

INFORMATION PACKET
Thursday, December 15, 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 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Part II Safe Rooms					
Public Hearing for a New Restaurant Liquor License No. 50 for Antojitos Shiwas LLC 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	
Authorizing a Contract for Professional Services with Equalized Production, LLC, for Design & Construction Services for the Ford Wyoming Center Sound System Replacement, Project No. 22-052.				C	
Authorizing a Contract for Professional Services with DBC Irrigation Supply, for Professional Services for the Irrigation System Improvements, Project No. 22-051.				C	
Authorizing an Agreement with 71 Construction, Inc., for the 2023 Cape Seal, Project No. 22-048.				C	
Authorizing a Procurement of Goods Agreement with Serpentix Conveyor Corporation for Supplying Conveyor Components for Use at the Wastewater Treatment Plant.				C	
Authorizing a Real Estate Purchase Agreement with Knife River for the Purchase of 47.94-Acres of Undeveloped Land Adjacent to the Old Landfill Area South of Metro Road.				C	
Authorizing a Lease Agreement Between the City of Casper and Mountain				C	
Authorizing an Agreement with Crown Construction, LLC, for the North Platte River Pathway Replacement and Boat Ramp Installation, Project No. 21-056.				C	
Employing Eric K. Nelson as Casper City Attorney, and Authorizing the Execution of an Employment Agreement.				C	
Authorizing a Merchant Agreement with DrivePayments, LLC, to Set Up the Qualifying Merchant Account to Transition the City of Casper Utility Account to a Service Fee Model.				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 Amendment No. 1 to the Contract for Professional Services with Holland and Hart, LLP for Providing Legal Services.				C	
Authorizing the Reappointment of Greg B. Groves to a Three-year Term as a Civil Service Commissioner, Effective January 1, 2023					C
Reappointing Ronald Shosh, Jr., as the Architect to the Old Yellowstone District					C
Executive Session: Personnel & Land					

December 27, 2022 Councilmembers Absent:

CANCELED - No Work Session

The Grid
A working draft of Council Meeting Agendas

January 3, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 12/6 Minutes					C
Approval of 12/6 Exec Session Minutes					C
Approval of 12/13 Special Meeting Minutes					C
Approval of 12/13 Executive Session Minutes					C
Approval of 12/20 Regular Meeting Minutes					C
Approval of 12/20 Executive Session Minutes					C
Bills & Claims					C
Oaths for New Councilmembers					
Establish public hearing for FY23 Budget Amendment #2 for the January 17th	C				
Establish a Public Hearing for the Zone Change of the property located at 1231, 1235 and 1241 South Washington Street	C				
Banks, Newspapers, Disclosures					
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	
Authorizing a Contract with Experian for use in Accessing Credit Reports.				C	

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	Direction Requested	4:55	45 min
WYOSports Ranch	Direction Requested	5:40	30 min
Flag Lots in Residential Areas	Direction Requested	6:10	10 min
Legislative Agenda	Direction Requested	6:20	20 min
Agenda Review		6:40	20 min
Council Around the Table		7:00	20 min
Approximate Ending Time:			7:20

The Grid

A working draft of Council Meeting Agendas

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		N			
Pub Hearing: An Ordinance Approving A Zone Change of Three (3) Lots		N			

January 24, 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
Recreation & Sports Subsidy	Direction Requested	4:35	45 min
CY & Poplar Intersection		5:20	20 min
Agenda Review		5:40	20 min
Legislative Review		6:00	20 min
Council Around the Table		6:20	20 min
Approximate Ending Time:			6:40

January 31, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Strategic Planning Meeting		4:00	
Approximate Ending Time:			

February 7, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 1/17 Minutes					C
2nd Reading: An Ordinance Approving A Zone Change of Three (3) Lots Located at 1231, 1235 and 1241 South Washington Street, Lots 294, 295 and 296, Kenwood Addition Subdivision in the City of Casper, Wyoming			N		

The Grid

A working draft of Council Meeting Agendas

February 14, 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
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
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			
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			
Casper Area Transit Electric Fleet Conversion Study Results			
Ice Arena Expansion			
Project SAFE			

Potential Topics-- Council Thumbs to be Added:

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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



CITY OF CASPER
COMMUNITY DEVELOPMENT DEPARTMENT

Coffee Talk

January 12, 2023 7:00 a.m.

CASPER IMPACT FEE STUDY

By Consultants: Felsburg, Holt, & Ullevig



Casper City Hall, Council Chambers

Coffee and Donuts Provided

RSVP - to planning@casperwy.gov by January 10

From: Justin Schilling <jschilling@wyomuni.org>
Sent: Friday, December 9, 2022 1:18 PM
Subject: Newly Elected Bootcamp at WAM Winter Conference, January 25th

Good afternoon WAM!

Calling all newly elected officials! WE WANT TO SEE YOU at 2023 WAM Newly Elected Bootcamp, January 25th 2023 from 12:30-5:30 p.m. at Laramie County Community College in Cheyenne. This exciting training is designed to help freshly-elected leaders (or those that would like a refresher) gain the knowledge they need to hit the ground running in their first term. This standalone session is provided free of charge to WAM member communities as part of the 2023 WAM Winter Conference, January 25-27, 2023 at Laramie County Community College.

Boot Camp participants are not required to register for the full conference, but we hope that they'll consider doing so as it's an excellent opportunity to learn, socialize and network with other elected officials and municipal staff from around the state! For those that do wish to attend the full conference, and have never been to a WAM event before, we do offer a "First Timers" discounted registration of just \$200.

To register for Newly Elected Boot Camp and/or Winter Conference [click here](#).

To see the full 2023 WAM Winter Conference Agenda [click here](#).

If you have any questions please don't hesitate to reach out to me, and I'll hope to see you all in late January!

Warm regards,
Justin Schilling
Member Services Manager
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
[307-632-0398](tel:307-632-0398)
jschilling@wyomuni.org
www.wyomuni.org

WE WANT YOU
AT
NEWLY ELECTED
BOOTCAMP
JANUARY 25TH, 2023
START YOUR TERM OFF RIGHT!
LEARN ABOUT
ETHICS AND CONFLICTS OF INTEREST
ROLES AND RESPONSIBILITIES
PROPER MEETING PROCEDURE
OPEN MEETINGS LAW
PUBLIC RECORDS LAW
MUNICIPAL BUDGETING
COMMUNITY AND ECONOMIC DEVELOPMENT
PRESENTED AS PART OF
WAM WINTER CONFERENCE
JANUARY 25-27, 2023
LARAMIE COUNTY COMMUNITY COLLEGE

wam



Wyoming
Association of
Municipalities
Building Strong Communities

WAM Winter Conference 2023
January 25-27, 2023
Laramie County Community College

Wednesday, January 25th

12:00 p.m. - 5:00 p.m. Registration Open

12:30 p.m. - 5:30 p.m. Newly Elected Boot Camp

1. Ethics and Conflicts of Interest
2. Roles and Responsibilities of Elected Officials
3. Meeting Procedure, Open Meetings, Public Records
4. Municipal Budgeting
5. Community and Economic Development

2:00 p.m. - 4:00 p.m. WAM Board of Directors Meeting

7:00 p.m. - 10:00 p.m. WAM Welcome Reception, Blue Federal Credit Union Headquarters

Thursday, January 26th

7:00 a.m. - 8:00 a.m. Breakfast Buffet

8:00 a.m. - 9:30 a.m. Region Meetings

9:00 a.m. - 5:00 p.m. Vendor Village

9:45 a.m. - 10:45 a.m. Breakout Sessions

1. Federal Program Opportunities, Senator Lummis' Staff, Kathy Lenz, Tyler Lindholm
2. Community Block Grant Program, Wyoming Community Development Association
3. Fifty Shades of Blue: An Engineer Calculates and Tells All, Kasey Ketterling, Municipal Services Manager, TO Engineers

11:00 a.m. - 12:30 p.m. Keynote: Turn the Ship Around, Andrew Worshek

12:30 p.m. - 1:30 p.m. Lunch

1:45 a.m. - 3:15 a.m. Breakout Sessions

1. Why is Change So Difficult? Understanding, Influencing and Managing Change More Effectively, Elissa Ruckle, Elevate Wyoming
2. Human Trafficking, U.S. Department of Homeland Security

3:15 p.m. - 4:00 p.m. Afternoon Break

4:00 p.m. - 4:45 p.m. Mandatory Fiscal Training Program, Brian Wilson, Wyoming Department of Audit

4:45 p.m. - 5:30 p.m. WAM Legislative Update

6:30 p.m. - 9:00 p.m. WAM Dinner at The Metropolitan Downtown

Friday, January 27th

7:30 a.m. - 8:30 a.m. Breakfast, WAM Office, 315 W. 27th Street

9:00 a.m. - 10:00 a.m. Statewide Elected Official Panel, Capitol Auditorium

10:00 a.m. - 12:00 p.m. Capitol Exploration, Senate, and House Floor Sessions

12:00 p.m. - 2:00 p.m. Lunch with Legislators

2:00 p.m. Adjourn



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

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



renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, November 9, 2022
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604
and by Zoom

Present: Rob Hurless, Larry Madsen, Terry Lane, Jim DeGolia, Jai-Ayla Sutherland, (Jeff Goetz, *Peter Nicolaysen, Amy Freye, via Zoom)

Excused Absence: John Lee

Others Present: Matt Reams and Renee Hahn

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

1. Minutes from October 12, 2022

A motion was made by Mr. DeGolia and seconded by Mr. Madsen to approve the Minutes of the October 12, 2022 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of November 09, 2022 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of November 9, 2022 were presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Ms. Sutherland to approve the Treasurer's Report of November 9, 2022, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen then explained the investments.

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

- **Investment/Financial Committee**

Mr. Madsen discussed the investment that was made with Peaks Investment that was moved from Wyoming Class Funds.

3. Committee Reports

- **Architectural Review**

No Report.

- **PRC**

No Report.

- **ARAJPB Development**

Mr. DeGolia reviewed the information on the November Status Report. He informed the Board that the proposed RV Park on 6 acres in the PRC had decided against development in Casper for costs reasons. The other interest currently in the PRC is for 3 acres. Ms. Hahn has arranged a meeting with BP and WDEQ to discuss "Restricted Residential." This will be the first meeting with all three parties at the table.

Three Crowns

Mr. Reams announced that with the excellent weather at the end of the season the budgeted number of rounds was off by only 250 rounds. The bunker renovations have begun on the 4-5 bunkers this winter.

The Club House deck expansion drawings are expected in the next couple of weeks.

Simultaneously, Mr. Reams is developing a business plan with L.U. to see if the planned expansion costs and business plan mesh.

- **Executive Committee**

Mr. Hurless asked that the Board to review and send any comments to Ms. Hahn or himself on the draft of the job description. Following the finalization of the job description, the draft evaluation form will be sent out for review. Mr. Hurless asked Ms. Hahn to review the upcoming meetings and office closures.

*Mr. Nicolaysen exited the meeting at 6:26 pm.

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

Ms. Sutherland had nothing to report

5. Other

Mr. DeGolia shared that the Three Crowns Committee is reviewing the scheduled meeting times and determining if a change is warranted.

6. Future Meetings/Agenda

- Three Crowns Committee Meeting – November 17th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting – December 14th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – December 15th, 7:30 am, 2435 King Blvd., Big Horn Conference Room. (Meeting Cancelled)

Office Closures:

November 11th – Veteran’s Day
November 24-25th – Thanksgiving
December 25th - Christmas

7. Public Comment

There was no public comment.

8. Good of the Order

No Comments.

9. Adjournment

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. Lane to adjourn the meeting at 6:38 p.m. The motion carried with all members in attendance voting aye.

Date

12-14-22

Date



Board Officer



Presiding Officer



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Paul Bertoglio,
Vice-Chairman

Ken Waters,
Secretary

Steve Cathey,
Treasurer

Bruce Knell

Amber Pollock

Dan Sabrosky

Jai-Ayla
Sutherland

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

December 20, 2022

11:30 a.m.

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

1. Announcements
2. Approve Minutes – November 15, 2022 Meeting *
3. Approve Vouchers – December 2022 *
4. Approve Financial Report – November 2022 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider PFAS Cost Recovery Action *
 - b) Discuss Additional 0.5 FTE for FY2024 *
 - c) Other
9. Executive Session – Litigation Update
10. Chairman's Report

Next Meeting: Regular JPB Meeting – January 17, 2023

****Indicates Attachment***



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

MEETING PROCEEDINGS

November 15, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, November 15, 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, Sabrosky and Sutherland. Board Member Pollock was absent.

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

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Sabrosky

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates –

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Roxy Skogen – Skogen, Cometto, & Associates, P.C.

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

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the October 18, 2022 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by Treasurer Cathey to approve the minutes from the October 18, 2022 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that vouchers 8525 and 8526 were added to the listing.

Mr. Martin stated that vouchers 8520 and 8526 for HDR Engineering, Inc. in the amounts of \$1,050.00 and \$3,571.25 respectively are for the WTP Disinfection System Upgrade Preliminary Design Report. Mr. Martin stated that the report was completed in April, but these were delayed bills for the project. Mr. Martin stated that there was not an increase to the project amount, and this amount is coming out of funds that were approved for the project.

Mr. Martin stated that voucher 8521 for DOI/BLM is for the Pioneer Tank right-of-way.

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

Chairman King asked for a motion to approve the November 2022 vouchers. A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the November 2022 voucher listing to include voucher numbers 8519 through 8526 in the amount of \$1,154,890.48. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production Charts in the agenda packet. Mr. Martin stated that there were 229 MG of water produced in October, which is 20 MG above the five year average of 209 MG.

Mr. Martin stated that year to date water production in October was 2.08 BG, which is 137 MG above the five year average of 1.94 BG. Mr. Martin stated that so far, every month for FY23 has been good water production months. Board Member Knell asked if this was attributed to an increase in population. Mr. Martin stated that he believes it is due to the hotter, dryer weather.

Mr. Martin stated that Interest Earned for FY23 is \$25,776.

Mr. Martin stated that Water Utility Charges for FY23 is \$4,633,134, which is approximately \$694,000 more than last year. Mr. Martin stated that the increase is due to the water restrictions in July and August last year, the rate increase, and the above average water sales.

Board Member Knell asked if the big difference on Interest Earned is due to investing in WyoStar. Mr. Martin stated that was correct. Board Member Knell stated that it is quite an increase in Interest Earned, and he thought it was a good move for investment of the Board's funds.

Mr. Martin stated that Reimbursable Contract Expense is \$1,637,549. Mr. Martin stated

that this is quite a change from the previous years. Mr. Martin stated that the current figure also includes the October Operations Reimbursement. 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 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 total amount of \$130,000 charged to it so far this fiscal year.

Mr. Martin stated that he wanted to point out to the Board the Insurance/Bonds line item with \$106,894 spent, which is much higher than a year ago. Mr. Martin stated that last year the expense accrued each month, and now it is hitting the budget when the expense is realized. Mr. Martin stated that this is to improve the accuracy of the financial reports.

Chairman King asked for a motion to approve the October 2022 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Knell to approve the October 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 production is currently 5.5 MGD and is being met using eight Casper wells and nine Morad wells.

Mr. Edwards stated that Maintenance staff installed a new meter at the Decant Pump Station and worked with Water Distribution staff to repair the drain line for the 2.6 MG Backwash Tank.

Mr. Edwards stated that Maintenance staff cleaned out the Ozone Heat Rejection System to increase the flow.

Mr. Edwards stated that Maintenance staff repaired Surface Water Ozone Injection Pump No. 2 and replaced the check valve.

Mr. Edwards stated that all the Surface Water components have been winterized, including polymer pumps, Settled Water, and Actiflo. Mr. Edwards stated that these systems are being prepped for cleaning next week.

Mr. Edwards stated that conduit was repaired in the Decant Building and for an Ozone injector pump.

Mr. Edwards stated that float switches on Actiflo Train No. 2 were replaced.

Mr. Edwards stated that HOA was out last month to integrate the Actiflo controls into the SCADA PLC. Mr. Edwards stated that this was to improve redundancy and replace some obsolete stand-alone PLCs that were no longer being supported.

Mr. Edwards stated that while HOA was on site they did some work on the North Park Booster as well as the Valley Hills Booster.

Mr. Edwards stated that there was a power failure on Caisson No. 1. Mr. Edwards stated that there was arcing in the electrical panel. Mr. Edwards stated that Modern Electric will be on site Thursday to replace the electrical panel and some wiring.

Mr. Edwards stated that Dave Loden Construction delivered materials for the roofing project over North Chem. Mr. Edwards stated that they should be on site to work on the project later this week depending on the weather.

Board Member Knell asked what caused the arcing in the electrical panel. Mr. Edwards stated that when Modern Electric comes out he is going to have them do a more thorough inspection, but it seems like it was a loose connection, but he is not really sure. Board Member Knell asked if replacing the electrical panel will fix the issue. Mr. Edwards stated that replacing the electrical panel should fix the issue. Mr. Edwards stated that there was significant arcing coming out of the electrical box, and there is not a certified electrician on staff so a contractor has to be called out to investigate it. Board Member Knell asked that the Board be informed what caused the issue.

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

Mr. Anderson stated that staff has been servicing the non-draining fire hydrants. Mr. Anderson stated that during the cold months, the non-draining fire hydrants are serviced monthly.

Mr. Anderson stated that all boosters and vaults have been winterized, and heaters checked. Mr. Anderson stated that everything is working well.

Mr. Anderson stated that staff is getting quotes for Pioneer Booster Station pump replacements. Mr. Anderson stated that the quotes should arrive in the next couple of days.

Mr. Anderson stated that he found out today that Wardwell Water's Blair Lane Waterline Replacement Project is ready for the tie-in on the Salt Creek waterline. Mr. Anderson stated that the tie-in should be taking place on Thursday.

Secretary Waters asked if a pump is being replaced at Pioneer Booster. Mr. Anderson stated that capital funds were included in the FY23 budget to replace both pumps at Pioneer Booster. Mr. Anderson stated that one of the pumps had been rebuilt a year or so ago, but both pumps are at an age where they need to be replaced.

6. There was no Public Comment.
7. In Old Business:
 - a. Mr. Martin stated that three applications were submitted for the ARPA Grant

Program. Mr. Martin stated that \$50 M was allocated by the Legislature for this program. Mr. Martin stated that a special meeting of the State Loan and Investment Board was held on October 27, 2022 where the projects were considered for funding. Mr. Martin asked the Board to reference the Water & Sewer ARPA Grant Program project list on the screen. Mr. Martin stated that there were a total of 113 grant applications received, with a total of \$225 M requested. Mr. Martin stated there was not near enough money to go around.

Mr. Martin stated that the Office of State Lands and Investments (OSLI) applied a scoring mechanism to the applications that were submitted. Mr. Martin stated that the scoring was based on population, amount of match funding, and other criteria. Mr. Martin stated that OSLI then went down the list of projects as far as the funding would go.

Mr. Martin stated that with the \$50 M that was available, OSLI was able to fund 19 projects. Mr. Martin stated that 18 projects were recommended to receive full funding, and one was recommended for partial funding.

Mr. Martin stated that for any entity that submitted applications for more than one project, they only considered Priority 1 projects. Mr. Martin stated that projects with a lower priority, such as project 2 of 4, were not considered for funding. Mr. Martin stated that OSLI only considered Priority 1 projects in order to spread the funding out as much as possible.

Mr. Martin stated that the Regional Water Well Rehabilitation Project was approved for \$1.5 M in funding. Mr. Martin stated that the RWS Priority 2 and 3 Projects had a score of 10. Mr. Martin stated that with the funding that was available, OSLI was only able to get to projects with a scoring of 17.

Mr. Martin stated that when the projects went before the State Land and Investment Board (SLIB), they went away from the scoring a little bit and decided they wanted to spread the \$50 M out for more projects. Mr. Martin stated that SLIB reduced the recommended funding from some of the projects and were able to pick up eight more projects, down into the score of 16. Mr. Martin stated that two additional projects with a score of 14 and 12 also received funding. Mr. Martin stated that these projects were related to non-compliance issues.

Mr. Martin stated that it is unfortunate that not all the RWS projects were funded, but at the same time, when you look at all the entities that didn't get any funding, he is thankful for what they did get.

Mr. Martin stated that the Select Water Committee has recommended that legislation be drafted that increases the \$50 M to \$85 M. Mr. Martin stated that the hope is to get down to projects that have a score of 14 or higher. Mr. Martin stated that he assumes they will go the same way in the future and just do Priority 1 projects. Mr. Martin stated that the City of Casper has a couple of projects with the score of 15, but they are not Priority 1 projects.

Mr. Martin stated that with the other two RWS projects having a score of 10, he doubts they will get funded with the additional funding.

Board Member Knell asked if the Midwest Waterline Replacement Project was on the list. Chairman King stated that the Midwest Waterline project is on the list. Mr. Martin stated that it did not get funded in the first round, but it may get picked up in the second round, since it has a score of 15. Chairman King stated that Salt Creek is working on securing the matching funds for the project now.

Mr. Martin stated that it will take some time to get the legislation for the increase to the grant program amount all the way through and approved. Mr. Martin stated that it is unknown if any tweaks will be made to the funding program in the meantime.

Chairman King stated that \$50 M sounds like a lot of money until there are 113 different entities applying for it.

b. There was no Other Old Business.

8. In New Business:

a. Chairman King turned the time over to Ms. Roxy Skogen for the presentation of the FY22 Annual Audit.

Ms. Skogen stated that the FY22 audit was clean, and with the change in Financial Operations to the City, everything went really well, and there were no problems. Ms. Skogen stated that in the past there were problems with Capital Assets or loan payables, or how the grants were reported. Ms. Skogen stated there were no problems whatsoever this year.

Ms. Skogen stated that the only journal audit entry was a Construction In Progress (CIP) project that had been sitting for several years with no activity, and was not going to go forward, so was expensed.

Ms. Skogen stated that the audit has no material weaknesses, no significant deficiencies, and there is no Recommendation to Management letter.

Ms. Skogen stated that with what the Board deals with for finances on a monthly basis, there really isn't much to discuss.

Ms. Skogen asked the Board to reference page 11 of the FY22 Audit. Ms. Skogen stated that this is the Statement of Net Position, which shows on a cost basis where the Board sat for 2022 vs. 2021.

Ms. Skogen stated that the Board moved money to WyoStar, and so funds were moved from Cash and Cash Equivalents to Investments. Ms. Skogen stated that as the Board went through the monthly financial report, you can see that the Interest Income is up significantly. Ms. Skogen stated that for the FY2022 year

end, WyoStar reported that there was about \$100,000 loss in value. Ms. Skogen stated that even though there was an increase in Interest Income, there was actually a slight decline during the fiscal year. Ms. Skogen stated that we know based on the market, and because they are investing in bonds, and everyone thought that when interest rates went up the value of bonds would go up, but bonds went down just like stocks went down. Ms. Skogen stated that has rebounded during the first part of this fiscal year, and it is not expected to repeat, but it is something to watch.

Ms. Skogen stated that Total Current Assets is really close to what it was last year.

Ms. Skogen stated that Capital Assets had about \$1 M more in depreciation than there were increases. Ms. Skogen stated that a couple of projects that bid out came in over budget, so there wasn't a lot that went into Construction in Progress.

Ms. Skogen stated that in Long-term Debt, the Board paid down \$2 M in debt during the year and no new loans were entered into.

Ms. Skogen stated that Current Liabilities went down about \$600,000. Ms. Skogen stated that by not having many capital projects, there wasn't as much in Payables on June 30th as there were in the past.

Ms. Skogen stated that overall the Net Position increased \$1.5 M.

Ms. Skogen asked the Board to reference page 12, Statements of Revenues, Expenses, and Changes in Net Position. Ms. Skogen stated that this just shows the \$1.5 M. Ms. Skogen stated that it is known, based on water production being down, it was nearly impossible to get some of the chemicals, so expenses were down as well.

Ms. Skogen stated that in the middle of the page, it shows the Loss on Investments of \$146,293. Ms. Skogen stated that Interest Income was \$15,836, but the investment did go down.

Ms. Skogen asked the Board to reference page 13, Statements of Cash Flows. Ms. Skogen stated that it does look like the Board's Cash Position decreased by \$5.3 M, but that's the same amount that went into Investments. Ms. Skogen stated that overall, the Total Cash and Investment Position is the same.

Ms. Skogen offered to answer any questions the Board may have on the audit. Ms. Skogen stated that this audit does go to the City of Casper auditors and they incorporate it into the City's financial report as it is considered a component unit of the City of Casper. Ms. Skogen stated that a draft of the audit has been presented to the City auditors in case they have any questions, but she has not heard anything from them.

Board Member Knell asked Mr. Gassman if he has looked at the audit already.

Mr. Gassman stated that he had reviewed the audit report.

The Board thanked Ms. Skogen for the audit presentation.

Board Member Knell asked what Ms. Skogen credited the ease of the audit this year to. Ms. Skogen stated that she credits it to the change in staffing in City Finance. Ms. Skogen stated that they were truly professional, they had the journal entries posted, and everything was clean. Board Member Knell asked if that was Ms. Johnson and her staff. Ms. Skogen stated that it was Ms. Johnson, Mr. Gassman, and staff.

Mr. Martin stated that he wanted to thank Ms. Brown, as she puts a lot of effort into the audit as well. Ms. Skogen agreed. Mr. Martin stated that it was a big effort between Finance staff, Ms. Brown, and Ms. Skogen's team to get the audit taken care of. Mr. Martin stated that he appreciated everyone's assistance with the audit.

Chairman King asked for a motion to approve the FY22 Audit as presented. A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the FY2022 Audit as presented. Motion put and carried.

b. In Other New Business:

- i) Mr. Chapin stated that he and Mr. Martin received a shock, as the attorney for the property owner of the land by the wellfield contacted him and the owners have decided not to sell the property at this time.

Board Member Knell asked where this leaves the Board for a buffer for the wellfield. Mr. Martin stated that he doesn't think it will hurt the wellfield, as there is quite a buffer right now.

Mr. Chapin stated that the property owner had issues with a couple of items in the contract, but the Board approved the changes. Mr. Chapin stated that the contract was pretty much in place before the owner changed legal counsel from Mr. Laird to Mr. Stubson. Mr. Chapin stated that he does not know what caused their change in mind.

- ii) Board Member Knell stated that Leah Juarez won the election for City of Mills Mayor race. Board Member Knell stated that Mayor Coleman was posting about the litigation publically on social media. Board Member Knell stated that he commented that he thought the waterline was there before Mills was even a town, and Mayor Coleman did not answer. Board Member Knell asked Mr. Chapin where the litigation sits.

Mr. Chapin stated that at this point, the Judge came back and asked for additional briefing on a couple of issues. Mr. Chapin stated that he responded to it, Mills has responded to it, and they are just waiting on the Judge to make a decision at this point.

9. In the Chairman's Report, Chairman King thanked the Board for their participation throughout the year and stated that the next regular meeting would be held on December 20, 2022 and wished everyone a Happy Thanksgiving.

A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to adjourn the meeting at 12:01 p.m. Motion put and carried.

Vice-Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
December 14, 2022**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8527	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8528	City of Casper	Operations Reimbursement – Nov22	\$251,827.33
8529	City of Casper	Loan Payment	\$127,960.40
8530	Dave Loden Construction, Inc.	Capital Expense – WTP Roof Replacement Project No. 21-062	\$91,090.75
8531	Williams, Porter, Day & Neville, P.C.	Legal Expense – Nov22 – C. Chapin	\$703.22
8532	Skogen, Comett & Associates, P.C.	Completion of FY2022 Audit	\$12,000.00
8333	Williams, Porter, Day & Neville, P.C.	Legal Expense – Nov22 – A. Scott	\$193.50
		Total	\$491,958.03



City of Casper
200 North David Street
Casper, WY 82601

8528 General Billing

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	11/30/2022	3606	\$0.00	12/30/2022	\$251,827.33
PAST DUE AMOUNT				ACCOUNT BALANCE	
				\$0.00	\$379,787.73

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$251827.330000	EACH	\$251,827.33	\$0.00	\$0.00	\$251,827.33
Invoice Total:							\$251,827.33

November 2022 WTP Operations Reimbursement

November 2022 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$121,528.56
9020.00	Chemical Charge - O&M	\$1,531.33
9030.00	Utilities - O&M	\$93,437.72
9040.00	Supplies - O&M	\$9,645.11
9060.00	Training - O&M	\$50.00
9070.00	Major Maint, Repair, Replc - O&M	\$20,716.45
9080.00	Testing & Lab Services - O&M	\$1,310.26
9090.00	Other Reimbursable Costs - O&M	\$3,607.90
300-6257 - Ops Reimb		\$251,827.33

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing Remit Portion

Invoice Date	11/30/2022
Invoice Number	3606
Customer Number	2784
Amount Paid	\$251,827.33
Due Date	12/30/2022
Invoice Total Due	\$251,827.33

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

000001&2023000003606100251&27333

City of Casper Wyoming
Expenditure Reimbursement Request
November 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Albertsons	General Supplies and Materials	11/18/2022	820408433580	54.93	Lunch for JPB meeting
ALSCO	Laundry/Towel	11/01/2022	LCAS1508406	158.06	Professional Laundry Services
ALSCO	Laundry/Towel	11/30/2022	LCAS1513149	158.06	Professional Laundry Services
Amazon	Lab Supplies	11/01/2022	0957030	22.98	Deionized Water - Lab Supplies
Amazon	Lab Supplies	11/01/2022	7565826	177.41	Lightbulbs for Lab Light - Lab
Applied Industrial Technologies	General Supplies and Materials	11/10/2022	7025589610	261.56	SW Injector for Pump #2 - Pump
Applied Industrial Technologies	General Supplies and Materials	11/15/2022	7025621687	474.92	SW Injector Pump #2 - Machinery Supplies
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/14/2022	79566-0	8.44	Desktop Calendar - Office Supp
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/14/2022	79523-0	234.58	White Out, Batteries, Carpet S
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/15/2022	C79530-0	(8.44)	Credit for Second Charge for Desk calendar
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/15/2022	79530-0	8.44	Second Charge for Desktop Cale
BLACK HILLS ENERGY	Natural Gas	11/09/2022	RIN0031243	5,404.25	Acct #75313 1659 94
BLIMPIE	General Supplies and Materials	11/14/2022	453	48.88	Lunch for GWG Meeting - Other
CASPER STAR-TRIBUNE,	Advertising/Promotion	11/09/2022	83269	49.86	Advertising - CWRWS Notice
CASPER TIN SHOP	General Supplies and Materials	11/14/2022	14861	1,397.80	Exhaust Fan Motors - Machinery
CENTURYLINK	Communication	11/09/2022	73624	22.31	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	11/09/2022	698827	84.00	Sewer & Refuse Charges
CITY OF CASPER	Sewer	11/09/2022	698827	28.63	Sewer & Refuse Charges
COASTAL CHEMICAL CO	Gas/Fuel	11/01/2022	0125237	153.16	Fuel
COASTAL CHEMICAL CO	Gas/Fuel	11/16/2022	0125265	148.85	Fuel
Codale	General Supplies and Materials	11/10/2022	S7940935	70.58	Cable Fittings for Actiflo Sump
CPU IIT	Technology Supplies	11/01/2022	INV122317	1,744.00	Computer Replacements
CRUM ELECTRIC SUPPLY	General Supplies and Materials	11/03/2022	2412055-00	69.45	Decant Project and Stock Parts
DANA KEPNER CO. OF W	General Supplies and Materials	11/01/2022	2235580-00	29.00	Gasket
EMPLOYEE REIMBURSEME	Uniform Expense	11/18/2022	RIN0031280	107.05	Work clothing reimbursement
ENERGY LABRATORIES I	Testing	11/09/2022	515624	52.00	Bacteria, Public Water testing
ENERGY LABRATORIES I	Testing	11/16/2022	517375	67.00	UV Absorbance, Carbon, Total O
ENERGY LABRATORIES I	Testing	11/16/2022	517376	306.00	Aerobic Endospores testing
FERGUSON ENTERPRISES	General Supplies and Materials	11/04/2022	CC969228	64.71	Ozone Cooling Radiator Flush P
FERGUSON ENTERPRISES	Maint/Repair (non contract)	11/01/2022	1364387	1,628.56	Ozone Chain Valves - Maintenan
FERGUSON ENTERPRISES	Maint/Repair (non contract)	11/01/2022	1364387-1	3,895.56	Ozone Chain Valves - Maintenan
FERGUSON ENTERPRISES	Maint/Repair (non contract)	11/01/2022	1364386	5,197.34	6" Check Valves - Maintenance/
FREMONT MOTOR CASPER	General Supplies and Materials	11/01/2022	161723	810.13	Service & Work On Seth's Dodge
FREMONT MOTOR CASPER	General Supplies and Materials	11/03/2022	0150	(10.50)	Overcharged on Original Purchase
FREMONT MOTOR CASPER	General Supplies and Materials	11/07/2022	001617230C	(38.08)	Credit for Tax Charged on Service
GRAINGER, INC.	General Supplies and Materials	11/18/2022	9521439977	1,328.90	Expansion Joint
GRAINGER, INC.	General Supplies and Materials	11/16/2022	9514755405	6.20	Linear Fluor Bulb
GRAINGER, INC.	General Supplies and Materials	11/17/2022	9516697837	1,447.50	Pump Alignment Shims
HACH CO., CORP.	Lab Supplies	11/22/2022	13354018	684.87	Lab Reagents
HAID'S PLUMBING & HE	Maint/Repair (non contract)	11/15/2022	6911	800.00	Install Water lines & Drains for washer & ice maker
HARDWARE PARTNERS LL	General Supplies and Materials	11/16/2022	A83611-1	147.96	Pump for Actiflo, & Parts for injector pump
Home Depot	General Supplies and Materials	11/08/2022	60010005232251	79.88	Ice-Melt for Sidewalks - Offic

City of Casper Wyoming
Expenditure Reimbursement Request
November 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
HYDRO OPTIMIZATION & ITMonthly	Maint/Repair (non contract)	11/01/2022	10697	6,651.00	HOA Service from Jeff - Mainte
	Internal Services	11/18/2022	ITMonthly	1,832.25	IT Monthly Allocation
LONG BUILDING TECHNO	Maintenance Agreements	11/01/2022	SRVCE0133519	1,177.90	Heating Inspection
MaintainX Inc.	Maintenance Agreements	11/16/2022	43469EFC-0001	2,340.00	New Work Order Software - Maint
Menards	General Supplies and Materials	11/01/2022	14081057601	59.99	Heater for Ozone MCC Room - Sm
Mendards	General Supplies and Materials	11/16/2022	50991043717	33.43	Tubing for WellHouse Meters
Mendards	General Supplies and Materials	11/18/2022	51196025000	10.49	Outside Spigot by HS Room
MOBILE CONCRETE, INC	General Supplies and Materials	11/09/2022	214558	464.00	City of Casper 40/Hot Water/Fuel Surcharge
NAPA AUTO PARTS CORP	General Supplies and Materials	11/02/2022	914685	19.65	Socket - Small Tools & Supplie
NAPA AUTO PARTS CORP	General Supplies and Materials	11/16/2022	920313	1.62	O-Ring
NAPA AUTO PARTS CORP	General Supplies and Materials	11/16/2022	917921	101.36	O-Rings, Hydraulic Oil & Shop
NAPA AUTO PARTS CORP	General Supplies and Materials	11/16/2022	920874	20.17	Tools
NAPA AUTO PARTS CORP	General Supplies and Materials	11/28/2022	924218	35.99	Tools
NORCO, INC.	General Supplies and Materials	11/09/2022	36294239	77.91	Welding gloves, cup brush & wi
Northwest Contractors Supply, Inc.	General Supplies and Materials	11/02/2022	1563376	130.24	Combination Wrench - Small Tools
OFFICE OF WATER PROGRAMS	Travel/Training	11/21/2022	880497	50.00	Water Treatment Plant Operation Enrollment
P&LMonthly	Insurance/Bonds	11/18/2022	P&LMonthly	3,069.26	P&L Allocation Monthly
Payroll	Personnel	11/10/2022		46,236.86	11/10/2022 Payroll
Payroll	Personnel	11/23/2022		48,466.17	11/23/2022 Payroll
Rocky Mountain Air	Chemicals	11/09/2022	30402713	1,399.03	Bulk Oxygen - Chemicals
Rocky Mountain Air	Chemicals	11/18/2022	30404490	132.30	Bulk Oxygen - Chemicals
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031247	362.85	Acct #60931133-005 2
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031246	26.18	Acct #60931133-004 5
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031249	3,508.73	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031244	274.72	Acct #60931133-002 9
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031256	549.81	Acct #60931133-017 7
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031250	1,260.29	Acct #60931133-011 0
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031252	530.82	Acct #60931133-013 6
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031251	1,056.11	Acct #60931133-012 8
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031257	3,855.30	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031267	67,081.71	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031268	270.39	Acct #60931133-006 0
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031248	191.99	Acct #60931133-008 6
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031261	25.10	Acct #60931133-001 1
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031245	2,422.18	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031255	2,302.49	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031254	43.75	Acct #60931133-015 1
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031253	26.13	Acct #60931133-014 4
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031262	24.20	Acct #60931133-021 9
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031258	24.90	Acct #60931133-019 3
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031259	93.78	Acct #60931133-026 8
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031264	2,105.61	Acct #60931133-025 0

City of Casper Wyoming
Expenditure Reimbursement Request
November 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ROCKY MOUNTAIN POWER	Electricity	11/09/2022	RIN0031267	1,734.39	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	11/16/2022	RIN0031272	26.18	Acct #60931133-022 7
ROCKY MOUNTAIN POWER	Electricity	11/8/2022	RIN0031263	24.74	Acct #60931133-024 3
Russell Industries Inc.	General Supplies and Materials	11/09/2022	146532-00	109.00	Floats for Actiflo Sump Pumps
ShiftNote	Maintenance Agreements	11/15/2022	S21979	90.00	New Log Book System for Operators
STOTZ EQUIPMENT	General Supplies and Materials	11/09/2022	P96267	489.99	Weed Whacker - Small Tools & S
UtilityMonthly	Internal Services	11/18/2022	UtilityMon	21,924.02	Utilities IS Monthly
Verizon	Technology Supplies	11/17/2022	9919552655	799.99	WTP Operator Cell Phone Service & new phone
VERIZON	Communication	11/17/2022	9919552655	76.18	WTP Operator Cell Phone Servic
Walmart	General Supplies and Materials	11/09/2022	03353	25.50	Toilet Brushes & Chips for GWG
Walmart	General Supplies and Materials	11/10/2022	03739	44.96	Tools - Small Tools & Supplies
WARDWELL WATER & SEW	General Supplies and Materials	11/01/2022	RIN0031234	86.37	Monthly water charge
WY. ASSOC. OF RURAL	Dues/ Subscriptions	11/29/2022	17806	475.00	Supporting Membership Dues 2022
XEROX CORPORATION	General Supplies and Materials	11/16/2022	017481466	197.56	Copier usage
			Total	\$251,827.33	

Central Wyoming Regional Water System

Gallons Produced
Rates Billed

Fiscal Year 2022-2023

Entity	Gallons of Water Produced						Water Rates Billed					
	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	1,848,180.612	2,197,059.184	4,096,345.918	6,821,910.204	5,955,148.980	20,918,644.898	\$ 4,139.92	\$ 4,921.41	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 46,857.76
Wardwell W&S	7,924,471.429	12,993,011.224	23,651,868.367	33,714,787.755	36,193,058.163	114,477,196.939	\$ 17,750.82	\$ 29,104.35	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 256,428.92
Pioneer	2,576,379.592	4,570,219.388	7,008,932.653	9,597,740.816	9,422,562.245	33,175,834.694	\$ 5,771.09	\$ 10,237.29	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 74,313.87
Poison Spider	626,173.469	706,785.714	905,357.143	1,184,897.959	1,000,051.020	4,423,265.306	\$ 1,402.63	\$ 1,583.20	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 9,908.11
33 Mile Road	806,989.796	979,744.898	1,068,877.551	1,452,653.061	1,634,336.735	5,942,602.041	\$ 1,807.66	\$ 2,194.63	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 13,311.43
Sandy Lake	489,369.388	863,685.714	1,474,555.102	2,158,682.653	2,492,817.347	7,479,110.204	\$ 1,096.19	\$ 1,934.66	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 16,753.21
Lakeview	135,453.061	403,884.694	748,975.510	944,275.510	896,511.224	3,129,100.000	\$ 303.41	\$ 904.70	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 7,009.18
Mile-Hi	202,642.857	259,104.082	384,102.041	701,720.408	695,316.327	2,242,885.714	\$ 453.92	\$ 580.39	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 5,024.06
City of Casper	151,040,335.796	205,422,959.102	419,591,528.714	626,263,221.633	641,145,465.959	2,043,463,511.204	\$ 338,330.35	\$ 460,147.43	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 4,577,358.27
Regional Water	0.000	(278,920.000)	(115,000.000)	(137,638.000)	(707,182.000)	(1,238,740.000)	\$ -	\$ (624.78)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (2,774.78)
TOTAL	165,649,996.000	228,117,534.000	458,815,543.000	682,702,252.000	698,728,086.000	2,234,013,411.000	\$371,055.99	\$510,983.28	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$5,004,190.04

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED:

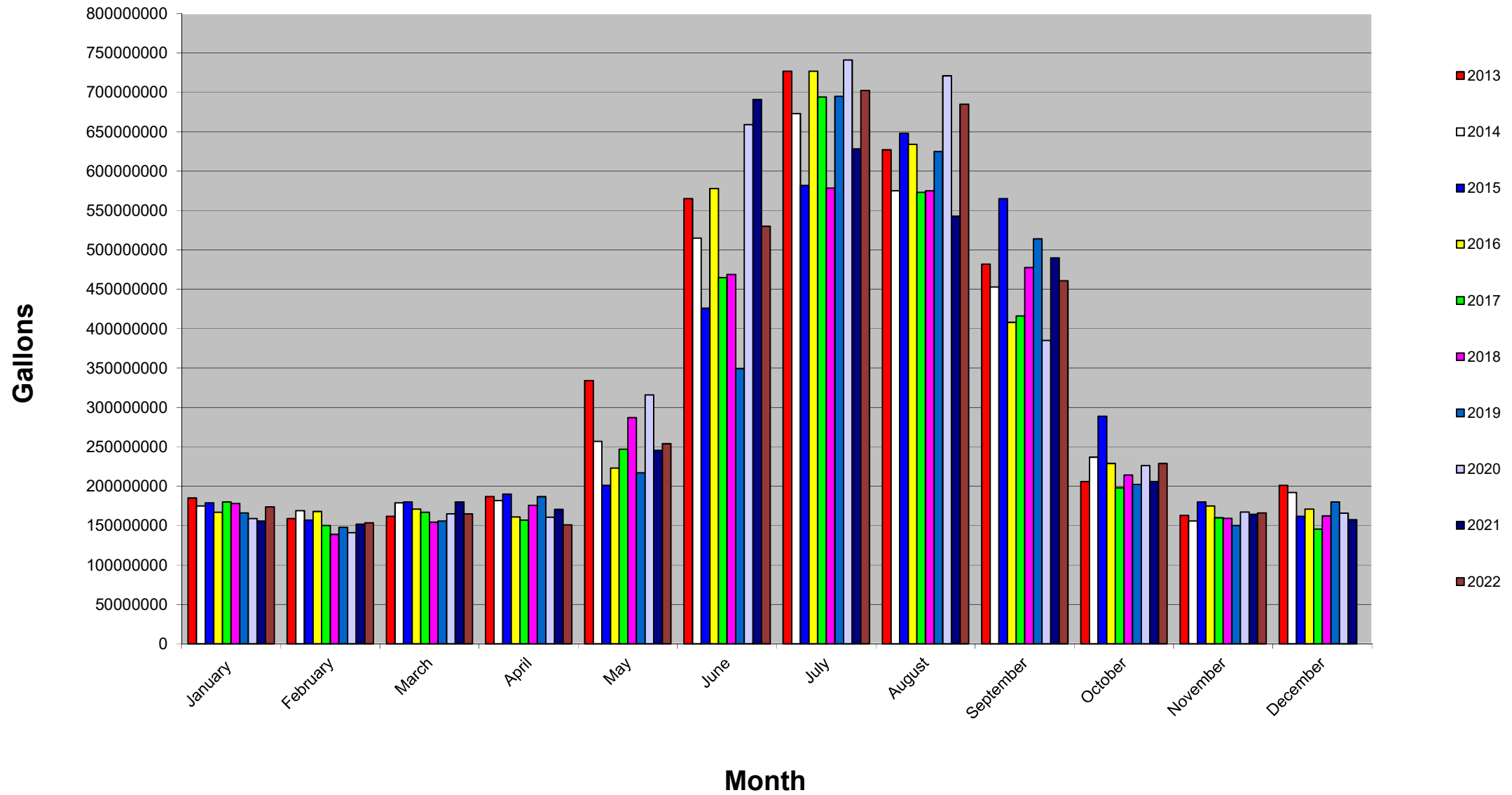
3,594,587,486.000

TOTAL PRIOR YEAR (FY2022) BILLING:

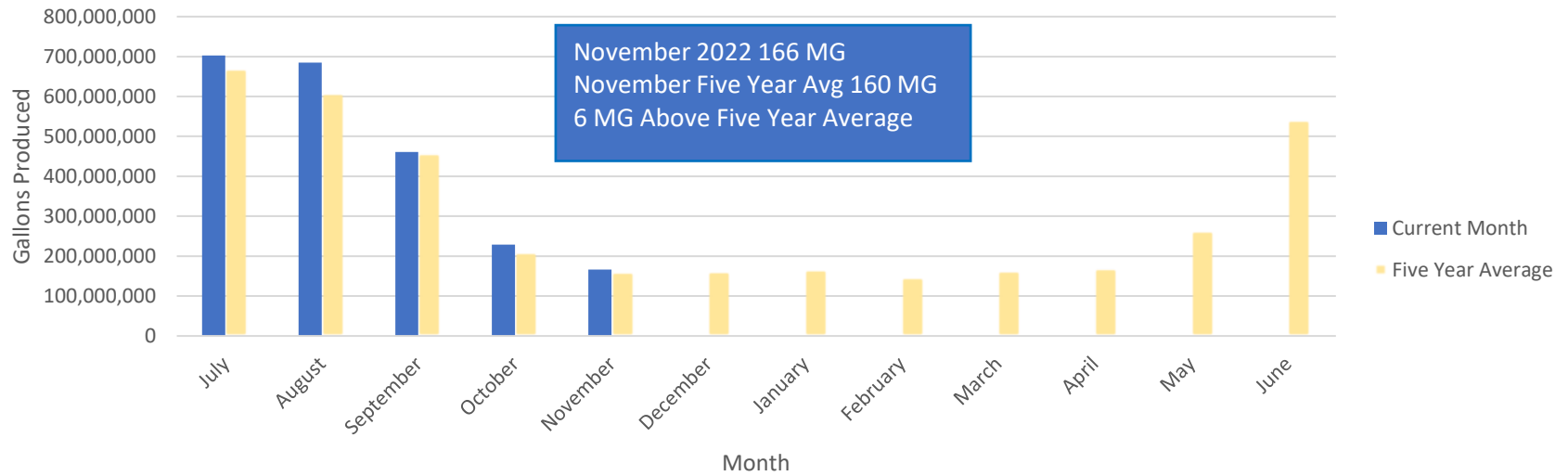
\$ 7,656,471.34

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

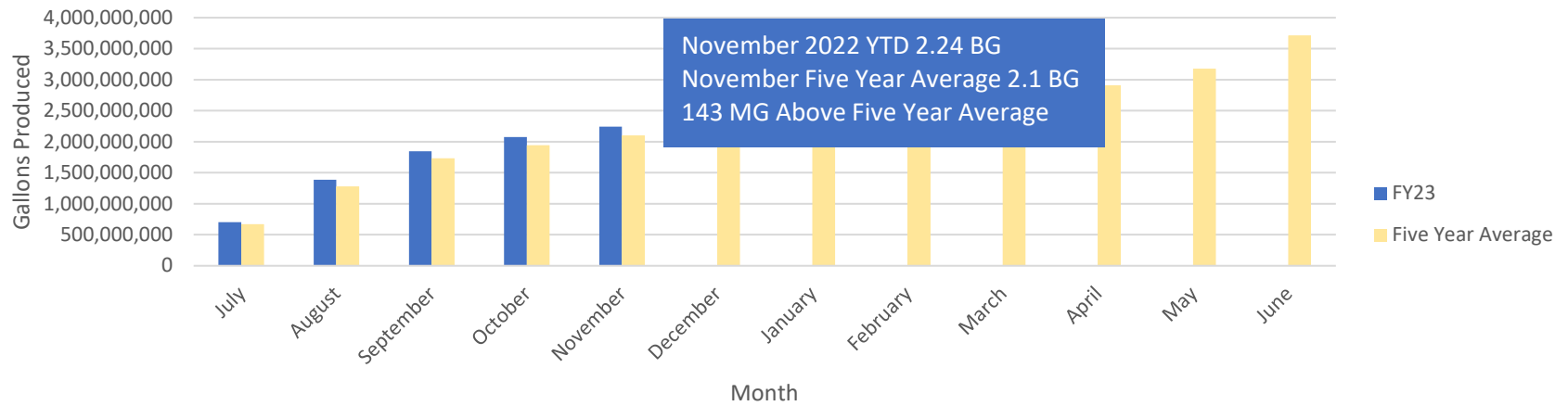
WTP PRODUCTION

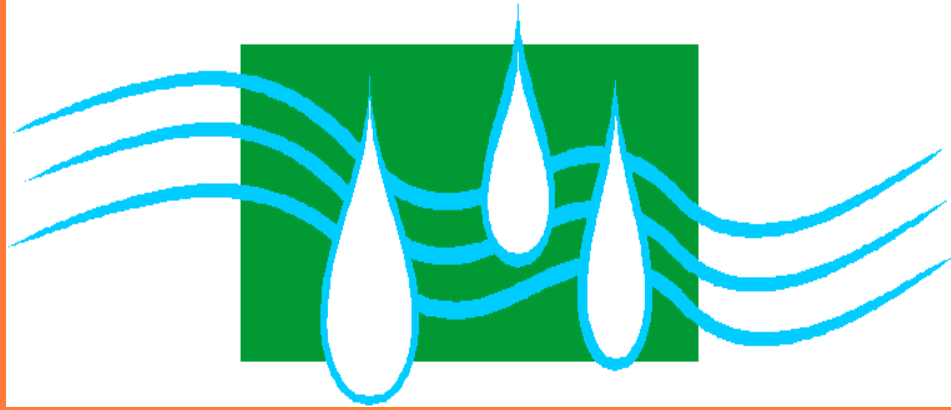


FY23 Monthly Water Production



FY23 YTD Water Production





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

November 30, 2022

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2023 Period 5 (as of November 30, 2022)

Account	Description	Account Balance
Consolidated		
Assets		Total Assets 53,124,471
1000	Cash	2,653,398
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	382,270
1400	Inventory	598,327
1521	WYO Star Investment - Allocation	2,021,803
1522	WYO Star 2 Investment - Allocation	3,482,244
1600	Prepaid Expense	24,163
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,831,005)
1730	Improvements Other Than Bldgs	44,467,210
1735	AD Improve. Non Bldg	(12,462,708)
1740	Machinery & Equip - Light	1,361,609
1745	AD Machinery & Equip. - Light	(947,070)
1780	Construction In Progress	307,685
Liabilities		Total Liabilities (10,930,514)
2010	Vouchers/Account Payable	(251,827)
2020	Retainage Payable	(900)
2030	Accrued Wages Payable	(30,772)
2040	Leaves Payable	(43,847)
2070	Interest Payable	(109,018)
2080	Notes Payable - Current	(1,987,580)
2510	Notes/Loans Payable - Non Cur	(8,506,569)
Fund Balance		Total Fund Balance (42,193,956)
3000	Net Investment in Capital Assets	(32,468,117)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(8,725,839)
		Total Liabilities + Fund Balance (53,124,471)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Five Months YTD as of November 30, 2022

	2021	2022	2023
Revenue	\$4,628,495	\$4,420,660	\$5,135,758
4501 - Interest Earned	\$1,523	\$775	\$59,792
4505 - Misc. Revenue	\$64	\$144	\$0
4601 - Water Utility Charges	\$4,513,267	\$4,286,406	\$5,004,190
4650 - System Development Charges	\$113,640	\$133,335	\$71,776
Expense	\$3,280,010	\$3,384,266	\$3,476,713
6212 - Legal Services	\$805	\$6,140	\$4,686
6213 - Investment Services	\$215	\$133	\$41
6214 - Consulting Services	\$1,174	\$933	\$5,263
6215 - Acctg/Audit Services	\$16,500	\$12,711	\$15,000
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	\$1,422,812	\$1,055,698	\$1,889,376
6303 - Buildings	\$0	\$83,227	\$18,000
6305 - Improvements Other Than Bldgs	\$209,243	\$782,432	\$130,531
6307 - Intangibles	\$0	\$0	\$4,621
6311 - Light Equipment	\$4,310	\$4,128	\$0
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6321 - Technology - Replacement	\$3,123	\$0	\$0
6501 - Principal	\$1,258,423	\$1,297,591	\$1,128,137
6510 - Interest	\$324,693	\$101,128	\$174,165
6780 - Insurance/Bonds	\$38,711	\$40,144	\$106,894
Net Income:	\$1,348,485	\$1,036,394	\$1,659,045

BUDGET COMPARISON
As of November 30, 2022
41.7% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4501	Interest Earned	(70,000)	-	(70,000)	(59,792)	(10,208)	85.42%
4505	Misc. Revenue	(100)	-	(100)	-	(100)	0.00%
4601	Water Utility Charges	(8,240,740)	-	(8,240,740)	(5,004,190)	(3,236,550)	60.73%
4650	System Development Charges	(245,000)	-	(245,000)	(71,776)	(173,224)	29.30%
	TOTAL REVENUES	(8,555,840)	-	(8,555,840)	(5,135,758)	(3,420,082)	60.03%

		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	4,686	-	25,314	15.62%
6213	Investment Services	1,500	-	1,500	41	-	1,459	2.73%
6214	Consulting Services	15,000	-	15,000	5,263	-	9,737	35.09%
6215	Acctg/Audit Services	32,000	-	32,000	15,000	-	17,000	46.88%
6255	Other Contractual	3,000	-	3,000	0	-	3,000	0.00%
6257	Reimbursable Contract Exp.	3,830,789	-	3,830,789	1,889,376	-	1,941,413	49.32%
6303	Buildings - New	0	70,000	194,551	18,000	117,547	59,004	69.67%
6305	Improvements Other Than Bldgs	1,972,000	739,416	2,711,416	130,531	931,255	1,649,631	39.16%
6307	Intangibles - New	0	-	13,161	4,621	8,540	0	100.00%
6312	Light Equipment - Replacement	0	86,981	86,981	0	86,981	-	100.00%
6501	Principal	2,244,084	-	2,244,084	1,128,137	-	1,115,947	50.27%
6510	Interest	307,574	-	307,574	174,165	-	133,409	56.63%
6720	Travel/Training	2,000	-	2,000	0	-	2,000	0.00%
6780	Insurance/Bonds	112,000	-	112,000	106,894	-	5,106	95.44%
	TOTAL EXPENDITURES	\$ 8,549,947	\$ 896,397	\$ 9,584,056	3,476,713	\$ 1,144,322	\$ 4,963,021	48.22%
	TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ 5,893	\$ (896,397)	\$ (1,028,216)	1,659,045	\$ (1,144,322)	\$ (1,542,939)	

December 13, 2022

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

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

SUBJECT: Per- and Polyfluoroalkyl Substances (PFAS) Cost Recovery Action

Meeting Type & Date

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting
Scheduled for December 20, 2022.

Action Type

Direction Requested

Recommendation

That the CWRWS JPB consider and provide direction on the possibility of joining a PFAS cost recovery action suit in conjunction with the National Rural Water Association (NRWA) and the Napoli Shkolnik law firm.

Summary

Per- and polyfluoroalkyl substances, known as PFAS, are contaminants of emerging concern that can be found in water, air, and soil at locations across the nation and around the globe. PFAS are widely used, long lasting chemicals, components of which break down very slowly over time. PFAS chemicals have been used in the production of firefighting foams, non-stick cookware, stain resistant furniture and carpets, stain resistant clothing, fast food packaging, floor care products, and makeup and personal care products. Scientific studies have shown that exposure to some PFAS chemicals found in the environment may be linked to harmful health effects in humans and animals.

Since the early 2000's, state and federal authorities have established a number of health-based regulatory values and evaluation criteria for PFAS. It is very likely that state and federal authorities will soon establish maximum contaminant levels for PFAS in drinking water and include limits in wastewater effluent discharge permits. In 2019, the NRWA engaged with the Napoli law firm to file a cost recovery action so that systems could recover current and future expenses for testing, treatment and remediation of PFAS contamination. There are three key points to this action:

- The action taken is cost recovery not punitive
- It is filed against the global manufacturers of these forever compounds thus does not impact a local company who may have used them

- There is no upfront cost to register onto the rolls and benefit from this action, but a system must be registered prior to a settlement in order to benefit

While preliminary testing does not show evidence of PFAS contamination within our source or drinking water, there is no threshold to join the cost recovery action. Staff recommends registering for the action so that the JPB is positioned to benefit from potential cost recovery should the need arise in the future. Staff will bring a retainer agreement for the JPB's consideration at a later date.

Financial Considerations

No financial considerations at this time.

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

NA

December 14, 2022

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Tom Edwards, Water Treatment Plant Manager

SUBJECT: Fiscal Year 2024 Additional Position Request – Water Treatment Plant Part-Time Administrative Assistant to Full-Time

Meeting Type & Date

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting Scheduled for December 20, 2022.

Action Type

Direction Requested

Recommendation

That the CWRWS JPB consider and provide direction on the possibility of reclassifying the existing Administrative Assistant position from part-time to full-time in FY24.

Summary

The current WTP staff consists of twelve full-time employees and one part-time employee. There are five Plant Operators, one Lead Operator, one Plant Maintenance Supervisor, two Plant Mechanics, one Instrumentation and Control Technician, one Custodial Maintenance Worker, one part-time Administrative Assistant and the WTP Manager.

The Administrative Assistant position key responsibilities include, but are not limited to:

- Responds to routine requests for information, answers questions, directs callers and visitors to appropriate internal departments or individuals.
- Takes and transmits messages.
- Communicates with the public regarding general information about the WTP.
- Monitors, logs and records visitors to the WTP for security purposes.
- Controls front gate access to the WTP through security cameras and intercom systems during business hours.
- Enters information into applicable databases and/or other computerized systems used to collect and maintain records and information.
- Files documents, locates missing files, and purges obsolete files according to retention guidelines.
- Performs various routine clerical duties utilizing standard office equipment.
- Receives, processes, sorts, and/or distributes a variety of mail, internal correspondence, materials, invoices, payments, and/or other applicable items.

- Creates requisitions for purchase orders, processes invoices for payment and receives received materials in Munis.
- Runs standard reports according to established timelines, or as directed.
- Preps for meetings such as the monthly Joint Powers Board meeting and the monthly Ground Water Guardian meeting.
- Sources qualified contractors and vendors for work at the WTP.
- Elicits quotes and provides follow up for materials and services at the WTP.
- Maintains and orders clerical supplies as needed.

The current Administrative Assistant position at the WTP is part-time. This means that from noon to close of business the front desk is unoccupied. The Administrative Assistant is the key position that monitors the front gate, allows access to the facility, logs visitors, contractors, and vendors into the facility, and ensures all visitors are escorted by the appropriate personnel. When the Administrative Assistant is not available, this key duty falls to management, operations, and/or maintenance staff who may or may not be readily available to ensure proper, secure, escorted entry. This very issue was a deficiency noted in a recent Risk and Resilience Assessment and a Facility Security Assessment conducted by the Casper Police Department. Another issue created by the Administrative Assistant's absence is the monitoring of phone calls. Other staff may not be readily available to answer incoming calls that are sometimes associated with various water emergencies. This creates the potential for delayed response to water quality and/or reliability concerns.

Aside from the two critical issues mentioned above, increasing the Administrative Assistant to full-time would increase the opportunity for that position to assist the operations and maintenance staff with sourcing contractors and vendors for quotes on materials and services, provide inventory procurement and control, process work orders through the maintenance software program, and record monthly reports into the network servers. These activities would save time and resources by freeing up the operations and maintenance staff to focus on higher priority tasks. There are also several CWRWS duties being performed by the CPU Administrative Assistant III. Increasing the CWRWS Administrative position to full-time would allow for at least a portion of fixed asset tracking, RWS billing, and some additional accounts payable/receivable tasks to be completed within the CWRWS workgroup as opposed to through the CPU Administrative Assistant.

As the WTP employees are City employees, this request will be considered by the City Manager and City Council. The JPB's recommendation is considered by City officials.

Financial Considerations

The Water Treatment Plant budget currently contains \$20,000 annually for the part-time Administrative Assistant position. Converting to a full-time position will add approximately \$46,000 to the budget as benefits need to be accounted for. Roughly speaking, this expenditure would equate to a 0.5 percent rate increase.

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager
Tom Edwards, Water Treatment Plant Manager

Attachments

NA



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, December 14, 2022
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|----------------------|
| I. | Establish Quorum and Call Meeting to Order | S. Houck |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
November 9, 2022 Board Minutes | S. Houck |
| V. | Financials (DDA & David Street Station)
A) Oct & Nov 2022 Reports
B) Nov & Dec 2022 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting January 11, 2023

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority
Board Meeting Minutes
November 9th, 2022
11:30 a.m.

I. Call Meeting to Order

Present: Tim Schenk, Kerstin Ellis, Kyle Gamroth, Nicholas Grooms, Shawn Houck, Ryan McIntyre, Greg Dixon

Staff: Kevin Hawley, Brooke Montgomery, Brea Price

Guests: Brendan LaChance, Craig Collins

Excused: Deb Clark, Critter Murray, Tony Hagar, Will Reese

II. Public Comments:

III. City Report:

- Kyle Gamroth
 - Suggests for future Halloween Carnivals to have theatrical volunteers dress up in costumes and offer photo sets for attendees to take photos.
- Craig Collins
 - Following up from Fall into Fun event and wanted to make sure everyone received the recap notes of the meeting.

IV. Approval of October Board Meeting Minutes

Motion, Second, Passed (Ryan McIntyre, Kerstin Ellis) (All Approved)

V. Financials – Nicholas Grooms

VI. Director’s Report - Kevin Hawley

- Update on winter programming – tent is on order and will be here this week, we are going to be installing the Community Christmas tree this week as well. We are excited to offer this new and unique experience to the community and hope it will be received well.
- We are working to find a large chiller that we could acquire to purchase to offer the ice rink again next year and for future generations.

VII. Committee Reports –

A.) Executive Committee – Tim Schenk

B.) MARCOM Committee – Shawn Houck

- Emailed survey out to board and asked for feedback/changes. Will be adding two questions to the previous survey that has been sent out.

C.) David Street Station – Brooke Montgomery

D.) Finance Committee – Nick Grooms

E.) Infrastructure – Tim Schenk

F.) Governance – Will Reese

Motion to adjourn at approximately 12:25 PM

Motion, Second, Passed (Shawn Houck, Kyle Gamroth) (All Approved)

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____

Casper Downtown Development Authority
Balance Sheet

As of November 30, 2022

DDA- Balance
Nov 30, 22

ASSETS

Current Assets

Checking/Savings

CHECKING 58,694.75

NOW Acct 187,833.61

Total Checking/Savings 246,528.36

Total Current Assets 246,528.36

TOTAL ASSETS 246,528.36

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -148,671.97

Net Income 12,295.42

Total Equity 245,947.89

TOTAL LIABILITIES & EQUITY 246,528.36

Casper Downtown Development Authority
Profit & Loss

October through November 2022

	DDA-P&L	<u>Oct - Nov 22</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		2.22
ASSESSMENTS		44,644.36
Total Income		<u>44,646.58</u>
Expense		
MARKETING-COMMUNICATIONS		
PR - Director		133.20
Sponsorships/PR		5,000.00
Total MARKETING-COMMUNICATIONS		<u>5,133.20</u>
OPERATIONS		
Conference Registration		195.00
Music Service		110.00
Office Equipment		258.75
Office Rent		
Utilities		279.78
Office Rent - Other		5,300.00
Total Office Rent		<u>5,579.78</u>
Travel		63.18
Total OPERATIONS		<u>6,206.71</u>
Total Expense		<u>11,339.91</u>
Net Ordinary Income		<u>33,306.67</u>
Net Income		<u><u>33,306.67</u></u>

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

DDA-Budget v Act							TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
Donation - Adopt A Planter		0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	100.0%
ACCT. INTEREST	2.06	12.67	16.36	1.13	1.09	33.31	25.00	8.31	133.24%
ASSESSMENTS	2,366.97	1,354.47	0.00	0.00	44,644.36	48,365.80	150,000.00	-101,634.20	32.24%
Total Income	2,369.03	3,367.14	16.36	1.13	44,645.45	50,399.11	152,025.00	-101,625.89	33.15%
Expense									
ADMINISTRATIVE									
Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	-75,000.00	0.0%
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Social Security	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
Total ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00	0.00	93,400.00	-93,400.00	0.0%
MARKETING-COMMUNICATIONS									
Media Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
PR - Director	0.00	0.00	66.78	133.20	0.00	199.98	1,500.00	-1,300.02	13.33%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Sponsorships/IPR	0.00	0.00	0.00	0.00	5,000.00	5,000.00	6,000.00	-1,000.00	83.33%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
MARKETING-COMMUNICATIONS - Other	68.24	74.84	0.00	0.00	0.00	143.08	0.00	143.08	100.0%
Total MARKETING-COMMUNICATIONS	68.24	74.84	66.78	133.20	5,000.00	5,343.06	14,500.00	-9,156.94	36.85%
OPERATIONS									
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	201.50	0.00	0.00	0.00	0.00	201.50	0.00	201.50	100.0%
Board Mtg. Expense	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Conference Registration	0.00	0.00	0.00	195.00	0.00	195.00	1,500.00	-1,305.00	13.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Planters	15,453.51	0.00	0.00	0.00	0.00	15,453.51	20,000.00	-4,546.49	77.27%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Insurance/Bonding	2,033.00	0.00	0.00	0.00	0.00	2,033.00	3,000.00	-967.00	67.77%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Music Service	110.00	55.00	55.00	55.00	55.00	330.00	660.00	-330.00	50.0%
Office Equipment	159.91	0.00	0.00	0.00	258.75	418.66	1,500.00	-1,081.34	27.91%
Office Rent									
Utilities	139.89	139.89	139.89	139.89	139.89	699.45	0.00	699.45	100.0%
Office Rent - Other	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	13,250.00	31,800.00	-18,550.00	41.67%
Total Office Rent	2,789.89	2,789.89	2,789.89	2,789.89	2,789.89	13,949.45	31,800.00	-17,850.55	43.87%
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Pigeon Control	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
Travel	116.33	0.00	0.00	63.18	0.00	179.51	2,500.00	-2,320.49	7.18%
Total OPERATIONS	20,864.14	2,844.89	2,844.89	3,103.07	3,103.64	32,760.63	74,260.00	-41,499.37	44.12%
Total Expense	20,932.38	2,919.73	2,911.67	3,236.27	8,103.64	38,103.69	182,160.00	-144,056.31	20.92%
Net Ordinary Income	-18,563.35	447.41	-2,895.31	-3,235.14	36,541.81	12,295.42	-30,135.00	42,430.42	-40.8%
Other Income/Expense									
Other Income									
DSS Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Expense									
Bank Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	-18,563.35	447.41	-2,895.31	-3,235.14	36,541.81	12,295.42	-30,135.00	42,430.42	-40.8%

Casper Downtown Development Authority
Transaction Detail by Account
 October 1 through December 15, 2022

DDA-Tracking

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	10/11/2022	6160	CAV - Front Range		-55.00	-55.00
Bill Pmt -Check	10/11/2022	6161	Charles Walsh		-2,650.00	-2,705.00
Bill Pmt -Check	10/11/2022	6162	Charter Communications		-139.89	-2,844.89
Bill Pmt -Check	10/26/2022	6163	FIB - MASTERCARD	xx1405	-391.38	-3,236.27
Deposit	10/31/2022			Interest	1.13	-3,235.14
Bill Pmt -Check	11/21/2022	6164	CAV - Front Range	00727	-55.00	-3,290.14
Bill Pmt -Check	11/21/2022	6165	Charter Communications	#8313 30 031 0976435	-139.89	-3,430.03
Bill Pmt -Check	11/21/2022	6166	DCBA		-5,000.00	-8,430.03
Bill Pmt -Check	11/21/2022	6167	Ricoh USA, Inc	106644958	-166.08	-8,596.11
Bill Pmt -Check	11/21/2022	6168	Walsh Property Management	Nov rent	-2,650.00	-11,246.11
Bill Pmt -Check	11/21/2022	6169	Ricoh USA, Inc	#5065696339	-92.67	-11,338.78
Deposit	11/23/2022			Deposit	44,644.36	33,305.58
Deposit	11/30/2022			Interest	1.09	33,306.67
Deposit	12/12/2022			Deposit	2,718.37	36,025.04
Bill Pmt -Check	12/13/2022	6170	CAV - Front Range	Dec-June '23 -- #CAV00727	-385.00	35,640.04
Bill Pmt -Check	12/13/2022	6171	Charter Communications	8313 30 031 0976435	-139.89	35,500.15
Bill Pmt -Check	12/13/2022	6172	Walsh Property Management	Dec 2022	-2,650.00	32,850.15
Total CHECKING					<u>32,850.15</u>	<u>32,850.15</u>
TOTAL					<u>32,850.15</u>	<u>32,850.15</u>

Downtown Development Authority
Balance Sheet

As of November 30, 2022

DSS- Balance
Nov 30, 22

ASSETS

Current Assets

Checking/Savings

Plaza Checking 118,939.35

Special Events 33,748.00

Total Checking/Savings 152,687.35

Accounts Receivable

Accounts Receivable 3,227.50

Total Accounts Receivable 3,227.50

Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 108,414.85

TOTAL ASSETS 108,414.85

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,726.50

Total Other Current Liabilities 2,726.50

Total Current Liabilities 2,726.50

Total Liabilities 2,726.50

Equity

Unrestricted Net Assets 236,651.83

Net Income -130,963.48

Total Equity 105,688.35

TOTAL LIABILITIES & EQUITY 108,414.85

Downtown Development Authority
Profit & Loss
 October through November 2022

	DSS-P&L	<u>Oct - Nov 22</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		27.09
Direct Public Support		3,500.00
Other Types of Income		
Miscellaneous Revenue		430.00
Total Other Types of Income		430.00
Program Income		
Friends of Station		
Treedition		3,408.80
Friends of Station - Other		240.00
Total Friends of Station		3,648.80
Vendor Fees		621.54
Total Program Income		4,270.34
Total Income		8,227.43
Gross Profit		8,227.43
Expense		
Contract Services		750.00
Facilities and Equipment		
Building Repairs/Maint		1,647.39
Landscaping, Repairs/Maint.		81.00
Rent, Parking, Utilities		
DSS		255.94
Rent, Parking, Utilities - Other		2,422.31
Total Rent, Parking, Utilities		2,678.25
Storage - Rental		250.00
Total Facilities and Equipment		4,656.64
Marketing		
Advertising/Media		8,630.90
Fundraising Expense		449.78
Website		300.00
Total Marketing		9,380.68
Operations		
Books, Subscriptions, Reference		10.99
Equip/Supplies		97.80
Event Expense		
A/V		4,625.00
Bands		1,350.00
Entertainment/Rentals		179.99
Event Supplies		773.39
Event Expense - Other		4,329.50
Total Event Expense		11,257.88
Overnight Security		5,175.00
Service Charge		47.24
Supplies		79.08
Total Operations		16,667.99
Payroll Expenses		30,386.44
Travel and Meetings		
Conference, Convention, Meeting		150.00
Travel		99.51
Total Travel and Meetings		249.51
Total Expense		62,091.26
Net Ordinary Income		-53,863.83
Net Income		-53,863.83

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

DSS-Budget	TOTAL						Budget	\$ Over Budget	% of Budget
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Jul - Nov 22			
Ordinary Income/Expense									
Income									
ACCT. INTEREST	2.38	15.65	15.79	14.88	12.21	60.91	0.00	60.91	100.0%
Direct Public Support									
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	-120,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	3,500.00	0.00	3,500.00			
Total Direct Public Support	0.00	0.00	0.00	3,500.00	0.00	3,500.00	120,000.00	-116,500.00	2.92%
Investments									
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Other Types of Income									
Miscellaneous Revenue	200.00	200.00	200.00	200.00	230.00	1,030.00	0.00	1,030.00	100.0%
Other Types of Income - Other	0.00	499.63	0.00	0.00	0.00	499.63	25,000.00	-24,500.37	2.0%
Total Other Types of Income	200.00	699.63	200.00	200.00	230.00	1,529.63	25,000.00	-23,470.37	6.12%
Program Income									
Beverage Sales	5,228.76	21,761.24	2,204.29	0.00	0.00	29,194.29	40,000.00	-10,805.71	72.99%
Disney Raffle	0.00	103.00	0.00	0.00	0.00	103.00			
Event Sponsorship	32,652.50	9,000.00	30,000.00	0.00	0.00	71,652.50	125,000.00	-53,347.50	57.32%
Facility Rental	8,825.00	6,180.00	993.64	0.00	0.00	15,998.64	35,000.00	-19,001.36	45.71%
Friends of Station									
Treedition	0.00	0.00	0.00	164.20	3,244.60	3,408.80	0.00	3,408.80	100.0%
Friends of Station - Other	45,145.00	55.00	1,545.00	45.00	195.00	46,985.00	30,000.00	16,985.00	156.62%
Total Friends of Station	45,145.00	55.00	1,545.00	209.20	3,439.60	50,393.80	30,000.00	20,393.80	167.98%
Ice Skating Fees	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	0.00	0.00	100.00	0.00	0.00	100.00			
Partners In Progress	1,000.00	0.00	500.00	0.00	0.00	1,500.00	115,000.00	-113,500.00	1.3%
Support the Station									
Poinsettia sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Support the Station - Other	1,027.00	7,099.00	0.00	0.00	0.00	8,126.00	0.00	8,126.00	100.0%
Total Support the Station	1,027.00	7,099.00	0.00	0.00	0.00	8,126.00	0.00	8,126.00	100.0%
Vendor Fees	834.86	3,857.71	0.00	169.12	452.42	5,314.11	0.00	5,314.11	100.0%
Program Income - Other	0.00	3,618.00	0.00	0.00	0.00	3,618.00	0.00	3,618.00	100.0%
Total Program Income	94,713.12	51,673.95	35,342.93	378.32	3,892.02	186,090.34	390,000.00	-203,909.66	47.89%
Total Income	94,915.50	52,389.23	35,558.72	4,093.20	4,134.23	191,090.88	567,000.00	-375,909.12	33.7%
Expense									
Contract Services									
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Construction Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Contract Services - Other	1,500.00	1,550.00	1,550.00	750.00	0.00	5,350.00	0.00	5,350.00	100.0%
Total Contract Services	1,500.00	1,550.00	1,550.00	750.00	0.00	5,350.00	7,500.00	-2,150.00	71.33%
Facilities and Equipment									
Building Repairs/Maint	13,686.78	12,390.14	14,441.54	1,108.89	538.50	42,165.85	0.00	42,165.85	100.0%
Chiller Rental	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Equip Rental and Maintenance	0.00	162.03	900.13	0.00	0.00	1,062.16	0.00	1,062.16	100.0%
FF&E	836.37	0.00	0.00	0.00	0.00	836.37	30,000.00	-29,163.63	2.79%
Landscaping, Repairs/Maint.	914.33	0.00	729.95	0.00	81.00	1,725.28	40,000.00	-38,274.72	4.31%
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities									
DSS	127.97	127.97	127.97	127.97	127.97	639.85	0.00	639.85	100.0%
Rent, Parking, Utilities - Other	2,702.78	1,887.24	3,140.46	860.92	1,561.39	10,152.79	34,000.00	-23,847.21	29.86%
Total Rent, Parking, Utilities	2,830.75	2,015.21	3,268.43	988.89	1,689.36	10,792.64	34,000.00	-23,207.36	31.74%
Storage - Rental	0.00	0.00	0.00	250.00	0.00	250.00	7,000.00	-6,750.00	3.57%
Facilities and Equipment - Other	85.00	0.00	0.00	0.00	0.00	85.00	0.00	85.00	100.0%
Total Facilities and Equipment	18,353.23	14,567.38	19,340.05	2,347.78	2,308.86	56,917.30	171,000.00	-114,082.70	33.29%
Marketing									
Advertising/Media	2,124.90	752.22	182.88	8,130.90	500.00	11,690.90	8,000.00	3,690.90	146.14%
Fundraising Expense	1,957.72	253.93	224.89	224.89	224.89	2,866.32	3,500.00	-613.68	82.47%
Website	0.00	71.88	60.51	300.00	0.00	432.39	1,000.00	-567.61	43.24%
Marketing - Other	116.67	72.71	0.00	0.00	0.00	189.38	0.00	189.38	100.0%
Total Marketing	4,199.29	1,150.74	468.28	8,655.79	724.89	15,198.99	12,500.00	2,698.99	121.59%
Operations									
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books, Subscriptions, Reference	222.61	560.33	9.99	10.99	0.00	803.92	0.00	803.92	100.0%
Equip/Supplies	0.00	0.00	0.00	0.00	97.80	97.80	0.00	97.80	100.0%
Event Expense									
A/V	9,300.00	10,925.00	6,000.00	4,625.00	0.00	30,850.00	20,000.00	10,850.00	154.25%
Bands	17,850.00	16,867.42	250.00	700.00	650.00	36,317.42	0.00	36,317.42	100.0%
Entertainment/Rentals	4,100.00	4,500.00	700.00	0.00	179.99	9,479.99	75,000.00	-65,520.01	12.64%
Event Supplies	1,764.30	3,052.37	1,896.70	154.40	618.99	7,486.76	30,000.00	-22,513.24	24.96%
Insurance	6,816.00	6,132.72	0.00	0.00	0.00	12,948.72	0.00	12,948.72	100.0%
Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Security	2,400.00	3,968.50	1,225.00	0.00	0.00	7,593.50	10,000.00	-2,406.50	75.94%
Event Expense - Other	5,720.28	12,144.39	2,238.48	4,329.50	0.00	24,432.65	0.00	24,432.65	100.0%
Total Event Expense	47,950.58	57,590.40	12,310.18	9,808.90	1,448.98	129,109.04	145,000.00	-15,890.96	89.04%
Office Automation	0.00	0.00	10.99	0.00	0.00	10.99	5,000.00	-4,989.01	0.22%
Overnight Security	2,300.00	2,875.00	2,875.00	2,300.00	2,875.00	13,225.00	21,000.00	-7,775.00	62.98%
Postage, Mailing Service	0.00	60.00	0.00	0.00	0.00	60.00	1,000.00	-940.00	6.0%
Printing and Copying	308.00	0.00	0.00	0.00	0.00	308.00			
Service Charge	385.02	60.63	292.32	22.79	24.45	785.21	0.00	785.21	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Supplies	1,147.49	1,352.31	269.86	59.88	19.20	2,848.74	0.00	2,848.74	100.0%
TIPS Training	0.00	75.00	0.00	0.00	0.00	75.00	0.00	75.00	100.0%
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operations	52,313.70	62,573.67	15,768.34	12,202.56	4,465.43	147,323.70	178,000.00	-30,676.30	82.77%
Payroll Expenses									
Incentives	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
Payroll Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
Payroll Expenses - Other	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	97,014.86	206,000.00	-108,985.14	47.1%
Total Payroll Expenses	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	97,014.86	230,000.00	-132,985.14	42.18%
Travel and Meetings									
Conference, Convention, Meeting	0.00	0.00	0.00	150.00	0.00	150.00			
Travel	0.00	0.00	0.00	99.51	0.00	99.51			
Total Travel and Meetings	0.00	0.00	0.00	249.51	0.00	249.51			
Total Expense	101,740.28	102,330.39	55,892.43	39,799.19	22,292.07	322,054.36	599,000.00	-276,945.64	53.77%
Net Ordinary Income	6,824.78	-49,941.16	-20,333.71	-35,705.99	-18,157.84	-130,963.48	-32,000.00	-98,963.48	409.26%
Net Income	-6,824.78	-49,941.16	-20,333.71	-35,705.99	-18,157.84	-130,963.48	-32,000.00	-98,963.48	409.26%

Downtown Development Authority
Transaction Detail by Account
October through November 2022

DSS-Tracking							
Type	Date	Num	Name	Memo	Amount	Balance	
Plaza Checking							
Liability Check	10/03/2022		United States Treasury	83-0286881	-1,573.22	-1,573.22	
Bill Pmt -Check	10/03/2022	2674	McChale Gunby	DSS FallFest	-400.00	-1,973.22	
Deposit	10/03/2022			Deposit	150.00	-1,823.22	
Deposit	10/03/2022			Deposit	33,500.00	31,676.78	
Bill Pmt -Check	10/05/2022	2675	Zack Schommer	Aug 9 Farmers Market - replace voided check #2	-300.00	31,376.78	
Bill Pmt -Check	10/11/2022	2676	Black Hills Energy	2897 7717 73	-110.92	31,265.86	
Bill Pmt -Check	10/11/2022	2677	Brent Phillips	#2225	-4,625.00	26,640.86	
Bill Pmt -Check	10/11/2022	2678	C Spur Ranch	#1054	-1,050.00	25,590.86	
Bill Pmt -Check	10/11/2022	2679	Charter Communications		-127.97	25,462.89	
Bill Pmt -Check	10/11/2022	2680	Cowdin Cleaning		-750.00	24,712.89	
Bill Pmt -Check	10/11/2022	2681	Dewitt Water Systems & Services	#29700	-28.20	24,684.69	
Bill Pmt -Check	10/11/2022	2682	MCF LLC	358	-450.00	24,234.69	
Bill Pmt -Check	10/11/2022	2683	Quality Brands of Casper	#11355	-3,279.50	20,955.19	
Bill Pmt -Check	10/11/2022	2684	Secure Gunz LLC		-2,300.00	18,655.19	
Bill Pmt -Check	10/11/2022	2685	The Lyric		-250.00	18,405.19	
Liability Check	10/11/2022		United States Treasury	83-0286881	-43.70	18,361.49	
Paycheck	10/12/2022		Chloe Nelson		-263.75	18,097.74	
Paycheck	10/15/2022		Breya Price		-1,378.69	16,719.05	
Paycheck	10/15/2022		Brooke C Montgomery		-1,820.96	14,898.09	
Paycheck	10/15/2022		Kevin T Hawley		-2,623.56	12,274.53	
Deposit	10/18/2022			Deposit	20.00	12,294.53	
Liability Check	10/25/2022		United States Treasury	83-0286881	-1,573.24	10,721.29	
Check	10/25/2022	2686	Department of Workforce Services	#004608509	-491.48	10,229.81	
Bill Pmt -Check	10/25/2022	2687	Steven James Phillips	16	-450.00	9,779.81	
Bill Pmt -Check	10/25/2022	2688	Mastercard	xx9839	-351.33	9,428.48	
Bill Pmt -Check	10/25/2022	2689	Mastercard	xx9423	-8.65	9,419.83	
Bill Pmt -Check	10/25/2022	2690	Mastercard	xx7031	-330.00	9,089.83	
Bill Pmt -Check	10/25/2022	2691	Mastercard	xx9471	-1,144.28	7,945.55	
Deposit	10/25/2022			Deposit	25.00	7,970.55	
Deposit	10/27/2022			Deposit	20.60	7,991.15	
Deposit	10/28/2022			Deposit	82.40	8,073.55	
Deposit	10/28/2022			Deposit	61.20	8,134.75	
Bill Pmt -Check	10/28/2022		Rivers Edge Storage	Rent	-300.00	7,834.75	
Bill Pmt -Check	10/28/2022		Journal Communication		-7,927.00	-92.25	
Paycheck	10/31/2022		Breya Price		-1,378.69	-1,470.94	
Paycheck	10/31/2022		Brooke C Montgomery		-1,820.95	-3,291.89	
Paycheck	10/31/2022		Kevin T Hawley		-2,623.57	-5,915.46	
Deposit	10/31/2022			Deposit	19.12	-5,896.34	
Check	10/31/2022			Service Charge	-22.79	-5,919.13	
Deposit	10/31/2022			Interest	14.88	-5,904.25	
Deposit	11/01/2022			Deposit	247.20	-5,657.05	
Liability Check	11/01/2022		United States Treasury	83-0286881	-1,573.24	-7,230.29	
Deposit	11/02/2022			Deposit	144.20	-7,086.09	
Deposit	11/04/2022			Deposit	20.60	-7,065.49	
Deposit	11/07/2022			Deposit	103.00	-6,962.49	
Deposit	11/08/2022			Deposit	288.40	-6,674.09	
Deposit	11/09/2022			Deposit	103.00	-6,571.09	
Deposit	11/10/2022			Deposit	57.36	-6,513.73	
Deposit	11/10/2022			Deposit	82.40	-6,431.33	
Deposit	11/11/2022			Deposit	61.80	-6,369.53	
Deposit	11/12/2022			Deposit	41.20	-6,328.33	
Deposit	11/13/2022			Deposit	76.78	-6,251.55	
Deposit	11/13/2022			Deposit	19.12	-6,232.43	
Deposit	11/13/2022			Deposit	20.60	-6,211.83	
Bill Pmt -Check	11/13/2022		Rivers Edge Storage		-300.00	-6,511.83	
Deposit	11/13/2022			Deposit	492.00	-6,019.83	

Downtown Development Authority
Transaction Detail by Account
 October through November 2022

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	11/14/2022			Deposit	19.12	-6,000.71
Paycheck	11/15/2022		Breya Price		-1,378.68	-7,379.39
Paycheck	11/15/2022		Brooke C Montgomery		-1,820.96	-9,200.35
Paycheck	11/15/2022		Kevin T Hawley		-2,623.57	-11,823.92
Deposit	11/15/2022			Deposit	38.24	-11,785.68
Deposit	11/15/2022			Deposit	204.80	-11,580.88
Deposit	11/16/2022			Deposit	19.12	-11,561.76
Deposit	11/16/2022			Deposit	164.80	-11,396.96
Deposit	11/17/2022			Deposit	247.20	-11,149.76
Liability Check	11/18/2022		United States Treasury	83-0286881	-1,573.24	-12,723.00
Deposit	11/18/2022			Deposit	243.60	-12,479.40
Deposit	11/19/2022			Deposit	61.80	-12,417.60
Deposit	11/20/2022			Deposit	65.60	-12,352.00
Bill Pmt -Check	11/21/2022	2692	Advance Casper Private	2020-538	-500.00	-12,852.00
Bill Pmt -Check	11/21/2022	2693	Chad Lore	12.15.22 holiday market	-300.00	-13,152.00
Bill Pmt -Check	11/21/2022	2694	Charter Communications	8313 30 031 1113376	-127.97	-13,279.97
Bill Pmt -Check	11/21/2022	2695	Dawn Anderson	#127	-150.00	-13,429.97
Bill Pmt -Check	11/21/2022	2696	Decker Auto Glass	#WES004598	-538.50	-13,968.47
Bill Pmt -Check	11/21/2022	2697	Dewitt Water Systems & Services	297566	-19.20	-13,987.67
Bill Pmt -Check	11/21/2022	2698	Kaspen Haley	12/8/22 holiday market	-350.00	-14,337.67
Bill Pmt -Check	11/21/2022	2699	Mastercard	#9839	-421.44	-14,759.11
Bill Pmt -Check	11/21/2022	2700	Rocky Mountain Power	04279137-002 8	-592.67	-15,351.78
Bill Pmt -Check	11/21/2022	2701	Secure Gunz LLC	#708, 713, 714, 715, 719	-2,875.00	-18,226.78
Bill Pmt -Check	11/21/2022	2702	Stoner Lawn & Landscape	#5401	-81.00	-18,307.78
Bill Pmt -Check	11/21/2022	2703	City of Casper - Water Services	#699294	-53.01	-18,360.79
Bill Pmt -Check	11/21/2022	2704	Mastercard	#9423	-20.00	-18,380.79
Bill Pmt -Check	11/21/2022	2705	City of Casper - Water Services	#699297	-199.71	-18,580.50
Bill Pmt -Check	11/21/2022	2706	City of Casper - Water Services	#694932	-416.00	-18,996.50
Bill Pmt -Check	11/21/2022	2707	Mastercard	#9471	-530.23	-19,526.73
Deposit	11/21/2022			Deposit	480.00	-19,046.73
Deposit	11/21/2022			Deposit	492.00	-18,554.73
Deposit	11/22/2022			Deposit	19.12	-18,535.61
Deposit	11/22/2022			Deposit	205.40	-18,330.21
Deposit	11/23/2022			Deposit	57.96	-18,272.25
Deposit	11/27/2022			Deposit	19.12	-18,253.13
Deposit	11/28/2022			Deposit	19.12	-18,234.01
Paycheck	11/30/2022		Breya Price		-1,378.69	-19,612.70
Paycheck	11/30/2022		Brooke C Montgomery		-1,820.96	-21,433.66
Paycheck	11/30/2022		Kevin T Hawley		-2,623.57	-24,057.23
Deposit	11/30/2022			Deposit	57.36	-23,999.87
Deposit	11/30/2022			Deposit	150.00	-23,849.87
Check	11/30/2022			Service Charge	-24.45	-23,874.32
Deposit	11/30/2022			Interest	12.21	-23,862.11
Total Plaza Checking					-23,862.11	-23,862.11
TOTAL					-23,862.11	-23,862.11



AGENDA

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 6th 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.

LGBTQ Advisory Council Applicants - 2020

No.	Name	Email	Phone	Term Year	Term Year	Term Year	Term Year
1	Gage Williams, Chair He/Him - They/Them	[REDACTED]	[REDACTED]	2021	2022	2023	[REDACTED]
2	Christy Jourgensen She/Her	[REDACTED]	[REDACTED]	2021	2022	2023	[REDACTED]
3	Darrell Wagner He/Him	[REDACTED]	[REDACTED]	2021	2022	2023	[REDACTED]
4	Kate Allen She/Her - They/Them	[REDACTED]	[REDACTED]	2021	2022	2023	[REDACTED]
5	Riley Jourgensen He/Him	[REDACTED]	[REDACTED]	2021	2022	2023	[REDACTED]
6	Alex Petrino, Co-Chair She/Her	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2023	[REDACTED]
8	David Esposito He/Him	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2023	2024
9	Hollie Brogan She/Her	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2023	2024
10	Kelly Stiefvater She/Her	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2023	2024
11	Skylar Cooper He/Him - They/Them	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2023	2024
Council	Ray Pacheco, Mayor	rpacheco@casperwy.gov		City Council Representative			
Council	Amber Pollock	apollock@casperwy.gov		City Council Representative			
NCSD	Marie Puryear	[REDACTED]		School District Representative			
CPD Liaison	Sgt. Stedillie	[REDACTED]		Casper Police Department Liaison			
City Staff	Heidi Rood	hrood@casperwy.gov		City Staff Representative, Secretary			
City Youth Council	Sara Loghry	[REDACTED]		Guest visitor - Student			

City of Casper LGBTQ Advisory Committee Application

NAME: Brook Ostrander PRONOUNS: she/her
MAILING ADDRESS: [REDACTED]
HOME ADDRESS: [REDACTED] PHONE: [REDACTED]
YEARS OF CASPER RESIDENCY: 20 EMAIL: [REDACTED]

HOW DO YOU IDENTIFY:

Lesbian

AGE GROUP:

Under 18

18-24

25-34

35-44

45-54

55-64

65+

Please explain your interest in serving on this Committee:

I grew up in Casper and my experience has been that it is a community where queer folks haven't been welcomed but I think that can change. I grew up really connected to the christian community in Casper and I think that my efforts there can be translated into a different setting. Especially in our small community, a group that advocates for the rights and protections of queer individuals is so important to our safety and wellbeing, but I also see the impact going farther into the future to create a culture in our community of love and acceptance. I want to see Casper open their hearts and minds to embrace diversity and I think this sounds like a wonderful avenue for that.

Other City, Community, or other similar volunteer experience:

I have volunteered in a church setting (Cornerstone Evangelical Free and Restoration churches) and I would like to see how those skills can be utilized in a different setting. I am currently studying Social Work at Casper College and I would love to see what skills I can learn from being more involved in community projects/settings.

Skills & experience:

I used to film and live stream church services and volunteer at my churches food pantry and nursery.

Signature:  Date: 12/11/2022

===== FOR OFFICE USE ONLY =====

New Appointment: _____ Or Reappointment: _____ Term Length: _____ Year(s)

Full Term: _____ Or Unexpired Term: _____ Exp. Date: _____

Comments: _____

Please return to:

Casper's City Manager's Office
200 N. David Street
Casper, WY 82601



RETIREMENT CELEBRATION

**In honor of
Commissioner
Robert L. Hendry**

Please join us as we thank him for his dedication since 2007.

Tuesday, December 20, 2022
5:30 p.m.
200 North Center Street
(Large Courtroom)
Casper, Wyoming





RETIREMENT CELEBRATION

**In honor of
Commissioner
Paul C. Bertoglio**

Please join us as we thank him for his dedication since 2017.

Tuesday, December 20, 2022
5:30 p.m.
200 North Center Street
(Large Courtroom)
Casper, Wyoming



To our community partners and friends,

With 2022 coming to an end our team thought it a great idea to send a newsletter providing updates on our staff member changes as well as the latest news on our Tate Safe House project.

WE APPRECIATE all of the ongoing support from our entire community and wish everyone a safe and joyous holiday season!

Our newsletter is attached - thanks everyone!

--

Walt Doney
Community Outreach & Events Coordinator
Self Help Center
(307) 235-2814
wdoney@shccasper.com

(307) 235-2814

740 Luker Lane, Evansville

www.shccasper.com

12/2022



SELF HELP CENTER

VIOLENCE PREVENTION & CRISIS INTERVENTION



Prevent . Shelter . Heal



Tate Safe House Update

The Self Help Center is excited to be nearing completion of its long-awaited Tate Safe House project. The modular unit will be arriving in mid-December. Our goal is to have our 4-family independent living home fully operational by February 1, 2023. Thank you again to the Tate Foundation, and to the many generous groups, families, individuals, and organizations who made this project a reality!

Welcome to Our New Staff!

We welcome team members who have recently either taken on greater responsibilities or started new roles at the Self Help Center. Katie Wilson began as an AmeriCorps employee in 2018. She was promoted to an Advocate position one year later. Katie is now completing her Master of Social Work degree, and recently began providing individual and group support to clients. Stephanie Lamb is another of our new therapists. Prior to beginning work at Self Help, she interned at Wyoming Behavioral Health, then provided private marriage and family therapy. Her expertise includes supporting adolescents as well as those experiencing trauma. Natalie Neuenschwander joined our team as our Safe House Night Advocate supporting those entering our 30-day emergency facility. Finally, we welcome Keisha Glover as our newest Crisis Advocate. She will be working with those seeking support while fleeing domestic violence. Our center is grateful for the expertise each of these members brings to our team as we continue to offer services leading to ending the cycle of violence in our community.

**Domestic Violence Emergency Shelter - 24 Hour Hotline - Advocacy
Counseling - Youth Prevention Education - One-on-One Education & Support**

Stats from July through December, 2022

48 ASI Substance Use Assessments

15 Substance Use Treatment Groups

883 Critical Calls Answered on our 24-Hour Crisis Hotline

104 Protection Orders Served via Advocate Services



Upcoming Programs

Healthy Relationship Classes begin Spring 2023

Classes are Tuesdays, weekly date TBD. Cost is \$25 - scholarships available

CORE Trip (Conservation Outdoor Rec Ed.) 2023 summer sign-up begins

Our summer weekly *youth field trips* throughout the state offer at-risk young adults skills in teamwork, respect for the environment, each other and themselves will open for registration. Program facilitated by Vic Orr. Scholarships available.

For information regarding programs call (307) 235-2814