

**INFORMATION PACKET**  
**Friday, December 17, 2021**



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We are CASPER

Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### December 21, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Start Time 5:15					
Pre-Meeting: Tree Suckers					
Pre-Meeting: Council Pre-Meeting or Work Session Attendance					
Pre-meeting: Sole Source - Irrigation Station Improvements for the Casper Soccer Complex (will be on Jan. 4 consent agenda)					
Approval of Executive Session Minutes - Dec. 7					
Approval of Special Meeting Minutes- Dec. 14					
Establish January 4, 2022 as the Public Hearing Date for Consideration of the Transfer of Ownership for Retail Liquor License No. 3, 307 Racing Management, Inc., d/b/a 307 Racing, Located at 739 North Center Street.	N				N
Public Hearing: Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision.		N	N		
Public Hearing: Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition.		N	N		
Public Hearing: Rates for Retail and Wholesale Water and Sewer Service, and for Residential and Commercial Solid Waste Collection and Disposal at the Casper Solid Waste Facility. (2 resolutions)		N		N	
Public Hearing: Authorizing a Memorandum of Understanding Between the City of Casper and the Natrona County School District, for the Transfer of Tennis Courts and Related Property. (public hearing was established on Sept. 7)		N		N	
Public Hearing: Transfer of Retail Liquor License No. 26 from Brenton Properties, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave to FBS Casper, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave.		N			N
Authorizing the Purchase of Equipment and Installation of Equipment in Two (2) New Police Trucks by Communication Technologies Inc., in the Amount of \$37,490.				C	
Authorizing the Purchase of Equipment and Installation of Equipment in Six (6) Police Vehicles by Communication Technologies Inc., in the Amount of \$90,128.85.				C	
Approving and Adopting the Casper Area Metropolitan Planning Organization's Bicycle and Pedestrian Plan Update.				C	
Authorizing the Release of an Local Assessment District Lien and Execution of a Release of Lien and Notice of Satisfaction of Agreement and Promissory Note for 1842 Kearney Avenue.				C	
Authorizing a Contract for Outside-City Water and Sewer Services with Curtis C. Day.				C	
Authorizing an Agreement with Amundsen Associates, LLC for Design Services for the CPU Water Garage Addition, Project No. 21-036, in an Amount Not to Exceed \$143,425.				C	

**The Grid**

A working draft of Council Meeting Agendas

**December 21, 2021 (continued) Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Reappointing Larry Madsen and Terry Lane to the Amoco Reuse Agreement Joint Powers Board.					C
Exec Session: Litigation. Personnel?					

**January 4, 2022 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Election and swearing in of Mayor and Vice Mayor					
Designation of Paper and Banks					
Establish Public Hearing on Ordinance Amending Ward Boundaries for January 18th					
Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision. 2nd Reading			N		
Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition. 2nd Reading			N		
Public Hearing: Transfer of Ownership for Retail Liquor License No. 3, 307 Racing Management, Inc., d/b/a 307 Racing, Located at 739 North Center Street		N			N
Authorizing a Sole Source Professional Services Agreement with Granite Peak Pump Service, Inc., Billings Montana, for a 1800 Gallon Per Minute, 95 Pounds Per Square Inch Package Pump Station, in the Amount of \$201,430.				C	
Authorizing the Appointment of Elizabeth B. Grill to the Civil Service Commission for a Three (3) Year Term Expiring December 31, 2024.					C

**January 11, 2022 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:30	5 min
Drug Court Update			
City Inspectors Authority/Oversite of Licensed Contractors			
I-25 & Center Street Enhancements			
Legislative Agenda			
Agenda Review			
Council Around the Table			
Approximate Ending Time:			

## The Grid

A working draft of Council Meeting Agendas

### January 18, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing Ordinance Amending Ward Boundaries					
Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision. 3rd Reading			N		
Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition. 3rd Reading			N		
Authorizing a Ground Lessor Estoppel and Consent to Assignment of Lease Agreement of Lease Agreement between the City of Casper and PDOF Casper, LLC.				C	
Legislative Agenda				C	

### January 25, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:30	5 min
Engineering Consultants			
Athletic Field Operation Agreement			
Two-Way to One-Way Proposal			
Agenda Review			
Legislative Review			
Council Around the Table			
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

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

### Staff Items:

Shipping Container Ordinance Update			
Cemetery Resolution Revisions			February
Business Plan Discussion			February
Updating Rooming of Hotels, Lodging in the City			
Project Safe			
Gambling Laws			
Recreation Refunds			
Sign Code Revision			

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

Restructure of Community Promotions			
Handheld Device Use While Driving?			

### Future Regular Council Meeting Items:

Public Hearing for Annual Renewal of Liquor Licenses	Feb. 15, 2022		
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### Retreat Items:

Economic Development and City Building Strategy
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**From:** Jennifer Scott <jescott@casperwy.gov>  
**Sent:** Friday, December 17, 2021 12:23 PM  
**To:** Fire Department <firedepartment@Casperwy.gov>  
**Cc:** Dawn Dean <ddean@casperwy.gov>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Dennis Gazdiewich <dgazdiewich@msn.com>; Greg Groves <legatcn@gmail.com>; Tim Monroe <tmonroe2@tribcsp.com>  
**Subject:** RE: Monthly Activity Report

\*\*I noticed that the chart for month to month comparison on the Covid-19 page is out of order. This will be corrected by the next publication.\*\*

**From:** Jennifer Scott  
**Sent:** Friday, December 17, 2021 12:15 PM  
**To:** Fire Department <[firedepartment@Casperwy.gov](mailto:firedepartment@Casperwy.gov)>  
**Cc:** Dawn Dean <[ddean@casperwy.gov](mailto:ddean@casperwy.gov)>; Renee Jordan-Smith <[rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov)>; Dennis Gazdiewich <[dgazdiewich@msn.com](mailto:dgazdiewich@msn.com)>; Greg Groves <[legatcn@gmail.com](mailto:legatcn@gmail.com)>; Tim Monroe <[tmonroe2@tribcsp.com](mailto:tmonroe2@tribcsp.com)>  
**Subject:** Monthly Activity Report

Hello!

I realized yesterday that I had missed sending out the Monthly Activity Report at the first of the month. I ran the data and re-published the report to send today.

This data is through December 16, 2021.

[CFDMonthlyActivityReport](#)

If you have any questions please let me know.

Thanks,

*Jennifer Scott*

GIS Tech/Admin Support  
Casper Fire-EMS  
307-235-8222



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

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



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

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

6:00 pm Wednesday, November 10, 2021

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

And via teleconference due to Covid-19

Present: Bob Chynoweth, Rob Hurless, Larry Madsen, Amy Freye, and Jai-Ayla Quest

Teleconference: Terry Lane, Reed Merschhat, and Jim DeGolia

Excused Absences: Brook Kaufman

Others Present: Roxy Skogen (Skogen, Cometto & Associates), Matt Reams (Three Crowns), and Renee Hahn (Executive Director, ARAJPB)

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

#### **1. Approval of Audit Report**

Ms. Skogen presented and explained the 2021 Draft Audit Report, "It is the second combined audit with Three Crowns". The substantial points of discussion were as follows:

- The monthly financial reports prepared by Lenhart-Mason & Associates for ARAJPB and Landscapes Unlimited for Three Crowns are valuable both for preparation of the audit and providing accurate financial information to the Board.
- She informed the Board there was one adjusting entry made on the Combined Audit this year but no additional recommendations. The journal entry made was on the ice machine that was purchased in June so the asset was moved to ARAJPB's Financials.
- Restricted Funds has been reviewed and approved. Economic Development Restricted Funds total \$1,258,156 and Building and Facilities Restricted Funds total \$2,514,944. Unrestricted Net Assets total \$10,925,978.

Mr. Chynoweth suggested that each Board member review the notes on the audit. He finds this information extremely worthwhile.

A motion was made by Mr. Merschhat and seconded by Mr. Hurless to approve and accept the Draft Audit Report since there will be no additional changes made to the final audit.



There being no further discussion, the Board members in attendance proceeded to vote. The motion passed with all members present voting aye. (Copy of Audit on file).

**2. Minutes of the Annual City and County Minutes and October 13, 2021 Regular Meeting**

A motion was made by Ms. Freye and seconded by Mr. Madsen to approve the October 13, 2021 Meeting Minutes.

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

**3. Treasurer's Report**

Details on the investment accounts, checking account and various vouchers listed on the Treasurer's Report as of November 10, 2021 were presented by Mr. Lane. He also reviewed the financial report from Lenhart Mason. Mr. Lane reminded the attendees that he was going to move \$500,000 dollars from the Davidson Fund into Peaks Investment at the end of November.

A motion was made by Mr. Merschatt and seconded by Mr. Lane to approve the reports and authorize payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy attached to the Minutes.)

**4. Committee Reports**

- **Architectural Review** - Nothing to report.
- **PRC** - Ms. Freye updated the Board on the Riverfest. Ms. Emery from the Pump House informed us the Riverfest will remain at Cross Roads Park and they will not be needing the Platte River Commons for parking.
- **Refined Properties** – Mr. Merschatt informed the Board that the borrowed source of dirt in Paradise Valley will not be allowed to be placed in the Platte River Commons by WDEQ. A new source for the soil will be needed.  
Negotiations continue with a third party to locate a possible gym to the PRC. Mr. Merschatt also shared that WYDOT has provided ARAJPB with a check for the property they will be purchasing/leasing for their equipment during the Poplar Street renovation. The check is being held until BP signs the required papers to release the property. Refined Properties is involved with all parties to complete this step.
- **Three Crowns** – Mr. Reams updated the Board on the operations of Three Crowns and stated “The course closed for the season on November 1<sup>st</sup>.” He stated that rounds finished at 19,007 which is a bit lower than last year. Both the Pro Shop and Food and Beverage have slowed down now. Marketing is on pace with the budget for Holiday Events. The restaurant hours are now 11 am – 2 pm. Next Year's rates will have an increase though expected to remain competitive. Next Year's Budget will be reviewed in December. The Glow Ball Event was a complete sellout and enjoyed by all. It will now be included in next year's annual events.

Mr. Reams shared that the SBA Loan has been repaid by Threes Crowns including interest.

A motion was made by Mr. DeGolia and seconded by Mr. Hurlless to approve the Amoco Reuse Agreement Joint Powers Board 2022 Liquor License for Three Crowns



LLC. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye.

Mr. Chynoweth informed the Board that the Capital Expenses on Assets should be increased to \$5,000 from \$3,000.

A motion was made by Mr. Madsen and seconded by Ms. Frye to allow the increase for Capital Improvements. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye.

- **Executive Committee** – Ms. Hahn reviewed future meetings and reminded the Board to assist with the recruitment of two new Board Members.

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

No reports because our County Representative was absent and our new City Representative was informed of her role on the Board. Mr. Chynoweth stated “In future meetings please share and update the Board on relevant City activities.”

6. **Other**

None.

7. **Future Meetings/Agenda**

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

December 8<sup>th</sup> - Regular Board Meeting 5:00 pm, 1601 King Blvd., Three Crowns. Christmas Party to follow.

December 16<sup>th</sup> - Three Crowns Committee Meeting 7:30 am, located in the Big Horn Conference Room.

8. **Public Comment**

There was no public comment.

9. **Good of the Order**

None.

10. **Adjournment**

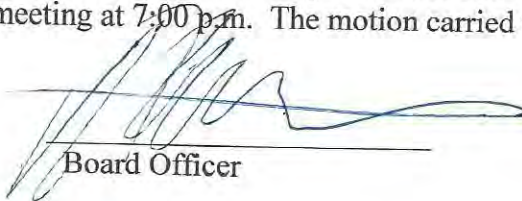
There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Madsen to adjourn the meeting at 7:00 p.m. The motion carried with all members in attendance voting aye.

12/08/21

Date

12-8-21

Date



Board Officer



Presiding Officer





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

**THURSDAY, DECEMBER 16TH, 2021**

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

**ZOOM LINK:** <https://us02web.zoom.us/j/82729162691>

**Phone:** 1 253 215 8782 **Passcode:** 827 2916 2691

**5:30 PM**

- I. AGENDA/MINUTES**
  - a. Previous Meeting Minutes/Notes**
    - i. November meeting minutes\*
  
- II. BUDGET/FINANCIAL**
  - a. FINANCIALS**
    - i. November financials\* (could be delayed due to billing issues)
  
- III. BOARD**
  - a. Next Meeting Date**
    - i. **Proposed Meeting Date December 16<sup>th</sup>, 2021\***
  
- IV. HEALTH OFFICER**
  - i. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. ADMINISTRATION**
    - i. COVID-19 UPDATE**
      - 1. Update-Testing/Vaccination
        - a. Temporary Structure
      - 2. Staffing – losses and gains
      - 3. Community Impacts
  
    - i. General Administration**
      - 1. Reporting grid-updated, please review

2. Strategic Planning for Board-tabled until January 2022- received NACCHO needs assessment
3. FOIA policy-tabled
4. Performance evals- progressing
5. Building update- presentation to County Commissioners
6. City of Mills MOU-satellite

**b. COMMUNICABLE DISEASE**

- i. Expedition
- ii. WyAETC
- iii. HIV Case Management

**c. COMMUNITY PREVENTION**

- i. Community Prevention
- ii. WCRS
- iii. WYCC
  1. Approval of new contract\*

**d. ENVIRONMENTAL HEALTH**

**e. NURSING PROGRAMS**

- i. DISEASE PREVENTION CLINIC
  1. Opening for full-time provider
- ii. ADULT HEALTH PROGRAM
- iii. MATERNAL CHILD HEALTH PROGRAM

**f. PUBLIC HEALTH PREPAREDNESS- Tammy**

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

**g. City/County Liaison**

**h. Board Member Reports**

**i. Adjourn**

**j. Executive Session- Personnel**

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

Thursday, December 16, 2021 at 11:30 AM

Participation In-Person in the Downstairs Meeting Room at City Hall,  
200 North David Street, Casper, or Virtually via Microsoft Teams

1. Roll call, introduction of guests & the new City of Casper Risk Manager & the new Casper City Council Representative for CCPD
2. Review of the previous month's minutes & approval of minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - QOL Committee – Zulima Lopez, Chairperson
      - Update on Transportation Priorities
    - Public Relations (PR) Committee – John Wall, Chairperson
      - Updates on CCPD Facebook page & CCPD website
    - Events Committee – Nikki Green, Chairperson
      - Update regarding Christmas Parade event from November 27th
    - Fundraising Committee – Linda Jones, Chairperson
      - Update regarding 2022 calendar fundraising project
6. New Business:
  - Financial Report – Presented by the Treasurer
  - Election of Executive Council Members
  - Setting 2022 Schedule of Meetings – Continue with the 4<sup>th</sup> Thursday at 11:30 AM or does this need changed to better meet members' schedules?
  - Any other new business or public comment
7. Next scheduled meeting is January 27, 2021 at 11:30 AM if the CCPD continues with the 4<sup>th</sup> Thursday at 11:30 AM time slot for meetings.

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

MINUTES from Meeting Held on Thursday, December 16, 2021, at 11:30 AM

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

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

*Liaisons, Alternates & Guests:* Ray Pacheco, City Council Representative and Mayor-Elect; Liz Becher, Community Development Director with the City of Casper; Matthew Kowalski, County Liaison; Ethan Yonker, City of Casper Risk Manager

1. Roll Call & Introduction of new City of Casper Risk Manager – Zulima introduced Ethan Yonker, the new City of Casper Risk Manager who will be the City's representative for the CCPD moving forward. Ethan has been with the City of Casper for nine years and most recently worked as an Engineer, and looks forward to working with this Council.
2. Minutes from November 18, 2021, Meeting – Bonnie made the motion to approve the minutes and Nikki seconded. Group approved.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: Councilman, Ray Pacheco, addressed the Council and relayed that the City Council has been strongly encouraged to support the 2022 Calendar Fundraiser by purchasing calendars, and Zulima confirmed she had some purchases. Councilman Pacheco also mentioned to the City Council the snow removal needed around the community for those with disabilities to remain safe while accessing the community, and to encourage the community to clear their sidewalks for safer access.  
Councilman Pacheco also informed the CCPD that he was elected Mayor and will be sworn in on January 4, 2022. The assigned representative for the CCPD from the City Council may stay the same, but Councilman Pacheco is unsure at this time. He thanked the CCPD for the work they do, and continues to support it. Councilman Pacheco reminded the group that they can present specific plans or projects that need some additional funding to the City Council for consideration in the future if needed.
4. Question & Answer (Q & A) with the City Council Representative: N/A
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - o QOL Committee – Zulima Lopez, Chairperson
      - Zulima didn't have an update regarding this committee. Ethan Yonker will be moving forward as this Committee Chairperson at the next meeting in January, 2022. The CCPD website has been updated with appropriate events as well as new membership. Zulima will pull the results of hits on the CCPD website per Nikki's request to see what the public is looking at or looking for on the CCPD website.
    - o Public Relations (PR) Committee – John Wall, Chairperson

- John reported that there were about 10 new people that liked the CCPD Facebook page.
- John is looking forward to the new transportation changes in March, 2022. John has spoken to Liz Becher about the Anderson grant program. John would like the City to get wheelchair accessible mini-vans for the disabled community, and have an after-hours program for transportation needs.
- Events Committee – Nikki Green, Chairperson
  - The Christmas parade was a huge success! The designated location at the Library worked very well. It was a great turnout.
  - The next event will be the March Developmental Disabilities Awareness Month event. Brainstorming will begin soon.
- Fundraising Committee – Linda Jones, Chairperson
  - The 2022 calendars are being worked on at Mountain States Lithographing as we meet, and will be available very soon for purchase. A small quantity was already printed and available for sale at the Christmas Parade in late November. Zulima will accept money & orders today for 2022 calendars due to the delay, and will deliver them as they were supposed to be ready by the meeting today.

#### 6. New Business:

- Treasurer's Report: Zulima provided the updated report which is attached to these minutes.
- Election of Executive Committee officers took place. The newly elected Executive Committee will include Chairperson, Nikki Green; Vice-Chairperson, Bonnie Wilson; Secretary, Masha Flinn; and Treasurer, Ethan Yonker, City Risk Manager. Renate let the CCPD know that she will no longer be working with NOWCAP Services as of early January, but has accepted another position at the Child Development Center working with infants & toddlers with disabilities, and would like to continue membership through her term, but not Executive Committee membership at this time.
- Liz Becher reported that the "I Count on You" campaign is moving forward again after a slight delay focusing on another ADA complimentary para-transit service program. The program is FTA required and will begin in March, 2022. The new program offers priority reservations for people with disabilities for immediate doctor's appointments or shopping needs within 24-hours instead of 2-3 days.
- The CCPD members agreed to continue the 2022 schedule with monthly meetings on the 4<sup>th</sup> Thursday from 11:30-1 PM. John motioned to keep the dates the same and Masha seconded it. The CCPD approved.
- Councilman Pacheco recognized Zulima Lopez for her extensive work with the CCPD as well. Zulima relayed it has been her honor to work with this Council and will continue to try to attend as a City liaison as much as she can.
- Linda Jones would like to send Christmas Thank-You cards to the Library staff for helping with the Christmas Parade, the City Transit Office and Liz Becher; those participating in the 2022 calendar with their service animals, including Mountain States Lithographing; and Jolene Martinez with the City media department. Linda made beautiful Christmas cards with "Thank you" messages inside. John



offered to send the cards with a CCPD business card inside, and Bonnie offered to donate the postage. Linda will need to make 1 more card for a total of 9.

- John proposed that the CCPD put together a “Disability Cookbook” with recipes submitted by members of the community with disabilities as a fundraiser in the new year. The Fundraising Committee will need to put together a proposal for this idea and present it to the CCPD membership at the next meeting.

The meeting adjourned at 12:25 PM. The next meeting is scheduled on January 27, 2022, at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary

**CCPD Treasurer Report - December 2021**

**CCPD Revenues as of 12/16/2021**

<b>Name</b>	<b>Deposit Date</b>	<b>Amount</b>	<b>Cash or Check</b>	<b>Comment</b>
Gerri Daily	7/20/2021	\$ 5.00	cash	2021 Calendar
Maureen Barnes	7/20/2021	\$ 10.00	cash	2021 Calendar and \$5 donation
Anonymous citizen at booth	7/20/2021	\$ 7.00	cash	2021 Calendar and \$2 donation
Linda Jones	7/22/2021	\$ 60.00	Check #1010	Sale of 10 2021 Calendars
Linda Jones	12/16/2021	\$ 10.00	cash	2022 Calendars - parade
Jolene Martinez	12/16/2021	\$ 5.00	cash	2022 Calendar
Angela Emery	12/16/2021	\$ 5.00	cash	donation
Steve Cathey	12/16/2021	\$ 5.00	cash	donation
Bruce Knell	12/16/2021	\$ 10.00	cash	2022 Calendars
Masha Flinn	12/16/2021	\$ 40.00	cash	2022 Calendars
Linda Jones	12/16/2021	\$ 30.00	cash	2022 Calendars
Bonnie Wilson	12/16/2021	\$ 20.00	cash	2022 Calendars and \$5 donation
John Wall	12/16/2021	\$ 20.00	cash	2022 Calendars
<b>Total Revenue</b>		<b>\$ 227.00</b>		

**CCPD Expenses as of 12/16/2021**

<b>Vendor</b>	<b>Invoice Date</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Check or Card</b>
<b>Total Expenses</b>			<b>\$ -</b>	
<b>FY 22 Budget Rollover</b>			<b>\$ 1,810.69</b>	
<b>Remaining Budget</b>			<b>\$ 1,810.69</b>	
<b>Fund Balance</b>				<b>2,037.69</b>



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Larry Keffer,  
Vice-Chairman

Ken Waters,  
Secretary

Paul Bertoglio,  
Treasurer

Steve Cathey

Steve Freel

Bruce Knell

Charlie Powell

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**December 21, 2021**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes
  - a) November 16, 2021 Regular Meeting \*
  - b) November 16, 2021 Executive Meeting
3. Approve Vouchers – December 2021 \*
4. Approve Financial Report – November 2021 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Presentation of the FY2021 Annual Audit by Skogen, Cometto, & Associates, P.C.
  - b) Consider Change Order No. 1 with Contract West Roofing, Inc., for the 2021 RWS Roof Replacements, Project No. 20-051 for a Price Reduction in the Amount of \$1,079.26 \*
  - c) Discuss Additional WTP Positions for FY2023
  - d) Other
9. Chairman's Report

**Next Meeting: Regular JPB Meeting – January 18, 2022**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

November 16, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, November 16, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

**City of Casper –** Cathey, Knell, Andrew Beamer, Bruce Martin, Tom Edwards, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –**

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

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

The Board meeting was called to order at 11:37 a.m.

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the October 19, 2021

Regular meeting and Executive meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the minutes from the October 19, 2021 Regular meeting and Executive meeting. Motion put and carried with Board Member Knell abstaining from the vote.

3. Mr. Martin informed the Board that five additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8361 for Russell Industries, Inc. in the amount of \$40,081.91 for the Airport Booster Pump and the Mountain View Booster Pump; Voucher 8362 for Harrington Industrial Plastics, LLC in the amount of \$10,560.94 for Replacement Chemical Piping for the Sodium Hypochlorite System; Voucher 8363 for Grainger in the amount of \$1,711.25 for Shop Tools; Voucher 8364 for HDR Engineering, Inc. in the amount of \$6,115.02 for the 2.6M Gallon Tank Roof Replacement Project No. 18-093; and Voucher 8365 for the Department of the Interior/Bureau of Land Management in the amount of \$500.00 for the Right of Way Rental - Emigrant Ridge Tank 1/1/2022 – 12/31/2022. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the November 2021 vouchers. A motion was made by Board Member Knell and seconded by Treasurer Bertoglio to approve the November 2021 voucher listing to include voucher numbers 8346 through 8365 in the amount of \$873,707.23. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for October 2021 was 205 MG, which is right at the five-year average of 209 MG. Mr. Martin stated that the year to date production total is 1.85 BG, which is 100 MG less than the five-year average. Mr. Martin stated that the decrease in water production is due to the chemical issues and the temporary watering restrictions/conservation that were put in place.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Water Utility Charges is \$3,939,617, which is \$240,041 less than the same time last year.

Mr. Martin stated that Reimbursable Contract Expense is \$1,055,882, which is \$40,448 less than the previous year due to the timing of chemical purchases.

Mr. Martin stated that the FY2021 Audit will be presented at the December meeting.

Chairman King asked for a motion to approve the October 2021 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Knell to approve the October 2021 Financial Report as presented.

Board Member Knell asked what reason is attributed to the lower water usage this time of year. Mr. Martin stated that there is no irrigation demand in the winter months.

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 4.9 MGD, running only the wellfield. Mr. Edwards stated that there are currently ten wells and three Caissons in operation.

Mr. Edwards stated that the contract work has been completed on Casper 10. Mr. Edwards stated that there were punch list items – there was a door that was damaged, and a loose electrical connection, but all were repaired. Mr. Edwards stated that during flushing of the well, staff noticed that the level transducer was not functioning correctly, so they are in the process of replacing it.

Mr. Edwards stated that the roof repairs over the Filter Gallery have been completed. Mr. Edwards stated that the inside ceiling was patched satisfactorily. Mr. Edwards stated that the FiberTite representative was out and inspected it for warranty work, and they approved. Mr. Edwards stated that there is one punch list item, as they are still waiting on materials for one of the covers for the roof drains.

Mr. Edwards stated that Auma Actuators came out and adjusted several actuators on the filters and provided quotes for new actuators on the surface water high service pumps. Mr. Edwards stated that the actuators will be ordered, and WTP staff will install them.

Mr. Edwards stated that there is a meeting scheduled for tomorrow with HDR Engineering for the UV Disinfectant Project. Mr. Edwards stated that HDR will interview staff and do a WTP walk-through.

Mr. Edwards stated that staff installed the new decant pump, and the electrical is being connected today.

Mr. Edwards stated that actuators were installed on Raw Water pumps 3 and 6.

Mr. Edwards stated that staff replaced the heater in Morad 2.

Mr. Edwards stated that Sludge Lagoon No. 2 has been cleaned out by staff.

Mr. Edwards stated that a safety shower was installed in the South Chem building.

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

Mr. Conner stated that the new pump for Mt. View Booster was received and will be installed in the next week or so. Mr. Conner stated that the rotation of the pump was wrong, but was fixed, and now some modifications need to be made on the suction and discharge for installation.

Mr. Conner stated that the new pump for Airport Booster was received and installed, but staff is still waiting on a coupling to put between the pump and the motor.

Mr. Conner stated that staff continues to test and flush hydrants, and do dead end flushing due to low residuals.

Mr. Conner stated that WD staff has been assisting WTP staff with cleaning the lagoons and hauling of sludge.

Mr. Conner stated that staff has also been cleaning boosters and exercising valves.

Mr. Conner stated that Meter Services has completed testing and calibrating all the wholesale water meters for the RWS.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that the Board discussed the Wardwell bond request at the meeting last month, and Ms. Alia Scott is in attendance today to answer any questions the Board may have on this request. Mr. Martin stated that he discussed the request with Ms. Jill Johnson, City Finance Director, and she thought it should be a standard pass-through. Mr. Martin stated that Ms. Johnson did have one question as to why the RWS would need to set up a separate account since this is a standard pass-through, and Wardwell should be able to pay USDA directly.

Mr. Martin stated that there are a few items that staff would like to Board to consider as this request is discussed. Mr. Martin stated that the Board should consider the fact that if they do this for one of their wholesale entities, it opens the door for the rest of the wholesale entities to request the same. Mr. Martin stated that he is not sure that the Board wants to get mixed up in the politics if the dissolution of Wardwell is pushed forward. Mr. Martin stated that if the Board goes this way with the bonds, the Wardwell constituents will not be able to vote on the improvements.

Ms. Scott stated that the reason that Wardwell cannot just have an account with USDARD and by-pass the issuance of the bonds, is that because the structure of Wardwell is a Water and Sewer Improvement District, they cannot have revenue bonds issued from their own district without an election. Ms. Scott stated that Wardwell originally planned that they would seek bond counsel to assist with the issuance of revenue bonds because there is not a State Statute exempting Water and Sewer Districts from that revenue bond issue like cities, municipalities, and joint powers boards have an exemption. Ms. Scott stated that this is being discussed by the Legislature to remedy this.

Ms. Scott stated that she cannot really comment on the dissolution aspects as she does not have any information on the potential of that or what it would look like. Ms. Scott stated that the feasibility standpoint from a financial aspect is astronomically confusing and complicated.

Ms. Scott stated that with the election, it is not her intention to have an election, as that would be the last priority, just because it could be really messy, and closes the timeline of being able to complete this project by the end of next summer because an election could not be done until May, and then they would have to re-



bid the project and get materials. Ms. Scott stated that she is worried that if they have to do an election, the project would not get done until 2023. Ms. Scott stated that there have been five breaks in that waterline in the past two years, so the necessity to get the work done now is very high in her opinion.

Chairman King stated that even if there is an election, you can't count on getting the votes.

Ms. Scott stated that she worries because it is a large number to make the repairs on Blair Lane, and for people that don't live on that street, they could see that number and think about how it is going to affect them. Ms. Scott stated that this is not an assessed project, but just seeing the cost of \$1 M could cause some issues and a negative vote. Ms. Scott stated that if that happens, Wardwell can't not replace the waterline.

Board Member Knell stated that he sees a couple of reasons for the Board to go through with the bonds; 1) the Board could retain some control, and 2) if Wardwell does dissolve, there won't be a question of where the bonds go, or how they are getting taken care of.

Mr. Chapin stated that the issue would be the reimbursement on the bonds. Mr. Chapin stated that whomever would take over for Wardwell would honor the obligation forward, but the Board is not taking on any security or anything else.

Board Member Knell stated that when you start putting strings on someone else taking over, you don't want things like that hanging out where it could disrupt the ability to facilitate it.

Mr. Chapin stated that is true, and that is one of the debates that staff has with this is that if the bonding goes through, that may put a wrinkle in Wardwell being dissolved. Mr. Chapin stated that as he recalls, even though that is a potential, and is most assuredly a benefit for Wardwell, does the Board want to get in the middle of that political fight and do something that makes it difficult, if not impossible, for the dissolution to occur by virtue of Federal law.

Board Member Knell stated that he didn't look at the aspect that with the Board taking on the bonds that it would create a situation where Wardwell couldn't dissolve.

Ms. Scott stated that with the USDARD loan, it comes with what is called a 1926 Payment Protection, and that effectively prevents the dissolution of Wardwell for the duration of the loan commitment. Ms. Scott stated that there have been other instances where other Water and Sewer Districts have gotten these loans and there was a recent case in Texas where there was alleged misuse of this provision because they can have bargaining potential, but the Supreme Court found that it wasn't an improper misuse, it was just a byproduct of using very low interest Federal loans, which are a benefit to the public.

Treasurer Bertoglio asked that with these bond parameters, if there can't be someone come in and say that they will assume the responsibility of the bond repayment.

Ms. Scott stated that she thinks someone would be able to assume the obligation, as long as there was appropriate documentation indicating that was agreed upon, but the forced dissolution, or annexation of a territory that has assumed their funds and has this 1926 stipulation is prevented during the duration of the loan solely so that USDARD can ensure repayment.

Board Member Knell stated that in essence this would ensure Wardwell another 30 years of existence.

Mr. Chapin stated that was correct as that is the payout on the bond.

Secretary Waters stated that it could be dissolved as long as whatever entity wanted to assume that risk.

Ms. Scott stated that she was unsure, but she thought that was true as long as there were contracts that were approved by the Federal Government. Ms. Scott stated that if the dissolution process was approved by County, State, whatever entities needed to be involved, and there was a process by which it was all worked out clean, she didn't see why not, but did not know for sure.

Board Member Knell stated that would be a strain to walk in ready to take over and have that hanging over you.

Ms. Scott stated that there is a lot of other associated debt that would need to be figured out as well.

Board Member Knell stated that was where his comment came from; if the Board did the bond, then they would maintain control and their ability to dissolve without a hiccup would be easier. Board Member Knell stated that would be better instead of having someone new coming in and having to take on those contracts and debts.

Ms. Scott stated that Wardwell would still be paying the full amount of debt, it would just be paid through the Board as an organization instead of being paid directly to USDARD. Ms. Scott stated that should the dissolution occur, that entity would still be liable to pay the debt.

Board Member Knell stated that it seems to him that dissolution or non-dissolution should be decided on long before any bonds are taken out.

Treasurer Bertoglio asked if this project qualifies for SRF funding. Mr. Martin stated that it should, but he is not sure if Wardwell applied for SRF funding. Ms. Scott stated that she would have to check on that.

Board Member Knell asked if it doesn't make sense, that if the plan is to dissolve, not to take out loans.

Ms. Scott stated that Wardwell has been trying to replace this waterline for two years.

Treasurer Bertoglio stated that Wardwell was close to getting the funding for the waterline, but then this whole dissolution issue came up and poisoned the water.

Ms. Scott stated that from Wardwell's perspective, dissolution is not in the best interest of the District or its' customers and residents. Ms. Scott stated that she is of the mind that she is going to move forward and fix what needs to be fixed, and wait for the entity to potentially be dissolved. Ms. Scott stated that in certain places on this waterline there is only three feet of cover.

Board Member Cathey stated that Wardwell is going to fight dissolution, and in the bigger scheme of things, if Wardwell is dissolved, someone has to pick up the portion of the debt and buy in to the Water Treatment Plant because you have to have the split of the equity that Wardwell has. Board Member Cathey stated that Wardwell has an equity in the Water Treatment Plant as well as all the infrastructure that is in their district.

Board Member Knell stated that he understands and that is why his thought was that the Board should sponsor the bond in the event that happens, then it's a much smoother, easier transition and if it doesn't happen, then Wardwell just pays the sponsoring entity, which would be the Board. Board Member Knell stated that is what he meant by the Board having control.

Chairman King stated that he feels there are other entities paying close attention to see what the Board does with this.

Board Member Knell stated that the City has had to be very careful about these types of things as the City just let some bonds that they sponsored and are subbing, and they had to be very particular about who was chosen, because once you do it for one, everyone wants it, but you don't have to do it. Board Member Knell stated that the City was very clear about how they were going to do it up front.

Treasurer Bertoglio asked what the rate is for the bond.

Ms. Scott stated that the rate is 1.4%.

Board Member Knell asked what the rate is for the State.

Mr. Martin stated that the rate for the State is 2.5%.

Treasurer Bertoglio stated that the State loan rate never changes.

Ms. Scott stated that part of the USDARD loan is a grant.

Ms. Scott stated that she knows this is a lot to think about and discuss, but if the Board has a gut feeling that is more inclined to say no, it won't hurt her feelings as Wardwell will just look into other funding options.

Board Member Knell stated that he is not opposed to this as the project needs to be done.

Chairman King asked Mr. Chapin if this would hurt the Board in any way if Wardwell dissolves.

Mr. Chapin stated that there is Federal Law that you can't forcibly dissolve the District, but they can choose to do it themselves.

Board Member Knell stated that they would have to have someone lined up to take over the debt.

Ms. Scott stated that the debt discussion goes way beyond just this bond. Ms. Scott stated that in order to remove yourself from the JPB, you have to pay your proportional share of the debt, which she is unable to calculate.

Board Member Knell asked if staff has an opinion on this issue.

Mr. Beamer stated that he is not in favor of the Board issuing the bond for Wardwell. Mr. Beamer stated that he doesn't think the Board should get in the political fray of being a conduit for bond issuance to Wardwell and not allowing the dissolution issue to go through.

Board Member Knell stated that on the other hand, that was his train of thought for running the bonds through the Board to prevent it. Board Member Knell stated that if the bond goes through the Board they could still dissolve.

Ms. Scott stated that was incorrect, Wardwell could voluntarily dissolve, but could not be forcibly dissolved.

Board Member Knell stated that he misunderstood and is not in favor of the Board issuing the bond for Wardwell. Board Member Knell stated that would put the Board in the middle of the political hub that they should not be in. Board Member Knell stated that the Board is in the business of supplying water.

Chairman King asked if Bar Nunn is involved in the dissolution. Ms. Scott stated that they are as Bar Nunn started the petition for dissolution, and then Mills joined in for the one small portion of annexation.

Board Member Cathey stated that the key to dissolving, if elected by Wardwell or forced by Bar Nunn and Mills, is that someone has to pick up the debt.

Mr. Chapin stated that Wardwell can't be forced to dissolve if they have Federal funding.

Treasurer Bertoglio stated that he is inclined to say no as he can see other districts served by the Board come ask the Board for assistance.

Secretary Waters stated he was not in favor.

Board Member Knell stated he was not in favor.

Board Member Cathey stated that he is not in favor and if Wardwell has other options for funding, they should look into them, but he also feels that the waterline should be fixed.

Board Member Knell stated that the Board produces water and is not a bank.

Board Member Knell asked Chairman King how he felt about the issue.

Chairman King stated that he is not fond of the idea.

Ms. Scott stated that she appreciated the Board considering the Wardwell bond issue.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the HVAC Chiller Replacement Project was re-budgeted from last fiscal year. Mr. Martin stated that the design has been completed by West Plains Engineering, and the project was put out for bid. Mr. Martin stated that two bids were received – one of the bids was only for the electrical and the bid was withdrawn. Mr. Martin stated that the bid from Sheet Metal Specialties was \$422,000. Mr. Martin stated that there was only \$180,000 budgeted for the project. Mr. Martin stated that with only one bid received, and it being quite a bit over the budgeted amount, the best option is to reject all bids and re-budget the project and review a few things before putting the project back out to bid.

Board Member Knell stated that is a huge shortfall and asked if that is on us or if the company was ambitious.

Mr. Martin stated that he thinks they are a bit ambitious, but Sheet Metal is saying that \$180,000 is the cost of the equipment and does not include installation. Mr. Martin stated that a closer look at it needs to be taken.

A motion was made by Board Member Knell and seconded by Secretary Waters to reject all bids for the WTP HVAC Chiller Replacement, Project No. 20-030. Motion put and carried.

b. There was no Other New Business.

9. Chairman King asked for a motion to move into Executive Session to discuss litigation and property acquisition. A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn into Executive Session at 12:20 p.m. to discuss litigation and property acquisition. Motion put and carried.

A motion was made by Board Member Knell and seconded by Board Member Cathey to adjourn from Executive Session at 12:45 p.m. Motion put and carried.

Chairman King called the Regular Session to order at 12:45 p.m.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on December 21, 2021.

A motion was made by Board Member Knell and seconded by Secretary Waters to adjourn the meeting at 12:45 p.m. Motion put and carried.

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Chairman

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Secretary

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

**UNAPPROVED VOUCHER LISTING  
December 15, 2021**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8366	HDR Engineering, Inc.	Capital Expense – WTP Disinfection System Upgrade Project No. 21-039	\$4,073.75
8367	Lower & Company, P.C.	Capital Expense – 2021 RWS Roof Replacements Project No. 20-051	\$600.00
8368	Contract West Roofing, Inc.	Capital Expense - 2021 RWS Roof Replacements Project No. 20-051	\$66,153.25
8369	City of Casper	Operations Reimbursement – Nov21	\$287,038.67
8370	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8371	Hach Company	Capital Expense – Turbidimeters	\$29,810.75
8372	Ferguson Enterprises LLC #3007	Capital Expense – Shop Tools	\$123.15
8373	Williams, Porter, Day & Neville, P.C.	Legal Expense – A. Scott	\$109.75
8374	Engineering Associates	Capital Expense – CWRWS Well Rehab Project No. 20-032	\$47,457.41
8375	Skogen, Cometto & Associates, P.C.	FY21 Annual Audit in Progress	\$7,500.00
8376	SWI, LLC	Capital Expense – Security Fencing	\$14,182.00
8377	Hood's Equipment and Sprinkler	Capital Expense – Shop Tools	\$949.00
8378	City of Casper	Loan Payment	\$127,960.40
8379	Grainger	Capital Expense – Shop Tools	\$3,486.47
8380	HDR Engineering, Inc.	Capital Expense – WTP Disinfection System Upgrade Project No. 21-039	\$8,235.92
8381	Williams, Porter, Day & Neville, P.C.	Legal Expense – Nov21	\$2,347.00
		<b>Total</b>	<b>\$608,210.35</b>





City of Casper  
200 North David Street  
Casper, WY 82601

# 8369

## General Billing

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	11/30/2021	2411	\$0.00	12/30/2021	\$287,038.67
<b>PAST DUE AMOUNT</b>					<b>ACCOUNT BALANCE</b>
\$0.00					\$287,038.67

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$287038.6700	EACH	\$287,038.67	\$0.00	\$0.00	\$287,038.67
<b>Invoice Total:</b>							<b>\$287,038.67</b>

November 2021 WTP Operations Reimbursement

November 2021 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$100,735.08
9020.00	Chemical Charge - O&M	\$55,239.67
9030.00	Utilities - O&M	\$90,594.07
9040.00	Supplies - O&M	\$5,122.95
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$22,248.15
9080.00	Testing & Lab Services - O&M	\$5,824.92
9090.00	Other Reimbursable Costs - O&M	\$7,273.83
6040.10	Consulting	\$0.00
	<b>300-6257 - Ops Reimb</b>	<b>\$287,038.67</b>
	<b>300-6214 - Consulting</b>	<b>\$0.00</b>
	<b>Invoice Total</b>	<b>\$287,038.67</b>

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	11/30/2021
Invoice Number	2411
Customer Number	2784
Amount Paid	\$287,038.67
<b>Due Date</b>	<b>12/30/2021</b>
<b>Invoice Total Due</b>	<b>\$287,038.67</b>

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

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City of Casper Wyoming  
Expenditure Reimbursement Request  
November 30, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	11/01/2021	LCAS1442882	73.72	Professional Laundry Services
ALSCO	Laundry/Towel	11/18/2021	LCAS1445377	73.72	Professional Laundry Services
ATLAS OFFICE PRODUCT	General Supplies and Materials	10/26/2021	71120-1	12.28	AAA Batteries
ATLAS OFFICE PRODUCT	General Supplies and Materials	10/26/2021	71120-0	11.90	SD Card Reader
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/05/2021	71408-0	319.82	Office and Cleaning supplies
ATLAS OFFICE PRODUCT	General Supplies and Materials	11/19/2021	71735-0	146.82	Office and Cleaning supplies
Auto Zone	General Supplies and Materials	10/26/2021	1293269228102121	61.18	Vehicle supplies - Wiper Blades
BLACK HILLS ENERGY	Natural Gas	11/10/2021	51528/RIN0030673	4,357.23	Natural Gas / Acct #7513 1659
BRENNTAG PACIFIC, IN	Chemicals	11/01/2021	BPI181818	13,770.30	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	11/01/2021	BPI185282	8,782.90	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	11/01/2021	BPI184087	13,196.60	Ammonium Hydroxide
CASPER STAR-TRIBUNE,	Advertising	11/18/2021	77740	49.86	RWS Meeting Ad
CENTURYLINK	Communication	11/10/2021	51544	20.94	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	11/10/2021	51555	126.00	Stmt ID #380038 / Customer ID
CITY OF CASPER	Refuse Collection	11/10/2021	51556	126.00	Stmt ID #425607 / Customer ID
CITY OF CASPER	Refuse Collection	11/10/2021	51558	126.00	Stmt ID #402790 / Customer ID
CITY OF CASPER	Sewer	11/10/2021	51555	25.79	Stmt ID #380038 / Customer ID
CITY OF CASPER	Sewer	11/10/2021	51556	25.79	Stmt ID #425607 / Customer ID
CITY OF CASPER	Sewer	11/10/2021	51558	25.79	Stmt ID #402790 / Customer ID
COASTAL CHEMICAL CO	Gas/Fuel	11/01/2021	0123779	79.95	Unleaded fuel
COASTAL CHEMICAL CO	Gas/Fuel	11/10/2021	0123814	91.49	Fuel
CRUM ELECTRIC SUPPLY	General Supplies and Materials	11/16/2021	2318650-00	78.55	Conduit & fittings for Airport Booster
DONS MOBILE CARPET I	Maintenance/Repair	11/18/2021	CO021845	2,454.07	Replace Damaged Carpet & Tile
DOUBLE D WELDING & F	Maintenance/Repair	11/01/2021	5729	212.50	Weld holes in floor of water tank
DPK INDUSTRIES, INC.	Chemicals	11/10/2021	737005152-21	8,487.99	Sodium Hypochlorite
EMPLOYEE REIMBURSEME	Uniform Expense	11/01/2021	06849	104.79	Work pant reimbursement
ENERGY LABRATORIES I	Testing	11/01/2021	431319	2,722.00	THM, HAA5 Testing
ENERGY LABRATORIES I	Testing	11/08/2021	434206	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	11/08/2021	434969	57.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	11/08/2021	434968	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	11/08/2021	434207	22.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	11/10/2021	436413	306.00	Aerobic endospores testing
ENERGY LABRATORIES I	Testing	11/18/2021	438087	306.00	Aerobic endospores testing
Eurofins Eaton Analytical	Testing	10/29/2021	L0597963	200.00	Bromate Testing
FERGUSON ENTERPRISES	General Supplies and Materials	10/29/2021	CC631902	127.88	Parts for Raw Water
FERGUSON ENTERPRISES	General Supplies and Materials	11/16/2021	CC548133	46.48	Parts for South Chem Eye Wash
FERGUSON ENTERPRISES	General Supplies and Materials	11/19/2021	CC652043	6.02	Plumbing Parts
FERGUSON ENTERPRISES	Maintenance/Repair	10/28/2021	CC630453	129.48	Parts for Raw Water
FERGUSON ENTERPRISES	General Supplies and Materials	11/23/2021	52039	35.94	AIRPORT BOOSTER FITTINGS
FY22 Ins/Bon	Insurance/Bonds	11/08/2021	FY22 INS/	2,282.48	FY22 INS/
FY22 Internal Services	Internal Services	11/08/2021	FY22 TRX	23,933.77	FY22 Internal Services
GRAINGER, INC.	General Supplies and Materials	10/22/2021	748546	145.15	Aerosol Lock Dry Lubricant, Light Bulbs
GRAINGER, INC.	General Supplies and Materials	10/26/2021	WTP102121/6527146658	87.54	Light Bulbs
GRAINGER, INC.	General Supplies and Materials	11/03/2021	3022110146	-6.91	Return Parts

City of Casper Wyoming  
Expenditure Reimbursement Request  
November 30, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
GRAINGER, INC.	Maintenance/Repair	11/01/2021	9022773734	1,239.49	Sump pump for South Chem
Greiner Ford	General Supplies and Materials	10/26/2021	562775	335.62	Oil Change - Tune Up
Greiner Ford	General Supplies and Materials	10/26/2021	562749	61.45	Vehicle supplies
Greiner Ford	General Supplies and Materials	10/26/2021	562814	111.22	Oil Change
Greiner Ford	General Supplies and Materials	10/26/2021	562844	64.14	Oil Change
Greiner Ford	General Supplies and Materials	10/29/2021	562847	419.63	Oil Change - Tune Up
HACH CO., CORP.	Lab Supplies	11/10/2021	12741403	340.41	Sample vials
HACH CO., CORP.	Lab Supplies	11/10/2021	12741589	103.00	Sample vials
HACH CO., CORP.	General Supplies and Materials	11/16/2021	316622537	352.42	Chlorine / Ammonia Cyanurate p
Home Depot	General Supplies and Materials	11/02/2021	052017/1523210	32.40	Paint for Locker Cab
HOSE & RUBBER SUPPLY	General Supplies and Materials	11/18/2021	01600741	276.32	Machinery supplies
HOSE & RUBBER SUPPLY	General Supplies and Materials	11/10/2021	01598002	24.00	Well Turbidimeter Tubing
HOSE & RUBBER SUPPLY	General Supplies and Materials	11/18/2021	01601303	19.50	Air Hose Fitting, Teflon Tape
Howard Supply Company	General Supplies and Materials	10/26/2021	1180013/11080013	259.44	Wire Rope Sling Assembly
HQ BBQ	General Supplies and Materials	11/15/2021	614373	161.00	Appreciation Lunch for WTP Staff
Idexx	Lab Supplies	11/09/2021	3095288288	1,156.51	Colilert Testing Supplies
ITC ELECTRICAL TECHN	Maintenance/Repair	11/10/2021	34126	1,233.36	WTP Misc 2021 Repairs - Gate
JNL DESIGNS	Maintenance/Repair	11/10/2021	21-1500-Ceilin-0002	1,800.00	Drywall repairs & paint
LONG BUILDING TECHNO	Maintenance/Repair	11/18/2021	SRVCE0123494	534.38	Thermostat repair
Menards	General Supplies and Materials	11/23/2021	050368	82.99	Turbidity Meter Backboard
NAPA AUTO PARTS CORP	General Supplies and Materials	11/15/2021	782821	13.98	Wiper Blades
NAPA AUTO PARTS CORP	General Supplies and Materials	11/17/2021	784582	20.00	Oil Dry
NORCO, INC.	General Supplies and Materials	11/16/2021	36243900890	5.24	Weld on Hinge for Raw Water Access Lids
O'Reilly Auto Parts	General Supplies and Materials	10/28/2021	3155-239112	49.58	Wiper Blades
Payroll	Personnel	11/10/2021		37,062.23	11/10/2021 Payroll
Payroll	Personnel	11/24/2021		37,456.60	11/24/2021 Payroll
POWER SVC.,INC.	Maintenance/Repair	11/10/2021	PSI000000766	7,988.87	Maintenance/ repair Ozone Stripping Compressors
RJ'S CARPET CLEANING	Maintenance/Repair	11/08/2021	9603	200.00	Floor waxing service for new tile
Rocky Mountain Air	Chemicals	11/01/2021	30313878	4,225.90	Liquid Oxygen
Rocky Mountain Air	Chemicals	11/10/2021	30306962	2,533.00	Liquid Oxygen
Rocky Mountain Air	Chemicals	11/18/2021	30308307	4,242.98	Liquid Oxygen
Rocky Mountain Car Wash	General Supplies and Materials	11/08/2021	2562	18.00	Car Wash
ROCKY MOUNTAIN POWER	Electricity	11/18/2021	RIN0030316A	77,356.95	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	11/18/2021	RIN0030316A	8,354.10	Electricity - Boosters, Tanks, Meters
SHERWIN-WILLIAMS COR	General Supplies and Materials	11/01/2021	9076-6	242.32	Paint & supplies for piping in Settled Water
Sutherland	General Supplies and Materials	11/04/2021	095512	52.39	Tarp for Casper 10, duct tape
Sutherland	General Supplies and Materials	11/15/2021	51918	49.36	CONCRETE MIX for Actiflo Lagoon
Taco Bell	General Supplies and Materials	11/19/2021	5829374470845	96.91	Lunch for RWS Meeting
UPS	Postage & Printing	10/27/2021	00008F045W411	230.31	Shipping Fees for Lab Samples
UPS	Postage & Printing	10/27/2021	00008F045W371	228.20	Shipping Fees for Lab Samples
USPS	Postage & Printing	11/16/2021	086861	7.38	Certified Letter to EPA
Verizon	Communication	11/24/2021	9891897781	49.48	WTP Operator Cell Phone
Wear Parts	General Supplies and Materials	11/22/2021	381619	13.67	Parts for Decant Pump
Wear Parts	General Supplies and Materials	11/23/2021	52040/381625	34.90	DRILL BIT FOR AIRPORT BOOSTER

City of Casper Wyoming  
 Expenditure Reimbursement Request  
 November 30, 2021

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
Wyoming Work Warehouse	General Supplies and Materials	11/15/2021	1-383561	125.09	Safety Equipment - Rubber Boots
XEROX CORPORATION	General Supplies and Materials	11/01/2021	014745530	189.31	Copier usage charge - Partial Payment
XYLEM WATER SOLUTION	Maintenance/Repair	11/10/2021	3556B89959	6,456.00	Maintenance / Repair - Ozone Monitors
XYLEM WATER SOLUTION	Maintenance Agreements	11/01/2021	3556B95353	6,456.00	Maintenance/ Repair - Ozone Monitors
XYLEM WATER SOLUTION	Maintenance Agreements	11/10/2021	3556B94208	817.83	Flow control assembly
			<b>Total</b>	<b><u>\$287,038.67</u></b>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2021-2022

Entity	Gallons of Water Produced					
	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	1,487,694.898	2,443,244.898	3,804,904.082	4,458,112.245	5,338,653.061	17,532,609.184
Wardwell W&S	7,729,600.000	12,759,576.531	26,450,546.939	28,590,289.796	35,380,465.306	110,910,478.571
Pioneer	3,550,436.735	3,067,218.367	6,349,687.755	7,745,114.286	8,581,059.184	29,293,516.327
Poison Spider	582,653.061	602,295.918	763,724.490	819,132.653	810,255.102	3,578,061.224
33 Mile Road	814,591.837	821,989.796	1,228,418.367	1,369,336.735	1,191,938.776	5,426,275.510
Sandy Lake	981,125.510	984,592.857	1,811,029.592	1,945,990.816	2,350,780.612	8,073,519.388
Lakeview	148,913.265	209,553.061	647,838.776	813,420.408	807,265.306	2,626,990.816
Mile-Hi	200,760.204	211,552.041	541,597.959	595,862.245	693,764.286	2,243,536.735
City of Casper	148,355,741.490	184,337,610.531	447,060,252.041	495,137,094.816	571,684,899.367	1,846,575,598.245
Regional Water	(1,039,979.000)	(111,822.000)	0.000	(96,000.000)	(12,554,832.000)	(13,802,633.000)
<b>TOTAL</b>	<b>162,811,538.000</b>	<b>205,325,812.000</b>	<b>488,658,000.000</b>	<b>541,378,354.000</b>	<b>614,284,249.000</b>	<b>2,012,457,953.000</b>

TOTAL PRIOR YEAR (FY2021) GALLONS PRODUCED:

3,978,940,625.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2021-2022

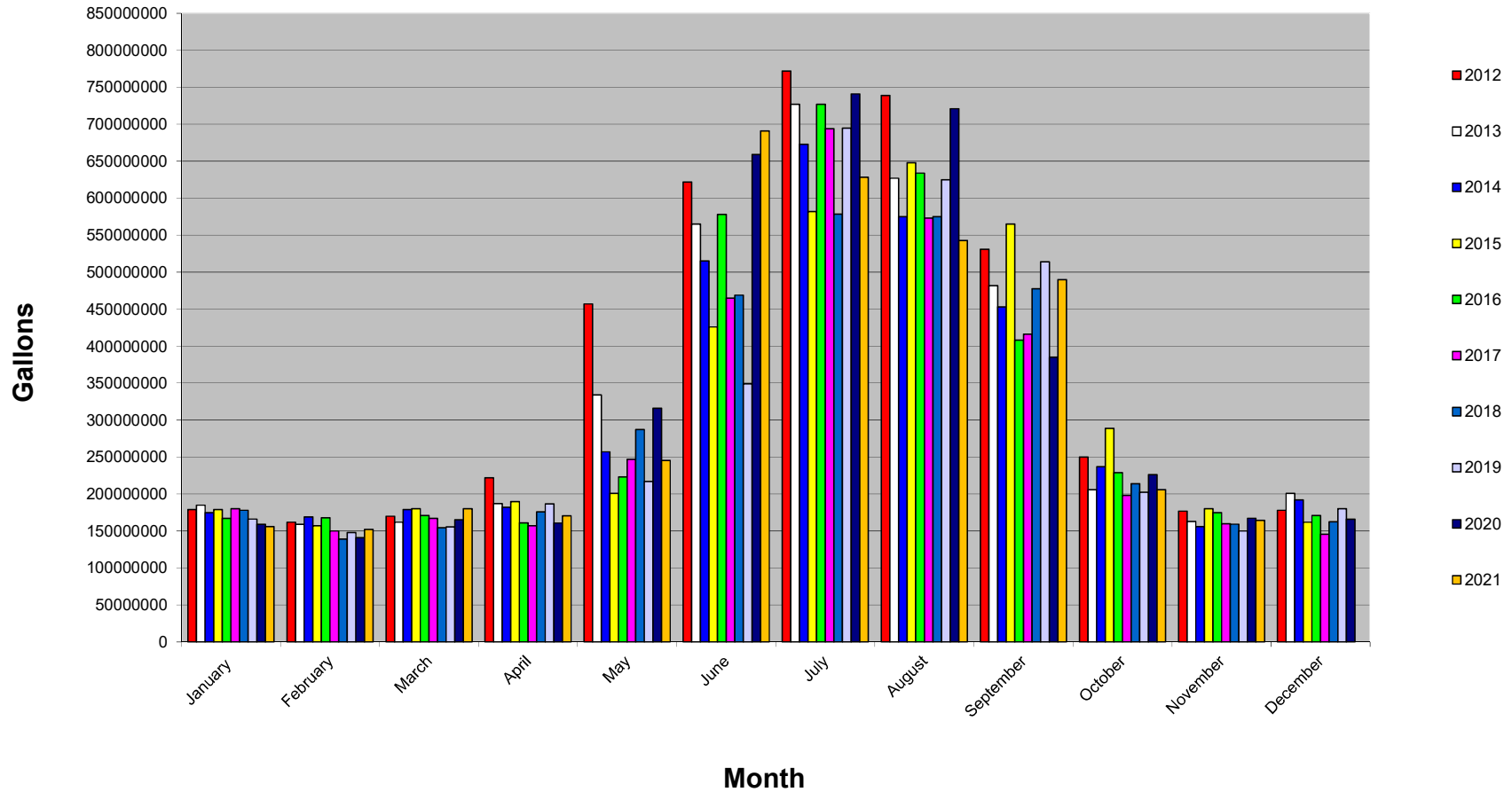
Entity	Water Rates Billed					Year-to-Date
	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	
Salt Creek JPB	\$ 3,168.79	\$ 5,204.11	\$ 8,104.45	\$ 9,495.78	\$ 11,371.33	\$ 37,344.46
Wardwell W&S	\$ 16,464.05	\$ 27,177.90	\$ 56,339.66	\$ 60,897.32	\$ 75,360.39	\$ 236,239.32
Pioneer	\$ 7,562.43	\$ 6,533.18	\$ 13,524.83	\$ 16,497.09	\$ 18,277.66	\$ 62,395.19
Poison Spider	\$ 1,241.05	\$ 1,282.89	\$ 1,626.73	\$ 1,744.75	\$ 1,725.84	\$ 7,621.27
33 Mile Road	\$ 1,735.08	\$ 1,750.84	\$ 2,616.53	\$ 2,916.69	\$ 2,538.83	\$ 11,557.97
Sandy Lake	\$ 2,089.80	\$ 2,097.18	\$ 3,857.49	\$ 4,144.96	\$ 5,007.16	\$ 17,196.60
Lakeview	\$ 317.19	\$ 446.35	\$ 1,379.90	\$ 1,732.59	\$ 1,719.48	\$ 5,595.49
Mile-Hi	\$ 427.62	\$ 450.61	\$ 1,153.60	\$ 1,269.19	\$ 1,477.72	\$ 4,778.73
City of Casper	\$ 315,997.73	\$ 392,639.11	\$ 952,238.34	\$ 1,054,642.01	\$ 1,217,688.84	\$ 3,933,206.02
Regional Water	\$ (2,215.16)	\$ (238.18)	\$ -	\$ (204.48)	\$ (26,741.79)	\$ (29,399.61)
<b>TOTAL</b>	<b>\$346,788.57</b>	<b>\$437,343.98</b>	<b>\$1,040,841.54</b>	<b>\$1,153,135.89</b>	<b>\$1,308,425.45</b>	<b>\$4,286,535.44</b>

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

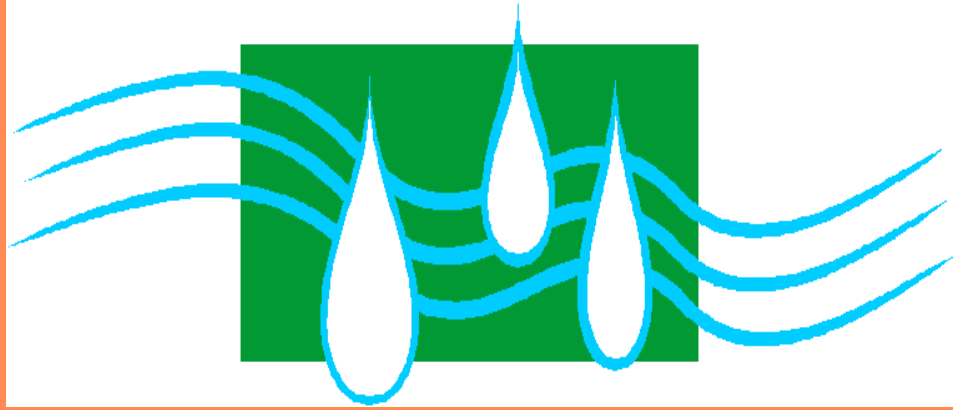
**\$ 8,077,249.47**

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

# WTP PRODUCTION







Central Wyoming Regional Water System  
Joint Powers Board

Monthly Compilation

November 30, 2021

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2022 Period 5 (as of November 30, 2021)

Account Number	Description	Account Balance
<b>Consolidated Funds</b>		
<b>Assets</b>		<b>Total Assets</b>
		<b>52,861,624</b>
1000	Cash	6,567,744
	Restricted Cash	1,000,000
1200	Accounts Receivable	366,920
1230	Grants Receivable	0
1400	Inventory	483,921
1505	WGIF Investments	534,840
1600	Prepaid Expense	81,436
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,105,467)
1730	Improvements Other Than Bldgs	42,616,524
1735	AD Improve. Non Bldg	(11,234,944)
1740	Machinery & Equip - Light	1,107,966
1745	AD Machinery & Equip. - Light	(855,169)
1780	Construction In Progress	1,231,306
<b>Liabilities</b>		<b>Total Liabilities</b>
		<b>(12,559,457)</b>
2010	Vouchers/Account Payable	(353,192)
2020	Retainage Payable	(58,755)
2030	Accrued Wages Payable	(10,510)
2040	Leaves Payable	(55,507)
2070	Interest Payable	(10,510)
2080	Notes Payable - Current	(2,149,169)
2510	Notes/Loans Payable - Non Cur	(9,921,813)
<b>Fund Balance</b>		<b>Total Fund Balance</b>
		<b>(40,302,167)</b>
3000	Net Investment in Capital Assets	(31,755,780)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(7,546,387)
		<b>Total Liabilities + Fund Balance</b>
		<b>(52,861,624)</b>

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income Statement

Five Months YTD as of November 30, 2021

	2020	2021	2022
<b>Revenue</b>	<b>\$4,395,249</b>	<b>\$4,628,495</b>	<b>\$4,420,662</b>
4220 - State Grants	\$0	\$0	\$0
4501 - Interest Earned	\$49,353	\$1,523	\$775
4504 - Contributions	\$0	\$0	\$0
4505 - Misc. Revenue	\$623	\$64	\$146
4601 - Water Utility Charges	\$4,179,663	\$4,513,267	\$4,286,406
4650 - System Development Charges	\$165,611	\$113,640	\$133,335
<b>Expense</b>	<b>\$3,672,902</b>	<b>\$3,280,010</b>	<b>\$3,671,304</b>
6212 - Legal Services	\$1,200	\$805	\$6,140
6213 - Investment Services	\$75	\$215	\$133
6214 - Consulting Services	\$9,262	\$1,174	\$933
6215 - Acctg/Audit Services	\$7,250	\$16,500	\$12,711
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	\$1,662,786	\$1,422,812	\$1,342,737
6303 - Buildings	\$0	\$0	\$83,227
6305 - Improvements Other Than Bldgs	\$1,025,246	\$209,243	\$782,432
6307 - Intangibles	\$0	\$0	\$0
6311 - Light Equipment	\$0	\$4,310	\$4,128
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6321 - Technology - Replacement	\$1,503	\$3,123	\$0
6501 - Principal	\$776,550	\$1,258,423	\$1,297,591
6510 - Interest	\$152,250	\$324,693	\$101,128
6780 - Insurance/Bonds	\$36,781	\$38,711	\$40,144
<b>Net Income:</b>	<b>\$722,347</b>	<b>\$1,348,485</b>	<b>\$749,358</b>

**BUDGET COMPARISON**  
**As of November 30, 2021**  
42% OF YEAR EXPIRED

**CWRWS FUND**

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL</u>	<u>TRANSFERS/</u>	<u>REVISED</u>	<u>YTD ACTUAL</u>	<u>YET TO BE</u>		<u>% REC'D</u>
		<u>BUDGET</u>	<u>ADJUSTMENTS</u>	<u>BUDGET</u>		<u>COLLECTED</u>		
4501	Interest Earned	(20,000)	-	(20,000)	(775)	0	(19,225)	3.90
4505	Misc. Revenue	(100)	-	(100)	(146)	0	46	146.40
4601	Water Utility Charges	(7,763,361)	-	(7,763,361)	(4,286,406)	0	(3,476,955)	55.20
4650	System Development Charges	(245,000)	-	(245,000)	(133,335)	0	(111,665)	54.40
	<b>TOTAL REVENUES</b>	<b>(8,028,461)</b>	<b>-</b>	<b>(8,028,461)</b>	<b>(4,420,662)</b>	<b>-</b>	<b>(3,607,799)</b>	<b>55.06%</b>
		<u>ORIGINAL</u>	<u>TRANSFERS/</u>	<u>REVISED</u>		<u>AVAILABLE</u>		
		<u>BUDGET</u>	<u>ADJUSTMENTS</u>	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	6,140.25	0	23,860	20.50
6213	Investment Services	1,500	-	1,500	132.83	0	1,367	8.90
6214	Consulting Services	15,000	-	15,000	932.59	0	14,067	6.20
6215	Acctg/Audit Services	32,000	-	32,000	12,710.98	0	19,289	39.70
6255	Other Contractual	3,000	-	3,000	0.00	0	3,000	0.00
6257	Reimbursable Contract Exp.	3,480,989	-	3,480,989	1,342,736.64	0	2,138,252	30.30
6303	Buildings - New	485,000	-	491,000	83,226.95	77,300	330,473	18.50
6305	Improvements Other Than Bldgs	1,022,000	-	2,639,535	782,431.92	511,939	1,345,163	48.10
6307	Intanibles - New	80,000	-	119,769	0.00	0	119,769	0.00
6311	Light Equipment - New	10,000	-	10,000	4,128.17	0	5,872	41.30
6312	Light Equipment - Replacement	100,000	-	100,000	0.00	0	100,000	0.00
6501	Principal	2,150,648	-	2,150,648	1,297,591.27	0	853,057	60.30
6510	Interest	436,648	-	436,648	101,128.36	0	335,520	23.20
6720	Travel/Training	2,000	-	2,000	0.00	0	2,000	0.00
6780	Insurance/Bonds	106,000	-	106,000	40,144.26	0	65,856	37.90
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,954,785</b>	<b>\$ -</b>	<b>\$ 9,618,089</b>	<b>3,671,304</b>	<b>\$ 589,239</b>	<b>\$ 5,357,545</b>	<b>38.17%</b>
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 73,676</b>	<b>\$ -</b>	<b>\$ (1,589,628)</b>	<b>749,358</b>	<b>\$ (589,239)</b>	<b>\$ (1,749,746)</b>	

**Board Officers:**

H.H. King, Jr., Chairman  
Larry Keffer, Vice-Chairman  
Kenneth Waters, Secretary  
Paul Bertoglio, Treasurer



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

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

**Board Members:**

Steve Cathey  
Steve Freel  
Bruce Knell  
Charles Powell

December 2, 2021

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

FROM: Andrew B. Beamer, P.E., Public Services Director, City of Casper  
Bruce Martin, Public Utilities Manager, City of Casper  
Alex Sveda, P.E., City Engineer, City of Casper  
Terry Cottenoir, Engineering Technician, City of Casper

SUBJECT: Authorizing Change Order No. 1 with Contract West Roofing, Inc., for a Price Reduction in the amount of \$1,079.26, for the 2021 RWS Roof Replacements.

**Recommendation**

That the Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) authorize Change Order No. 1 with Contract West Roofing, Inc. (CWR), for the 2021 RWS Roof Replacements, Project No. 20-051, for a price reduction of \$1,079.26.

**Summary**

CWR is under contract with the CWRWS JPB for the 2021 RWS Roof Replacements, Project No. 20-051. The scope of work for the project consisted of replacing the existing roofing system on the filtration gallery of CWRWS Water Treatment Plant (WTP) with a new membrane roofing system that carries a twenty (20) year warranty after installation.

Change Order No. 1 summarizes a reduction in the Contract Price for damages incurred by the CWRWS JPB as a result of the CWR puncturing holes through the concrete roof deck and allowing the debris to fall into the filter beds at the CWRWS WTP. The CWRWS JPB incurred a cost of \$600.00 for a structural engineering assessment of the roof penetrations and a recommendation on patching materials by Lower Co., P.C. (Lower). CWR patched and painted all roof penetrations at their cost in accordance with Lower's recommendations. Additionally, the CWRWS JPB incurred a cost of \$479.26 for billable staff time that the WTP staff spent researching the issues with concrete debris falling into the filter beds. The WTP staff collected core samples of the filter media, and determined that it did not need to be replaced at this time. Change Order No. 1 will reduce the amount of the contract by \$1,079.26, decreasing the total contract price to \$72,220.74. City staff has reviewed and recommends that Change Order No. 1 be authorized.

**Agenda Item  
# 8 b**

**Financial Considerations**

N/A

**Oversight/Project Responsibility**

Terry Cottenoir, Engineering Technician, City of Casper Public Services Department.

**Attachments**

Change Order No. 1

Structural Engineering Assessment by Lower Co., P.C. dated October 15, 2021

Invoice for Structural Engineering Assessment by Lower Co., P.C. dated October 31, 2021

Letter from Tom Edwards, Operations Manager at the Central Wyoming Regional Water System  
Water Treatment Plant, dated November 1, 2021



CHANGE ORDER

NO. One (1)

PROJECT: 2021 RWS Roof Replacements  
Project No. 20-051

DATE OF ISSUANCE: November 23, 2021

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: Contract West Roofing, Inc.

You are directed to make the following changes in the Contract Documents:

Description: Change Order No. 1 summarizes a reduction in the Contract Price for damages incurred by the Owner as a result of the Contractor puncturing holes through the concrete roof deck and allowing the debris to fall into the filter beds at the Central Wyoming Regional Water System Water Treatment Plant (WTP). The Owner incurred a cost of \$600 for a structural engineering assessment of the roof penetrations and a recommendation on patching materials by Lower Co., P.C. Additionally, the Owner incurred a cost of \$479.26 for billable staff time that the WTP staff spent researching the issues with concrete debris falling into the filter beds. The total cost for the reduction in price is \$1,079.26. This price reduction will reduce the Total Contract Cost to \$72,220.74.

Attachments: Structural Engineering Assessment by Lower Co., P.C. dated October 15, 2021; Invoice for Structural Engineering Assessment by Lower Co., P.C. dated October 31, 2021; and Letter from Tom Edwards, Operations Manager at the Central Wyoming Regional Water System Water Treatment Plant, dated November 1, 2021 detailing the billable staff hours related to the project.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>73,300.00</u>	Original Contract Time: (days or date) <u>Substantial completion: October 22, 2021</u> <u>Final completion: October 29, 2021</u>
Previous Change Orders No. <u>0</u> to <u>0</u> \$ <u>0.00</u>	Net change from previous Change Orders (business days): <u>--0--</u>
Contract Price prior to this Change Order: \$ <u>73,300.00</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: October 22, 2021</u> <u>Final completion: October 29, 2021</u>
Net Increase/Decrease of this Change Order: \$ <u>1,079.26</u>	Net Increase/Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>72,220.74</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: October 22, 2021</u> <u>Final completion: October 29, 2021</u>

ACCEPTED:

BY: *M. Hamilton*

RECOMMENDED:

BY: *T. [Signature]*

APPROVED:

BY: \_\_\_\_\_

DATE: 11/29/2021  
Contractor

DATE: 12/2/21  
Engineer

DATE: \_\_\_\_\_  
Owner



October 15, 2021

Alex Sveda, P.E.  
Associate Engineer  
City of Casper  
200 North David St  
Casper, WY 82601

REF: Casper Water Treatment Plant Roof Structure Repair Project,  
Casper, Wyoming.

Dear Mr. Sveda:

This memo is written concerning the repairs that were made by the roofing contractor to the precast twin-t roof panels at the above referenced facility. The panels were damaged by the use of powder actuated fastening pins that were too long. The pins penetrated the precast flanges far enough to cause the underside of the twin-t flanges to spall in a cone type failure. A cementitious product was used to patch the holes, but the product has clearly failed.

The product used has experienced considerable shrinkage and cracking. This condition will likely cause the patches to fall from the twin-t's onto the floor or into the filters. This condition must be repaired with a properly selected product applied per the manufacturer's recommendations. I recommend using Sika Products as follows:

Primer, Sika Armatec 110 Epocem bonding agent:  
Repair Mortar: Sika Monotop 615 non-sag mortar.

I have attached the data sheets for these products. Note that the existing patches must be removed entirely to expose the surface of the fractured concrete. This can be done with hammer and chisel and stiff wire brushing on a power drill. The surface must then be cleaned and primed per the Sika cut sheets. I recommend the use of a Sika Approved Application Contractor.

If you have any questions or comments, please give me a call.

Sincerely,

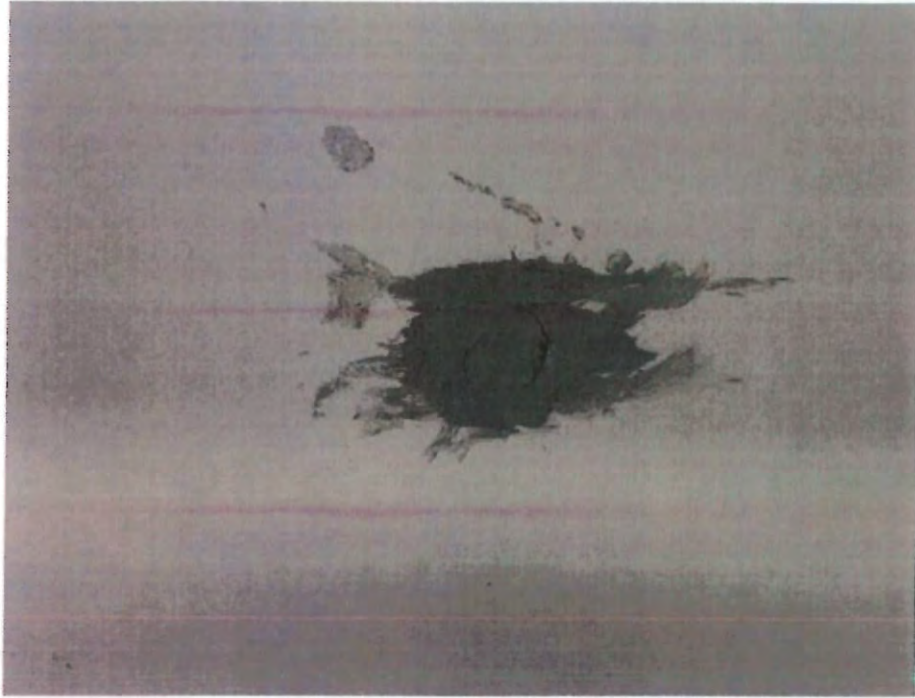
A handwritten signature in blue ink, appearing to read 'Robert Lower', is positioned below the 'Sincerely,' text.

Robert Lower, P.E.

21-037



## PHOTOS



Failed Patch of Twin-T Roof Panel. Material is soft and has shrunk excessively. These patches will not last.

Product Data Sheet  
Edition 7.2003  
Identification no. 19M-50  
Sika MonoTop 615

# Sika MonoTop 615

## One-component, polymer-modified, silica fume enhanced, lightweight, non-sag mortar

Construction

<b>Description</b>	Sika MonoTop 615 is a one-component, polymer-modified, silica fume enhanced, cementitious, non-sag mortar. It is a multi-purpose mortar which can be applied by trowel or low pressure wet spray process.
<b>Where to Use</b>	<ul style="list-style-type: none"> <li>■ On buildings, facades, and balconies.</li> <li>■ On grade, above, and below grade on concrete and mortar.</li> <li>■ On vertical, overhead, and horizontal surfaces.</li> <li>■ As a general purpose repair mortar for use on concrete structures in a mild or moderate service environment.</li> </ul>
<b>Advantages</b>	<ul style="list-style-type: none"> <li>■ One component, factory controlled for consistent quality.</li> <li>■ To be mixed with potable water only.</li> <li>■ Excellent workability.</li> <li>■ Adjustable consistency.</li> <li>■ Excellent thixotropic behavior, especially suitable for overhead and vertical application.</li> <li>■ Good mechanical strengths.</li> <li>■ High bond strength ensures excellent adhesion.</li> <li>■ Increased freeze/thaw durability and resistance to deicing salts.</li> <li>■ Compatible modulus of elasticity to concrete generally used for building/facade construction.</li> <li>■ Compatible with coefficient of thermal expansion of concrete - Passes ASTM C-884 (modified).</li> <li>■ Application by hand or low pressure wet spray method.</li> <li>■ Not a vapor barrier.</li> <li>■ Not flammable, non-toxic.</li> </ul>
<b>Yield</b>	0.55 cu. ft./bag.
<b>Packaging</b>	50 lb. multi-wall bag.

### Typical Data (Material and curing conditions @ 73°F (23° C) and 50% R.H.)

<b>Shelf Life</b>	One year in original, unopened packaging.
<b>Storage Conditions</b>	Store dry at 40°-95°F. (4°-35°C). Condition material to 65°-75°F before using.
<b>Color</b>	Concrete gray when mixed.
<b>Mixing Ratio</b>	3.5 qts. (±0.25 qts.) of water per 50 lb. bag as required for desired consistency, (water: powder ratio = 0.146:1).
<b>Application Time</b>	Approximately 45 min. after adding water. Application time is dependent on temperature and humidity.
<b>Finishing Time</b>	Approximately 60 min. after adding water: depends on temperature, relative humidity, and type of finish desired.
<b>Density (wet mix)</b>	104 lbs./cu. ft. (1.65 kg./l)
<b>Flexural Strength (ASTM C-293):</b>	<b>28 days</b> 1,000 psi (6.9 MPa)
<b>Splitting Tensile Strength (ASTM C-496):</b>	<b>28 days</b> 400 psi (2.8 MPa)
<b>Bond Strength* (ASTM C-882 modified):</b>	<b>28 days</b> 1,000 psi (6.9 MPa)
<b>Compressive Strength (ASTM C-109):</b>	
<b>1 day</b>	1,500 psi (10.3 MPa)
<b>7 days</b>	3,500 psi (24.1 MPa)
<b>28 days</b>	4,300 psi (29.7 MPa)
<b>Carbon Dioxide Diffusion Coefficient (μ CO<sub>2</sub>)</b>	1,300
<b>Water Vapor Diffusion Coefficient (μ H<sub>2</sub>O)</b>	300

\*Mortar scrubbed into substrate.





**How to Use**

<b>Substrate</b>	Concrete, mortar, and masonry products.
<b>Surface Preparation</b>	<p><b>Concrete / Mortar:</b> Remove all deteriorated concrete, dirt, oil, grease, and all bond-inhibiting materials from surface. Be sure repair area is not less than 1/8 in. in depth. Preparation work should be done by high pressure water blast (over 20,000 psi), scabber, or other appropriate mechanical means to obtain an exposed aggregate surface with a minimum surface profile of <math>\pm 1/16</math> in. (CSP-5). Saturate surface with clean water. Substrate should be saturated surface dry (SSD) with no standing water during application.</p> <p><b>Reinforcing Steel:</b> Steel reinforcement should be thoroughly prepared by mechanical cleaning to remove all traces of rust. Where corrosion has occurred due to the presence of chlorides, the steel should be high-pressure washed with clean water after mechanical cleaning. For priming of reinforcing steel use SikaTop Armatec 110 EpoCem (consult Technical Data Sheet).</p>
<b>Priming</b>	<b>Concrete Substrate:</b> Prime the prepared substrate with a brush or sprayed applied coat of Sika Armatec 110 EpoCem (consult Technical Data Sheet). Alternately, a scrub coat of Sika MonoTop 615 can be applied prior to placement of the mortar. The repair mortar has to be applied into the wet scrub coat before it dries.
<b>Mixing</b>	Pour water in the proper proportion (3.5 qts. $\pm 0.25$ qts. per bag) into the mixing container. Add powder while mixing continuously. Mix mechanically with a low-speed drill (400-600 rpm) and mixing paddle or mortar mixer. Mix to uniform consistency, minimum 3 minutes. Manual mixing can be tolerated only for less than a full bag.
<b>Application &amp; Finish</b>	<p>Sika MonoTop 615 can be applied either by hand or wet spray process equipment. Mortar must be scrubbed into the substrate, filling all pores and voids; or the use of a bonding agent (Sika Armatec® 110) is recommended. Force Sika MonoTop 615 against edge of repair, working toward the center.</p> <p>After filling repair, consolidate, then screed. Material may be applied in multiple lifts. The thickness of each lift, not to be less than 1/8 in. minimum or more than 2 in. maximum, may vary depending on the conditions of the repair area. Where multiple lifts are required, score top surface of each lift to produce a roughened surface for next lift. Allow preceding lift to set before applying fresh material. Saturate surface of the lift with clean water. Scrub fresh mortar into preceding lift. Allow mortar to set to desired stiffness, then finish with wood or sponge float for a smooth surface, or texture as required.</p>
<b>Curing</b>	As per ACI recommendations for portland cement concrete, curing is required. Moist cure with wet burlap and polyethylene, a fine mist of water or a water based* compatible curing compound. Curing compounds adversely affect the adhesion of following layers of mortar, leveling mortar or protective coatings. Moist curing should commence immediately after finishing. Protect newly applied material from direct sunlight, wind, rain and frost. *Pretesting of curing compound is recommended.
<b>Limitations:</b>	<ul style="list-style-type: none"> <li>■ Application thickness: Minimum 1/8 inch; Maximum in one lift; Vertical/Horizontal - 2 inches; Overhead - 1.5 inches</li> <li>■ Minimum ambient and surface temperatures 45°F and rising at time of application.</li> <li>■ Do not use solvent-based curing compound.</li> <li>■ As with all cement based materials, avoid contact with aluminum to prevent adverse chemical reaction and possible product failure. Insulate potential areas of contact by coating aluminum bars, rails, posts etc. with an appropriate epoxy such as Sikadur Hi-Mod 32.</li> </ul>
<b>Caution</b>	<b>Irritant; Suspect Carcinogen</b> - Contains portland cement and sand (crystalline silica). Skin and eye Irritant. Avoid contact. Dust may cause respiratory tract irritation. Avoid breathing dust. Use only with adequate ventilation. May cause delayed lung injury (silicosis). IARC lists crystalline silica as having sufficient evidence of carcinogenicity in laboratory animals and limited evidence of carcinogenicity in humans. NTP also lists crystalline silica as a suspect carcinogen. Use of safety goggles and chemical resistant gloves is recommended. If PELs are exceeded, an appropriate, properly fitted NIOSH approved respirator is required. Remove contaminated clothing.
<b>First Aid</b>	In case of skin contact, wash thoroughly with soap and water. For eye contact, flush immediately with plenty of water for at least 15 minutes, and contact a physician. For respiratory problems, remove person to fresh air.
<b>Clean Up</b>	In case of spillage, scoop or vacuum into appropriate container, and dispose of in accordance with current, applicable local, state, and federal regulations. Keep container tightly closed and in an upright position to prevent spillage and leakage.  <b>Mixed components:</b> Uncured material can be removed with water. Cured material can only be removed mechanically.

KEEP CONTAINER TIGHTLY CLOSED  
NOT FOR INTERNAL CONSUMPTION

KEEP OUT OF REACH OF CHILDREN  
FOR INDUSTRIAL USE ONLY

CONSULT MATERIAL SAFETY DATA SHEET FOR MORE INFORMATION

Sika warrants this product for one year from date of installation to be free from manufacturing defects and to meet the technical properties on the current Technical Data Sheet if used as directed within shelf life. User determines suitability of product for intended use and assumes all risks. Buyer's sole remedy shall be limited to the purchase price or replacement of product exclusive of labor or cost of labor.

NO OTHER WARRANTIES EXPRESS OR IMPLIED SHALL APPLY INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SIKA SHALL NOT BE LIABLE UNDER ANY LEGAL THEORY FOR SPECIAL OR CONSEQUENTIAL DAMAGES. SIKA SHALL NOT BE RESPONSIBLE FOR THE USE OF THIS PRODUCT IN A MANNER TO INFRINGE ON ANY PATENT OR ANY OTHER INTELLECTUAL PROPERTY RIGHTS HELD BY OTHERS.

Visit our website at [www.sikaconstruction.com](http://www.sikaconstruction.com)

1-800-933-SIKA NATIONWIDE

Regional Information and Sales Centers. For the location of your nearest Sika sales office, contact your regional center.

**Sika Corporation**  
201 Polito Avenue  
Lyndhurst, NJ 07071  
Phone: 800-933-7452  
Fax: 201-933-6225

**Sika Canada Inc.**  
601 Delmar Avenue  
Pointe Claire  
Quebec H9R 4A9  
Phone: 514-697-2610  
Fax: 514-694-2792

**Sika Mexicana S.A. de C.V.**  
Carretera Libre Celaya Km. 8.5  
Fracc. Industrial Balvanera  
Corregidora, Queretaro  
C.P. 76920  
Phone: 52 442 2385800  
Fax: 52 442 2250537





# Sika Armatec® 110 EpoCem®

## Bonding Agent and Reinforcement Protection

Construction

<b>Description</b>	Sika Armatec 110 EpoCem is a 3-component, solvent-free, moisture-tolerant, epoxy-modified, cementitious product specifically formulated as a bonding agent and an anti-corrosion coating.
<b>Where to Use</b>	<ul style="list-style-type: none"> <li>■ As an anti-corrosion coating for reinforcing steel in concrete restoration.</li> <li>■ As added protection to reinforcing steel in areas of thin concrete cover.</li> <li>■ As a bonding agent for repairs to concrete and steel.</li> <li>■ As a bonding agent for placing fresh, plastic concrete to existing hardened concrete.</li> </ul>
<b>Advantages</b>	<ul style="list-style-type: none"> <li>■ Excellent adhesion to concrete and steel.</li> <li>■ Acts as an effective barrier against penetration of water and chlorides.</li> <li>■ Long open time - up to 16 hours.</li> <li>■ Not a vapor barrier.</li> <li>■ Can be used exterior on-grade.</li> <li>■ Contains corrosion inhibitors.</li> <li>■ Excellent bonding bridge for cement or epoxy based repair mortars.</li> <li>■ High strength, unaffected by moisture when cured.</li> <li>■ Spray, brush or roller application.</li> <li>■ Non-flammable, solvent free.</li> </ul>
<b>Coverage</b>	<b>Bonding agent:</b> minimum (theoretical) on smooth, even substrate 80 sq. ft./gal. (=20 mils thickness). Coverage will vary depending on substrate profile and porosity. <b>Reinforcement Protection:</b> 40 sq. ft./gal. (=20 mils thickness) (2 coat application).
<b>Packaging</b>	3.5 gal. unit. (47.6 fl. oz. Comp. A + 122.1 fl. oz. Comp. B + 46.82 lb. Comp. C) Comp. A + B in carton, Comp. C in multi-wall bag. 1.65 gal. unit. (22.7 fl. oz. A + 57.6 fl. oz. B + 4 bags @ 5.5 lb.) Factory-proportioned units in a pail.

### Typical Data (Material and curing conditions @ 73°F and 50% R.H.)

<b>Shelf Life</b>	1 year in original, unopened packaging.		
<b>Storage</b>	Store dry at 40°-95°F (4°-35°C). Condition material to 65°-75°F (18°-24°C) before using. If components A and B are frozen, discard. Protect Component C from humidity.		
<b>Color</b>	Concrete gray		
<b>Density (Mixed)</b>	125 lb./cu. ft. (2.0 kg.)		
<b>Pot Life</b>	Approximately 90 minutes		
<b>Compressive Strength (ASTM C-109)</b>	3 days	4500 psi	(31.0 MPa)
	7 days	6500 psi	(44.8 MPa)
	28 days	8500 psi	(58.6 MPa)
<b>Flexural Strength (ASTM C-348)</b>	28 days	1250 psi	(8.6 MPa)
<b>Splitting Tensile Strength (ASTM C-496)</b>	28 days	600 psi	(4.1 MPa)
<b>Important Data for Sika Armatec 110 as a Corrosion Protective Coating</b>			
<b>Water</b>	Water Permeability at 10 bar (145 psi)	8.92 x 10 <sup>-15</sup> ft./sec.	
	Control	7.32 x 10 <sup>-10</sup> ft./sec.	
	Water vapor diffusion coefficient $\mu$ H <sub>2</sub> O	110	
<b>Carbon Dioxide</b>	Carbon dioxide diffusion coefficient $\mu$ CO <sub>2</sub>	14000	

#### TEST DATA: Time-to-Corrosion Study

- Sika Armatec 110 more than tripled the time to corrosion
- Reduced corrosion rate by over 40%

#### Important Data for Sika Armatec 110 as a Bonding Agent

<b>Bond Strength (ASTM C882)</b>	<b>14 days moist cure, plastic concrete to hardened concrete:</b>	
Wet on Wet	2800 psi	(19.3 MPa)
24 hr. Open Time	2600 psi	(17.9 MPa)

#### Bond of Steel Reinforcement to Concrete (Pullout Test):

Sika Armatec 110 Coated	625 psi	(4.3 MPa)
Epoxy Coated	508 psi	(3.5 MPa)
Plain Reinforcement	573 psi	(3.95 MPa)





**How to Use**

**Surface Preparation** **Cementitious substrates:** Should be cleaned and prepared to achieve a laitance and contaminant-free surface prepared in accordance with the requirements specified by the overlay or repair material by blast cleaning or equivalent mechanical means. Substrate must be saturated surface dry (SSD) with no standing water.  
**Steel:** Should be cleaned and prepared thoroughly by blast cleaning.

**Mixing** Shake contents of both Component 'A' and Component 'B'. Empty entire contents of both Component 'A' and Component 'B' into a clean, dry mixing pail. Mix thoroughly for 30 seconds with a Sika paddle on a low speed (400-600 rpm) drill. Slowly add the entire contents of Component 'C' while continuing to mix for 3 minutes until blend is uniform and free of lumps. Mix only that quantity that can be applied within its pot life.

**Application** **As a bonding agent -** Apply by stiff-bristle brush or broom. Spray apply with Goldblatt Pattern Pistol or equal equipment. For best results, work the bonding slurry well into the substrate to ensure complete coverage of all surface irregularities. Apply the freshly mixed patching mortar or concrete wet on wet, or up to the maximum recommended open time, onto the bonding slurry.  
 Maximum recommended open time between application of Armatec 110 and patching mortar or concrete:  
 80°-95°F (26°-35°C) 6 hours  
 65°-79°F (18°-26°C) 12 hours  
 50°-64°F (10°-17°C) 16 hours  
 40°-49°F (4°-9°C) wet-on-wet

**For corrosion protection only -** Apply by stiff-bristle brush or spray at 80 sq. ft./gal. (20 mils). Take special care to properly coat the underside of the totally exposed steel. Allow coating to dry 2-3 hours @ 73°F, then apply a second coat at the same coverage. Allow to dry again before the repair mortar or concrete is applied. Pour or place repair within 7 days.

- Limitations**
- Substrate and ambient temperature: Minimum 40°F (5°C)
  - Maximum 95°F (35°C)
  - Minimum thickness: As a bonding agent 20 mils.
  - For reinforcement protection 40 mils
  - (2 coats, 20 mils each).
  - Not recommended for use with expansive grouts.
  - Use of semi-dry mortars onto Sika Armatec 110 EpoCem must be applied "wet on wet".
  - When used in overhead applications with hand placed patching mortars, use "wet on wet" for maximum mortar build thickness.
  - Substrate profile as specified by the overlay or repair material is still required.
  - As with all cement based materials, avoid contact with aluminum to prevent adverse chemical reaction and possible product failure. Insulate potential areas of contact by coating aluminum bars, rails, posts etc. with an appropriate epoxy such as Sikadur HI-Mod 32.

**Caution** **Part A & B: IRRITANT; SENSITIZER -** Can cause skin sensitization after prolonged or repeated contact. Skin and eye irritant. High concentrations of vapor may cause respiratory irritation. Avoid skin contact. Use only with adequate ventilation. Use of safety goggles and chemical resistant gloves is recommended.  
**Part C: IRRITANT; SUSPECT CARCINOGEN -** Contains crystalline silica, quartz (sand); cement. Skin and eye irritant. Dust may cause respiratory tract irritation. Avoid breathing dust. Use only with adequate ventilation. May cause delayed lung injury (silicosis). IARC list crystalline silica as having sufficient evidence of carcinogenicity to laboratory animals and limited evidence of carcinogenicity in humans. NTP also lists crystalline silica as a suspect carcinogen. Use of safety gloves is recommended. In case of high dust concentrations or exceedance of PELs, use an appropriate NIOSH approved respirator.

**First Aid** In case of eye contact, wash immediately with soap and water for 15 minutes; immediately consult a physician. In case of skin contact, wash with soap and water; consult a physician for irritation. For respiratory problems, remove person to fresh air and institute artificial respiration if necessary; consult a physician. In case of ingestion, immediately consult a physician. Wash clothing before reuse.

**Clean-Up** In case of spills or leaks, wear suitable protective equipment, contain spill, collect with absorbent material, and transfer to a suitable container. Ventilate area. Avoid contact. Dispose of in accordance with current, applicable local, state, and federal regulations.

KEEP CONTAINER TIGHTLY CLOSED NOT FOR INTERNAL CONSUMPTION  
 KEEP OUT OF REACH OF CHILDREN FOR INDUSTRIAL USE ONLY  
 CONSULT MATERIAL SAFETY DATA SHEET FOR MORE INFORMATION

Sika warrants this product for one year from date of installation to be free from manufacturing defects and to meet the technical properties on the current Technical Data Sheet if used as directed within shelf life. User determines suitability of product for intended use and assumes all risks. Buyer's sole remedy shall be limited to the purchase price or replacement of product exclusive of labor or cost of labor.

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 Regional Information and Sales Centers. For the location of your nearest Sika sales office, contact your regional center.

**Sika Corporation**  
 201 Polito Avenue  
 Lyndhurst, NJ 07071  
 Phone: 800-933-7452  
 Fax: 201-933-6225

**Sika Canada Inc.**  
 601 Delmar Avenue  
 Pointe Claire  
 Quebec H9R 4A9  
 Phone: 514-697-2610  
 Fax: 514-694-2792

**Sika Mexicana S.A. de C.V.**  
 Carretera Libre Celaya Km. 8.5  
 Fracc. Industrial Balvanera  
 Corregidora, Queretaro  
 C.P. 76920  
 Phone: 52 442 2385800  
 Fax: 52 442 2250537





October 31, 2018



Terry Cottenoir  
Engineering Technician  
City of Casper, Wyoming  
Public Services Department  
200 North David Street  
Casper, WY 82601

**STATEMENT FOR PROFESSIONAL SERVICES**

Structural Engineering services for the Casper Regional Water Treatment Plant  
Filter Room Roof Structure Repair Project. Casper, Wyoming. Hourly billing thru  
10/31/21

Amount Due this Invoice = \$600.00

21-037



Central Wyoming Regional  
Water Treatment Plant  
1500 SW Wyoming Blvd.  
Casper, WY 82604  
307-265-6063

November 1, 2021

Terry,

I calculated time spent for researching the issues with concrete debris falling into the filter beds at the treatment plant due to the roof replacement project at:

***Manager time:***

1. Discussions with HDR about the effects of concrete debris in filter bed:  
10/19/21= 0.5hrs.
2. Discussions with Suez via email correspondence, and phone calls for manufactures guidance and specs: 10/15/21, 10/18/21 =1.0 hrs.
3. Reviewing O&M Manuals, reviewing filter bed As-builts and technical specs:  
10/15/21- 10/20/21= 2.0 hrs.

Total hours: 3.5

Hourly rate: \$62.77

**Manager total: \$219.70**

***Plant Staff:***

1. Draining filter beds: 6 hrs.

Total Hours: 6

Hourly Rate: \$43.26

**Plant Staff total: \$259.56**

**Total billable amount: \$479.26**

Thanks,

Tom Edwards

CIVIL SERVICE COMMISSION  
MINUTES OF MEETING  
NOVEMBER 15, 2021

**PRESENT:** Greg Groves, Chair, Dennis Gazdiewich, Commissioner and Tim Monroe, Commissioner

**OTHERS:** Keith McPheeters, Police Chief; Ryan Dabney, Police Lieutenant; Nicole Carlson, Human Resources Supervisor, and Heidi Rood, Human Resources Technician

Greg Groves, Commission Chair called the meeting to order at 1:00 p.m.

**CERTIFY POLICE LIEUTENANT LIST**

Lieutenant Ryan Dabney presented a list of one (1) candidate to approve from the Police Lieutenant testing process on October 27-29, 2021. Of the five (5) candidates, one (1) achieved or surpassed the requisite aggregate of 75% to be considered for promotion.

Commissioner Tim Monroe made a motion to certify the Police Lieutenant list. Commissioner Dennis Gazdiewich seconded the motion. Motion carried unanimously.

**LIEUTENANT PROMOTIONAL TESTING PROCESS CHANGE**

Lieutenant Ryan Dabney presented recommendations for changes to the Police Lieutenant promotional testing process for the Commission to consider for approval. Promotion of the sole passing candidate from the October 2021 testing will leave another vacancy of Police Lieutenant to be filled. It is the intention of the department to open the testing process in January 2022.

**Current Lieutenant Test**

Written Examination 20%  
WASCOP Assessment Center 60%  
Staff Oral Board and Candidate Review 20%

**Proposed Lieutenant Test**

Written Examination 30%  
WASCOP Assessment Center 20%  
Staff Oral Board 30%  
Candidate Review 20%

If a candidate has undergone a WASCOP Assessment commensurate with this position within the past six (6) months, they may choose to accept their score from a qualifying previous assessment or they can choose to retake the assessment again. If the assessment is retaken, that will be the score utilized (even if the retake score is lower than the previous test score).

Commissioner Tim Monroe made a motion to approve the Police Lieutenant promotional testing process. Commissioner Dennis Gazdiewich seconded the motion. Motion carried unanimously.

**APPROVE SERGEANT PROMOTIONAL TESTING PROCESS**

Lieutenant Ryan Dabney presented recommendations for changes to the Police Sergeant promotional testing process for the Commission to consider for approval. Promotion of the sole passing candidate from the Police Lieutenant certified list will leave a vacancy of Police Sergeant to be filled. It is the intention of the department to open the testing process in January 2022.

**Current Sergeant Test**

Written Examination 15%  
Critical Incident Exercise 15%

**Proposed Sergeant Test**

Written Examination 20%  
WASCOP Assessment Center 30%



CIVIL SERVICE COMMISSION  
MINUTES OF MEETING  
NOVEMBER 15, 2021

Assessment Center 60%  
Staff Review 10%

Incident Management Exercise 10%  
Oral Board 20%  
Staff Review/Ascertained Merit 10%  
Book Assignment/Review 10%

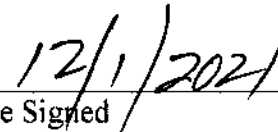
Commissioner Dennis Gazdiewich made a motion to approve the Police Sergeant Promotional Testing. Commissioner Tim Monroe seconded the motion. Motion carried unanimously.

**ADJOURN**

Commissioner Tim Monroe made a motion to adjourn the meeting. Commissioner Dennis Gazdiewich seconded the motion. Motion carried unanimously.

The meeting was adjourned at 1:28 p.m.

  
\_\_\_\_\_  
Greg Groves, Commission Chair

  
\_\_\_\_\_  
Date Signed

**CITY OF CASPER  
LICENSING AND APPEALS BOARD  
CITY HALL, DOWNSTAIRS MEETING ROOM  
December 16<sup>th</sup> , 2021  
4:00 P.M.**

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

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

**AGENDA**

**I. ROLL CALL**

**II. APPROVAL OF NOVEMBER NOTES**

**III. MONTHLY REPORT**

**IV. NEW BUSINESS:**

**Proposed complaint form.**

Council presentation January 11<sup>th</sup>.

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

**GENERAL CONTRACTORS**

Blue Line Construction – Brett Jackson – Class 1 – Liberty Square Apartment Complex

Dream Bigg Construction LLC – Jacob DeGoyette – Class III – Wants to flip a house he is wanting to buy.

**APPRENTICE, JOURNEYMAN, MASTER**

Alex Cole – Plumbing Journeyman

**VI. COMPLAINTS**

**VII. COMMUNICATIONS FROM PERSONS PRESENT**

**VIII. ADJOURNMENT**



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

Friday, October 15, 2021, 3:00 p.m.

Microsoft Teams Online

### **MINUTES**

The meeting began at 3:00 p.m. with attendance by Councilman Pacheco, City of Casper staff member, Heidi Rood, Sergeant Tony Stedillie, Casper Police Department Liaison; and the following committee members: Athne Machdane, Christy Jourgensen, Gage Williams, Jill Felbeck-Jones, Kody Allen-Sambrano, and Riley Jourgensen

Others: Verba Echols and Dirk Andrews

Absent: Mayor Freel, Darrell Wagner, Caitlin Jonckers, David Anderson, Grace Niemitalo, Kate Allen, and Shannon O'Quinn

### **Introduction**

Sergeant Tony Stedillie will be the staff liaison from the Casper Police Department and attend ongoing meetings.

### **Approve September 16, 2021, Meeting Minutes**

Motion to approve September 16, 2021, minutes made by Riley Jourgensen seconded by Gage Williams with no objections.

### **Discussion with Natrona County School District**

Verba Echols and Dirk Andrews joined the conversation. Marie Puryear, Human Resources Director, would like to be invited to ongoing meetings as the first point of contact for the Natrona County School District.

Verba recommended forming an interest group for LGBTQ training opportunities in the school district, to engage in participation and provide support of the initiatives by word of mouth. Suggests to not make the courses mandatory and consider offering professional teaching credit for attendance. For specific training, seek information from other districts and/or the City of Casper that have been used successfully.

Dirk said the Wyoming Education Association has been tasked with the same initiative and would like an opportunity to present to this committee. Jill will include the sub-committee members and follow up with Dirk.

Gage Williams offered training he is certified to administer from The Save Zone Project <https://thesafezoneproject.com/>.



Councilman Pacheco suggested contacting Elaine Monterastelli with Casper College.

### **Safe Place Project**

Heidi Rood shared an update with the committee that the Police Chief is reviewing the documentation and reaching out to Dorian directly for what is specifically needed to move forward and then to make a recommendation based on that discussion.

### **Proposed Non-Discrimination Ordinance**

Heidi Rood shared an update with the committee that staff met and discussed the proposed non-discrimination ordinance. The City Attorney is currently reviewing and will request a meeting to discuss when updated.

Chief McPheeters would like the LGBTQ committee to further research other municipalities (not just Wyoming) that have had to undergo litigation or appeals for similar ordinances in favor of ordinance/opposition to the ordinance. Laramie and Jackson have not had to test the ordinance as last known, zero complaints have been filed.

### **Other Business**

Heidi will check with City staff regarding a website presence to include the purpose of the LGBTQ Committee and the contact information for the chair/co-chair.

Gage asked for clarification on what this committee needs from Casper Pride. The committee indicated its availability to partner with Casper Pride and a presence at Pride events.

Motion to adjourn the meeting made by Riley Jourgensen seconded by Gage Williams with no objections.

The meeting was adjourned at 3:48 p.m.

### **Next Meeting Date**

November 19<sup>th</sup>