – Funds are in the FY23 budget for this project. After the failure of one of the transformers during the Emergency Power Project, the other transformers were tested. The transformer was made in the 1980’s and is at the end of its useful life. The 1500kV transformer replacement is under design with an estimated replacement cost of \$75,000.

6. In Other Business:

- a) Board Member English stated he received a call from a Squaw Creek resident over the weekend. Board Member English stated that the entry to their driveway had been washed out after the rain. Board Member English stated that one of the water service lines that were approved by the Board is in the right of way that goes through the resident’s driveway entry. Board Member English stated that he tried calling a few people to see if it could be fixed, but was unable to connect with anyone. Board Member English stated that he received a second call from the resident stating that the washout had been repaired, and thanked him for getting it taken care of so quickly. Board Member English stated that whomever the water service line belongs to must have seen the washout and fixed it.
- b) President Bell asked if the 12<sup>th</sup> Street Project included replacement of water or sewer lines. Mr. Beamer stated that the 12<sup>th</sup> Street Project includes stormwater work, paving, and curb and gutter repairs. President Bell asked when the end date is for the project. Mr. Beamer stated that the first phase of the project must be completed before school starts, so next week. Mr. Beamer stated that the contractor got a bad batch of asphalt the other day that will have to be removed and redone.

- c) Council Liaison Cathey stated that at 6:30 am today the contractor that is doing the work on the I-25 bridge for WYDOT was pouring cement. Council Liaison Cathey stated that it has been very interesting to watch the construction progress on the I-25 bridge.
- d) Mr. Martin asked the Board to reference the FY22 Sales Tax Chart on the screen. Mr. Martin stated that FY22 ended 3.14% above projected.

Mr. Martin asked the Board to reference the August 2022 Sales Tax Chart. Mr. Martin stated that funds received in July were less than projected, but funds received in August were above projection. Mr. Martin stated that year to date, Sales Tax received is 1.78% above projections.

Council Liaison Cathey stated that the Sales Tax Chart lags two months, so the check received in August is for Sales Tax collected in June.

- e) President Bell asked about the sink hole that formed at 8<sup>th</sup> Street and Long Lane. Mr. Martin stated that there was a water main break and issues with the stormwater line which washed out the dirt and caused a sink hole. Mr. Beamer stated that there is an 8-inch ductile iron water main under the 48-inch reinforced concrete pipe stormwater line. Mr. Martin stated that staff capped the water main on each side of the break and will replace the main later. Mr. Martin stated that there was only one house out of water, but staff was able to get the water restored quickly.
7. President Bell asked if there would be a meeting in September. Mr. Martin stated that at this time it does not look like there will be a meeting in September. Mr. Martin stated that as it is getting to the end of the year, there will be a meeting to review rates either in October or November.

Council Liaison Cathey stated that Council had a discussion last night regarding temporarily filling the two Council positions left by the resignation of Shawn Johnson and Steve Freel, as they are both moving out of the ward they represent. Council Liaison Cathey stated that Council decided to accept applications for the positions, but candidates on the November ballot cannot apply as it might be interpreted as showing endorsement for a candidate if they are picked.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 7:54 a.m. Motion passed.

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Secretary

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
AUGUST 2022**

|                                | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|--------------------------------|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>TOTAL GALLONS PURCHASED</b> | 626,263,222       | 641,145,466       | 495,137,095                    | 1,267,408,688                       | 1,066,821,994                       |
| <b>NEW SERVICES</b>            | 6                 | 10                | 8                              | 16                                  | 25                                  |

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

|                               |      |      |      |      |      |
|-------------------------------|------|------|------|------|------|
| <b>PRECIPITATION (Inches)</b> | 1.99 | 0.31 | 0.79 | 2.30 | 2.62 |
|-------------------------------|------|------|------|------|------|

**REPAIRS**

|                             | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|-----------------------------|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>WATER MAIN BREAKS</b>    | 8                 | 2                 | 2                              | 10                                  | 3                                   |
| <b>SERVICE LINE BREAKS</b>  | 4                 | 2                 | 4                              | 6                                   | 7                                   |
| <b>SEWER MAIN STOPPAGES</b> | 0                 | 1                 | 0                              | 1                                   | 2                                   |

**NUMBER OF ACTIVE ACCOUNTS**

|                                       | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> |
|---------------------------------------|-------------------|-------------------|--------------------------------|
| <b>DOMESTIC (WATER &amp; SEWER)</b>   | 19,918            | 19,887            | 19,803                         |
| <b>COMMERCIAL (WATER &amp; SEWER)</b> | 1,683             | 1,686             | 1,692                          |
| <b>OUTSIDE CITY (WATER RES)</b>       | 499               | 493               | 493                            |
| <b>OUTSIDE CITY (WATER-COMM)</b>      | 134               | 136               | 129                            |
| <b>IRRIGATION ONLY</b>                | 265               | 265               | 257                            |
| <b>TOTAL NUMBER OF ACCOUNTS</b>       | 22,499            | 22,467            | 22,374                         |

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
SEPTEMBER 2022**

|   | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|---|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>TOTAL GALLONS PURCHASED</b>  | 419,591,529       | 626,263,222       | 447,060,252                    | 1,687,000,217                       | 1,513,882,246                       |
| <b>NEW SERVICES</b>   | 6                 | 6                 | 6                              | 22                                  | 31                                  |
| <i>* Billed to Casper by Central Wyoming<br/>Regional Water System Joint Powers<br/>Board starting October 1, 1997.</i> |                   |                   |                                |                                     |                                     |
| <b>PRECIPITATION (Inches)</b>   | 0.81              | 1.99              | 0.79                           | 3.11                                | 3.41                                |

**REPAIRS**

|                             | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|-----------------------------|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>WATER MAIN BREAKS</b>    | 1                 | 8                 | 4                              | 11                                  | 7                                   |
| <b>SERVICE LINE BREAKS</b>  | 2                 | 4                 | 2                              | 8                                   | 9                                   |
| <b>SEWER MAIN STOPPAGES</b> | 1                 | 0                 | 0                              | 2                                   | 2                                   |

**NUMBER OF ACTIVE ACCOUNTS**

|                                       | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> |
|---------------------------------------|-------------------|-------------------|--------------------------------|
| <b>DOMESTIC (WATER &amp; SEWER)</b>   | 19,916            | 19,918            | 19,826                         |
| <b>COMMERCIAL (WATER &amp; SEWER)</b> | 1,670             | 1,683             | 1,687                          |
| <b>OUTSIDE CITY (WATER RES)</b>       | 499               | 499               | 494                            |
| <b>OUTSIDE CITY (WATER-COMM)</b>      | 136               | 134               | 135                            |
| <b>IRRIGATION ONLY</b>                | 266               | 265               | 260                            |
| <b>TOTAL NUMBER OF ACCOUNTS</b>       | 22,487            | 22,499            | 22,402                         |



**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
OCTOBER 2022**

|   | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|---|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>TOTAL GALLONS PURCHASED</b>  | 265,422,959       | 419,591,529       | 184,337,611                    | 1,952,423,176                       | 1,698,219,857                       |
| <b>NEW SERVICES</b>   | 13                | 6                 | 4                              | 35                                  | 35                                  |
| <i>* Billed to Casper by Central Wyoming<br/>Regional Water System Joint Powers<br/>Board starting October 1, 1997.</i> |                   |                   |                                |                                     |                                     |
| <b>PRECIPITATION (Inches)</b>   | 0.27              | 0.81              | 2.69                           | 3.38                                | 6.10                                |

**REPAIRS**

|                             | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> | <u>THIS FISCAL<br/>YEAR TO DATE</u> | <u>LAST FISCAL<br/>YEAR TO DATE</u> |
|-----------------------------|-------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <b>WATER MAIN BREAKS</b>    | 1                 | 1                 | 3                              | 12                                  | 10                                  |
| <b>SERVICE LINE BREAKS</b>  | 0                 | 2                 | 3                              | 8                                   | 12                                  |
| <b>SEWER MAIN STOPPAGES</b> | 1                 | 1                 | 2                              | 3                                   | 4                                   |

**NUMBER OF ACTIVE ACCOUNTS**

|                                       | <u>THIS MONTH</u> | <u>LAST MONTH</u> | <u>YEAR AGO<br/>THIS MONTH</u> |
|---------------------------------------|-------------------|-------------------|--------------------------------|
| <b>DOMESTIC (WATER &amp; SEWER)</b>   | 19,935            | 19,916            | 19,838                         |
| <b>COMMERCIAL (WATER &amp; SEWER)</b> | 1,693             | 1,670             | 1,687                          |
| <b>OUTSIDE CITY (WATER RES)</b>       | 499               | 499               | 494                            |
| <b>OUTSIDE CITY (WATER-COMM)</b>      | 137               | 136               | 136                            |
| <b>IRRIGATION ONLY</b>                | 243               | 266               | 241                            |
| <b>TOTAL NUMBER OF ACCOUNTS</b>       | 22,507            | 22,487            | 22,396                         |

Robert and Sandra Young  
4643 Smoke Rise Rd  
Casper, WY 82604  
(307)234-8375

November 14, 2022

Casper Utilities  
Advisory Board  
Attn: Janet Brown  
200 N David  
Casper, WY 82601

Re: Water leak for account 522620

Please be advised that we are writing to formally appeal the charges the City of Casper has assessed against our property at 4643 Smoke Rise Rd Barn, account number 522620 for a water leak.

We were not aware of a water leak on our property. Our water bill never showed an increase in use, we have good water pressure when used, there was no known or obvious sinkhole, running water on property or excessive standing water indicating a water leak.

We had traveled out of town in February 2022 and upon our return in July we noticed standing water in a ditch. We immediately contacted the City of Casper thinking there was a problem with the fire hydrant on our property, not far from the water meter. The City of Casper came to our property and determined that the transponder, owned by the City, was not working and that there was a leak in the water line running to our barn, this meter is not used for domestic water. At this point, during the site visit by City personnel, we immediately had the water turned off.

We have appealed this bill with the City of Casper, that decision was that we should pay for one month of leakage at 18 gallon/minute applying the leak adjustment for a total of \$2,767.10. We feel this is excessive for the following reasons. In conversation with Brandy Coyle with the City of Casper water billing department she explained that leaks usually start small and get larger as times goes on. If the transponder had been working we would have noticed a change in our bill the first month of the leak. Jill Johnson with the City of Casper agreed, in her letter dated November 1, 2022, "if the consumption had jumped up during the meter reading cycle, this leak would have been caught at that time".

Prior to this as indicated above, there was no indication via our bill or visually of this subterranean leak until the City came to our property, told us their transponder was broken, and that we had a leak on our barn line. We do not believe we should be responsible for this water bill as the City's transponder was broken and therefore out of our control or knowledge.

If a site visit of our property would be useful so you could see the layout of our property, the location of the meter, where the water would have created a sinkhole and where the standing water would have been we are willing to make those arrangements.

Your consideration of this matter is appreciated and we look forward to hearing from you.

Respectfully,



Robert and Sandra Young

cc: Jill Johnson, Financial Service Director, City of Casper



November 1, 2022

Robert and Sandra Young  
4643 Smoke Rise Road  
Casper, WY 82604

RE: Water leak for account 522620

Dear Mr. and Mrs. Young,

I would like to thank you for your letter of October 19, 2022 regarding the billing for your property on Smoke Rise Road. I appreciate your patience as I have gathered information regarding your unique situation and have tried to put together an amicable resolution.

I would like to reiterate the situation as I understand it:

- Your property has a water line to your barn. In looking back to when the City converted to our new accounting system in 2020, your water bill for this line is usually the minimum as there is not frequent or sizeable usage.
- Per your letter of October 19, 2022, you stated that after being out of town from February 15, 2022 to July of 2022, you noticed standing water in a ditch on the property and reported to the City a possible issue.
- In our phone conversation, you stated you believed the issue was with the hydrant which is located near your barn water line.
- On July 12, 2022, City of Casper meter services was onsite and determined there was not an issue with the hydrant, however there was a leak on the line after the barn meter on your property. The water was shut off at this time.
- On August 11, 2022, the water meter was exchanged and tested for accuracy; the meter passed the accuracy testing. At that time, the meter services staff got a visual read off the old meter of 6555 and had you take a picture of the read.
- On August 25, 2022, meter services staff determined the flow from the leak using the new meter that was installed. The new meter has a GPM read out on it and read 18-20 GPM that was flowing through the leak. You were present while the GPM leak test was occurring.

**FINANCE OFFICE**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8224 | [www.casperwy.gov](http://www.casperwy.gov)

Robert and Sandra Young  
Page 2

City staff believes, due to the extremely high read, that this line has been leaking for more than 30 days; it was estimated that the line has been leaking for about 8 months. When checking the meter, it was determined that the electronic device which sends the read to our system was not functioning causing the meter read to be 0. As this line had little usage for many years, staff did not determine the 0 read to be unusual.

As you have stated, and I agree, if the consumption had jumped up during the meter reading cycle, this leak would have been caught at that time. I would propose the following:

- Using the flow of 18 gallons/minute, which was determined by testing the meter, for a period of 30 days.
- Applying the leak adjustment allowed by Ordinance 13.03.090 – Adjustments.

I am attaching a calculation for the adjusted bill for your review. The adjusted bill would be \$2,767.10. If you agree to this proposal, please let me know. Upon your agreement, we will make the proposed adjustments and send you an updated bill. If you need additional time to pay, please contact our office to set up a pay arrangement. If you disagree with the proposal, you may appeal to the Casper Utilities Advisory Board by written request.

I hope we can resolve this issue together. Please let me know if you would like to discuss further.

Sincerely,

Jill Johnson, CPA, CPFO  
Financial Services Director

Enclosure: Calculation

cc: Andrew Beamer, Public Services Director  
Bruce Martin, Public Utilities Manager  
Brandy Coyle, Accounts Receivable Supervisor

Customer: Robert and Sandra Young

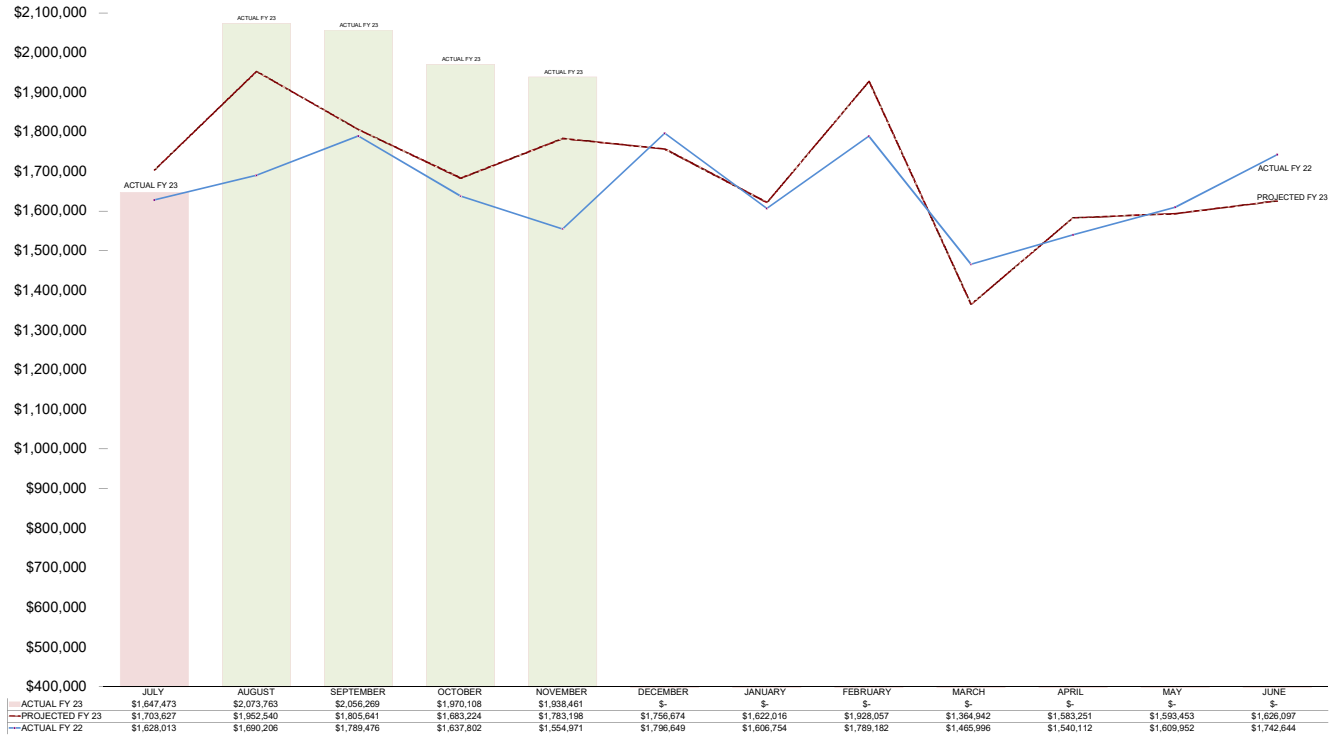
Utility Account: 522620

Address: 4643 Smoke Rise Road - Barn, Casper, WY

| Test Gal/Min | Min/Hour | Hours/Day | Gallons/Day<br>(=A2*B2*C2) |
|--------------|----------|-----------|----------------------------|
| 18           | 60       | 24        | 25920                      |

| December 10th Bill  | Gallons | Rounded<br>DownNearest<br>Thousand | Totals   | Leak<br>Adjustment<br>numbers  |
|---|---------|------------------------------------|----------|--|
| total gallons in 30 days  | 777,600 | 777                                |          |  |
| gallons minus 1st 2000  | 775,600 | 775                                |          | Gallons after adj. for leak (=Gal. Minus<br>465 1st 2000*0.6)                |
| Charges for 1st 1500  |         | 11.34                              | 11.34    |  |
| Charges for next 500 gallons (\$5.92/2)   |         | 2.96                               | 2.96     |  |
| Charges for anything above 2000 gallons   |         | 5.92                               | 4,588.00 |  |
| Total Charge [=Charges for 1st 1500 Gal. +Charges Next 500<br>Gal.+(Gal. Minus 1st 2000 Gal*Charges above 2000 Gal.)] |         |                                    | 4,602.30 | [=Charges for 1st 1500 Gal.+Charges<br>2,767.10 Next 500+(Gallons after Leak |

## Sales Tax FY 2023 Versus Projection and Prior Year



|  | ACTUAL FY 22 | PROJECTED FY 23 | ACTUAL FY 23                        |
|--|--------------|-----------------|-------------------------------------|
| YTD TOTAL  | \$ 8,300,469 | \$ 8,928,231    | \$ 9,686,075                        |
| YTD VARIANCE   |              |                 | \$ 757,844                          |
|  |              |                 | <b>% Difference      In Dollars</b> |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH   |              |                 | 8.71%      \$155,263                |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE |              |                 | 8.49%      \$757,844                |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH      |              |                 | 24.66%      \$383,439               |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE    |              |                 | 16.69%      \$1,385,606             |

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

**MEETING PROCEEDINGS**

October 18, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 18, 2022 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

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

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –**

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates –**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Tom Brauer – Technical Mediation Solutions

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 20, 2022 Regular meeting. A motion was made by Board Member Sutherland and seconded by Vice-Chairman Bertoglio to approve the minutes from the September 20, 2022 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8509 for HUB International Mountain States Limited in the amount of \$106,874.00 is for the property insurance renewal; vouchers 8213 and 8517 for Hach Company in the total amount of \$28,331.00 are for turbidimeters; voucher 8514 for AUMA Actuators, Inc. in the amount of \$13,285.37 is for a FY22 purchase of valve actuators that recently arrived, the funds were carried over from FY22; voucher 8515 for Skogen, Cometto & Associates, P.C. in the amount of \$11,500 is for the FY22 Audit that is in process.

Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the October 2022 vouchers. A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve the October 2022 voucher listing to include voucher numbers 8509 through 8518 in the amount of \$930,267.86. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that he prepared a couple of additional charts that give a better visual of the water production. Mr. Martin stated that the first chart shows monthly water production compared to the five year average. Mr. Martin stated that there were 459 MG produced in September, which is 5 MG above the five year average of 454 MG.

Mr. Martin stated the second chart shows year to date water production compared to the five year average. Mr. Martin stated that year to date production in September was 1.84 BG, which is 120 MG above the five year average of 1.72 BG. Mr. Martin stated that July and August were very strong water production months.

Chairman King asked if the high production was due to the very warm weather and people trying to keep their grass alive, or to the influx of people coming into the area. Mr. Martin stated that he thinks it has more to do with the dry conditions experienced in July and August.

Mr. Martin stated that Water Utility Charges for FY23 is \$4,122,151, which is approximately \$620,000 more than last year. Mr. Martin stated that the increase is due to the rate increase and the above average water sales.

Mr. Martin stated that Reimbursable Contract Expense is \$1,272,061. Mr. Martin stated that this is quite a change from the previous years. Mr. Martin stated that last year there were water conservation efforts due to chemical procurement issues, but the current figure also includes the September Operations Reimbursement, where last year only included August. Mr. Martin stated that this is a change in the way it is posted by Finance in order to be more accurate.

Mr. Martin stated that 33% of the FY23 budget has been spent, and we are 25% through the fiscal year. Mr. Martin stated that July, August, and September are high water production months, so you can expect chemical usage and electrical usage to be higher. Mr. Martin stated that the budget is right on track.

Mr. Martin stated that in Buildings, the \$18,000 is for work that has been done on the FY22 Roof Replacement Project. Mr. Martin stated that this project has been delayed as the contractor is waiting on materials to arrive.

Mr. Martin stated that line item Improvements Other Than Bldgs has only had small equipment expenses in the amount of \$88,000 charged to it so far this fiscal year.

Mr. Martin stated that at the last meeting the Board requested that Ms. Johnson attend a meeting for a discussion on the WyoStar accounts. Mr. Martin turned the time over to Ms. Johnson.

Ms. Johnson stated that she made a presentation to the Board in January, and at that time the Board was earning \$154 in interest on their \$8 M sitting in the bank. Ms. Johnson stated that it was discussed how the Board could rebalance their portfolio to get more interest earnings, and WyoStar I and WyoStar II accounts were discussed. Ms. Johnson referenced the chart being shown and stated that the Board did rebalance their portfolio and the interest earnings increased. Ms. Johnson stated that this was due to a couple of things; the rebalance of the portfolio and higher interest rates that are continuing to rise.

Ms. Johnson pointed out that the cash line is decreasing some, but the interest earnings are increasing.

Ms. Johnson stated that there was a little bit of an issue in July in the new fiscal year. Ms. Johnson stated that as interest rates rise, bond prices go down as they have an inverse relationship.

Ms. Johnson stated that WyoStar II is a pool, so everyone contributes to it and then as investments mature, it becomes cash and is either reinvested or people request money to be paid out. Ms. Johnson stated that if the pay outs exceed what they have in cash, they have to sell bonds. Ms. Johnson stated that in July, with interest rates increasing, and bond prices decreasing, there would be a loss on any bonds sold at that time.

Ms. Johnson stated that when there is a low interest environment and bonds are sold, there would be a gain.

Ms. Johnson stated that the interest earnings are recovering nicely now. Ms. Johnson stated that August and September are tracking nicely with the cash.

Ms. Johnson referenced another chart that shows the rebalancing of the portfolio by month. Ms. Johnson stated that at the end of FY22, the Board earned approximately \$7,700 in interest.

Ms. Johnson stated that as FY23 started, even with the negative in July, the interest is

continuing to rise; \$5,900 in August, and \$7,400 in September.

Ms. Johnson stated that the Board budgeted earning \$70,000 in interest for FY23, and have already earned \$16,799. Ms. Johnson stated that if the \$16,000 is extrapolated out through the end of the year, the Board is looking at \$165,000 of interest earned if everything stays the same.

Ms. Johnson stated that something for the Board to think about when looking at the WyoStar accounts, is that any investment that is made has the risk of having a loss. Ms. Johnson stated it can be all different types of losses. Ms. Johnson stated that with the WyoStar accounts, it will allocate both gains and losses. Ms. Johnson stated that if the Board is uncomfortable with that, they can move their funds from WyoStar back into the Hilltop accounts. Ms. Johnson stated that the WyoStar account that has \$3.4 M is earning \$7,400 in interest, and the Hilltop account with \$4.1 M is earning \$5,778, so there is a difference in earnings.

Secretary Waters asked if there is a given potential that at any given time the Board might take a hit on earnings depending on what the stock market is doing. Ms. Johnson stated yes, WyoStar has a potential to take a loss, but it is based on what the economy is doing. Ms. Johnson stated that it isn't an interest rate adjustment, it's a gain or loss on the sale.

Ms. Johnson referenced the current rates chart for WyoStar I and II. Ms. Johnson stated that the WyoStar I account is a very short term, low interest rate, but currently has an interest rate of 1.996% and rising. Ms. Johnson stated that the WyoStar II account interest rate is 2.622%.

Vice-Chairman Bertoglio asked if the Book Value is still rising. Ms. Johnson stated that it is, but actually it is the Current Yield that is rising.

Board Member Sutherland asked if there is any predictability to when a loss will happen. Ms. Johnson stated that there is not, as it depends on how much cash they have on hand to pay out when a request for funds comes in. Ms. Johnson stated that people can make a request, and they liquidate within three days.

Vice-Chairman Bertoglio asked if the Book Return is a combination of the two, Book and Interest. Ms. Johnson stated that the Monthly Annualized Book Return is what actually calculates to the Interest Rate. Ms. Johnson stated that she is not sure how the Interest Rate is calculated from the Current Yield. Vice-Chairman Bertoglio stated that with the Current Yield that high, there should be higher returns. Ms. Johnson stated that WyoStar could be asked about that.

The Board thanked Ms. Johnson for coming today to speak with them about the WyoStar accounts.

Chairman King asked for a motion to approve the September 2022 Financial Report as presented. A motion was made by Vice-Chairman Bertoglio and seconded by Treasurer Cathey to approve the September 2022 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that the Surface Water Plant has been shut down for the season. Mr. Edwards stated that water demand is low enough that it can be met with just the wells. Mr. Edwards stated that most of the wells are being operated intermittently as needed and rotated.

Mr. Edwards stated that Operations staff adjusted the tank levels and boosters for winter operations and has been working with Water Distribution staff on set points in order to keep nitrification down.

Mr. Edwards stated that Maintenance staff has been replacing filters, fan belts, and some motors on the building HVAC system. Mr. Edwards stated that a lot of the HVAC maintenance is being done in house.

Mr. Edwards stated that staff is winterizing the well houses as well as the Raw Water Building, and making sure all the heaters work and that vents are blocked off.

Mr. Edwards stated that Pioneer Booster Pump No. 2 was repaired as it had some electrical issues.

Mr. Edwards stated that the heater in the backup generator building was replaced.

Mr. Edwards stated that a sand pump on Actiflo Train No. 1 was replaced.

Mr. Edwards stated that motor savers were replaced on Morad No. 3 and Morad No. 8 due to an electrical strike from a storm.

Mr. Edwards stated that cables were pulled for the pH probes on Actiflo in order to integrate them into the SCADA system.

Mr. Edwards stated that Reeds Welding was on site to re-weld the port for the backwash turbidimeter, and fixed a safety issue on one of the metal staircases.

Mr. Edwards stated that Automation and Electronics came out and repaired a valve actuator on Raw Water Pump No. 3.

Mr. Edwards stated that Modern Electric assisted with the electrical work on the Pioneer Booster Station.

Chairman King asked if there were any calls placed on the river for people downstream. Mr. Edwards stated that he was not aware of any recent calls placed on the river. Chairman King stated that with the hot, dry weather he thought there might be someone downstream begging for water. Vice-Chairman Bertoglio stated that the irrigation season is over, so it is storage season now and that is controlled by the Bureau of Reclamation.

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

Mr. Anderson stated that the booster heaters have been checked by the HVAC guy for the winter.

Mr. Anderson stated that staff is exercising all the valves on the Sandy Lake waterline and completing the annual hydrant maintenance. Mr. Anderson stated that it will take about a week for staff to complete the maintenance on this waterline.

Mr. Anderson stated that staff has inspected the Wardwell Tank before winter arrives. Mr. Anderson stated that this tank inspection will be done monthly throughout the winter wind months. Mr. Anderson stated there have been no issues so far.

Mr. Anderson stated that nitrification has started, so there has been a loss of chloramine residuals which will continue through December.

Mr. Anderson stated that starting tomorrow, staff will be flushing the Crosstown Pipeline.

6. There was no Public Comment.

7. In Old Business:

a. In Old Business, Mr. Martin stated that every month the date, time, and location of the Joint Powers Board meeting is advertised in the Casper Star Tribune and on the RWS website. Mr. Martin stated that for the September meeting, there was a hiccup with the Casper Star Tribune and they did not publish the meeting advertisement. Mr. Martin stated that the FY2023 Budget Amendment No. 1 was published in the newspaper, and it included the meeting date and time. Mr. Martin stated that the meeting date was also advertised on the RWS website, so the main advertisement in the newspaper was all that was missing. Mr. Martin stated that this was discussed with Mr. Chapin, and he felt that the public meeting notice requirement was met, but felt that a ratification of the motions taken at the September meeting should be done at the meeting today.

The motions from the September 20, 2022 Regular meeting are as follows:

- A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. Motion put and carried.
- A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.
- A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

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

A motion was made by Vice-Chairman Bertoglio and seconded by Board Member Sutherland to ratify all motions taken at the September 20, 2022 meeting. Motion put and carried.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that there has been some discussion between Wardwell Water and Sewer District and the Town of Bar Nunn through Mr. Tom Brauer, who is in attendance today to update the Board where things stand. Mr. Martin turned the time over to Mr. Brauer.

Mr. Brauer introduced himself to the Board. Mr. Brauer stated that he was employed by and was one of the owners of CEPI for many years, but sold it in 2017. Mr. Brauer stated that for a while he continued to work for CEPI as a contract employee in a consulting capacity. Mr. Brauer stated that he is not here today representing CEPI. Mr. Brauer stated that he is here today with his own company, Technical Mediation Solutions. Mr. Brauer stated that he has a unique knowledge and history of the Regional Water System, being involved with it from the original planning stages all the way through most of the construction projects.

Mr. Brauer stated that he also was the Wardwell engineer for 15 years. Mr. Brauer stated that recently he has been helping Bar Nunn out with some projects and the ongoing saga has continued with Bar Nunn and Wardwell and has been a very contentious and challenging relationship in his opinion for the last 15 – 20 years. Mr. Brauer stated that since growth starting occurring in Bar Nunn, there have been real challenges between Bar Nunn and Wardwell because Bar Nunn had no control over their water and their growth.

Mr. Brauer stated that he was sitting in some Wardwell meetings and had a moment of weakness and volunteered to mediate their issues for free. Mr. Brauer stated that Wardwell and Bar Nunn both agreed to mediation.

Board Member Knell arrived at 11:55 a.m.

Mr. Brauer stated that his approach to mediation is to seek very organic and natural solutions. Mr. Brauer stated that he told Bar Nunn and Wardwell that he felt the rate payers needed to be represented. Mr. Brauer stated that when Bar Nunn and Wardwell were fighting, the residents were paying about \$40 a year in legal fees so the two of them could fight. Mr. Brauer stated that the rate payers were funding the battle, and he asked to look for a rate payer focused solution.

Mr. Brauer stated that the attorneys for Wardwell and Bar Nunn, Ms. Alia Scott, and Mr. Pat Holscher, have been great to work with. Mr. Brauer stated that the mediation process started out with executive session meetings with Bar Nunn, and then executive session meetings with Wardwell. Mr. Brauer stated that a solution came forward, and it is at a point that he wanted to update the Board as it does have some effect on Regional Water.

Mr. Brauer stated that an MOU has been drafted, but has not been formally adopted by Bar Nunn or Wardwell, but is in process. Mr. Brauer stated that both attorneys agreed that it was a good idea to update the Board about what is contained in the MOU.

Mr. Brauer stated that the situation is that Bar Nunn is going to take over the entirety of the Wardwell system. Mr. Brauer stated that a lot of options were looked at to split the area, but ultimately it resulted that Bar Nunn would take over the whole water system from Wardwell. Mr. Brauer stated that there are a couple of caveats that were agreed upon. Mr. Brauer stated that the residents of Wardwell that do not live in Bar Nunn will be charged a punitive rate, that they will not be charged a rate that is appreciably higher than the residents of Bar Nunn. Mr. Brauer stated that the residents of Bar Nunn pay their water rate plus an additional 8 mils in property tax. Mr. Brauer stated that the rate for Wardwell residents will not exceed what the Bar Nunn residents are charged.

Mr. Brauer stated that the other caveat is that if over time the Wardwell residents decide that this was a really bad idea and want to form a water district and take their area over, Bar Nunn will negotiate in good faith and will not stand in the way of that happening.

Mr. Brauer stated that in the meantime, what has to happen is Bar Nunn will operate the Wardwell water system jointly with Wardwell; Bar Nunn will be the operators on the ground, and Wardwell will do the billing, and EPA reporting. Mr. Brauer stated that the parties have agreed to this in principle.

Mr. Brauer stated that the tough part is the legal part. Mr. Brauer stated in order for Wardwell to dissolve as a district, the first thing that has to be done is to prepare a very detailed plan of dissolution. Mr. Brauer stated that plan will be prepared by Wardwell, with review by Bar Nunn's attorney, and then that plan will be submitted to the County. Mr. Brauer stated that at that point, the plan is reviewed by the County Attorney to determine if it is whole and complete, and if it meets the statutory requirements. Mr. Brauer stated that after legal review by the County, then the County Commissioners act upon it. Mr. Brauer stated that it will then go to a vote of all the members of the Wardwell District. Mr. Brauer stated that assuming the vote passes, that is when the transfer of assets from Wardwell to the Town of Bar Nunn will take place.

Mr. Brauer stated that they are only at the MOU stage and there are a lot of legal hurdles. Mr. Brauer stated that realistically, it is a six to nine month period for this to take place. Mr. Brauer stated that both parties seem to be operating collaboratively together and working together on this plan.

Mr. Brauer stated that most importantly, he is here to try to answer questions on the discussion and intent of both the Wardwell Water and Sewer District and the Town of Bar Nunn.

Vice-Chairman Bertoglio asked if Wardwell is going to completely dissolve. Mr. Brauer stated that Wardwell is going to completely dissolve. Vice-Chairman Bertoglio asked if all their building permits in the unincorporated area will go back to the County. Vice-Chairman Bertoglio stated that right now, you have to get a water permit from Wardwell, and they had their own inspectors, and asked if it would all fall back on the County. Mr. Brauer stated that he would assume it would fall onto Bar Nunn.

Vice-Chairman Bertoglio stated that Wardwell has been a challenge for the County as they want to do their own permitting in addition to permitting from the County.

Vice-Chairman Bertoglio stated that when they are ready to go to vote, they will need to get with Tracy Good, County Clerk, as the votes are not one for one. Vice-Chairman Bertoglio stated that the large landowners have a much greater weight than an entire block. Mr. Brauer stated that his recollection of the statute is 50% of the residents and 50% of the assessed valuation of the district. Mr. Brauer stated that he is not sure if that applies to this kind of vote, but it did apply to the petition they did. Mr. Brauer stated that the attorneys are researching the State Statutes for this as they are a bit challenging. Vice-Chairman Bertoglio stated that for the petition they did meet the 50% of residents, but fell way short of the 50% assessed valuation.



Board Member Knell apologized for running late, and asked who Mr. Brauer was. Mr. Brauer briefly introduced himself to Board Member Knell.

Board Member Knell stated that he has been a huge proponent of dissolving Wardwell. Board Member Knell stated that he bought some property in Wardwell, but when he looked into the tap fees they were so exorbitant that it would behoove him to drill a well as opposed to tapping into the waterline. Board Member Knell stated that they have inhibited Bar Nunn's growth by doing this and people not wanting to pay the tap fees. Board Member Knell stated that he assumes that once Bar Nunn takes over that will get back in line and people won't have to pay all the extra fees and permits that were required by Wardwell for no other reason than, he thinks, to make money.

Mr. Brauer stated that the history of the contentiousness of the relationship is mostly over when Bar Nunn started to grow again. Mr. Brauer stated that when everything was stagnant out there, there wasn't much to fight about because you got your water bill and paid it. Mr. Brauer stated that when Bar Nunn started to grow, Wardwell had a lot of rules and requirements, such as you couldn't put meter pits in driveways, they had to be in sodded areas, and the tap fees were high. Mr. Brauer stated that he thinks that any adjustments to tap fees is probably six months to a year after dissolution. Mr. Brauer stated that there will probably need to be another water rate study to figure out where their rates need to be. Mr. Brauer stated that the members of the Bar Nunn Town Council are very much in favor of more pro-development, reasonable tap fees and reasonable growth. Mr. Brauer stated that is what the major rub has been for the last twenty years.

Vice-Chairman Bertoglio asked from a Regional Water standpoint, if it is a straight transfer as Wardwell is a member of the Board as an original signor, would that just get transferred to Bar Nunn. Treasurer Cathey stated that was a good question. Mr. Chapin stated that he would have to look into that as he wanted to hear what Mr. Brauer had to say first. Mr. Brauer stated that in the MOU it states that they will need to communicate early, and often, with the Regional Water System that it was anticipated and hoped that Bar Nunn would just take over the Wardwell seat on the Board.

Mr. Brauer stated that one other item, is that it was important to represent the rate payers so Bar Nunn has agreed to set up an advisory board that will be comprised of Wardwell members so that they have a voice at the Bar Nunn Town Council. Mr. Brauer stated that this was done under the umbrella of a customer oriented solution instead of two government entities warring it out for decades.

Board Member Knell stated that in a generic scheme of things, the customer doesn't change, or the amount of water going out, it's just who is receiving it and paying for it.

Vice-Chairman Bertoglio stated that as he recalls, as long as Regional Water has debt, Wardwell could not leave, but as long as they are satisfying the debt by replacing with someone else, he doesn't think it should be a problem. Board

Member Knell agreed. Mr. Chapin stated that there are issues of stability and what has to be established and demonstrated, and be able to pick up the debt load. Board Member Knell stated that he thinks Bar Nunn would bring more security to the table than the Wardwell District, but that is just his assumption.

Mr. Brauer stated that as soon as the MOU is ratified by both Wardwell and Bar Nunn, he will email a copy to Mr. Martin so he can distribute it to the Board.

Vice-Chairman Bertoglio asked when Mr. Brauer anticipates the MOU to be ratified. Mr. Brauer stated that Bar Nunn meets tonight, but probably in the next two to four weeks the MOU will be ratified. Mr. Brauer stated that he has written comments on the MOU back from Ms. Scott, but has not seen written comments back from Mr. Holscher. Mr. Brauer stated that this is just an MOU, it's not a legal document that meets all the very careful, fine tooth comb approach. Mr. Brauer stated that the MOU is just the intent of what they want to do. Vice-Chairman Bertoglio stated that he wants to give Eric Nelson, County Attorney, a heads up so he can plan for it as the County has a lot of things going on right now. Mr. Brauer stated that Ms. Scott was going to reach out to Mr. Nelson as well.

Mr. Brauer stated that they will also be reaching out to the 201 Sewer Board so they are also notified. Chairman King asked if Bar Nunn would then be over the water and sewer systems and Wardwell would be defunct. Mr. Brauer stated that was correct.

The Board thanked Mr. Brauer for the information and for stepping up to help Wardwell and Bar Nunn.

- b. Mr. Martin stated that this project has been before the Board a time or two, so it should sound familiar. Mr. Martin stated that the WTP HVAC Chiller Replacement Project includes piping, condensing units, pumps, and the removal and replacement of the Building Management System panel, which is the main control panel for the HVAC system for the entire WTP building.

Mr. Martin stated that this project was originally budgeted in the FY21 budget at \$180,000. Mr. Martin stated that design was started and the funds were moved into the FY22 budget. Mr. Martin stated that the project was bid out in November 2021 with one bid submitted. Mr. Martin stated that Sheet Metal Specialties submitted a bid of \$422,000. Mr. Martin stated that at that time staff recommended and the Board agreed, that the bid should be rejected and the project should go back out to bid after additional funds were budgeted. Mr. Martin stated that an additional \$285,000 was budgeted in the FY23 budget to make a total budget amount of \$465,000 for the project.

Mr. Martin stated that the project was put back out to bid in September, and only one bid was received; Sheet Metal Specialties, Inc. in the amount of \$494,880. Mr. Martin stated that with adding a construction contingency amount of \$55,120 brings the project to \$550,000. Mr. Martin stated that staff recommends moving forward with the project.

Mr. Martin stated that there is a bit of a budget shortfall, but it is anticipated to reallocate funds that are included in the FY23 Roof Project to the WTP HVAC Project. Mr. Martin stated that this will be the next item of business. Mr. Martin stated that no additional funds would be added to the FY23 Capital Budget; funds would only be reallocated from one project to another. Mr. Martin stated that staff felt that since there have been several roof replacements in the last few years, staff feels that it would work out to move some funds out of the FY23 Roof Project and transfer them to the WTP HVAC Project.

Mr. Martin stated that Mr. Andrew Colling with the City of Casper Engineering Department is in attendance today to answer any questions the Board might have on the project.

Mr. Colling stated that Sheet Metal Specialties was the only bidder both times the project went to bid. Mr. Colling stated that the standard advertising process was done through the Casper Star Tribune and Quest CDN. Mr. Colling stated that last year he spoke to a couple of plan holders that did not bid and they did not really have any reason why they didn't bid on the project. Mr. Colling stated that this time, Sheet Metal Specialties was the only prime bidder that got plans.

Board Member Knell asked if the funds are transferred from the Roof Project, will that be delaying some needed roof repairs. Mr. Martin stated that staff reviewed this, and since Roof Projects have been done the last several years, and there was \$300,000 budgeted in the FY23 Roof Replacements, it is felt it will be fine to scale it back this year and not be hurting anything.

Board Member Sutherland asked what the discrepancy is between the bid from last year to this year. Mr. Colling stated that there is a 15% difference for cost of materials, and there is still a 40 week lead time. Mr. Colling stated that the chiller replacement has been needed for a couple of years. Mr. Martin stated that the Chiller Project has been delayed a few times and must be done.

Board Member Knell asked if it is realistic to think that the Chiller Project will be completed by July when FY24 begins. Mr. Colling stated that is the goal to have it done, but we are captive to getting materials. Mr. Colling stated that West Plains Engineering, who is the engineer for the project, stated they have talked to some suppliers and they think the lead time is a pretty strong estimate, and they don't see it going longer than that.

A motion was made by Board Member Sutherland and seconded by Vice-Chairman Bertoglio to approve the contract with Sheet Metal Specialties for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$494,880. Motion put and carried.

A motion was made by Board Member Knell and seconded by Treasurer Cathey to add \$55,120 for contingency to the contract for the WTP HVAC Chiller Replacement Project No. 20-030 with Sheet Metal Specialties for a total project amount of \$550,000. Motion put and carried.

- i) Mr. Martin asked the Board to reference Budget Reallocation No. 2023-01 to move funds from the FY23 Roof Replacement Project to the WTP Chiller Replacement Project in the amount of \$112,865. Mr. Martin recommended approval of Budget Reallocation No. 2023-01.

Board Member Knell stated that he thought that only \$55,120 was being moved. Mr. Martin stated that \$55,120 is for the contingency amount, but the project is also short funds. Board Member Knell asked what amount will be left in the FY23 Roof Project. Mr. Martin stated that there will be just under \$200,000 left in the FY23 Roof Project.

A motion was made by Vice-Chairman Bertoglio and seconded by Board Member Sutherland to approve Budget Reallocation No. 2023-01 to move \$112,865 from the FY23 Roof Project to the WTP HVAC Chiller Replacement Project. Motion put and carried.

c. In Other New Business:

- i) Mr. Chapin asked to give an update on the City of Mills case. Mr. Chapin stated that the Judge ordered more briefing as additional cases and statute that may be applicable were found. Mr. Chapin stated that after reviewing the additional statutes and cases he is comfortable they are in the Board's favor and not Mills with regard to the ability to build over the top of existing utilities. Mr. Chapin stated that the review and briefing must be submitted to the Court in 30 days. Mr. Chapin stated that then we will have to wait for the Judge to make a determination whether to enter a judgement or if it will have to be litigated. Mr. Chapin stated that he suspects a judgement will be entered.

Board Member Knell stated that in the meantime, Mayor Coleman has taken to the social media platform and put a lengthy post about the RWS waterline running under a trailer park and how he is fighting for those people, and how RWS is wrong and Mills is right. Board Member Knell stated that he had to be careful how he replied, but he posted that he thought that waterline was in the ground before Mills was even born, and left it at that. Mr. Chapin stated that is a true statement. Board Member Knell stated that Mayor Coleman posted to social media just a few days ago.

Chairman King asked what kind of pressure he thought the waterline has, as it wouldn't blow the trailer houses in the air. Mr. Chapin stated that City of Casper Engineers did calculations and it would just be a slow leak.

Board Member Knell stated that the trailer park was built over the top of the existing waterline. Mr. Chapin stated that the main point is that Mills knew the waterline was there and have tried to feign a lack of knowledge of it and it's not going to sell.

- ii) Chairman King stated that the WTP Admin spoke to him and Mr. Martin as she thinks there is sufficient work for her position to be taken from a part-time to a full-time basis. Chairman King stated that he and Mr. Martin seem to agree and would like the Board to consider it as well.

Board Member Knell asked what kind of impact it would have on the budget with the additional pay and benefits.

Mr. Martin stated that this is a request that will come forward at the end of the year in December or January, as it will allow Mr. Edwards to gather information on what that impact might look like.

Board Member Knell asked Mr. Martin if he felt the work was there for a full-time position. Mr. Martin stated that it will take some looking into to see what the plan is for the future, and what kind of duties that position might affect.

Chairman King stated that this is just food for thought at this point.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on November 15, 2022.

A motion was made by Secretary Waters and seconded by Board Member Sutherland to adjourn the meeting at 12:25 p.m. Motion put and carried.

  
Chairman

  
Secretary

# AGENDA

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## LGBTQ ADVISORY COMMITTEE

Friday, December 16, 2022 - 3:30 p.m. – 4:30 p.m.

**City Hall - 200 N. David St. - Downstairs Meeting Room**

*\*Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

1. Approve November 18, 2022, Meeting Minutes
2. Status Report to Council
  - o Project Focus
3. Casper Pride 2023
  - o Direction/Planning
4. Non-Discrimination Ordinance
5. Other Business
  - o **Sign the “Thank You” Card**
  - o Anything else?
6. Adjourn

Next Meeting: January 20, 2023, 3:30 p.m.



## **CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING**

Friday, November 18, 2022, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

### **MINUTES**

The meeting began at 3:30 p.m. with the attendance of Mayor Ray Pacheco, Council Member Amber Pollock, City of Casper staff member, Heidi Rood, and the following committee members: Alex Petrino, Christy Jourgensen, Darrell Wagner, David Esposito, Gage Williams, Hollie Brogan, Kate Allen, Kelly Stiefvater, and Skylar Cooper, and Sara Loghry, Co-Chair for the City Youth Council

Absent: Riley Jourgensen, Casper Police Liaison Sergeant Stedillie, and Natrona County School District Representatives Marie Puryear and Dirk Andrews

### **Welcome**

Chair Gage Williams welcomed student and Co-Chair for the City Youth Council, Sara Loghry. Sara is interested in attending meetings for observation on behalf of the Youth Council.

### **Approve October 21, 2022, Meeting Minutes**

Motion to approve October 21, 2022, minutes made by Kate Allen and seconded by Darrell Wagner with no objections.

### **Status Report to Council**

A copy of the last presentation to the City Council was shared with the committee. Councilmember Pollock recommends an update to the Council after the first of the year outlining the projects and focus of the advisory committee for 2023. Then, after 2023 Casper Pride, provide another data-driven update to City Council. This item will be included on the next meeting agenda to begin planning and preparation.

### **Non-Discrimination Ordinance**

The second reading of the Ordinance Amending Chapter 9.08 – Offenses Against the Person, of the Casper Municipal Code, to Add Section 9.08.020 “Malicious Harms Based on Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, Gender Expression, National Origin, Age or Disability” was held on Tuesday, November 14, 2022.

Kate Allen, Skylar Cooper, and Riley Jourgensen from the committee spoke at the public hearing in favor of the ordinance. Sara Loghry also spoke in favor of the ordinance. One of the speakers in opposition mentioned copy edits needed in the ordinance. Kate said she had provided a copy to the City Attorney’s office with those edits prior to the first reading.



Mayor Pacheco will follow up with the City Attorney regarding the copy edits needed and confirm the version is the appropriate one.

The third reading is scheduled for Tuesday, December 6<sup>th</sup> at 6 pm.

### **Other Business**

**Business Cards** – Christy has the printed business cards provided by Shannon O’Quinn and will have them available.

**Upcoming School Board Meetings** – Discussion to join efforts for attending upcoming sessions of the school board regarding the book(s) ban and new policy. Alex forwarded the group the media link with the details. PFLAG has assigned a person (Archie Pettry) to attend each meeting. Councilmember Pollock will send an intro email to the group. Anyone that would like to attend the meetings is recommended to arrive early between 5-5:30 pm at 970 N Glen Road for a discussion on any specific needs for speakers/support.

The meeting was adjourned at 4:20 p.m.

### **Next Meeting Date**

December 16, 2022, **3:30** p.m.





**Jeremiah Volk, Program Coordinator 500 South Wolcott, STE 100 Casper, WY 82601 Phone: 307-235-2000 Fax: 307-235-2015**

Advisory Board Meeting minutes for 11/02/2022. In attendance: Judge Brian Christensen, Jeremiah Volk, Scott Wonser and Samuel Forshner, atty.

- Board members went over the memo that Jeremiah had drafted to send to the Casper City Council. Jeremiah will be meeting with City Council on 11/08/22. The memo was approved to send.
- Finances (State Grant and COVID Grant). See the attached spreadsheets. In summary, the Natrona County Drug Court has been handling its funding appropriately to date. The attached spreadsheet is the most recent invoice for the state and Covid Grant. It is not what was passed out in the meeting.
- Client numbers are currently at 37, which is 8 too low. These numbers are anticipated to rise substantially and quickly as Jeremiah will be able to assist with assessments now that the CARF Survey has been completed.
- Virtual CARF survey was from 10/12/22 – 10/14/22
  - Drug Court only received 14 “recommendations” out of 1000+ standards; thus, it is anticipated that Drug Court will receive another 3-year accreditation. This is the best outcome that can from a CARF survey.
- National Conference in Houston June 26<sup>th</sup> – June 29<sup>th</sup>. The following staff/board member will be in attendance. Hotel rooms have already been purchased.
  - Judge Brian Christensen
  - Jeremiah Volk
  - April Steffensmeier
  - Sam Forshner
  - Terry Jackson
- The Board discussed creating an abbreviated track for parolees as a way to provide Dru Court services to those individuals coming out of prison with only 6-9 months of parole to complete. Jeremiah will draft a working program agenda for potential parolees.
- Having no further business, this meeting was adjourned.

The next Advisory Board Meeting will be in January 2023. Next year’s schedule will be emailed out once it is complete.

**State Monthly Invoice for Court Supervised Treatment (CST) Program**

WDH-Behavioral Health Division

122 West 25th Street, Herschler Building 2 West, Suite B

Cheyenne, WY 82002-0480

**October FY23**

(Due on the 25th of the following month)

Date Invoice Submitted

11/10/2022

|                                      |                                 |                                   |                                  |
|--------------------------------------|---------------------------------|-----------------------------------|----------------------------------|
| <b>CST Program Name:</b>             | Natrona County Adult Drug Court | <b>CST Program Contact:</b>       | Jeremiah Volk MSW, LCSW, LAT     |
| <b>CST Program Address:</b>          | 500 S Wolcott Street, STE 100   | <b>CST Program Contact Title:</b> | Program Coordinator              |
| <b>CST Program City, State, Zip:</b> | Casper, WY 82601                | <b>CST Program Email:</b>         | jvolk@natronacountydrugcourt.com |
| <b>CST Program Contact Phone:</b>    | 307-235-2000                    | <b>CST Program Contact Fax:</b>   | 307-235-2015                     |

| <b>Cost Description</b>                                      | <b>Budgeted Amount</b> | <b>Actual Monthly Expenditures</b> | <b>Year to Date Expenditures</b> | <b>% of Budgeted Funds Expended</b> |
|--|------------------------|------------------------------------|----------------------------------|-------------------------------------|
| <b>TREATMENT/SUPERVISION</b>                                 |                        |                                    |                                  |                                     |
| Substance Abuse Treatment                                    | \$0.00                 |                                    | \$0.00                           | 0%                                  |
| Substance Abuse Treatment Salaries and Wages (if applicable) | \$34,260.20            | \$8,181.98                         | \$32,727.92                      | 96%                                 |
| Substance Abuse Treatment Employee Benefits (if applicable)  | \$9,250.25             |                                    | \$8,803.16                       | 95%                                 |
| Mental Health and/or Other Counseling Services               | \$0.00                 |                                    | \$0.00                           | 0%                                  |
| Educational Program  | \$2,000.00             |                                    | \$0.00                           | 0%                                  |
| Educational Materials  | \$1,000.00             |                                    | \$585.71                         | 59%                                 |
| Drug Testing Supplies  | \$7,600.00             |                                    | \$6,439.56                       | 85%                                 |
| Drug Testing (On-site and Confirmation)                      | \$417.51               |                                    | \$0.00                           | 0%                                  |
| Monitoring (Electronic)                                      | \$1,000.00             |                                    | \$0.00                           | 0%                                  |
| Graduation and Incentives                                    | \$500.00               |                                    | \$250.00                         | 50%                                 |
| Family Activities  | \$0.00                 |                                    | \$0.00                           | 0%                                  |
| Quality of Life Dollars                                      | \$100.00               |                                    | \$0.00                           | 0%                                  |
| <b>Totals</b>  | <b>\$56,127.96</b>     | <b>\$8,181.98</b>                  | <b>\$48,806.35</b>               | <b>87%</b>                          |

**State Monthly Invoice for Court Supervised Treatment (CST) Program**

WDH-Behavioral Health Division  
 122 West 25th Street, Herschler Building 2  
 West, Suite B  
 Cheyenne, WY 82002-0480

October FY23

(Due on the 25th of the following month)

Date Invoice Submitted 11/10/22

|                               |                                 |                            |                                  |
|-------------------------------|---------------------------------|----------------------------|----------------------------------|
| CST Program Name:             | Natrona County Adult Drug Court | CST Program Contact:       | Jeremiah Volk MSW, LCSW, LAT     |
| CST Program Address:          | 500 S. Wolcott Street, STE 100  | CST Program Contact Title: | Program Coordinator              |
| CST Program City, State, Zip: | Casper, WY 82601                | CST Program Email:         | jvolk@natronacountydrugcourt.com |
| CST Program Contact Phone:    | 307-235-2000                    |                            |                                  |

| Cost Description          | Budgeted Amount State Grant | Actual Monthly Expenditures State Grant | Year to Date Expenditures State Grant | % of Budgeted Funds Expended State Grant | Budgeted Local Match; In-Kind; Federal Funds, Participation Fees and other funds | Actual Monthly Expenditures Non-State Grant | Year to Date Expenditures Non-State Grant | % of Budgeted Local Match; Federal Funds, Participation Fees and Other Monies Expended |
|---------------------------|-----------------------------|---|---------------------------------------|--|--|---|---|--|
|                           |                             | Type in this column                     |                                       |  |  | Type in this column                         |   |  |
| Administrative            | \$225,045.16                | \$17,934.96                             | \$76,499.37                           | 33.99%                                   | \$39,000.00  |   |   |  |
| Training Expenses         | \$10,000.00                 |   |                                       |  | \$2,000.00   |   |   |  |
| Treatment and Supervision | \$176,059.88                | \$2,927.32                              | \$6,619.75                            | 3.76%                                    | \$91,000.00  |   |   |  |
| Quality of Life Dollars   | \$500.00                    |   |                                       |  |  |   |   |  |
| CARF                      | \$7,500.00                  |   | \$4,860.00                            | 64.80%                                   |  |   |   |  |
| Drug Testing              | \$12,493.80                 | \$5,865.00                              | \$11,725.00                           | 93.85%                                   |  |   |   |  |
| Surcharge                 |                             |   |                                       |  |  |   |   |  |
| <b>TOTALS</b>             | <b>\$431,598.84</b>         | <b>\$26,727.28</b>                      | <b>\$99,704.12</b>                    | <b>23.10%</b>                            | <b>\$132,000.00</b>  |   |   |  |

## Parks & Recreation Advisory Board Minutes of Thursday, October 13, 2022

**Meeting Called to Order:**      **Date:**      October 13, 2022  
**Time:**                              4:32 pm  
**By:**                                      Doug Follick  
**Location:**                          19<sup>th</sup> Hole Restaurant & Microsoft Teams

- I. **Board Members Present:** Doug Follick, Olivia Cole, Doug Hall, Ian Walker, Randy Hein, Kris Galles, Jim DeGolia  
**Council Liaison:**                      Lisa Engebretsen  
**Staff Present:**                          Zulima Lopez, Phil Moya, Randy Norvelle, Reese Carson, Jason Ostlund  
**Guests:**                                      Kris Dona, Jim Hinton

### Approval of Minutes:

**Minutes Date:**                      September 8, 2022  
**Motion By:**                              Kris Galles  
**Second:**                                      Randy Hein  
**Board:**                                      Approved by all

## II. User Groups

### Golf Course – Reese Carson, Head Golf Professional

The Muni is looking into raising the season pass fee and the cart pass fee.

The Muni closed at \$120K higher than the close of 2021.

The ball dispenser brought in \$43K, which surpassed the projection of \$40K.

Improved the driving range: removed metal signs and replaced them with flags and signs stating the distance to flags.

Improved the course with water buckets.

Merchandise is up 33.38% from the previous year. Demand was so high we couldn't keep the supply.

The new Point of Sale system will help with keeping merchandise in stock.

Couples tournaments went smoothly and sold out immediately.

Ladies & Men's Associations and the Insurance League went well.

Discussing taking over the Men's Association and running it in-house.

Individual and group lessons are up, as well as Junior Camps.

The women's clinic is booming. The men's clinic is not doing as well.

We were able to keep 7 of 8 part-time employees the entire season.

The only concerns currently are keeping part-time staff, the ball dispenser service having credit card issues, and people bringing their own alcohol onto the course.

A new golf cart fleet is coming.

Currently negotiating an MOU with the School District and asking for increased fees for golf course use.

Many compliments this year that the course was in the best condition users have ever seen.

### Ladies Golf – Kris Dona, President

Had a great year this year. The Pro shop is great and the course conditions are great.

Concerns:

1) Ladies' locker room – an ongoing concern.

2) Drinking stands removed during COVID are not back yet. It was reported that the drinking stands will not be replaced. Since the restaurant is operating better with the new management, the beverage cart is out all day every day. Also, they are giving out water to fill personal bottles.

3) Cart paths are in poor shape. The city is aware the cart paths are in poor shape. Unfortunately, that is a

capital improvement and is behind in priority to dredging the ponds to up their capacity to water the course as that will affect income more than cart paths. We need to have enough water during a drought or we have to pay for municipal water. So, expanding the capacity of the water ponds would free up other monies down the road for other capital improvements, like the cart paths.

**19<sup>th</sup> Hole Restaurant** – Jim Hinton, Controller, Johnson Restaurant Group

Had a loss this year, but the good news is that it is \$40K less than last year. We are making progress.

**ACTION:** Randy to contact Jim Johnson about continuing the lease. There was confusion over the terms.

Sales are also up \$100K over the previous year.

The restaurant closes on October 30<sup>th</sup> but will be open for private parties and special events.

The restaurant will re-open to the public on April 1, 2023.

The biggest concern is getting the word out that the restaurant exists for non-golfers as well and that it is being run by the Johnson Restaurant Group.

**Land & Water Conservation Fund Grant (LWCF)**

The LWCF Grant is a fund that accepts federal dollars and is managed and distributed at the state level. It is a very complex grant to apply for and administer.

The City of Casper is applying for this grant for updating Washington Park. It is a matching grant and the City is hoping to have \$600K - \$700K to match

The City chose Washington Park because it is a central hub, has many different rec opportunities, and needs major improvements.

Need Council approval to even apply. They agreed they would approve a resolution to apply for the grant.

Currently, on the FY23 budget, the City has budgeted \$360K for lights on the ballfield, \$127K for bathroom upgrades that are currently leased to Midget Football as storage to make them ADA compliant and open them to the public, and \$50K to resurface the tennis courts.

1-cent 17 ask is for the pool building, minor irrigation improvements, and minor playground improvements.

There are a few user groups that have stated they could provide in-kind services or cash to up the amount of the money to match. Lots of opportunities to get in-kind services to up the match.

USDA is on board to offer in-kind design services that we can use toward the match.

We have a verbal commitment from the Natrona County Recreation Joint Powers Board for a \$95K contribution to a Parks Master Plan (the usual cost is ~\$250K). This would be a great start. We need a clearer direction and to be proactive instead of reactive all the time. We need to engage the schools so we are not double investing in playgrounds so close to each other.

The City has partnered with the President of the National Recreation & Parks Association out of Billings. We did a half-day workshop with her about our ideas and received her expert feedback.

Baseball, tennis, parking, and bathrooms would all be Phase #1 improvements.

Tennis court addition, Pickleball addition, Bandshell improvements, and inclusive playground would be Phase #2 improvements.

Pickleball and the Walshes are on board and are looking into securing other non-federal grants for matching funds.

Historically, the max has been \$250K for a \$500K project. But, they have been granting more than that; recently Gillette received \$900K.

As a requirement of the grant process, we must do Public Engagement. We will be having 2 public meetings at the Rec Center on Oct 27<sup>th</sup> and Nov 4<sup>th</sup> which will be live streamed, we will be sending out a survey, will be placing door hangars to residents within 300 feet of the park, will put up a traffic sign for the public meetings, information will be sent to the current user groups in the park, we will have a Facebook page to solicit as much feedback from the community as possible.

The estimate to remodel the bathrooms is \$200K and just found out that the ceiling has asbestos (remediation is not in the estimate).

Intend on applying for a grant through the Daniels fund to purchase aqua wheelchairs.

Washington Park pool is the least utilized pool in the community. We need to make an investment to up utilization.

Ideas:

Should we remodel or tear down the bathrooms? If we tear them down we can move them to a better location and that would open up areas for more tennis courts and Pickleball.

Current tennis courts could be moved and current space could be used for additional parking.

Additional 6 tennis courts (needed for high school tournaments) and 8 Pickleball courts (required for tournaments). These could go in the open space and sand volleyball area.

Pickleball and tennis courts need to have some separation due to noise issues.

Looking at replacing all 3 playgrounds with 1 large inclusive playground. The other 3 would be relocated across the City.

Would like the ADA restrooms to have more amenities for special needs adults in the community.

Pool building blocks the view of the pool and creates hazards. People can be in the pool off-hours without being seen. The pool itself is in good condition. Move the building to the east side?

Opportunity to expand concessions to help serve the rest of the park.

The big wading pool could be remodeled to be more inclusive of all age groups with a splash pad for older kids or an obstacle course.

Bandshell has some water issues in the basement creating mold. Also, it is not ADA-compliant so some members of the user groups cannot access the stage properly.

Jefferson Street is very dangerous, so we would like to install a path next to the road and then extend it around the entire park and to the inclusive playgrounds.

South end make a dog park.

Turn areas on the south and west sides to native for bird watching, etc.

Make the sledding hill better.

Xeriscape along the south and west side.

**ACTION:** Board is encouraged to participate in the public meetings at the Rec Center.

**ACTION:** Board to come together and bring any and all ideas.

### III. Other Business

*Public:* None

*Staff:* None

*Board:* Parks Repurposing:

Suggested that CY Islands be xeriscaped with drought-resistant plants that can bloom year-round. Put in a rock mulch as far back as the splash from salt/sand trucks.

Harden Park – Makes sense to sell it. Waiting on attorney opinion on whether can sell or not.

Freedom Park – Sell to the school district. Waiting on the attorney's opinion on whether we can sell or not. Or it would be an easy conversion to lots. Or make it an arboretum.

Garden Creek – Idea to make it a disc golf course.

**ACTION:** JJ to send a list of parks we are looking at repurposing

**ACTION:** Board needs to make firm recommendations for the 6 parks up for repurposing.

**ACTION:** Schedule another tour for the other parks.

The next scheduled meeting will be **Thursday, November 10, 2022, at 4:30 pm at the City Service Center & via Microsoft Teams.**

**Meeting Adjourned:** The meeting was adjourned at 6:12 pm.

# Don't Forget!

**JOIN US!**

**Advance Casper & Visit Casper**



**OPEN HOUSE**

**Thursday, December 8<sup>th</sup>  
4:00-6:00 pm**

**At our offices, 139 W 2nd St.**

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**Meet new Visit Casper CEO and enjoy  
food, drink & mingling!**

Advance Casper, 139 West 2nd St. #1D, Casper, Wyoming 82601, United States, (307)577-7011