

# INFORMATION PACKET

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Friday, July 27, 2018



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

**The Grid**

A working draft of Council Meeting Agendas

**August 7, 2018****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>  <b>C = Item is on Consent                      N = Item is not on Consent</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting: Executive Session Minutes - July 24 Personnel					
Pre-meeting: Sole-Source Purchase of Control Panel AC Units for the Wastewater Treatment					
Pre-meeting: Plains RFP					
Approve July 17 Meeting Minutes & July 24 Executive Session Minutes					
Establishing August 21, 2018, as the Public Hearing Date for Consideration of: New Resort Liquor License No. 8 for Trigild, Inc., d/b/a Hilton Garden Inn, Located at 1150 North Poplar Street.	C				
Establishing August 21, 2018, as the Public Hearing Date for Consideration of: New Restaurant Liquor License No. 39 for THW, Inc., d/b/a JS Chinese Restaurant, Located at 116 West 2nd Street.	C				
Authorize the Request to Apply for a Community Enhancement Grant through the Wyoming Business Council for the Lights on Hogadon Project.		CMR			
Community Input for the Proposed Amendment to the FY 2017/2018 Annual Action Plan.		CMR			
Approving Five (5) Professional Services Contracts for Wireless Communication Facility Reviews. (5 separate resolutions/agenda items)				C	
Authorizing an Agreement with Tyler Technologies, Inc., for the Purchase and Implementation of an Enterprise Resource Software System with a Total Project Budget of \$1,433,432.				C	
Authorizing Amendment No. 1 to the Contract for Professional Service with Civil Engineering Professionals Inc., in the Amount of \$46,000, for the East Casper Zone 3 Water System Improvements Project.				C	
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220. (tentative)				C	
Authorizing an Agreement with HDR Engineering, Inc., in the Amount Not to Exceed \$75,000.00, for Water Rights/Water Supply Studies, Tasks, and Activities.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation Poplar Street Bridge over BNSF Railroad Project.				C	
Authorizing a Contract for Outside-City Sewer Service with Silver Dollar Properties, LLC.				C	
Authorizing a Contract for Professional Services with Inberg Miller Engineers, in the Amount of \$35,970, for the Lower Eastdale Creek Channel Improvements – Phase 2 Project.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$2,511,700, for the Midwest Avenue Reconstruction Project.				C	
Authorizing Release and Assignment Agreements with Western Surety Company, for Erosion Control Bond Claims Against Bonds Held by Gaddis Custom Building, LLC, for Heritage Hills 2, and 3 and 4. (2 separate resolutions/agenda items)				C	
Authorizing a Tender Agreement with United Fire and Casualty Company and Powder River Construction, Inc., in the Amount of \$143,579, for Completion of the Robertson Road South Pathway Project.				C	

**The Grid**

A working draft of Council Meeting Agendas

Authorizing an Agreement with United Fire and Casualty Company and 71 Construction, Inc., for Completion of the "K" Street Improvements Phase I Project.				C	
Authorizing an Agreement with Recycled Materials, LLC, in the Amount of \$28175, for the 2018 Russian Olive Removal Project.				C	
Authorizing a Natrona County Road License for the Installation of a New 12-inch Water Transmission Main for the West Casper Zone II Water System Improvements Project.				C	
Authorizing a Memorandum of Understanding between the City of Casper and Casper College; the Town of Mills; the Town of Evansville; and the Wyoming Department of Transportation to provide Funding in the maximum total annual amount of \$32,731 for Stormwater Public Education and Outreach for the Stormwater Coalition. (4 separate resolutions/agenda items)				C	
Authorizing the Acceptance of a Grant from the Edward Byrne Memorial Justice Assistance Grant, from the Department of Justice, Bureau of Justice Assistance, Office of Justice Programs, in the Amount of \$29,562, to be Shared with Natrona County.				C	
Authorizing a Lease Agreement between the City of Casper and the Casper Junior Football League for the Use of Crossroads Complex Fields 1, 2, and 3.				C	
Authorizing a Contract for Professional Services with Golder Associates, Inc., in the Amount of _____, to Provide Environmental Consulting for Construction of the First Street Reach of the North Platte River Restoration Project. (tentative)				C	
Authorizing a Resolution Amending Resolution No. 17-155, Changing the Order of Business for Regular Council Meetings.				C	
Authorizing the Reappointment of Mike Cometto to the Casper Natrona County Health Department Board.					C
Authorize the Purchase of Two (2) New Articulated Motor Graders, in the Total Amount of \$532,102.58, from Wyoming Machinery Company, Before the Trade-in Allowance, for Use by the Streets Division of the Public Services Department.					C
Authorize the Purchase of One (1) New John Deere Gas Mower, in the Total Amount of \$12,400, from Stotz Equipment, Evansville, Wyoming, for Use by the Cemetery Section of the Parks and Recreation Department.					C
Authorize the Purchase of One (1) New One Ton Truck With Service Body, in the Total Amount of \$55,363.36, from Fremont Motor Company, Sheridan, Wyoming, for Use by the Water Distribution Division of the Public Services Department.					C

**August 14, 2018****Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted</b>	<b>Beginning</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
WAM Resolutions - Discussion/Review (Councilmember Powell)		20 min	4:30
Open Containers Downtown (Chief McPheeters)		20 min	4:50
Restorative Justice Presentation (Chief McPheeters)		20 min	5:10
Casper Mountain Biathlon Club-Crushing Operations (Andrew Beamer)		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session - Personnel			7:15
Approximate Ending Time			

**The Grid**

A working draft of Council Meeting Agendas

**August 21, 2018**

**Councilmembers Absent:**

Regular Council Meeting Agenda Items  C = Item is on Consent                      N = Item is <u>not</u> on Consent	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	Pre-meeting: Executive Session Minutes - August 14 Personnel				
Approve August 7 Meeting Minutes & August 14 Executive Session Minutes					
New Resort Liquor License No. 8 for Trigild, Inc., d/b/a Hilton Garden Inn, Located at 1150 North Poplar Street.		CMR			
Authorize the Purchase of One (1) New Crew Cab 4x4 Brush Truck Fire Apparatus, in the Total Amount of \$XXX,XXX, for Use by the Casper Fire Department.					C

**August 28, 2018**

**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
One Cent Survey Results & Suggested Projects	Direction Requested	20 min	4:30
Soil Compaction in Residential Areas - Draft Ordinance	Direction Requested	20 min	4:50
Innkeeper & Registration Ordinance	Direction Requested	20 min	5:10
Abandoned Vehicle Ordinance	Direction Requested	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session - Personnel			7:15
Approximate Ending Time			

**September 4, 2018**

**Councilmembers Absent:**

Regular Council Meeting Agenda Items  C = Item is on Consent                      N = Item is <u>not</u> on Consent	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	Pre-meeting: Executive Session Minutes - August 28 Personnel				
Bright Spot - Proclamations for Star Spangled Banner Day & Constitution Week					
Approve August 21 Meeting Minutes & August 28 Executive Session Minutes					

**September 11, 2018**

**Councilmembers Absent:**

Meeting to be held at the Life Steps Campus at 4:00 p.m.			
Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
LifeSteps Campus Tour		30 min	4:00
Dan Noble			4:30
UBER (Taxi Ordinance Change)			
Smart Water Meters			
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan	Move Forward for Approval		
Agenda Review			
Legislative Update	Information Only		
Council Around the Table	Information Only		
Approximate Ending Time			

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

**September 18, 2018**                      **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>
<b>C = Item is on Consent</b>		<b>N = Item is <u>not</u> on Consent</b>							

**September 25, 2018**                      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Non-Motorized Transportation Plan (Bike/Pedestrian Plan Update)		20 min	4:30
Summer Pool Usage Discussion		20 min	4:50
		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Information Only	20 min	5:50
Council Around the Table	Information Only	45 min	6:10
Approximate Ending Time			6:55

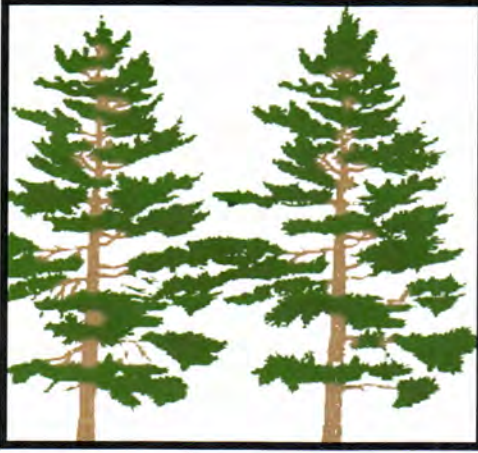
<b>Upcoming Work Session Agenda Items</b>
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters)    Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalites for Impound
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study
Wyoming Business Council Grant for Midwest
Property Code Revisions
Event Guide



# August 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<p>1</p> <p><u>11:30a</u>-Drug Court <u>1:00p</u>-Civil Service Commission</p>	<p>2</p> <p><u>7:00p</u>-Youth Empowerment</p>	<p>3</p>	<p>4</p>
<p>5</p>	<p>6</p> <p><u>5:00 p.m.</u> - CNFR (Parkway Plaza)</p>	<p>7</p> <p><u>6:00p</u>-Council Meeting</p>	<p>8</p> <p><u>11:30a</u>-DDA <u>2:00p</u>-Senior Advocacy Committee <u>6:00p</u>-Amoco Reuse JPB</p>	<p>9</p> <p><u>7:00a</u>-CAEDA <u>10:30a</u>- EDJPB <u>4:30p</u>-Leisure Services Board <u>7:00p</u>-Youth Empowerment</p>	<p>10</p> <p><u>11:30a</u>-Chamber Coordination/ Infoshare</p>	<p>11</p>
<p>12</p>	<p>13</p> <p><u>8:30a</u>-Historic Preservation</p>	<p>14</p> <p><u>4:30p</u>-Council Work Session</p>	<p>15</p> <p><u>7:00a</u>-Mayor/ Commissioner</p>	<p>16</p> <p><u>10:30a</u>-Housing Authority <u>4:00p</u>-Contractors' Licensing Board <u>5:30p</u>- City County Board of Health <u>6:00p</u>- Planning &amp; Zoning <u>7:00p</u>-Youth Empowerment</p>	<p>17</p>	<p>18</p>
<p>19</p>	<p>20</p> <p><u>12:30p</u>-Senior Services <u>4:00p</u>-OYD Advisory Committee</p>	<p>21</p> <p><u>11:30a</u>-Regional Water JPB <u>4:00p</u>-Chamber of Commerce <u>6:00p</u>-Council Meeting</p>	<p>22</p> <p><u>7:00a</u>-CPU Advisory Board <u>12:00p</u>-Meth Committee <u>5:15p</u>-CAP</p>	<p>23</p> <p><u>7:00p</u>-Youth Empowerment</p>	<p>24</p>	<p>25</p>
<p>26</p>	<p>27</p> <p><u>2:00p</u>-CATC</p>	<p>28</p> <p><u>11:30a</u>-Travel &amp; Tourism <u>1:00p</u>-NIC <u>4:30p</u>-Council Work Session</p>	<p>29</p>	<p>30</p> <p><u>7:00p</u>-Youth Empowerment</p>	<p>31</p>	



Casper Mountain Forest Stewardship Association's  
*Natrona County Mountain*  
**NEWS**  
*Spring/Summer 2018*

SPONSORED BY: Casper Mountain Forest Stewardship Association and  
Wyoming State Forestry Division Cooperating

### Notes from CMFSA President Lisa Evers

Greetings mountain residents and landowners, as I'm sure many of you know Sam Weaver passed away on Good Friday of this year. Sam started the Casper Mountain Forestry Stewardship Association (CMFDA) and was a sentinel of Casper Mountain for many years. Sam will be sorely missed as well as irreplaceable. As your new CMFSA Board President, I will strive to continue Sam's vision for our jewel of Casper, which is Casper Mountain.

I am a full time resident on the mountain. I am also a member and officer on the Casper Mountain Fire Department and a strong proponent of the Natrona County Firewise Mitigation program as well as the Stewardship Association. I am a lifelong Casper resident who was raised enjoying and appreciating Casper Mountain as all it has to offer.

I know fire mitigation and stewardship can seem overwhelming at times. However when you look at all the new healthy growth of more fire resistant plants and trees it allows, I feel better in knowing I've done all I can to assist Mother Nature in protecting my property, neighbors and firefighters.

Please help all of us to continue Sam's legacy and vision for Casper and Muddy Mountains by being good stewards of these areas through continued mitigation. Urge you friends and neighbors to enroll in CMFSA so we may continue to educate the residents and landowners on fire breaks, diseases and beetles affecting our forests.

Thank you all for your continued support of CMFSA and I hope you all have a great, safe summer.

Lisa Evers, CMFSA Board President

### Casper Mountain Fire Department

The Federal Fire Dispatch System has requested assistance in fighting the 34,184 acre fire outside of Durango Colorado. As of Friday morning, June 22<sup>nd</sup>, the fire is only 37% contained. Rapid fire spread is expected in the next few days. Casper Mountain Fire Department is sending an engine with 3 of our members to that fire. Our unit will join others from throughout the western United States. Large fires require a similar firefighting response. When we had the 2006 Jackson Canyon Fire and the 2012 Shepherd Hill Fires, we were assisted by crews from Colorado, Montana, Arizona, Utah, Nevada, Idaho and within Wyoming.

Casper Mountain Fire Department still has, either at Station 14 or at the county yard, 3 brush trucks, a structure engine and 6 water hauling tenders available in the event of a fire. In addition to that, our mutual aid agreements with adjoining agencies insure that we have adequate response to any situation on the mountain. Fire danger on the mountain is fluctuating anywhere between moderate to high depending on the time of day and the day itself. Station 14 remains fully equipped to respond to fires.

## Sam Weaver: A Man to Match the Mountain

Sam Weaver's life and the life of Casper Mountain were intertwined in a common goal insuring forest health and respect for the mountain's beauty. In conjunction with Wyoming State Forestry, he created the first Firewise Defensible Space and Fuel Mitigation Project in the state of Wyoming. A blueprint was developed for cost share projects that enabled landowners to protect homes from forest fires. Maps were developed of the Casper Mountain dwellings to assist fire fighters locate and save numerous homes affected by wild fires.

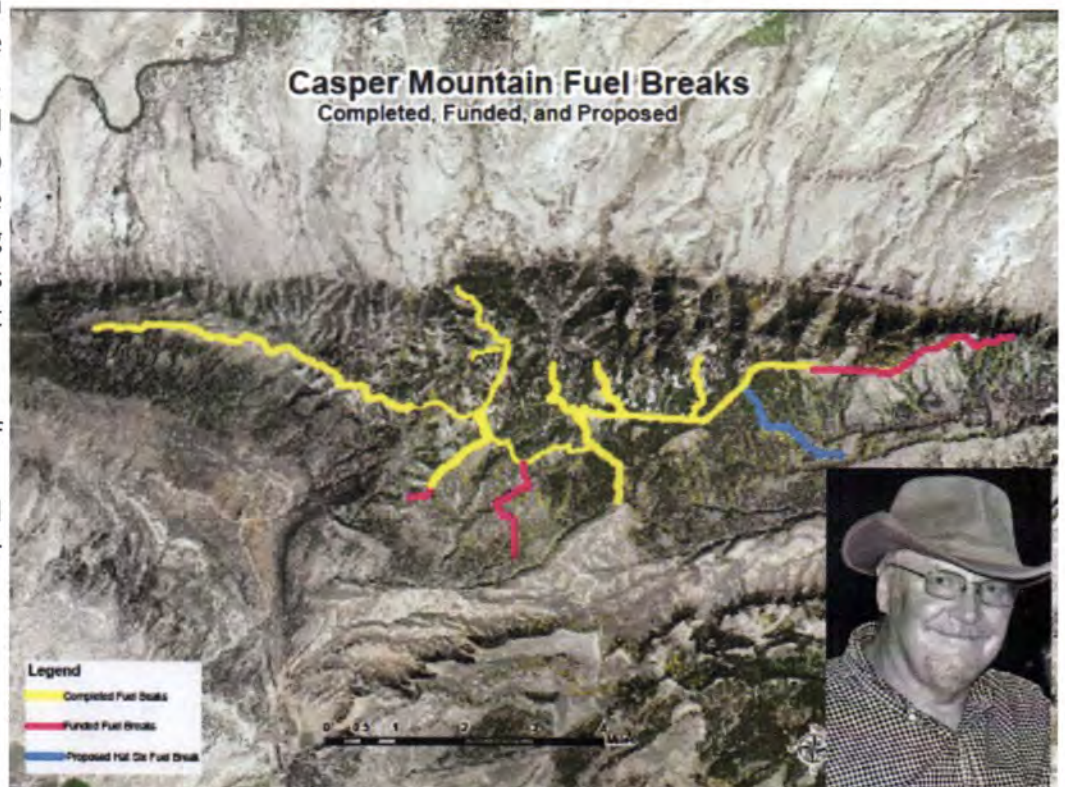
Eradicating the pine beetle population, which invaded the mountain forests, was of equal importance. Now called the Casper Mountain Forest Stewardship Association was organized, by Sam, to inform and assist landowners with managing the forest health of mountain property. Traps were set to collect data on the population and spread of the pine beetles. Infected trees were marked, mapped, and letters were sent to landowners informing them of infected trees at needed to be removed from their property.

Sam, his brother Tim, and their father Warren "Buck" Weaver were long time members of the Casper Mountain Fire Department. In 1977 he was elected President of the Casper Mountain Fire District Board and continued in that role until his death. During his tenure as President he secured a grant, from the Goodstein Foundation, to an addition to the Casper Mountain Fire Hall.

A life on the mountain came with skiing and all related activities. Sam was an active member of the Hogadon Basin Ski Patrol for 50 years. He patrolled the slopes until his death. Most recently, Sam was directing the Casper Mountain Ski History Project. The goal of the project is to record oral histories of Casper's ski pioneers, collect related photographs and video footage, and raise money to produce an upcoming book and documentary about Casper Mountain's ski history.

More important to Sam than his accomplishments were his family and friendships. He was always able and more than willing to help friends and strangers alike with everything from cutting trees, plowing a neighbor's driveway, or pulling cars out of a snow packed ditch.

Throughout life, Sam gave of himself and his talents to assist a human in need and to make the world a better place.





## Natrona County Wildfire Mitigation Projects

Hello fellow landowners from the office of the Natrona County Wildfire Mitigation Project office.

As you probably know by now Sam Weaver has passed away and I have been asked to fill his position.

My name is John Farrell and I have been a member of Casper Mountain Fire for the last 26 years. My wife and I own property in the Hat Six #1 Subdivision for about 20 years. It was unfinished on the inside and is still unfinished but we are making progress. We have been victim of coming up to the cabin and finding that playing or relaxing on the deck to be most enjoyable which consequently eats into our work time.

Sam left mighty big shoes to fill and the learning curve is steep but the programs will continue as Sam would have wanted.

I would like to give you a little update of the progress of the Natrona County Wildfire Mitigation Programs. There has been a total of 365 Defensible Space / Fuel Treatments written for landowners on the mountain since the beginning of the programs. A total of 289 have been completed which is a 79% completion rate. In 2017, 21 plans were written with 12 completed. So far this year five plans have been written. All plans are a cost share where the landowner can be reimbursed for his expenses up to certain maximum amounts for the defensible space and the fuel treatment programs. The programs are possible by grants which Sam submitted and was awarded to Natrona County Wildfire Mitigation program. These plans are an excellent way for landowners to help potentially protect their structures during wildfires and help the health of the forest as well. If you are interested in participating in one of these programs please call our office at (307) 234-6116 for more detail.

Sam's passion was helping protect Casper Mountain from a devastating wildfire by developing plans to install shaded fuel breaks in a number of locations on the mountain. Shaded fuel breaks are areas where the ground fuels such as sage brush, junipers are removed and some trees are taken out to create a spacing of 8 to 10 feet between crowns. These fuel breaks which are funded by grants, help slow the spread of a wildland fire. In a number of cases the fuel breaks were installed on private property with the landowner's permission at no cost to the landowner. Below is a picture showing Sam's legacy which are all the shaded fuel breaks that have been installed in yellow. The areas in pink are fuel breaks in progress or will be created next summer. The blue line is a proposed shaded fuel break that will be explored in the future and would require submitting a grant which would need to be awarded for funding.

Thanks Sam for all your efforts and you will be missed.

## Casper Mountain Fire Department Update

Casper Mountain Volunteer Fire Department is an all volunteer fire department serving the Casper Mountain area. We meet every Tuesday night, 7:00 p.m. at the fire hall located at 1000 Lemmers Road. Please stop by and visit one of these nights or call one of the numbers in our Be a Volunteer Promotion.

You may or may not have seen us training or responding to a call in your area but we do stay busy and it takes volunteers like you to keep the mountain safe. Last year your volunteer fire department responded to 54 emergency calls. Ten of these calls were structure related fires, 26 were wildland or other related smoke investigations, and 18 others were service related calls.

As we strive to improve our fire fighting techniques based on national research we continue to see the most important life saving tool around the nation is the simple smoke detector. Over and over we read about individuals, children, killed in structure fires where smoke detectors were not operating properly or were never installed. If there is one piece of information we can send to you and your families it would be: THE USE OF SMOKE DETECTORS SAVES LIVES.

## NFP Cost-Share Practice & Rate Changes

PRACTICE	COST-SHARE%	MAXIMUM Practice Cost	Cost-Share Rate
Defensible Space	50%	\$4,200/treatment	\$2,100/treatment
Fuel Treatment	50%	\$1,600/acre	\$800/acre
Fuel Breaks	50%	\$1,800.00/acre	\$900/acre

**DEFENSIBLE SPACE**—Thinning, pruning, and fuels removal, as prescribed by the Wildfire Mitigation Plan by a Resource Professional, in a circular area not less than 100 feet from the exterior of a residence or business structure. Defensible Space Rate can also be used for planned construction site of a residence or business structure.

**FUEL TREATMENT**—Thinning, pruning, and fuel removal in areas other than the defensible space described above, as prescribed by the Wildfire Mitigation Plan written by a Resource Professional. Slash shall be removed from the site, chipped or piled for burning.

**FUEL BREAK**—Thinning, pruning and fuel removal in key areas identified by a Resource Professional and Wildfire Mitigation Plan. Key areas being those identified to support wildland firefighting suppression actions. Slash shall be removed from the site, chipped or piled for burning. Fuel breaks shall be at least three contiguous acres in area to qualify.

Landowner may hire a contractor or complete the work themselves. Records are to be kept of landowner in-kind hours and are to be turned in to the County Firewise Program upon completion of the practice.

Contact the Natrona County Firewise Office at (307) 234-6116 to schedule an appointment for developing a Defensible Space Plan for your property.

### Casper Mountain Slash Pile

With the onset of even dryer weather conditions, we no longer have the opportunity to dispose of slash by burning on site. Due to the attraction of Ips Beetles to green slash throughout the spring and summer months, it is not a wise practice to leave green slash on the property. The Casper Mountain Slash Pile is available to those wishing to dispose of slash. This is being provided as a courtesy by the Natrona County Roads, Bridges, and Parks. We would like to review a few courtesy guidelines pertaining to this slash pile:

1. No “trash” items, especially those which do not burn or which produce toxic fumes.
2. No items with nails or other objects which can puncture tires.
3. No stumps, these often do not burn up and can be a problem if they smolder and snow cover disappears.
4. Pile from the inside of the pile, outward. Piling along the edge of the pile, prohibits others from utilizing the pile.
5. Try and keep the pile as tight and compact as possible as loose piles do not burn well.

Please follow these guidelines and remember that this is a community SLASH pile. Thank you to the Natrona County Roads, Bridges, and Parks for the use of the site and the maintenance of the slash pile.

## Noxious Weeds on Casper Mountain by Robert Shellard, Natrona County Weed & Pest

Casper Mountain has always been a special place, especially for people living in Natrona County. The various landscapes range from lodge pole and limber pines, to aspen groves and lush meadows, to sagebrush slopes, complimented with rock outcrops. While we enjoy these wonderful places, there is an invasion taking place. An invasion that can cause long-term changes to the beautiful landscapes that we enjoy, and that wildlife depend on.

Noxious weeds are a major reason for the reduction of usable habitat for wildlife. The basic definition of a weed is a plant that can cause unwanted ecological or economic impacts on the environment. Ecologic impacts are caused when the native plants are in decline because of a more hardy and robust invasive plant. This has a direct effect on wildlife populations. Economic impacts are the cost of controlling infestations and rehabilitating native ranges.

Below, are a few of the noxious weeds found growing in small populations on Casper Mountain. Although other weeds may be found, these are the plants that have the greatest impact on the mountain's landscape.

- Leafy spurge is the most difficult noxious weed to control. This plant is a long-lived perennial that reproduces both by seed and root. It blooms in early June and can be treated with herbicides in spring or fall. Mechanical removal or hand pulling is ineffective and often compounds the problem. The Natrona County Weed and Pest will treat Leafy Spurge with little or no cost to the landowner.
- Spotted knapweed is a fast spreading, short-lived perennial. It reproduces by seed. Mature plants can live for 3 to 4 years and produce seeds for at least 2, sometimes 3 seasons. Herbicide treatments are very effective in early summer. Hand pulling or mechanical removal before the plant goes to seed is also an effective way to control this plant.
- Dalmatian toadflax is a perennial noxious weed that was introduced as an ornamental in flower beds. This plant spreads by seed as well as sprouting from the roots. This plant can very difficult to control with herbicides, because of the thick waxy cuticle on the leaves. A late fall application of herbicides can be effective, but vigilance is the key with this plant and it will take more than one season to control infested areas.
- Canada thistle, common burdock, and houndstongue are also invasive noxious weeds that are common on Casper Mountain. Common burdock and houndstongue grow in riparian areas and are both biennial plants that reproduce only by seed. Digging or pulling these plants up is an effective way to control them in sensitive areas. Herbicides are also very effective and are available at the Natrona County Weed and Pest. Canada thistle is a deep-rooted perennial. Control is best gained with an herbicide in the late fall. Pulling or mowing this plant is not effective and can compound the problem, since it reproduces by seed and root structure.

Be sure and enjoy all the scenic places Casper Mountain offers, but please take a little time to learn about the plants on Casper Mountain. Visit our website at [www.natronacountyweeds.com](http://www.natronacountyweeds.com) to see pictures and gather information about these and other invasive weeds or, stop by 6819 West Yellowstone Highway from 7:30 a.m. to 4:00 p.m. M-F for treatment recommendations and positive identification of plant samples.

## Pine Engraver Beetle (IPS pini)

### What you need to know about this potentially destructive Forest Pest!

The Mountain Pine Beetle is the first thing that comes to mind when landowners talk about threats to our mountain pine forests in Wyoming. The Mountain Pine Beetle can be very destructive on a large scale, as evidenced by the landscape wide mortality being suffered in lodgepole pine forests in National Forests throughout Wyoming. On a smaller and more localized scale there is a western bark beetle that gets less press, but can be very destructive, if the right conditions are present. This forest pest is the Pine Engraver Beetle (*Ips pini*) or more commonly referred to as the Ips beetle. The Ips beetle, like all other western bark beetles are always present in endemic levels throughout the conifer forests of the west. When the right climatic and vegetative conditions are present, Ips beetle populations can expand quickly and affect pine trees not generally preferred or attacked by this forest pest.

The Ips beetle is smaller than the Mountain Pine Beetle, but has a sharply spined hind wing cover, not rounded like the Mountain Pine Beetle. The Ips beetle generally prefers to infest fresh or green pine thinning slash or smaller diameter live pine trees (under 5 inches in diameter). The Ips beetle has 2 to 3 life cycles per year as compared to the Mountain Pine Beetle, which has one life cycle per year.

The Ips beetle are attracted to fresh pine slash, wounded pine trees or areas of fresh blow down or broken pine trees. The adult beetles bore into the host tree or slash, which creates entrance holes and a fine reddish brown sawdust near the entrance holes. The live trees will produce small pitch tubes, which are reddish brown (pitch mixed with sawdust). The adults mate and the female excavates an egg gallery approximately 4 to 7 inches long, just under the bark in the phloem layer and lays 30 to 60 eggs. Eggs hatch within 4 to 14 days, larvae feed under the bark for 2 to 4 weeks and then pupate. New adults begin to emerge about 12 days after pupation, boring through the bark to attack fresh slash or live trees. The life cycle from initial attack to emergence is 40 to 55 days.

Forest managers are aware of the Ips beetle presence in the forest ecosystem and plan implementation of forest management activities to minimize possible tree losses to this forest pest. Most stand wide forest management treatments do not entail removing residual slash, so resulting stand densities are such that some mortality can occur within the residual stand without adversely affecting the stand's dynamic. The issue is on smaller private land ownerships, where unintended loss of pine trees are unacceptable. If piles or jackpots of infested slash and/or logs are left adjacent to residual live pine trees the adults will emerge and infest these trees no matter the size of the tree. Most of these infested trees will die and could host an additional brood of Ips, which would again emerge and infest other trees and so on. This was evident on Casper Mountain last spring, when a contractor was not able to remove jackpots of slash from the Fuelbreak being implemented along Circle Drive near the Nordic Ski Lodge due to wet conditions. Ips beetles infested the slash, life cycled then emerged and attacked & killed 26 larger diameter lodgepole pines within the fuelbreak. Due to the very moist spring and availability of suitable slash, Casper & Muddy Mountain had a large Ips beetle infestation last summer.

The best time to conduct forest management activities to minimize effects from possible Ips beetle infestations is in the fall of the year. Generally Ips beetle activity is minimal by September, so slash created in September, October & November has time to dry out by spring and will not be suitable for Ips beetle infestation. Depending on the spring time moisture and temperature Ips beetle activity will start as early as late April, so for the most part slash created in May through early June and mid-July through August has the highest risk of being infested by Ips. This will change slightly depending on elevation, aspect and temperature.

## **Pine Engraver Beetle (continued)**

The multiple life cycles per year of the Ips beetle makes it difficult to implement direct control activities, which interrupt the life cycle. The best control for minimizing losses of pine trees from Ips beetle attack is timely removal of pine slash, as well as infested trees or severely wounded trees. The infested trees should be removed as soon as a severe attack is discovered. Pine slash should be removed within 2 weeks after the slash was created. Any infested trees, as well as fresh or infested pine slash should be placed in a open area at least ½ mile from any live pine tree, in a community slash pile (if your community has one available) or city landfill. Once slash is dry, it is no longer an attractant for the Ips beetle. If there is an area of freshly damaged pine trees, such as wind throw, broken tops or hail damage these areas should be treated, removing large material and slash, as soon as possible.

There are many forest health and wildfire mitigation projects being implemented on private lands in Wyoming, so we are seeing increased Ips beetle activities in these areas. It is not out of the ordinary, but with the small ownerships and defensible space projects being implemented around mountain cabins and homes unplanned pine tree losses are a major concern. Landowners must take these few simple precautions while implementing forest management projects on their properties to minimize possible tree losses to the small, but deadly Ips beetle.

Bryan Anderson, Assistant District Forester, Wyoming State Forestry Division (307)234-6116

## **Casper Mountain Residents Urged to be “Bear Aware”**

The Wyoming Game and Fish Department urges Casper Mountain residents to secure food attractants this fall to prevent human-black bear conflicts. Over the last five years, 22 human-bear conflicts have occurred in the Casper Mountain area. Many of these conflicts were the result of a bear accessing unsecured attractants in residential areas and are preventable.

“Properly storing attractants such as garbage, birdseed, and pet food is the best way to prevent a bear from being attracted to your property,” says Tara Teaschner, Bear Wise Community Coordinator with the Wyoming Game and Fish Department. Once a bear gains access to unnatural foods in developed areas, they can become food-conditioned. Food-conditioned bears are less likely to avoid humans and can display persistent, destructive and often dangerous behavior. This situation can increase the occurrence of property damage caused by bears and could lead to the removal of habituated bears. Teaschner recommends following these easy tips to prevent residential human-bear conflict:

- Secure garbage and livestock feed in a secure building or shed.
- Discontinue use of birdfeeders during periods when bears are active (April-October). If you must feed birds, hang feeders 10 feet high and 4 feet from vertical supports.
- Feed pets and store pet food indoors.
- Keep BBQ grills clean or store in a secure building.
- Secure vegetable gardens and compost piles with electric fencing.
- Pick all ripe fruit promptly and keep the ground clear of fallen fruit.

# Natrona County Mountain NEWS

Casper Mountain Forest Stewardship Association's

P.O. Box 281

Casper, Wyoming 82602-0281

NON-PROFIT ORG  
US POSTAGE  
PAID  
CASPER, WYOMING  
82601  
PERMIT NO. 229

195

RENEE JORDAN-SMITH  
EX ASSIST CITY MANAGER  
200 N DAVID ST  
CASPER WY 82601-1815



**Please do not forget to pay your dues!**

New Member \_\_\_\_ Renew Member \_\_\_\_

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Mountain Address or Property Location

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Name of spouse \_\_\_\_\_

Are you a landowner? Yes \_\_\_\_ No \_\_\_\_ Is your spouse? Yes \_\_\_\_ No \_\_\_\_

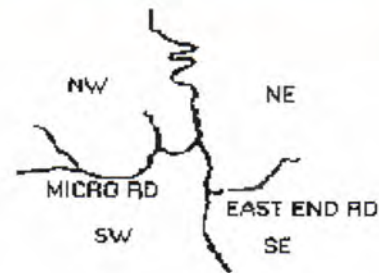
**ANNUAL MEMBERSHIP \$15.00** (January 1 to December 31)

Please attach check payable to: (contributions are tax deductible)

**Casper Mountain Forest Stewardship Association**

P.O. Box 281

Casper, WY 82602-0281 Receipt Requested: Yes \_\_\_\_ No \_\_\_\_



In what division is your land located?

- |                             |   |
|-----------------------------|---|
| NW <input type="checkbox"/> | Rattlesnakes <input type="checkbox"/>   |
| SW <input type="checkbox"/> | South Big Horn <input type="checkbox"/> |
| NE <input type="checkbox"/> | Muddy Mtn. <input type="checkbox"/>     |
| SE <input type="checkbox"/> |   |

DATE: AUGUST 1, 2018  
TO: CIVIL SERVICE COMMISSION  
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN  
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING**

**WEDNESDAY, AUGUST 1, 2018**

**1:00 P.M.**

**DOWNSTAIRS MEETING ROOM (CITY HALL)**

**AGENDA**

1. Approval of May 2, 2018 Meeting Minutes
2. Clarification Civil Service Rules – Certified List Releasing Names – Will Chambers  
Chapter X, Section 2, Number 4 (page 10)
3. Police Sergeant Promotional Testing – Chief McPheeters
4. Other Business
5. Set Next Meeting Date  
September 12<sup>th</sup>
6. Adjourn

**Advocacy & Self-Sufficiency**  
**Aspen Creek Office Building**  
800 Werner Court, Suite 201  
Casper, Wyoming 82601  
PHONE: 307-232-0124  
FAX: 307-232-0145  
E-Mail: cap@natronacounty-wy.gov  
<http://www.capnc.org>



**12th Street HCH Clinic**  
1514 East 12th Street, Suite 201  
Casper, Wyoming 82601  
PHONE: 307-235-6116  
FAX: 307-235-0249  
E-Mail: hch@natronacounty-wy.gov  
<http://www.capnc.org/services/Clinic.html>

**COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY AGENDA**  
**Board of Directors Meeting**  
**Wednesday, July 25, 2018**  
**4:00 pm**  
**800 Werner Ct., Suite 201, CAPNC Conference Room**  
**Casper, WY 82601**

- I. INTRODUCTIONS
- II. ELECTION OF POTENTIAL CAPNC BOARD MEMBER
  - a. Kristy Oster
  - b. Signature needed: Code of Conduct, Confidentiality Statement, and Conflict of Interest Policy
- III. MINUTES
  - a. Approval of Minutes of June 28, 2018, Board Meeting
- IV. BUSINESS
  - a. Organizational Standards Report
    - 18 standards to meet prior to August 15, 2018
  - b. Strategic Plan
    - Need a firm date in October from Board Members
  - c. Board Training
    - Need a firm date for late October or November from Board Members
  - d. Community Service Block Grant
    - Approval – and signature needed - \$557,111 – Tyler Disburg
  - e. Projects for Assistance in Transition from Homelessness (PATH) Grant
    - Approval - \$117,000 for one year and granted extended for two years - \$234,000
  - f. Continuum of Care (COC) Grant
    - Approval - \$64,766
  - g. Emergency Solutions Grant (ESG) 2015, 2016, and 2017 - \$84,798
- V. FISCAL
  - a. Financials
  - b. Audit





VI. COMMITTEE REPORTS

- a. Finance Committee
- b. Personnel and Governance Committee
- c. Program Planning and Development Committee

VII. HCH REPORT

- a. By Laws –Approval and signature
- b. Board Authorization/HRSA Utilization of Special Population Input
- c. HIPPA POLICIES – Approval and signature
  - Emergency Operations Plan
  - Breach Notification
  - Unique User Identification
  - Annual Review
  - Information System Activity Review and Audit Controls
  - Document Retention
  - Contingency, Disaster Recover, Testing and Data Backup Plan
  - Security Management Process
- d. Patient Satisfaction Surveys – Review Only

IV. EXECUTIVE DIRECTOR'S REPORT

V. ADJOURNMENT

Next Board Meeting – Wednesday, August 22, 2018

**CONFLICT OF INTEREST POLICY FOR THE COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY BOARD MEMBERS AND COMMITTEE MEMBERS AS DEFINED IN THE BY-LAWS, ARTICLE XIII.**

The purpose of this policy is to implement Article III, Section V of the Community Action Partnership of Natrona County (CAPNC) by-laws. The policy protects CAPNC, its funding sources, and those that CAPNC seeks to serve. It is the intention of the policy to protect CAPNC in those situations when the organization is involved in financial transactions or contractual arrangements that may benefit or harm the interests of a member of the CAPNC Board, a member of the Board of an advisory committee, or a CAPNC staff member.

1. The policy covers relationships both personal and financial between those covered and the following individuals or entities
  - a. Another board member of CAPNC
  - b. A member of an advisory committee
  - c. A CAPNC staff person
  - d. A vendor or supplier of goods to CAPNC
  - e. A CAPNC program participant
  - f. A consultant to CAPNC
  - g. A CAPNC funding source
2. Definitions
  - a. Financial Relationship: Any relationship that involves the exchange of funds, goods, or services between parties.
  - b. Covered Person: Any member of the CAPNC board, a member of the board of directors of any advisory committee, or a CAPNC staff member.
  - c. CAPNC: Community Action Partnership of Natrona County
  - d. Advisory Committees: All advisory committees as described in the by-laws of CAPNC.
  - e. Staff Member –The CAPNC Executive Director and his/her staff.
3. A conflict of interest will occur when:
  - a. Any covered person is involved in any way in a personal or financial relationship with other members of CAPNC/committees and other interested individuals/organizations as defined above. In most situations involving personal relationships, disclosure and refraining from votes/actions involving the individual with whom there is a personal relationship, is all that is required to avoid conflict of interest.
  - b. Any covered person uses his or her position, or the knowledge gained there from, in such a manner that a conflict or potential conflict arises between the interest of the CAPNC and the personal interests of the member.
  - c. Board members and their families should not receive any financial gain from their position, including salary, goods or special services for their participation; although they may be reimbursed for certain reasonable expenses associated with board service.
  - d. Any covered person obtains for themselves, their relatives, or their friends, a material interest of any kind as a result of their association with CAPNC, or committees, or when any covered person suffers a loss or potential loss for themselves, their relatives, or their friends, of a material interest of any kind that influences their voting behavior with CAPNC or its committees

- e. Board members and staff are not excluded from being clients of CAPNC and receiving program services for which they are eligible; however, they should not receive preferential treatment in the nature or timing of these services.
- f. Competitive bidding procedures should be used for financial transactions of \$5,000 or more in which board members or staff has an interest. If it is unclear whether a conflict exists, the issue should be referred to the Executive Committee to determine the appropriateness of entering into the transaction. For smaller transactions, comparable quotes, prices or salaries should be collected.
- g. Board members should not seek or receive employment from CAPNC during their service on the Board and should resign and wait for a period of one year before applying for a paid position within the agency.
- h. Board members and staff shall adhere to the Code of Ethics for the Community Action Partnership of Natrona County.

**Required Action by CAPNC Board/Committee Members/Staff**

- All covered persons will review this Conflict of Interest Policy and sign a statement that declares no conflict of interest currently exists.
- All covered persons will review this Conflict of Interest Policy annually and sign a statement that declares no conflict of interest currently exists.
- All covered persons agree to immediately disclose any conflict of interest as defined in this policy that might arise at any time during their tenure.
- All Board members will agree in a signed statement that, if the CAPNC board determines a board member has violated the by-laws of the organization in relation to conflict of interest as interpreted by this policy, it shall be cause for immediate termination and they will not dispute such termination.
- All covered persons agree that any information relating to a conflict of interest shall be reported in writing by the individual to the Board, or Advisory Committee that they shall serve on, or the Executive Director if they are a staff member. A copy of such report shall in all cases be given to the Chair of CAPNC.
- Each covered person who has a conflict of interest shall abstain from any vote or action involving the person, issue, or entity with whom they have a conflict of interest as defined by this policy.
- All covered persons shall agree to submit their resignation from either CAPNC's Board or any Advisory Committee if such membership creates a violation creating a reason for default of any entity providing funding to.

**Authority to Enforce the Conflict of Interest Policy**

- The authority to enforce the CAPNC conflict of interest policy shall be with the CAPNC Board.
- The final authority as to the removal of any member of the CAPNC, or any CAPNC Advisory Committee member, for conflict of interest, as referred to in the CAPNC By-Laws, Article III, Section V shall be with the CAPNC Board of Directors, upon recommendation from the CAPNC Executive Committee or members of the Advisory Committee.
- All statements (self-disclosed or disclosed by a third party) or accusations regarding conflict of interest will be reviewed by the CAPNC Board Executive Committee, which will evaluate the actual or potential conflict(s) and recommend appropriate resolution to the full CAPNC Board who will make the final determination. Decisions regarding conflict of interest can be appealed to the CAPNC Board.
- Appropriate resolution is defined as:

- Finding of no conflict of interest
- Finding of conflict of interest requiring full disclosure of all parties, and the refraining from offering opinions, abstaining from appropriate votes and/or other actions that might influence the decision of a Board/Advisory Committee
- Finding of conflict of interest and removal from all present positions with CAPNC, and Advisory Committees

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge and belief, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, neither I or any person with whom I have or had a personal, business, or compensated professional relationship intends to engage in any transaction, acquire any interest in any organization or entity, or become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

Without exception

Except as described in the attached statement

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Confidentiality Statement**

During the time that I serve on the Board of Directors, the Employee Review Team, or as an employee of or volunteer for Community Action Partnership of Natrona County, I realize that I will gain access to information that is considered to be confidential and/or proprietary. Such information relates to submitted proposals, client/patient information, criteria or decisions made with regard to the business of Community Action Partnership of Natrona County.

Since confidential and proprietary information is crucial to the operation of Community Action Partnership of Natrona County and because Community Action Partnership of Natrona County has the obligation to protect such information, I agree that I will not use, publish or disclose such information during or subsequent to my employment or volunteer time or participation on the Board of Directors or the Employee Review Team, and that I will preserve the restricted nature of this information except to the extent that it becomes publicly available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

I hereby certify that I have read, understand and agree to the Foundation's policies as described in this statement, with respect to confidential information and conflict of interest, and that the information given in this statement is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**Community Action Partnership  
of Natrona County**

Aspen Creek Office Building  
800 Werner Court, Suite 201  
Casper, Wyoming 82601  
PHONE: 307-232-0124  
FAX: 307-232-0145  
E-Mail: [cap@natronacounty-wy.gov](mailto:cap@natronacounty-wy.gov)  
<http://www.capnc.org>

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E-Mail: [hch@natronacounty-wy.gov](mailto:hch@natronacounty-wy.gov)  
<http://www.capnc.org/services/Clinic.html>

**Life Steps Transitional Housing**  
1514 East 12th Street, Suite 200  
Casper Wyoming 82601  
PHONE: 307-235-4703  
FAX: 307-235-4817  
<http://www.capnc.org/services/housing.html>

**Community Action Partnership of Natrona County  
Code of Conduct**

Community Action Partnership of Natrona County (CAPNC) employees, officers and agents must comply with all applicable laws and regulations. CAPNC will not condone the activities of employees, officers, or agents who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. CAPNC does not permit any activity that fails to stand the closest possible public scrutiny. Employees, officers, or agents uncertain about the application or interpretation of any legal requirements should refer the matter to a supervisor, who, if necessary, should seek appropriate legal advice. If employees, officers, or agents believe they have information of payments for illegal acts, indirect contributions, rebates, and bribery, they are required to report such knowledge with any supporting documentation to an appropriate supervisor.

Employees, officers or agents of CAPNC must not engage in sexual harassment, or conduct themselves in any way that could be construed as such by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Employees, officers, and agents must not accept entertainment, gifts, or personal favors that could, in any way, influence or appear to influence, business decisions in favor of any person or organization with whom or with which CAPNC has, or is likely to have, business dealings. Similarly, employees, officers, and agents must not accept any other preferential treatment under these circumstances because their positions with CAPNC might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Regarding CAPNC's business activities, employees, officers, and agents may not receive payment or compensation of any kind, except as authorized under the business and payroll policies. In particular, CAPNC strictly prohibits the acceptance of kickbacks and secret commission from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.



Rev: 5/21/2014



**CAPNC business. They must not use CAPNC identification, stationary, supplies and equipment for personal or political matters.**

**When communicating publicly on matters that involve CAPNC business, employees, officers, and agents must not presume to speak for our organization on any topic, unless they are certain that the views they express are those of CAPNC, and it is CAPNC's desire that such views be publicly disseminated.**

**In all matters relevant to clients, suppliers, community partners, government authorities, the public, and others in the our organization, all employees, officers, and agents must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information and to all complaints according to agency policy.**

**Failure to comply with CAPNC's Code of Conduct could result in immediate disciplinary action or immediate termination.**

---

Employee, Officer, or Agent Signature

Date

**MINUTES**  
**Community Action Partnership of Natrona County**  
**Board Meeting**  
**June 28, 2018**

Wyoma Groenenberg called the board meeting of Community Action Partnership (CAPNC) to order at 4:40 pm on June 28, 2018, in the Community Action Partnership of Natrona County Conference Room.

**MEMBERS PRESENT:** Tyler Disburg  
Peggy Phillips  
Wyoma Groenenberg  
Ryan Klinger  
Erin O'Brien  
Laura Kaehn  
Micki Jaramillo

**OTHERS PRESENT:** Kristy Oster  
Janice Laird, CAPNC Financial Officer

Marilyn Dymond Wagner, MSW, Interim Executive Director

**INTRODUCTIONS:**

Kristy Oster, Casper Probation and Parole District Manager, introduced herself. Wyoma Groenenberg asked her why she wanted to serve on the board and Kristy Oster responded that she wanted to give back to our community especially since we help many of the same clients.

**CSBG ELECTION:**

Notice was provided to CAPNC Board that Laura Kaehn had been elected to the board, in accordance with the rules and regulations of the Community Service Block Grant for the tripartite board elections.

**ELECTION OF CAPNC BOARD OFFICERS:**

Peggy Phillips nominated Wyoma Groenenberg for Chair, Wyoma Groenenberg nominated Tyler Disburg for Chair. Tyler Disburg nominated Erin O'Brien for Assistant Chair and Ryan Klinger nominated Wyoma Groenenberg for Secretary/Treasurer. The board used paper ballots and the results were Tyler Disburg as Chair, Erin O'Brien as Assistant Chair, and Wyoma



Groenenberg as Secretary/Treasurer.

**MINUTES:**

The minutes of the May 23, 2018, board meeting were presented. Micki Jaramillo was not mentioned as being absent. She had given her proxy to Wyoma Groenenberg. Peggy Phillips stated that the minutes reflected that she wanted to post a flyer requesting a low income board member and Peggy stated that she was instructed by Marilyn Dymond Wagner not to do so because Jonathan Schmidt with RSVP would handle this. A motion was made by Tyler Disburg to approve the minutes; it was seconded by Peggy Phillips. The motion was unanimously carried.

**BUSINESS:**

**COMMITTEE MEETINGS:**

Each committee will independently meet and present their reports at the monthly board meeting.

**COMMITTEE MEMBERS:**

**PERSONNEL AND GOVERNANCE:** Wyoma Groenenberg, Laura Kaehn, and Kristy Oster

**FINANCE:** Wyoma Groenenberg, Ryan Klinger, and Peggy Phillips

**PROGRAM PLANNING  
AND DEVELOPMENT:**

Tyler Disburg, Micki Jarmillo, and Erin O'Brien

Board decided to start monthly meetings at 4 pm. Committee members will decide when they will meet before each board meeting to give a report.

A decision was made to close CAPNC on Friday at 12 pm. All employees will work 40 hours per week.

**STRATEGIC PLAN:**

Regina Dodson with the Dept. of Health, has offered to conduct the Strategic Plan in October for CAPNC board members and staff.

Natrona County requested the Procurement Policy be revised to reflect that purchases over \$3500 must be approved by the county. This policy was formerly \$5,000. The new Policy was approved on May 23, 2018, by the CAPNC Board.

Grant approvals were discussed affecting the County in the amount of \$161,682 RSVP in the amount of \$98,032, CSBG in the amount of \$557,111, and ESG was not presented as the figures from DFS were not finalized. Ryan Klinger made a motion to approve and Erin O'Brien seconded. The motion was unanimously carried.

Wyoma Groenenberg initiated discussion surrounding the pharmacy tech that was hired by Jennifer Helmer, HCH/12<sup>th</sup> Street Clinic's Medical Director. The 340B Policy allows current patient prescriptions to be filled at HCH. A request was made from Jennifer Helmer via correspondence to begin accepting a limited number of prescriptions from specific providers contingent upon it being a short course therapy. Erin O'Brien made a motion to approve and Peggy Phillips seconded. The motion carried unanimously.

#### PROGRAM PLANNING AND DEVELOPMENT:

The fundraising event, Voice for the Homeless, was discussed and the Board was made aware of our partner once again, Central Wyoming Rescue Mission.

#### EXECUTIVE DIRECTOR'S REPORT:

Marilyn Dymond Wagner, Interim Executive Director, reviewed the following information:

Lindsey Tempest, former CAPNC Client Advocate, resigned and accepted a position with Wyoming Housing Network.

There was discussion regarding the upcoming barbecue and picnic for the Casper Community. The Day of Encouragement is going to be held from 11 am – 2 pm on Friday, July 27 at Conwell Park. We anticipate between 200-400 individuals to attend.

The Staff and Board retreat is scheduled for August 3, 2018, at Wagners' cabin at Alcova Lake with training beginning at 8:30 and ending at 10:30 am.

Jonathan Schmidt, our Retired Senior and Volunteer Program Manager, was able to gain advertising from the Casper Star Tribune twice per month.

#### NEW POTENTIAL BOARD MEMBERS:

Peggy Phillips stated that she has posted a notice at Central Wyoming Senior Services announcing the need for two Board Members who meet the financial eligibility guidelines.

#### GRANT REPORTS:

Changes were discussed regarding the CSBG Grant which was submitted at \$562,956 and it was changed to \$567,312 and the TANF Grant was submitted at \$105,000 and was changed to \$95,000. Wyoma Groenenberg made a motion to ratify and Erin O'Brien seconded. The motion was unanimously carried.

#### STRATEGIC PLAN:

Tyler Disburg stated that the Strategic Planning bid and planning information submitted by Jody Shields, Align Vice President, would need to be put on hold until all board positions are filled. A motion was made by Laura Kaehn and seconded by Peggy Phillips to approve the decision. The motion was unanimously carried.

#### HCH/12<sup>th</sup> STREET CLINIC:

The number of unduplicated patients seen through June 8, 2018, was 461 and through May 18, 2018, there were 38 new patients compared to 23 at the same time last year. The new site at Central Wyoming Rescue Mission has helped increase the unduplicated number of patients seen.

Jennifer Helmer, FNP and Medical Director of HCH/12<sup>th</sup> Street Clinic, discussed the job responsibilities and the need for a Pharmacy Technician for 40 hours per week. Additionally, a discussion ensued regarding Jamie Hornecker, PharmD, Lead Pharmacist at HCH/12<sup>th</sup> Street Clinic, to continue at her present hours of 28-32 hours per month. A motion was made by Wyoma Groenberg and seconded by Erin O'Brien. The motion was unanimously carried.

University of Wyoming Family Medicine Residency Program is providing after-hours coverage for 12<sup>th</sup> Street Clinic/Healthcare for the Homeless.

Tyler Disburg moved to adjourn and Ryan Klinger seconded.  
The meeting was adjourned at 5:10 pm

Respectfully submitted,

Janice Laird

## **Board Training**

Joey Samudio [jsamudio@thealignteam.org]

**Sent:** Friday, July 13, 2018 9:36 AM

**To:** Marilyn DymondWagner

Marilyn,

I just wanted to touch base with you about what you could expect from a board training with CSNOW. The training will be about two and a half hours and will cover an introduction/history of CSBG, board roles and responsibilities and legal obligations, and a brief overview of a boards role in implementing ROMA.

Before the training I will meet with you and Regina to find out if there are any areas of the training that should be given more emphasis.

Hope this helps you make your decision about board training.

Thanks,

Joey Samudio

Get [Outlook for iOS](#)

**Community Action Partnership of Natrona County**

Balance Sheet  
As of 6/30/2018

		Current Period Balance
<b>Assets</b>		
<b>Current Assets</b>		
Cash - Operating	1010	141,118.10
Petty Cash CAPNC	1012	100.00
Petty Cash HCH	1015	100.00
Accounts Receivable	1200	132,116.07
AR - Other	1220	0.00
Due from	1301	0.00
Due From	1400	0.00
Due from Primary Government	1401	0.00
<b>Total Current Assets</b>		<u>273,434.17</u>
<b>Fixed Assets</b>		
Construction In Progress	1305	0.00
Buildings and Improvements	1801	82,003.21
Machinery and Equipment	1802	185,674.73
Accum Depr-Machinery & Equipment	1803	(20,558.09)
Accumulated Depreciation -Building and Improvements	1804	(166,816.95)
<b>Total Fixed Assets</b>		<u>80,302.90</u>
<b>Other</b>		
Investment GFA	1890	0.00
Investment in GFA	1900	6,788.10
Deffered Outflows - Pension items	1901	248,614.27
<b>Total Other</b>		<u>255,402.37</u>
<b>Total Assets</b>		<u><u>609,139.44</u></u>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	2010	105,265.80
Fed Withholding Payable	2040	0.00
FUTA Payable	2041	138.36
FICA Payable	2042	0.00
Retirement Payable	2043	0.00
Payroll Insurance Payable	2044	1,749.85
Garnishments Payables	2050	0.00
SUTA Payable	2051	0.00
Workers Compensation Payable	2052	0.00
Accrued Payroll	2055	0.00
Due To	2101	1,133.33
S-T accrued vaction/sick leave	2150	7,116.87
L-T accrued vacation/sick leave	2151	33,099.09
Due To	2400	0.00
Net pension laibility	2600	1,049,685.65
Deffered inflow	2610	26,890.15
<b>Total Current Liabilities</b>		<u>1,225,079.10</u>
<b>Other Liabilities</b>		
Capital Leases PayAble	2020	10,562.67
Capital Leases-Current Portion	2021	3,254.00
<b>Total Other Liabilities</b>		<u>13,816.67</u>
<b>Total Liabilities</b>		<u><u>1,238,895.77</u></u>

**Community Action Partnership of Natrona County**  
**Balance Sheet**  
**As of 6/30/2018**

		<u>Current Period Balance</u>
<b>Net Assets</b>		
Prior Year Fund Balance		
Fund Balance	3000	<u>(723,291.04)</u>
Total Prior Year Fund Balance		<u>(723,291.04)</u>
<b>Net Income</b>		
		<u>93,534.71</u>
Total Net Income		<u>93,534.71</u>
Total Net Assets		<u>(629,756.33)</u>
<b>Liabilities and Net Assets</b>		
		<u><u>609,139.44</u></u>

**Community Action Partnership of Natrona County**

Aged Receivables by Due Date - Aged Receivables

Aging Date - 6/30/2018

From 7/1/2016 Through 6/30/2018

Customer ID	Customer Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
City of Casper	City of Casper On...	033118	5/30/2018	0.00	0.00	(69,734.30)	0.00	0.00	(69,734.30)
City of Casper	CITY		5/30/2018	0.00	0.00	69,734.30	0.00	0.00	69,734.30
City of Casper	cityfinal		7/30/2018	68,732.62	0.00	0.00	0.00	0.00	68,732.62
Total City of Casper	City of Casper On...			68,732.62	0.00	0.00	0.00	0.00	68,732.62
CSBG	Community Servic...	CSBG063018	7/30/2018	46,826.60	0.00	0.00	0.00	0.00	46,826.60
Total CSBG	Community Servic...			46,826.60	0.00	0.00	0.00	0.00	46,826.60
ESG	Dept. Family Servi...	ESG123116	1/30/2017	0.00	0.00	0.00	0.00	2,922.17	2,922.17
Total ESG	Dept. Family Servi...			0.00	0.00	0.00	0.00	2,922.17	2,922.17
PATH	PATH GRANT	PATH063018	7/30/2018	5,582.50	0.00	0.00	0.00	0.00	5,582.50
Total PATH	PATH GRANT			5,582.50	0.00	0.00	0.00	0.00	5,582.50
RSVP	National Corporati...	RSVP063018	7/30/2018	8,052.18	0.00	0.00	0.00	0.00	8,052.18
Total RSVP	National Corporati...			8,052.18	0.00	0.00	0.00	0.00	8,052.18
Report Total				129,193.90	0.00	0.00	0.00	2,922.17	132,116.07



**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
AMBERVALL...	AMBER VALLEY 2	AMBERVALL...	6/7/2018	0.00	300.00	0.00	0.00	0.00	300.00
Total AMBERVALL...	AMBER VALLEY 2			0.00	300.00	0.00	0.00	0.00	300.00
AMBIMailSh	AMBI Mail & Shipping	18-06-376	7/27/2018	1,275.00	0.00	0.00	0.00	0.00	1,275.00
Total AMBIMailSh	AMBI Mail & Shipping			1,275.00	0.00	0.00	0.00	0.00	1,275.00
AMERIGAS	AMERIGAS	AMERIGAS/0...	7/13/2018	200.00	0.00	0.00	0.00	0.00	200.00
Total AMERIGAS	AMERIGAS			200.00	0.00	0.00	0.00	0.00	200.00
AtlasOffice	Atlas Office Products, Inc	37929-1	7/20/2018	559.38	0.00	0.00	0.00	0.00	559.38
Total AtlasOffice	Atlas Office Products, Inc			559.38	0.00	0.00	0.00	0.00	559.38
BLOEDORN	BLOEDORN LUMBER	4363662	7/28/2018	43.76	0.00	0.00	0.00	0.00	43.76
Total BLOEDORN	BLOEDORN LUMBER			43.76	0.00	0.00	0.00	0.00	43.76
BonAgency1	The Bon Agency	BON/051818...	6/17/2018	0.00	98.94	0.00	0.00	0.00	98.94
Total BonAgency1	The Bon Agency			0.00	98.94	0.00	0.00	0.00	98.94
Brain	Brain Injury Alliance of Wyoming	BIA/063017	7/6/2018	4,000.00	0.00	0.00	0.00	0.00	4,000.00
Total Brain	Brain Injury Alliance of Wyoming			4,000.00	0.00	0.00	0.00	0.00	4,000.00

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From: 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Cardmember	Cardmember Services	061518/HCH	7/15/2018	164.39	0.00	0.00	0.00	0.00	164.39
		062018HCH	7/20/2018	(199.00)	0.00	0.00	0.00	0.00	(199.00)
		5058050718	6/6/2018	0.00	379.00	0.00	0.00	0.00	379.00
		CARD/CREY...	7/5/2018	97.44	0.00	0.00	0.00	0.00	97.44
		CARD/SADAMS	6/29/2018	0.00	464.98	0.00	0.00	0.00	464.98
		CARDM/061...	7/11/2018	300.00	0.00	0.00	0.00	0.00	300.00
		CARDM/CAM...	6/7/2018	0.00	182.97	0.00	0.00	0.00	182.97
		CARDM/CAP	7/12/2018	149.91	0.00	0.00	0.00	0.00	149.91
		CARDM/FAT...	7/15/2018	79.66	0.00	0.00	0.00	0.00	79.66
		CARDM/FAT...	7/15/2018	90.30	0.00	0.00	0.00	0.00	90.30
		CARDM/JSC...	6/23/2018	0.00	101.00	0.00	0.00	0.00	101.00
		CARDM/PAN...	7/27/2018	591.66	0.00	0.00	0.00	0.00	591.66
		CARDM/PAN...	7/22/2018	400.11	0.00	0.00	0.00	0.00	400.11
		CARDM/RSV...	6/10/2018	0.00	73.70	0.00	0.00	0.00	73.70
		CARDM/RSV...	6/10/2018	0.00	13.61	0.00	0.00	0.00	13.61
		CARDM/RSV...	6/2/2018	0.00	172.27	0.00	0.00	0.00	172.27
		CARDM/RSV...	7/1/2018	310.04	0.00	0.00	0.00	0.00	310.04
		CARDM/SUR...	7/21/2018	(5.25)	0.00	0.00	0.00	0.00	(5.25)
		RAMADA/RSVP	6/13/2018	0.00	2,822.55	0.00	0.00	0.00	2,822.55
		U791243260...	6/9/2018	0.00	110.25	0.00	0.00	0.00	110.25
Total Cardmember	Cardmember Services			1,979.26	4,320.33	0.00	0.00	0.00	6,299.59
CASANatCny	Court Appointed Special Advocate (CASA) of Natrona County	CASA063018	5/31/2018	0.00	3,250.00	0.00	0.00	0.00	3,250.00
Total CASANatCny	Court Appointed Special Advocate (CASA) of Natrona County			0.00	3,250.00	0.00	0.00	0.00	3,250.00
CASHOUSING	CASPER HOUSING AUTHORITY	CHA/062618...	7/26/2018	214.00	0.00	0.00	0.00	0.00	214.00

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total CASHOUSING	CASPER HOUSING AUTHORITY			214.00	0.00	0.00	0.00	0.00	214.00
CaspStar80	Casper Star Tribune	43401-1	7/29/2018	1,990.00	0.00	0.00	0.00	0.00	1,990.00
Total CaspStar80	Casper Star Tribune			1,990.00	0.00	0.00	0.00	0.00	1,990.00
CaspVillag	Casper Village Apartments	CASPERVILL...	7/29/2018	699.00	0.00	0.00	0.00	0.00	699.00
Total CaspVillag	Casper Village Apartments			699.00	0.00	0.00	0.00	0.00	699.00
Central	Central Wyoming Hospice & Transitions	CWHS/063018	6/24/2018	0.00	2,500.00	0.00	0.00	0.00	2,500.00
Total Central	Central Wyoming Hospice & Transitions			0.00	2,500.00	0.00	0.00	0.00	2,500.00
CentralWyom	Central Wyoming Rescue Mission	CWRM/063018	6/23/2018	0.00	3,575.00	0.00	0.00	0.00	3,575.00
Total CentralWyom	Central Wyoming Rescue Mission			0.00	3,575.00	0.00	0.00	0.00	3,575.00
CENTRE POINT	CENTRE POINT APARTMENTS	CENTRE/062...	7/28/2018	200.00	0.00	0.00	0.00	0.00	200.00
Total CENTRE POINT	CENTRE POINT APARTMENTS			200.00	0.00	0.00	0.00	0.00	200.00
CenWyoSenS	Central Wyoming Senior Services	CWSS/063018	6/30/2018	4,500.00	0.00	0.00	0.00	0.00	4,500.00
Total CenWyoSenS	Central Wyoming Senior Services			4,500.00	0.00	0.00	0.00	0.00	4,500.00

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
CHILDRENSA...	CHILDREN'S ADVOCACY PROJECT, INC.	CA/063018	6/28/2018	0.00	4,250.00	0.00	0.00	0.00	4,250.00
Total CHILDRENSA...	CHILDREN'S ADVOCACY PROJECT, INC.			0.00	4,250.00	0.00	0.00	0.00	4,250.00
COLLING-J	JACKIE COLLING	JCOLLING/0... STOVER0630...	7/25/2018 7/30/2018	1,200.00 (100.00)	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,200.00 (100.00)
Total COLLING-J	JACKIE COLLING			1,100.00	0.00	0.00	0.00	0.00	1,100.00
CollingTim	Timothy P Colling	COLLINGS/0...	7/28/2018	650.00	0.00	0.00	0.00	0.00	650.00
Total CollingTim	Timothy P Colling			650.00	0.00	0.00	0.00	0.00	650.00
Cottonwood	Cottonwood Estates I	COTTONWO...	7/25/2018	850.00	0.00	0.00	0.00	0.00	850.00
Total Cottonwood	Cottonwood Estates I			850.00	0.00	0.00	0.00	0.00	850.00
CreativeDes	Creative Designs Marketing, Inc-dba Volunteer Gifts.com	IN-55692	7/27/2018	387.45	0.00	0.00	0.00	0.00	387.45
Total CreativeDes	Creative Designs Marketing, Inc-dba Volunteer Gifts.com			387.45	0.00	0.00	0.00	0.00	387.45
CsprRentalA...	Casper Rental Agency - Serge M D'Elia	CRA/070118... CRA/070118...	7/31/2018 7/31/2018	(10,792.00) (2,472.00)	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	(10,792.00) (2,472.00)

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total CsprRentalA...	Casper Rental Agency - Serge M D'Elia			(13,264.00)	0.00	0.00	0.00	0.00	(13,264.00)
DrugTest	Drug Testing Services of Natrona County	23442	7/21/2018	65.00	0.00	0.00	0.00	0.00	65.00
Total DrugTest	Drug Testing Services of Natrona County			65.00	0.00	0.00	0.00	0.00	65.00
ECKMAN	NICOLE ECKMAN	ECKMAN/060...	7/1/2018	700.00	0.00	0.00	0.00	0.00	700.00
Total ECKMAN	NICOLE ECKMAN			700.00	0.00	0.00	0.00	0.00	700.00
ForemanDeb...	Debbie S. Foreman Reimb	FOREMAN/0...	7/28/2018	78.48	0.00	0.00	0.00	0.00	78.48
Total ForemanDeb...	Debbie S. Foreman Reimb			78.48	0.00	0.00	0.00	0.00	78.48
GRANTMARSH	GRANT MARSH PROPERTY	LYNCH063018	7/30/2018	(380.00)	0.00	0.00	0.00	0.00	(380.00)
		MPROP/0628...	7/28/2018	380.00	0.00	0.00	0.00	0.00	380.00
Total GRANTMARSH	GRANT MARSH PROPERTY			0.00	0.00	0.00	0.00	0.00	0.00
GrimshawIn-1	Grimshaw Investments	GRIMSHAW/...	7/1/2018	1,100.00	0.00	0.00	0.00	0.00	1,100.00
Total GrimshawIn-1	Grimshaw Investments			1,100.00	0.00	0.00	0.00	0.00	1,100.00
JOSHUA	JOSHUA'S STOREHOUSE	JPSHUA/063...	6/23/2018	0.00	8,332.98	0.00	0.00	0.00	8,332.98

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From: 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total JOSHUA	JOSHUA'S STOREHOUSE			0.00	8,332.98	0.00	0.00	0.00	8,332.98
M & M Homes LLC	M & M HOMES	M&M/06151...	7/15/2018	650.00	0.00	0.00	0.00	0.00	650.00
Total M & M Homes LLC	M & M HOMES			650.00	0.00	0.00	0.00	0.00	650.00
MercerFamily	Mercer Family Resoure Center, Inc	180630-2500	6/21/2018	0.00	5,574.73	0.00	0.00	0.00	5,574.73
Total MercerFamily	Mercer Family Resoure Center, Inc			0.00	5,574.73	0.00	0.00	0.00	5,574.73
NatCoBenTr	Natrona County Benefit Trust	NCBT/063018	7/26/2018	14,329.00	0.00	0.00	0.00	0.00	14,329.00
		NCBT/06301...	7/26/2018	2,570.00	0.00	0.00	0.00	0.00	2,570.00
Total NatCoBenTr	Natrona County Benefit Trust			16,899.00	0.00	0.00	0.00	0.00	16,899.00
NatronaWheels	Natrona County Meals On Wheels	NCMW/063018	6/23/2018	0.00	4,500.00	0.00	0.00	0.00	4,500.00
Total NatronaWheels	Natrona County Meals On Wheels			0.00	4,500.00	0.00	0.00	0.00	4,500.00
ParkwayPla	Parkway Plaza	PARKWAY/0...	7/27/2018	109.00	0.00	0.00	0.00	0.00	109.00
Total ParkwayPla	Parkway Plaza			109.00	0.00	0.00	0.00	0.00	109.00
PettyCash	Petty Cash-Debbie Foreman	PC/CAP/062...	7/28/2018	35.47	0.00	0.00	0.00	0.00	35.47
Total PettyCash	Petty Cash-Debbie Foreman			35.47	0.00	0.00	0.00	0.00	35.47

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
PICTOGRAPH	PICTOGRAPH PRODUCTIONS	PICTOGRAP...	11/28/2018	255.00	0.00	0.00	0.00	0.00	255.00
Total PICTOGRAPH	PICTOGRAPH PRODUCTIONS			255.00	0.00	0.00	0.00	0.00	255.00
POVERTY	POVERTY RESISTANCE OF NATRONA COUNTY	poverty053118	6/30/2018	4.25	0.00	0.00	0.00	0.00	4.25
		PRN/063018	6/29/2018	0.00	13,232.20	0.00	0.00	0.00	13,232.20
Total POVERTY	POVERTY RESISTANCE OF NATRONA COUNTY			4.25	13,232.20	0.00	0.00	0.00	13,236.45
R&KProperties	R & K Properties, LLC	R&K/061218...	7/21/2018	650.00	0.00	0.00	0.00	0.00	650.00
Total R&KProperties	R & K Properties, LLC			650.00	0.00	0.00	0.00	0.00	650.00
RIDLEY	Ridley's	RIDLEY/062...	7/27/2018	100.00	0.00	0.00	0.00	0.00	100.00
		RIDLEY/062...	7/29/2018	500.00	0.00	0.00	0.00	0.00	500.00
Total RIDLEY	Ridley's			600.00	0.00	0.00	0.00	0.00	600.00
RockyMntPw	Rocky Mountain Power	RMP/062818...	7/2/2018	184.53	0.00	0.00	0.00	0.00	184.53
Total RockyMntPw	Rocky Mountain Power			184.53	0.00	0.00	0.00	0.00	184.53
SelfHelpCnt	Self Help Center	SWLFHELP/0...	7/5/2018	5,750.00	0.00	0.00	0.00	0.00	5,750.00
Total SelfHelpCnt	Self Help Center			5,750.00	0.00	0.00	0.00	0.00	5,750.00
SmithAssoc	Smith and Associates Inc	SMITH/0606...	7/6/2018	650.00	0.00	0.00	0.00	0.00	650.00

**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total SmithAssoc	Smith and Associates Inc			650.00	0.00	0.00	0.00	0.00	650.00
StaplesCre	Staples Credit Plan	1873810900...	7/14/2018	212.60	0.00	0.00	0.00	0.00	212.60
		2067375861	7/1/2018	41.94	0.00	0.00	0.00	0.00	41.94
		25590	7/15/2018	80.72	0.00	0.00	0.00	0.00	80.72
		9787930600	7/12/2018	661.49	0.00	0.00	0.00	0.00	661.49
Total StaplesCre	Staples Credit Plan			996.75	0.00	0.00	0.00	0.00	996.75
TeagueRent	Teague Rentals - Max Teague	TEAGUE/062...	7/28/2018	595.00	0.00	0.00	0.00	0.00	595.00
Total TeagueRent	Teague Rentals - Max Teague			595.00	0.00	0.00	0.00	0.00	595.00
TEMPESTL	LINDSEY TEMPEST	LRT/062818/...	7/28/2018	170.59	0.00	0.00	0.00	0.00	170.59
Total TEMPESTL	LINDSEY TEMPEST			170.59	0.00	0.00	0.00	0.00	170.59
UNITEDWAY	UNITED WAY OF NATRONA COUNTY, INC	UNITED/063...	7/26/2018	100.00	0.00	0.00	0.00	0.00	100.00
Total UNITEDWAY	UNITED WAY OF NATRONA COUNTY, INC			100.00	0.00	0.00	0.00	0.00	100.00
WASHINGTON...	WASHINGTON NATIONAL	W18052636-30	7/4/2018	372.20	0.00	0.00	0.00	0.00	372.20
Total WASHINGTON...	WASHINGTON NATIONAL			372.20	0.00	0.00	0.00	0.00	372.20
WyoFoodBank	Wyoming Food Bank of the Rockies	WFBR/063018	6/24/2018	0.00	4,250.00	0.00	0.00	0.00	4,250.00



**Community Action Partnership of Natrona County**

Aged Payables by Due Date - AGED AP

Aging Date - 6/30/2018

From 2/1/2001 Through 6/30/2018

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total WyoFoodBank	Wyoming Food Bank of the Rockies			0.00	4,250.00	0.00	0.00	0.00	4,250.00
WyoNatLLC	Wyoming National LLC	GRIMSHAW/...	6/28/2018	0.00	1,100.00	0.00	0.00	0.00	1,100.00
Total WyoNatLLC	Wyoming National LLC			0.00	1,100.00	0.00	0.00	0.00	1,100.00
WYOEALEST	WYOMING FINANCIAL PROPERTIES, INC.	ASC-201-18-...	7/31/2018	(4,555.07)	0.00	0.00	0.00	0.00	(4,555.07)
Total WYOEALEST	WYOMING FINANCIAL PROPERTIES, INC.			(4,555.07)	0.00	0.00	0.00	0.00	(4,555.07)
WyoRetireSy...	Wyoming Retirement System	RETIRE/063...	7/26/2018	11,327.56	0.00	0.00	0.00	0.00	11,327.56
Total WyoRetireSy...	Wyoming Retirement System			11,327.56	0.00	0.00	0.00	0.00	11,327.56
WyoSeniorC	Wyoming Senior Citizens Inc	WSCP/063018	6/30/2018	2,513.46	0.00	0.00	0.00	0.00	2,513.46
Total WyoSeniorC	Wyoming Senior Citizens Inc			2,513.46	0.00	0.00	0.00	0.00	2,513.46
YouthCrisC	Youth Crisis Center Inc	YCC/063018	6/30/2018	2,500.00	0.00	0.00	0.00	0.00	2,500.00
Total YouthCrisC	Youth Crisis Center Inc			2,500.00	0.00	0.00	0.00	0.00	2,500.00
Report Total				47,135.07	55,284.18	0.00	0.00	0.00	102,419.25

2908.55  
62  
9846.55

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - CSBG FY 18 - Unposted Transactions Included In Report**  
From 10/1/2017 Through 6/30/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>				
5101 CSBG	444,501.37	567,312.00	(122,810.63)	(21.64)%
<b>Total Revenue</b>	<u>444,501.37</u>	<u>567,312.00</u>	<u>(122,810.63)</u>	<u>(21.65)%</u>
<b>Expenses</b>				
7010 Salaries	117,933.18	175,569.00	57,635.82	32.82%
7011 Third Party Sick Pay	1,133.33	0.00	(1,133.33)	0.00%
7020 Retirement	16,838.26	24,780.00	7,941.74	32.04%
7021 Social Security Match	7,020.51	10,974.00	3,953.49	36.02%
7022 Medicare Match	1,642.15	2,567.00	924.85	36.02%
7023 Employee Medical Insurance	32,577.77	16,746.00	(15,831.77)	(94.54)%
7024 Unemployment Insurance	1,453.56	1,555.00	101.44	6.52%
7025 Worker's Comp	981.14	2,000.00	1,018.86	50.94%
7026 Other Insurance Expense	2,440.25	2,500.00	59.75	2.39%
7050 Temporary Staff	10,011.62	10,000.00	(11.62)	(0.11)%
7105 Travel -- In State	200.16	1,500.00	1,299.84	86.65%
7110 Travel Expense -- Out of State	0.00	5,000.00	5,000.00	100.00%
7130 Staff Development	77.25	100.00	22.75	22.75%
7140 Office Supplies	6,290.65	8,000.00	1,709.35	21.36%
7145 Printing/Duplicating	6,183.65	8,300.00	2,116.35	25.49%
7146 Postage	1,331.42	1,300.00	(31.42)	(2.41)%
7155 Advertising	85.00	0.00	(85.00)	0.00%
7160 Dues/Licensing	1,470.00	1,270.00	(200.00)	(15.74)%
7165 Publications	460.00	9,000.00	8,540.00	94.88%
7170 Telephone	2,585.36	5,450.00	2,864.64	52.56%
7180 Internet	679.82	1,068.00	388.18	36.34%
7200 Office Rent	40,995.63	48,000.00	7,004.37	14.59%
7210 Janitorial	72.50	100.00	27.50	27.50%
7240 Repair/Maintenance/Equ... Contracts	13,406.36	14,514.50	1,108.14	7.63%
7520 Pharmacy	123.76	500.00	376.24	75.24%
7540 Dental	0.00	500.00	500.00	100.00%
7550 Vision	0.00	500.00	500.00	100.00%
7560 Medical Supervision	595.00	0.00	(595.00)	0.00%
7570 Specialty Medical	144.88	1,000.00	855.12	85.51%
7580 Client Transportation	4,914.97	9,000.00	4,085.03	45.38%
7590 Food Assistance	10,100.00	15,000.00	4,900.00	32.66%
7600 Emergency Rent/Mortgage	140,526.65	156,153.00	14,801.35	9.47%
7610 Emergency Utilities	13,248.00	20,000.00	6,752.00	33.76%
7620 Emergency Motel/Shelter	2,272.50	6,500.00	4,227.50	65.03%
7640 Self-Sufficiency	2,225.54	5,000.00	2,774.46	55.48%
7641 After School/Day Camp	355.54	250.00	(105.54)	(42.21)%
7700 Contractual Services	3,750.00	2,615.50	(1,134.50)	(43.37)%
9016 Bank Fees	(27.25)	0.00	27.25	0.00%
<b>Total Expenses</b>	<u>444,099.16</u>	<u>567,312.00</u>	<u>122,387.84</u>	<u>21.57%</u>
<b>Net Revenue Over Expenditures</b>	<u>402.21</u>	<u>0.00</u>	<u>(422.79)</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - HCH FY 18-19 - Unposted Transactions Included In Report**  
From 3/1/2018 Through 6/30/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>				
5110	295,951.11	1,042,184.00	(746,232.89)	(71.60)%
	<u>295,951.11</u>	<u>1,042,184.00</u>	<u>(746,232.89)</u>	<u>(71.60)%</u>
<b>Expenses</b>				
7010	133,019.41	483,524.00	350,504.59	72.48%
7020	18,003.40	67,693.00	49,689.60	73.40%
7021	7,789.42	29,979.00	22,189.58	74.01%
7022	1,821.72	7,011.00	5,189.28	74.01%
7023	32,359.33	105,021.00	72,661.67	69.18%
7024	1,778.86	3,958.00	2,179.14	55.05%
7025	1,050.83	4,400.00	3,349.17	76.11%
7026	5,440.54	5,000.00	(440.54)	(8.81)%
7050	240.00	0.00	(240.00)	0.00%
7105	0.00	2,555.00	2,555.00	100.00%
7110	0.00	8,000.00	8,000.00	100.00%
7130	1,303.00	3,000.00	1,697.00	56.56%
7140	3,670.58	12,000.00	8,329.42	69.41%
7145	1,112.88	4,140.00	3,027.12	73.11%
7146	921.28	500.00	(421.28)	(84.25)%
7150	105.00	23,600.00	23,495.00	99.55%
7155	379.00	0.00	(379.00)	0.00%
7160	0.00	4,000.00	4,000.00	100.00%
7170	1,246.72	3,500.00	2,253.28	64.37%
7180	319.92	725.00	405.08	55.87%
7200	17,971.65	41,200.00	23,228.35	56.37%
7210	1,764.50	5,700.00	3,935.50	69.04%
7230	185.00	600.00	415.00	69.16%
7240	26,746.15	25,000.00	(1,746.15)	(6.98)%
7251	0.00	6,868.00	6,868.00	100.00%
7500	11,040.00	46,320.00	35,280.00	76.16%
7510	0.00	11,990.00	11,990.00	100.00%
7511	3,452.70	14,500.00	11,047.30	76.18%
7520	6,236.94	20,000.00	13,763.06	68.81%
7530	5,411.59	10,000.00	4,588.41	45.88%
7540	3,142.00	15,000.00	11,858.00	79.05%
7550	3,442.00	19,000.00	15,558.00	81.88%
7560	25.00	3,000.00	2,975.00	99.16%
7570	3,699.95	12,000.00	8,300.05	69.16%
7580	730.75	2,400.00	1,669.25	69.55%
7590	960.83	0.00	(960.83)	0.00%
7700	8,445.00	40,000.00	31,555.00	78.88%
	<u>303,815.95</u>	<u>1,042,184.00</u>	<u>738,368.05</u>	<u>70.85%</u>
	<u>(7,864.84)</u>	<u>0.00</u>	<u>(7,864.84)</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - HUD SHP 17-18 - Unposted Transactions Included In Report**  
**From 7/1/2017 Through 6/30/2018**

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>					
HUD/SHP	6900	107,143.53	109,565.00	(2,421.47)	(2.21)%
<b>Total Revenue</b>		<u>107,143.53</u>	<u>109,565.00</u>	<u>(2,421.47)</u>	<u>(2.21)%</u>
<b>Expenses</b>					
Salaries	7010	312.00	312.00	0.00	0.00%
Retirement	7020	46.00	46.00	0.00	0.00%
Social Security Match	7021	20.00	20.00	0.00	0.00%
Medicare Match	7022	5.00	5.00	0.00	0.00%
Unemployment Insurance	7024	3.00	3.00	0.00	0.00%
Worker's Comp	7025	4.00	4.00	0.00	0.00%
Emergency Rent/Mortgage	7600	103,484.00	103,484.00	0.00	0.00%
Emergency Utilities	7610	5,691.00	5,691.00	0.00	0.00%
<b>Total Expenses</b>		<u>109,565.00</u>	<u>109,565.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Net Revenue Over Expenditures</b>		<u>(2,421.47)</u>	<u>0.00</u>	<u>(2,421.47)</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - HUD RR 17-18 - Unposted Transactions Included In Report**  
**From 11/1/2017 Through 6/30/2018**

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>				
6900	0.00	10,523.00	(10,523.00)	(100.00)%
	0.00	10,523.00	(10,523.00)	(100.00)%
<b>Expenses</b>				
7010	528.00	528.00	0.00	0.00%
7020	79.00	79.00	0.00	0.00%
7021	35.00	35.00	0.00	0.00%
7022	8.00	8.00	0.00	0.00%
7024	6.00	6.00	0.00	0.00%
7025	3.00	3.00	0.00	0.00%
7607	9,864.00	9,864.00	0.00	0.00%
	10,523.00	10,523.00	0.00	0.00%
<b>Net Revenue Over Expenditures</b>	<b>(10,523.00)</b>	<b>0.00</b>	<b>(10,523.00)</b>	<b>0.00%</b>

**Community Action Partnership of Natrona County**  
Statement of Revenues and Expenditures - Local Combine FY 18 - Unposted Transactions Included In Report  
From 6/1/2017 Through 6/30/2018

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
6800	County General Fund	105,000.00	105,000.00	0.00	0.00%
6810	County 1 Percent	55,436.00	55,436.00	0.00	0.00%
6811	City 1%	220,650.00	214,740.00	5,910.00	2.75%
	<b>Total Revenue</b>	<u>381,086.00</u>	<u>375,176.00</u>	<u>5,910.00</u>	<u>1.58%</u>
<b>Expenses</b>					
7010	Salaries	104,154.41	95,915.00	(8,239.41)	(8.59)%
7020	Retirement	12,389.62	13,428.00	1,038.38	7.73%
7021	Social Security Match	6,139.42	5,946.73	(192.69)	(3.24)%
7022	Medicare Match	1,435.41	1,363.27	(72.14)	(5.29)%
7023	Employee Medical Insurance	11,988.26	18,872.00	6,883.74	36.48%
7024	Unemployment Insurance	1,116.02	518.00	(598.02)	(115.45)%
7025	Worker's Comp	842.20	1,083.00	240.80	22.23%
7026	Other Insurance Expense	1,362.70	0.00	(1,362.70)	0.00%
7111	VISTA	7,216.91	10,000.00	2,783.09	27.83%
7140	Office Supplies	230.00	1,000.00	770.00	77.00%
7150	Software	0.00	1,000.00	1,000.00	100.00%
7155	Advertising	135.12	0.00	(135.12)	0.00%
7160	Dues/Licensing	0.00	0.00	0.00	0.00%
7240	Repair/Maintenance/E... Contracts	0.00	1,000.00	1,000.00	100.00%
7251	Office Equipment/Furniture	559.38	0.00	(559.38)	0.00%
7600	Emergency Rent/Mortgage	0.00	0.00	0.00	0.00%
7700	Contractual Services	225,050.00	225,050.00	0.00	0.00%
8000	Bookkeeping	133.57	0.00	(133.57)	0.00%
	<b>Total Expenses</b>	<u>372,753.02</u>	<u>375,176.00</u>	<u>2,422.98</u>	<u>0.65%</u>
	<b>Net Revenue Over Expenditures</b>	<u>8,332.98</u>	<u>0.00</u>	<u>8,332.98</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - PATH FY 18 - Unposted Transactions Included In Report**  
From 9/1/2017 Through 6/30/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>					
PATH	5116	74,517.73	112,000.00	(37,482.27)	(33.46)%
State of Wyoming	5130	9,054.50	0.00	9,054.50	0.00%
<b>Total Revenue</b>		<u>83,572.23</u>	<u>112,000.00</u>	<u>(28,427.77)</u>	<u>(25.38)%</u>
<b>Expenses</b>					
Salaries	7010	39,121.24	45,000.00	5,878.76	13.06%
Retirement	7020	5,159.30	6,300.00	1,140.70	18.10%
Social Security Match	7021	2,321.81	2,790.00	468.19	16.78%
Medicare Match	7022	543.01	653.00	109.99	16.84%
Employee Medical Insurance	7023	5,530.02	4,238.00	(1,292.02)	(30.48)%
Unemployment Insurance	7024	398.09	259.00	(139.09)	(53.70)%
Worker's Comp	7025	328.82	509.00	180.18	35.39%
Other Insurance Expense	7026	700.00	700.00	0.00	0.00%
Temporary Staff	7050	(600.00)	0.00	600.00	0.00%
Travel -- In State	7105	0.00	2,080.00	2,080.00	100.00%
Travel Expense -- Out of State	7110	0.00	900.00	900.00	100.00%
Staff Development	7130	0.00	1,600.00	1,600.00	100.00%
Office Supplies	7140	287.24	1,320.00	1,032.76	78.23%
Software	7150	0.00	1,000.00	1,000.00	100.00%
Telephone	7170	0.00	600.00	600.00	100.00%
Internet	7180	0.00	600.00	600.00	100.00%
Office Rent	7200	0.00	4,521.00	4,521.00	100.00%
Emergency Rent/Mortgage	7600	34,906.00	32,030.00	(5,848.00)	(18.25)%
Self-Sufficiency	7640	0.00	6,900.00	6,900.00	100.00%
<b>Total Expenses</b>		<u>88,695.53</u>	<u>112,000.00</u>	<u>20,332.47</u>	<u>18.15%</u>
<b>Net Revenue Over Expenditures</b>		<u>(5,123.30)</u>	<u>0.00</u>	<u>(8,095.30)</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
Statement of Revenues and Expenditures - RSVP 18 - Unposted Transactions Included In Report  
From 7/1/2017 Through 6/30/2018

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
TANF	5109	0.00	0.00	0.00	0.00%
National Health Service Corp	6545	83,707.44	0.00	83,707.44	0.00%
VISTA	6548	0.00	98,032.00	(98,032.00)	(100.00)%
<b>Total Revenue</b>		<u>83,707.44</u>	<u>98,032.00</u>	<u>(14,324.56)</u>	<u>(14.61)%</u>
<b>Expenses</b>					
Salaries	7010	42,245.93	40,000.00	(2,245.93)	(5.61)%
Retirement	7020	5,854.14	5,720.00	(134.14)	(2.35)%
Social Security Match	7021	2,602.25	2,480.00	(122.25)	(4.93)%
Medicare Match	7022	608.60	580.00	-(28.60)	(4.93)%
Employee Medical Insurance	7023	3,209.90	7,800.00	4,590.10	58.85%
Unemployment Insurance	7024	460.92	330.00	(130.92)	(39.67)%
Worker's Comp	7025	358.44	364.00	5.56	1.53%
Other Insurance Expense	7026	367.00	0.00	(367.00)	0.00%
Background Check	7040	86.50	0.00	(86.50)	0.00%
Travel -- In State	7105	1,985.03	1,952.00	(33.03)	(1.69)%
Travel Expense -- Out of State	7110	545.95	3,315.00	2,769.05	83.53%
VISTA	7111	0.00	0.00	0.00	0.00%
Office Supplies	7140	2,657.40	1,500.00	(1,157.40)	(77.16)%
Postage	7146	613.37	0.00	(613.37)	0.00%
Dues/Licensing	7160	20.00	0.00	(20.00)	0.00%
Client Transportation	7580	16,810.32	25,991.00	9,180.68	35.32%
Volunteer Recognition Expenses	7660	5,281.69	8,000.00	2,718.31	33.98%
Contractual Services	7700	0.00	0.00	0.00	0.00%
<b>Total Expenses</b>		<u>83,707.44</u>	<u>98,032.00</u>	<u>14,324.56</u>	<u>14.61%</u>
<b>Net Revenue Over Expenditures</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>



**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - TANF 2018 - Unposted Transactions Included In Report**  
From 10/1/2017 Through 6/30/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
<b>Revenue</b>				
5109	40,261.39	100,000.00	(59,738.61)	(59.73)%
TANF				
<b>Total Revenue</b>	<u>40,261.39</u>	<u>100,000.00</u>	<u>(59,738.61)</u>	<u>(59.74)%</u>
<b>Expenses</b>				
7010	14,758.32	21,530.00	6,771.68	31.45%
Salaries				
7020	2,057.30	3,086.99	1,029.69	33.35%
Retirement				
7021	901.87	1,334.86	432.99	32.43%
Social Security Match				
7022	210.96	312.19	101.23	32.42%
Medicare Match				
7023	2,781.25	7,505.30	4,724.05	62.94%
Employee Medical Insurance				
7024	182.71	277.74	95.03	34.21%
Unemployment Insurance				
7025	122.80	195.92	73.12	37.32%
Worker's Comp				
7140	0.00	400.00	400.00	100.00%
Office Supplies				
7200	0.00	2,600.00	2,600.00	100.00%
Office Rent				
7590	1,000.00	2,000.00	1,000.00	50.00%
Food Assistance				
7640	1,771.38	10,757.00	8,985.62	83.53%
Self-Sufficiency				
7700	23,281.44	50,000.00	26,718.56	53.43%
Contractual Services				
<b>Total Expenses</b>	<u>47,068.03</u>	<u>100,000.00</u>	<u>52,931.97</u>	<u>52.93%</u>
<b>Net Revenue Over Expenditures</b>	<u>(6,806.64)</u>	<u>0.00</u>	<u>(6,806.64)</u>	<u>0.00%</u>

**Community Action Partnership of Natrona County**  
**Statement of Revenues and Expenditures - RUTH ELLBOGEN 2018 - Unposted Transactions Included In Report**  
 From 1/1/2018 Through 5/31/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>	
<b>Revenue</b>					
5165	ELLBOGEN FOUNDATION	10,000.00	0.00	10,000.00	0.00%
	<b>Total Revenue</b>	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00%</u>
<b>Expenses</b>					
7580	Client Transportation	54.96	0.00	(54.96)	0.00%
7600	Emergency Rent/Mortgage	2,224.00	0.00	(2,224.00)	0.00%
7610	Emergency Utilities	414.04	0.00	(414.04)	0.00%
	<b>Total Expenses</b>	<u>2,693.00</u>	<u>0.00</u>	<u>(2,693.00)</u>	<u>0.00%</u>
	<b>Net Revenue Over Expenditures</b>	<u>7,307.00</u>	<u>0.00</u>	<u>7,307.00</u>	<u>0.00%</u>

**BY-LAW OF  
THE COMMUNITY ACTION PARTNERSHIP  
OF  
NATRONA COUNTY**

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ARTICLE I.            Name

The name of the organization shall be the "Community Action Partnership of Natrona County".

ARTICLE II.            Mission and Purpose

The mission of Community Action Partnership of Natrona County is to empower individuals to become self-sufficient by reducing poverty and homelessness, and promoting physical and mental health in collaboration with other human service agencies.

Community Action Partnership of Natrona County (CAPNC) is a public agency created to establish, develop, promote, and administer human services within the community. The Community Action Partnership of Natrona County will help ensure that human services are effectively delivered, that public funding is wisely spent on needed services, that needed services are available and known about, and that needed services which are available are based on demonstrated need and are fairly, efficiently, and effectively made available to those residents of our community who need them. CAPNC will help to reduce poverty focusing on available local, state, private, and federal resources, in order to revitalize low-income communities, empower low-income families and individuals and assist them to acquire useful skills and knowledge, gain access to new opportunities, and achieve economic self-sufficiency.

ARTICLE III.            Community Action Partnership of Natrona County Board

Section I.            Powers

- A. Community Action Partnership of Natrona County is an agency of Natrona County, Wyoming.
- B. Community Action Partnership of Natrona County is established pursuant to Wyoming Statute § 35-1-611, et seq.
- C. Community Action Partnership of Natrona County is the designated Community Action Agency and eligible entity in Natrona County under the CSBG Act 1998.
- D. Community Action Partnership of Natrona County shall establish and maintain a separate financial and accounting system from the Natrona County Board of County Commissioners (BOCC) including separate bank accounts, separate voucher and invoice systems, and payroll services. CAPNC shall establish and maintain internal audit programs necessary and sufficient to account for Federal, State, and local funding and disbursements, and provide audit information to BOCC auditors on a regular and timely basis.

- E. Community Action Partnership of Natrona County shall assess the need for various human services in the County.
- F. Community Action Partnership of Natrona County shall facilitate the coordination of programs to reduce poverty, revitalize low-income communities, empower low-income families and individuals to become fully self-sufficient, reduce delinquency and crime; promote mental health, prevent substance abuse and family violence, encourage cooperation with educational, health, and other institutions; and process appropriate applications under Federal, state, local and private anti-poverty programs. The Community Action Partnership of Natrona County shall in addition to the statutory responsibilities, coordinate the human services deemed appropriate by the Board of County Commissioners.
- G. Community Action Partnership of Natrona County, with approval of the Board of County Commissioners, may enter into contractual agreement with other governmental entities to provide services as requested and as appropriate.

Section II. Composition

- A. Community Action Partnership of Natrona County shall consist of not less than nine voting members and up to twelve voting members selected as provided for in these By-Laws. Such membership shall be constituted as follows:
  - 1. One-third of the members of the board shall be composed of public officials or their representatives appointed by the Natrona County Board of County Commissioners.
  - 2. Not fewer than one-third of the members are persons chosen through a democratic selection adequate to assure that these members are representative of low-income individuals and families in the neighborhood served. Each representative of low-income individuals and families selected must be eighteen years of age or older and reside in Natrona County. Representatives of the low-income will represent the low-income population in Natrona County. Each representative of low-income individuals and families shall participate actively in the development, planning, implementation, and evaluation of programs serving the low-income community.
  - 3. The remainder of the members shall be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served selected by the Community Action Partnership of Natrona County board.

4. The Executive Director is a non-voting member of the CAPNC Board of Directors.
5. No more than 50% of the non-consumer board members derive more than 10% of their annual income from the healthcare industry.

Section III. Selection Procures

- A. Pursuant to Wyoming Statute 35-1-616(b), members of the Community board are appointed by the Board of County Commissioners. In order to fully comply with the Community Services Block Grant of 1998, the Commission has delegated appointment authority of subsection (c) low-income representatives to the low-income community and (d) representatives of the private sector appointed by the Community Action Partnership of Natrona County.
- B. Representatives of public officials are appointed to four-year terms by the Board of County Commissioners of Natrona County and serve at the pleasure of the Board of County Commissioners.
- C. Representatives of the low-income shall be selected at a county-wide election held by June 18<sup>th</sup> of each year a term expires. The process shall be as follows:
  1. Not sooner than sixty calendar days nor less than thirty calendar days prior to an election the Community Action Partnership of Natrona County shall advertise a legal or public notice in a local newspaper advertising the proposed election, the requirements for becoming a candidate, the deadline for seeking candidacy and the date of the election. The Community Action Partnership of Natrona County shall also make this information available to agencies serving the low-income population and to low-income individuals and families through additional outreach methods.
  2. Not sooner than fifteen calendar days and not less than seven calendar days prior to an election the Community Action Partnership of Natrona County shall advertise a legal or public notice in a local newspaper announcing the election, the date and times of the election, the requirements for voting, the names of the candidates seeking election, and the polling site locations. The Community Action Partnership of Natrona County shall also make this information available to agencies serving the low-income population and to low-income individuals and families through additional outreach methods.
  3. A minimum of seven calendar days prior to an election, the Community Action Partnership of Natrona County shall produce a voter's information guide which shall include the requirements for voting, the polling site locations, the date and times of the election and brief biographical sketches provided by the

candidates. The guide shall be made available at agencies serving low-income population and at other locations serving economically disadvantaged people.

4. The Community Action Partnership of Natrona County shall establish one or more polling places within the county. In order to vote in the election, a voter shall certify by affidavit that he/she is over the age of eighteen, that he/she currently resides in Natrona County, and that he/she has a household income that is at or below the federal poverty guidelines. On the day of the election, each voter shall be furnished with one ballot, prepared by the Community Action Partnership of Natrona County. Following his/her qualification, each voter shall cast his/her ballot before leaving the polling place. Immediately following the closing of polls, the ballots shall be transported to the County Clerk. Following the tabulation of the votes, a statement will be issued setting forth the results of the election, certified by the County Clerk.

Such other rules and regulations as may be deemed necessary to insure the conduct of democratic elections may be from time to time promulgated by the Community Action Partnership of Natrona County.

- D. The remainder of the members shall be selected by the Community Action Partnership of Natrona County in accordance with the general rules of these By-Laws.
- E. Low-income individuals and organizations may petition in writing to the Community Action Partnership of Natrona County for adequate representation on the Commission if such individual or organization considers itself to be inadequately represented.
- F. A vacancy shall occur when:
  1. A private sector or low-income sector Commission member is notified of his/her removal for cause or absenteeism.
  2. A Commission member resigns or dies.
  3. Representatives of public officials are removed by the Board of County Commissioners.
- G. In the event the vacancy is declared, with regard to a member representative of the low-income individuals and families, his/her position shall be filled by appointment of an interim member for the balance of the vacated term, solely by the remaining members representing the low-income population on the Community Action Partnership of Natrona County. In the event a vacancy is declared with regard to a member representing public officials or a member representing the community groups or interests shall be appointed for the remainder of the vacated term in accordance with Section II.

Section IV. Members of the Community Action Partnership of Natrona County shall serve for terms of four years. No member shall serve more than two (2) consecutive full terms.

Section V. Conflicts Of Interest

Conflict of Interest is defined in the attached Conflict of Interest Policy. A member of the board shall abstain from voting on any matter before the board which places him or her in a conflict of interest.

Prior to voting on matters in which potential conflict of interest exists for any member of the board, the Chair shall inquire whether any member of the board desires to abstain from voting because of a conflict of interest and any member of the board shall declare that he or she abstains from voting if a conflict of interest exists. Prior to voting on any matter, a member of the board may be requested by any other member of the board to abstain from voting because of a conflict of interest. If the challenged member of the board refuses to abstain from voting as requested, the Chair shall immediately call for a vote of the directors to determine whether the challenged member of the board is in a conflict of interest and shall be required to abstain from voting on the matter before the board. If a two-thirds (2/3) majority of the board present votes to require the abstention of the challenged member of the board, that member of the board shall not be permitted to vote.

Furthermore, no member of the Community Action Partnership of Natrona County shall be employed by, or currently serving on the Board of Directors or fund raising committee of a human service agency receiving funds from the Community Action Partnership of Natrona County.

Section VI. A private sector or low-income sector board member of the Community Action Partnership of Natrona County may be removed by the Community Action Partnership of Natrona County upon the affirmative vote of at least two-thirds of the entire Community Action Partnership of Natrona County (six of the nine members) for neglect of duty, misconduct, or malfeasance in office after receiving a written statement of charges and an opportunity to be heard.

Section VII. A member of the Community Action Partnership of Natrona County shall attend all regular meetings of the Community Action Partnership of Natrona County. Board members are expected to contact the Chairman when they are unable to attend a meeting. Three unexcused absences in a calendar year shall be deemed excessive absence and shall be cause for removal from the Commission.

Section VIII. No board member can become an employee of CAPNC until after he or she has not been a board member for at least 12 full months.

#### ARTICLE IV. Officers

- Section I. The Community Action Partnership of Natrona County shall elect from its members a Chairman to preside at meetings. The Chairman shall be the voice of the Community Action Partnership of Natrona County to the Board of County Commissioners, public and media. The Chairman shall be a voice of the Community Action Partnership of Natrona County to the director. The Chairman may appoint another member of the Community Action Partnership of Natrona County to discharge any of the above duties if neither he nor the Vice-Chairman is available.
- Section II. The Community Action Partnership of Natrona County shall elect from its members a Vice-Chairman who shall assume the duties of the Chairman when the Chairman is absent.
- Section III. The Community Action Partnership of Natrona County shall elect from its members a Secretary to maintain records. The Executive Director or his/her designee shall act as recording secretary for the Secretary.
- Section IV. The Community Action Partnership of Natrona County shall elect from its members a Treasurer. The Secretary may act in this capacity for the Community Action Partnership of Natrona County.
- Section V. The Community Action Partnership of Natrona County shall elect such other officers as it determines are needed.
- Section VI. Elections shall be held the first meeting of June each year.
- Section VII. Terms of office shall be one year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>.
- Section VIII. Officers may be re-elected.

ARTICLE V. Committees

- Section I. The Community Action Partnership of Natrona County may form such committees as are needed. The Community Action Partnership of Natrona County may select the committees, or the chairman may appoint them.

ARTICLE VI. Meetings

- Section I. Meetings shall be held at least once a month on the fourth Wednesday of each month. The meeting date may be changed by the Board Chairman or a majority of the board members.
- Section II. The Chairman or a majority of the Community Action Partnership of Natrona County board members may call special meetings or may cancel scheduled meetings.
- Section III. Executive sessions may be held as provided by law.



Section IV. All meetings of the Community Action Partnership of Natrona County, except executive sessions, shall be open to the public.

Section V. A simple majority of the members shall be necessary to constitute a quorum for the conduct of business. Participation via telephone conference call or via proxy shall constitute presence in person at the meeting.

Section VI. At each meeting, a board member is entitled to vote by proxy. Such proxy shall be sent to the Community Action Partnership of Natrona County Office, Attention Board Secretary, before or at the time of the meeting, and filed in the meeting minutes. A proxy vote may be submitted in writing, or electronically transmitted authorizing a specific board member to vote in proxy for the member. Participation shall be counted towards the determination of a quorum.

ARTICLE VII. Parliamentary Authority

Section I. Parliamentary authority for the meetings of the Community Action Partnership of Natrona County shall be Wyoming Statutes and the By-Laws of the Community Action Partnership of Natrona County and such other rules as the Community Action Partnership of Natrona County deems appropriate.

ARTICLE VIII. Duties of the Community Action Partnership of Natrona County

Section I. The Community Action Partnership of Natrona County shall interview, hire, fix compensation, and dismiss the Executive Director.

Section II. The Community Action Partnership of Natrona County is the authority that gives the Executive Director direction.

Section III. The Community Action Partnership of Natrona County shall evaluate the Executive Director as to performance after the first ninety days, and thereafter annually.

Section IV. The Community Action Partnership of Natrona County shall identify the needs of the community, establish goals, formulate strategic plans for community action and approve proposals.

Section V. The Community Action Partnership of Natrona County shall submit to the Board of County Commissioners a comprehensive plan for establishment, development and promotion of human service programs.

- Section VI. The Community Action Partnership of Natrona County shall have the authority to generate additional funds for Community Action programs in Natrona County.
- Section VII. Make rules and regulations regarding the operation services and facilities under the board's supervision, including a reasonable schedule of fees.
- Section VIII. Contract for facilities or support services and may enter to contracts and subcontracts to receive and administer funding from federal and state programs to provide human services programs in the jurisdiction.
- Section IX. Accept donations of money or property.
- Section X. Expend funds for the purpose and programs of the community board, including necessary capital construction.
- Section XI. Exercise final authority on the approval and amendment of the annual budget for all programs provided by the agency.

ARTICLE IX. Duties of the Executive Director

- Section I. The Executive Director shall carry out Community Action Partnership of Natrona County policy and decisions.
- Section II. The Executive Director shall carry out the day to day duties of the Community Action Partnership of Natrona County.
- Section III. The Executive Director shall hire and dismiss staff of the Community Action Partnership of Natrona County department.
- Section VI. The Executive Director shall attend all meetings of the Community Action Partnership of Natrona County.
- Section V. The Executive Director shall act as or provide a recording secretary for the Community Action Partnership of Natrona County and provide such other staff as needed.
- Section VI. The Executive Director may be the voice of the Community Action Partnership of Natrona County to the Board of County Commissioners, public and media as directed by the Chairman.
- Section VII. The Executive Director shall prepare and submit to the Community Action Partnership of Natrona County, at least annually, a complete report on finances during the past year.
- Section VIII. The Executive Director shall apply for grants as authorized by the Community Action Partnership of Natrona County.

ARTICLE X. Amendment of By-Laws

Section I. An amendment to these By-Laws shall be submitted in writing to the members of the Community Action Partnership of Natrona County at the meeting prior to vote on said amendments.

Section II. At the following meeting, the Community Action Partnership of Natrona County may vote on the proposed amendment. The amendment must receive a two-thirds majority vote of the entire Community Action Partnership of Natrona County (nine of the twelve members) to be approved.

ARTICLE XI. Severability Clause

Section I. If any part of these By-Laws shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of the By-Laws.

ARTICLE XII. Other Provisions

Section I. These By-Laws are to be interpreted to give affect to applicable state and federal laws.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

COMMUNITY ACTION PARTNERSHIP OF  
NATRONA COUNTY

\_\_\_\_\_  
Tyler Disburg, Chair

Attest: \_\_\_\_\_  
Wyoma Groenenberg, Secretary/Treasurer

HRSA Utilization of Special Population Input

Annual Review Acknowledgement

As a board member of Community Action Partnership of Natrona County, I understand that we have an obligation to collect feedback from the patient population we serve. HRSA grant recipients are required to have not less than 51% of their board composition comprised of health center patients; however, CAPNC has received a waiver of this requirement. I also understand that this waiver could be rescinded at some point in the futures, which would require our agency to adjust the board composition to meet HRSA requirements.

With the waiver in place, I understand that our board is required to demonstrates how special population patient input is utilized in making governing board decisions in key areas, including but not limited to: selecting health center services; setting hours of operation of health center sites; defining budget priorities; evaluating the organization’s progress in meeting goals, including patient satisfaction; and assessing the effectiveness of the sliding fee discount program. This process will be documented in either board minutes on an annual basis.

\_\_\_\_\_  
Print Board Member Name

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

**CITY OF CASPER  
CONTRACTORS' LICENSING AND APPEALS BOARD  
JUNE 21, 2018**

<b>MEMBERS PRESENT:</b>	<b>ANDREW ELSTON JASON HUBER</b>	<b>ZAC HORNER ADAM HALL</b>
<b>COUNCIL LIAISON:</b>	<b>DALLAS LAIRD</b>	
<b>CITY STAFF:</b>	<b>DAN ELSTON KELLY SHANLEY</b>	<b>CRAIG COLLINS</b>

**CALL MEETING TO ORDER** – Chairperson Zac Horner called the regular meeting to order at 4:05 p.m.

**MINUTES FROM MAY 17, 2018** – Andrew Elston moved to approve the meeting minutes of May 17, 2018. Jason Huber seconded the motion. Motion approved.

**MONTHLY REPORT UPDATE** - Dan Elston reported for the month of May, 7 building permits were issued for construction of single family homes. To date, 27 permits for construction of single family homes have been issued compared to 23 this time last year. The Building Division issued 121 building, 118 electrical, 79 mechanical, and 102 plumbing permits during May with valuations of \$4,986,078 and total fees collected of \$139,647.90. The inspectors completed 703 inspections in May, which includes consults, fire inspections and plan reviews.

Below is a breakdown of the 12 commercial projects that are in progress:

- Kelly Walsh High School
- Boyd Avenue Church Gym – Slabs have been poured. This project is slow going, as they are only progressing as funding is available.
- U-Haul – Old Cretex Building - A preliminary site plan has been received. They are going to have a mini-storage and storage pods on site, as well as the rental of U-Hauls. This project will be in two phases. To date, two small buildings have been torn down.
- Raven Crest Apartments
- Senior Living Homes – Fairgrounds – Six more building permits for twin homes have been issued for this subdivision. One of the units has been sold. The contractor stated there is a lot of interest in the subdivision.
- Rescue Mission – Drywall is in process.
- Gruner Brothers Brewery
- Casper Orthopedics - MRI Addition – This project is almost complete.
- NCHS – S VAC Building Remodel - New flooring for the basketball courts is finished.
- Alpine Motor Sports – The exterior steel is in progress.
- Fire Station #5 – The foundation and CMU walls are complete. Framing is scheduled to begin in the administrative area.
- Good to Go Convenience Store – East Yellowstone Hwy.

#### Completed Projects in May:

- David Street Station – A temporary certificate of occupancy was issued. The chiller equipment for the ice rink is still needed.
- Wendy's Remodel (west side)
- McDonalds (west side)

#### New Plans Submitted for Approval:

- Wal-Mart Remodel – East Side
- City of Casper Balefill Building
- Sagewood Elementary School
- Masterson Place – This project has gone out for bid.

### LICENSE APPLICATIONS –

**CALEB MASSIE** – Applying for a Master Mechanical License. After discussion and review of the application and affidavit, Adam Hall moved to approve Caleb Massie to license as a Mechanical Master. Jason Huber seconded the motion. Motion approved.

**DIRK ANDERSON** – Applying for a Journeyman Mechanical License. After discussion and review of the application and affidavit, Jason Huber moved to approve Dirk Anderson to license as a Mechanical Journeyman. Andrew Elston seconded the motion. Motion approved.

**SHANNON L. ELI** – Applying for a Master Plumbing License. After discussion and review of the application and affidavit, Adam Hall moved to approve Shannon Eli to test for a Master Plumbing License. Andrew Elston seconded the motion. Motion approved.

**JAMES RIGGS** - Applying for a Journeyman Mechanical License. After discussion and review of the application and affidavit, Adam Hall moved to approve James Riggs to test for a Journeyman Mechanical License. Andrew Elston seconded the motion. Motion approved.

### MISCELLANEOUS COMMUNICATIONS

**ELECTRICAL BOARD VACANCY**– Scott Warren has submitted a letter of interest to fill the vacant position previously held by Robert Shade. Scott Warren is a master electrician and has purchased Atlantic Electric. Jason Huber moved to accept the letter of interest from Scott Warren to fill the electrical representative vacancy. Andrew Elston seconded the motion. Motion passed. The letter of interest will be submitted to the City Council for their approval.

**LETTERS OF COMPLAINT** - Dan Elston received two letters of complaint for the Board's information / review.

**Wright-Way Roofing** (Class III General Contractor) - The letter of complaint received is from Wyoming OSHA. Wright-Way Roofing has had three different OSHA inspections in which they have not responded to, and those inspections have been referred to collections due to non-compliance and response. OSHA just wants the Board to be aware that Wright-Way Roofing is operating in Casper unsafely.

**Middleton Construction LLC** - Middleton Construction is not a licensed contractor; however, Day Enterprises (Class III General Contractor) had pulled the building permit

for them for the remodel at 2051 Mariposa. The letter of complaint states that work done by Caleb Middleton was being completed without the required inspections and his work was not being properly completed. Homeowners have hired other contractors to fix the mess that was created by Middleton Construction, therefore; costing the homeowners twice as much. At some point, Dan Elston would like to adopt a stipulation for licensed contractors who rent out their license that they would be required complete a certain percentage of the permitted work to alleviate this problem.

For both cases, Dan Elston recommended that he will notify the contractors in writing of the complaints received and inform them of the Board's discussion. If another offense is received for either contractor, the Board will then take some corrective action to help remedy these issues. The Board was in agreement with Dan Elston's recommendation.

**Ray Derrera, RAD Roofing** – Dan Elston also brought to the Board's attention that Ray Derrera of RAD Roofing submitted a letter to the City Manager's Office and attended a City Council Meeting stating that he wasn't satisfied with the inspection process of the Building Division for roofs. Dan Elston explained that it would be impossible to inspect every aspect of a roof when re-roofing. Even though roof inspections are not required by code, when the Building Division is called upon for a roof inspection, the inspection is always done. Roof inspections are typically inspected from the ground as the inspector can visually see that the drip edge, ventilation and flashings meet the code requirements. Ray Derrera also expressed his frustration regarding the decking requirement that is required by code; however, he feels that the City doesn't enforce it. Dan Elston has issued a memo to the City Manager in response to Ray Derrera's complaints.

**PROPERTY MAINTENANCE CODE** – Dan Elston presented the Adoption of the 2018 I Codes to City Council. Council passed the first reading; however, there has been a lot of flack from the public on the adoption of the Property Maintenance Code. The public is under the impression that the code would be too harsh and that it would inflict a hardship on the poor and disabled. Dan Elston stated that the intent of the Property Maintenance Code was to protect the life safety of the citizens. This code would help protect the occupants/renters by forcing landlords to keep their properties safe and up to code. The Building Division receives many calls from tenants because of poor, unacceptable living conditions. By passing the Property Maintenance Code, it would enable City Officials to help the citizens of Casper live in safe environment. It is not the intention of the City of enforce or pose fines on citizens for aesthetics of their homes. Councilman Dallas Laird stated the public doesn't understand the proposed code, and he has received numerous calls from upset, concerned citizens asking for him to vote against this proposed code. Councilman Laird explained the more we explain the code, the more transparent we make it for the public. The Board asked Councilman Laird for his support on the adoption of this code. There will be further discussion from the public and City Council at the upcoming City Council meeting, Tuesday, July 3, 2018.

**ADJOURN** – The meeting adjourned at 5:00 p.m.

Respectfully submitted,



Dan Elston, Secretary

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

**MEETING PROCEEDINGS**

**May 23, 2018**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, May 23, 2018 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Member Richard Jay

Absent:         Secretary John Lawson  
                  Member Bruce English  
                  Council Liaison Laird

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  CPU Administrative Technician, Janette Brown  
                  City Attorney, John Henley  
                  Financial Services Director, Tom Pitlick

Others:

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

1.     President Bell asked for a motion to approve the March 28, 2018 minutes. A motion was made by Board Member Jay and seconded by Vice President Jones to approve the March 28, 2018 minutes. Motion passed.
  
2.     Mr. Martin asked the Board to reference the April 2018 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased as of April is 157 MG; the five year average is 156 MG. Mr. Martin stated that year to date water purchases are less than one year ago; 2.56 MG compared to 2.72 MG.

Mr. Martin stated that there was one water main break in April compared to three main breaks at the same time one year ago. Mr. Martin stated that there have been fourteen main breaks this fiscal year compared to twenty-nine at this time one year ago. Mr. Martin stated that the water main replacement program is making a significant difference in the number of main breaks that are experienced each year.

Mr. Martin stated that there have been twenty-five service line breaks this fiscal year compared to eighteen one year ago.



Mr. Martin stated that there were no sewer stoppages in March and April, and the year to date numbers are the same as last year.

Mr. Martin stated that the total number of accounts is up slightly from the prior year, which is a growth increase of 0.25%.

3. Mr. Martin asked the Board to reference the First Quarter 2018 Industrial Pretreatment Compliance report in the agenda packet. Mr. Martin stated that all discharging Significant Industrial Users were in compliance.

Mr. Martin stated that Halliburton will not renew their industrial discharge permits as historical data from self-monitoring indicate TCLP metals within limits. Mr. Martin stated that the sump waste will be sampled as needed prior to disposal.

Mr. Martin stated that non-significant industrial user permits for Corpro and Rocky Mountain Car Wash were deactivated as the sump waste from these facilities, based on historical data from self-monitoring, is hauled non-hazardous waste and has no impact on the POTW. Mr. Martin stated the staff will continue to monitor their sump waste prior to disposal as necessary as part of hauled sump waste management.

Mr. Martin stated that staff sampled for required quarterly primary influent and final effluent for local limits analyses and found the results to be within acceptable limits.

Mr. Martin stated that there was a sanitary sewer overflow at the intersection of Dee Place and North Colorado, no damage was done. Mr. Martin stated that a depression in the main line collected gravel and a slug of grease caused the backup.

Mr. Martin stated that several grease trap cleaning reminders were sent out.

Mr. Martin stated that Significant Industrial User Permits were renewed for Flying J and Wyoming Medical Center.

4. Mr. Martin asked the Board to reference the Outside-City Sewer Service Contract with GEO Group Inc., located on the south side of US Highway 20/26 near the Natrona County International Airport. Mr. Martin stated that the Casper Re-Entry building is currently discharging to the Airport Sewer, but can now discharge to the 33 Mile Sewer. Mr. Martin stated that this property is not contingent to City limits, but a signed Commitment to Annex is required as part of the contract.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with GEO Group Inc. Motion passed.

5. Mr. Martin asked the Board to reference the Outside-City Sewer Service Contract with Silver Dollar Properties, LLC, located on Highway 20/26 approximately four miles west of the Natrona County International Airport. Mr. Martin stated that Silver Dollar Properties, LLC is located near Nalco FabTech and can tie into the 33 Mile Sewer. Mr.

Martin stated that this property is not contiguous to City limits, but a signed Commitment to Annex is required as part of the contract.

President Bell asked how many services need to tie in to the 33 Mile Sewer before the flushing water is stopped. Mr. Beamer stated that it would need a lot of services tied in before the flushing will stop.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with Silver Dollar Properties, LLC. Motion passed.

6. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Church of the Holy Family, located on the north side of Southeast Wyoming Boulevard approximately one-half mile east of Casper Mountain Road. Mr. Martin stated that they will be able to tie in to the new Zone III 16-inch water line. Mr. Martin stated that this property is not contiguous to City limits, but a signed Commitment to Annex is required as part of the contract.

Vice President Jones asked Mr. Martin to check the property description in Exhibit "A", as it is for the property next to Church of the Holy Family. Mr. Martin stated that he would have Exhibit "A" revised for the contract before it goes out for signature.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water with Church of the Holy Family contingent upon correction of the property description in Exhibit "A". Motion passed.

7. Mr. Martin asked the Board to reference the Outside-City Sewer Service contract with B & H Rig and Tong Sales, Inc. located at 5707 West Old Yellowstone. Mr. Martin stated that the septic system for this property is failing. Mr. Martin stated that the City already provides water service to this property. Mr. Martin stated that this property is not contiguous to City limits, but a signed Commitment to Annex is required as part of the contract.

Vice President Jones stated that the wrong signature page is part of this contract. Mr. Martin stated that was a mix up that happened when the agenda packet was put into the PDF format.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with B & H Rig and Tong Sales, Inc. contingent upon the signature page being corrected. Motion passed.

8. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with Bradley and Charla Barclay located at 4550 Southeast Wyoming Boulevard, approximately one-half mile east of Casper Mountain Road. Mr. Martin stated that they will be able to tie in to the new Zone III 16-inch water line. Mr. Martin stated that this property is not contiguous to City limits, but a signed Commitment to Annex is required as part of the contract.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water with Bradley and Charla Barclay. Motion passed.

9. Mr. Martin asked the Board to reference the Preliminary FY2019 Budget Narrative. Mr. Martin stated that this narrative will discuss the preliminary budgets for Water Distribution, Wastewater Collection and the Wastewater Treatment Plant. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that serious efforts were made to minimize increases in the FY19 operations budgets. Mr. Martin stated that due to these efforts, most minor operational line items are unchanged from FY18. Mr. Martin stated that no COLA has been budgeted, but this is subject to change. Mr. Martin stated that there are slight increases in personnel costs mainly due to step increases and advancement in water and wastewater certifications.

Mr. Martin stated that Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures.

### **Water Budget**

#### **Revenue**

- a) User Fees - \$12,585,650 – This is a \$742,350 decrease from the FY18 budget. This number is based on the February 2018 Water Fund Cash Flow/Rate Model which is based on a five-year average of water sales adjusted for growth and rate increases. This figure incorporates the 2% rate increase granted by Council in May 2018 and the 1% increase granted for January 2019.
- b) Other Revenue - \$368,500 – This includes Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, and Construction Connections. This is an increase of \$29,704 from the FY18 budget and is based on FY18 projections.
- c) Interdepartmental Services - \$249,780 – This line item covers the salary and benefits for two Utility Worker II's assigned to Water distribution but paid by the Water Treatment Plant Operations Budget. Additionally, this includes a personnel fee transfer from the Sewer Fund to the Water Fund for its share of the Public Utilities Manager, and the Administrative Technician.

#### **Personnel Services**

- a) Personnel Costs - \$1,979,958 – This represents an increase of \$23,366 from the FY18 budget. The main reason for the increase is natural progression of utility workers and equipment operators.

### Contractual Services

- a) Interdepartmental Services - \$1,455,163 – This is an increase of \$24,350 from the FY18 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection and Meter Services function), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.) Mr. Pitlick, City Financial Services Director, stated that a change was made as to how costs are allocated to the different funds for Interdepartmental Services.
- b) Other Contractual - \$192,450 – This line item increased by \$9,500 from the FY18 budget due to increased EPA lab testing requirements.
- c) Energy – Electricity - \$338,300 – This amount is unchanged from FY18. Projections show that even with a rate adjustment from Rocky Mountain Power the budgeted amount should be sufficient.
- d) Street Repairs - \$190,000 – This amount is unchanged from last year. This covers street repairs needed from water main break damages.

### Materials and Supplies

- a) Bulk Water - \$6,291,080 – This represents an increase of \$292,523 from FY18. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- b) Water/Sewer Line Materials - \$105,000 – This amount is unchanged from FY18.
- c) Bulk Fuel - \$65,000 – This amount is unchanged from FY18.

### Other Expenses

- a) Depreciation - \$800,000 – This amount is unchanged from FY18.

### Debt Service

- a) Principal Payments - \$604,845 – This reflects the Principal for the various DWSRF loans per the amortization schedules.
- b) Interest Expense - \$150,380 – This reflects the interest expense for the various DWSRF loans per the amortization schedules.

### Capital Revenue

- a) State Grants and Loans - \$5,542,910 – This reflects the following:

- WWDC Grant – West Casper Zone II \$1,000,000
- WWDC Grant – CY Booster Station \$852,910
- WWDC Grant – Ten Million Gallon Res. \$2,412,000
- SRF Loan – Ten Million Gallon Res. \$1,188,000

The Grant and Loan for the Ten Million Gallon Reservoir have not yet been obtained.

- b) System Development Charges - \$153,000 – This fee, charged to all new connections, is \$33,000 more than the FY18 budget. FY18 estimates are above what was actually budgeted for FY18. Mr. Martin stated that this will be discussed in more detail later in the meeting.
- c) Operating Transfers In - \$1,000,000 – This represents \$1,000,000 of 1%#15 monies for the Misc. Water Main Replacement Project.

Capital – New

- a) Improvements Other Than Buildings - \$300,000 – This includes
- Oversizing Reimbursements for Developers - \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan.
  - Residual Control Station - \$175,000 – This project will include the purchase and installation of one residual control station within the water distribution system. The station will increase chloramine residual within the distribution system. Increasing the chloramine residual will decrease nitrification problems and improve water quality.
  - Tank Mixer - \$40,000 – This project will include the purchase and installation of one water storage tank mixer. This is an on-going project to improve water quality.
- b) Light Equipment - \$194,000 – This is for new water meters with automatic meter reading systems.
- c) Intangibles - \$305,000 – This includes:
- Water Rights and Supply Analysis - \$75,000 – Continuing services by water rights consultant for water rights and supply issues.
  - Updated Casper Water Master Plan - \$230,000 – Last water master plan update was completed in 2006.
- d) Technologies - \$8,000 – This expense is for Water Distribution’s share of Teldig Software purchase. This software will be used for locating water and sewer lines and will be split between Water Distribution, Wastewater Collection, and the Water Treatment Plant.

## Capital – Replacement

- a) Buildings - \$25,000 – This is for a lighting upgrade to LED in the inventory building.
- b) Improvements Other Than Buildings - \$3,100,000 – This represents the following:
- Pavement - \$150,000 – Internal Public Utilities Water Main Replacement Program
  - Water Line Materials - \$100,000 – Internal Public Utilities Water Main Replacement Program
  - Miscellaneous Water Main Replacement Program - \$1,000,000 – Contracted Water Main Replacements
  - Water Storage Tank Renovations - \$300,000 – This project is for recoating of water storage tanks, vent replacements, drain line renovations, and other misc. water storage tank renovations. North Park Tank will be recoated.
  - Pumps & Control Valves - \$50,000 – Pump, valve, and meter replacements at various City booster stations.
  - Ridgecrest Drive Water Main Replacements - \$1,500,000 – This project includes replacing the existing Zone III water main from 39<sup>th</sup> to Mariposa. The project will also replace the Zone II water main from 25<sup>th</sup> to Mariposa.
- c) Light Equipment - \$265,000 – This represents:
- Signs and barricade replacements - \$4,000
  - Meters, meter heads, and meter parts - \$37,000
  - Service Truck Replacements - \$204,000 – This is replacement of two 1-ton service trucks and one ¾-ton pickup for Water Distribution crews.
  - Fall Protection Equipment - \$20,000 – This is to replace fall protection equipment at water storage tank sites. This is an OSHA requirement.
- d) Technologies - \$224,270 – This includes the following:
- Computer Replacements - \$19,670
  - IP Phone Replacements - \$600
  - ERP Software (GEMS Replacement) - \$204,000 – Financial and Work Order Software

The Water Distribution FY19 operations budget is essentially unchanged from FY18.

Major capital projects for FY19 include the \$1.0 M Miscellaneous Water Main Replacement Project, and the \$1.5 M Ridgecrest Drive Water Main Replacement Project.

The FY18 total budget indicates a surplus of approximately \$4.1 M with depreciation added back in. Subtracting out grant/loan funding anticipated to be received in FY19 (\$5.45 M) allocated to prior projects leaves a deficit of \$1.19 M. At the end of FY19, the

Water Fund Reserves will be approximately \$7.78 M. Minimum required reserves in the Water Fund per the CPU Minimum Fund Reserve Policy are \$5.75 M.

## Sewer Budget

### Revenue

- a) User Fees - \$5,429,825 – This represents a decrease of \$198,175 from the FY18 Budget. This number comes from the April 2018 Sewer Fund Cash Flow/Rate Model which is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in March 2018 and a 7% rate increase for January 2019.
- b) Administrative Fees - \$194,656 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

### Personnel Services

- a) Personnel Costs - \$697,778 – This represents an increase of \$10,114 from the FY18 budget. This increase is the result of employees moving from Utility Worker I to Utility Worker II pay scales as higher levels of certification are achieved.

### Contractual Services

- a) Interdepartmental Services - \$286,702 – The FY19 budget represents a decrease of \$11,956 from the FY18 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees. The way these charges are allocated has been changed.
- b) Administration/Management Fees - \$143,146 – This includes the following:
  - Personnel fee transfer to the Water Fund - \$80,683 – These are personnel fee transfers from the Sewer Fund to the Water Fund for the Public Utilities Manager and the Administrative Technician.
  - 0.2 WWTP Instrumentation Technician - \$17,088 – This covers personnel fees transferred to the Wastewater Treatment Plant for 0.2 FTE for the WWTP Instrumentation/Electronics Technician. This position assists Wastewater Collection with City lift stations.

- Public Services Administration \$45,365 – This is a transfer to the City General Fund for the Sewer Fund’s proportional share of the PSD Director, PSD Administrative Assistant, and PSD Community Services Coordinator.
- c) Sewer Treatment - \$4,537,220 – This is an increase of \$633,822 from the FY18 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater System. The budget expense is based upon the “Interagency Agreement” cost accounting formula. There are more capital projects included in the budget for the Regional Wastewater Treatment Plant.

Materials and Supplies

- a) Other Materials & Supplies -\$11,550 – This is essentially unchanged from the FY18 Budget. The line item includes chemicals, office supplies, safety equipment, small tools, postage, and other small miscellaneous materials.
- b) Bulk Fuel - \$18,500 – This is an increase of \$1,500 from FY18.

Other Expenses

- a) Depreciation - \$479,000 – Unchanged
- b) Stormwater Operations & Education - \$41,000 – This amount is unchanged from FY18. This was added to the Sewer Fund budget in FY15. It will be funded by the Sewer Fund and includes contractual, and materials and supplies for the Stormwater function operated and maintained by combined Wastewater Collection/Stormwater personnel. In the future, if and when the Stormwater function becomes a utility, it will be a separate enterprise account.

Capital Revenue

- a) System Development Charges -\$45,000 – This fee, charged to all new connections is \$18,960 more than the FY18 budget. FY18 estimates are above what was actually budgeted for FY18.
- b) Transfers In - \$400,000 – These funds will be transferred in from the General Fund to cover the costs for the Lower Eastdale Stormwater Project. Mr. Beamer stated that these are 1%#15 funds.

Capital – New

- a) Improvements Other Than Buildings - \$435,000 – This includes the following:
- Oversizing Reimbursement - \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Sewer Master Plan.



- Lower Eastdale Stormwater Project - \$400,000
- b) Light Equipment - \$18,000 – This includes the following:
- Vactor Equipment \$6,500
  - Confined Space Entry Equipment - \$12,000 – This is to purchase confined space entry safety equipment required by OSHA.
- c) Technologies - \$11,200 – This includes the following:
- GIS Pipelogix Software - \$3,200
  - Teldig Software - \$8,000 – Sewer fund share of software

Capital –Replacement

- a) Improvements Other Than Buildings - \$625,000 – Contracted Sewer Main Rehabilitation/Replacement
- b) Improvements Other Than Buildings - \$625,000 – This includes the following:
- Manhole and Main Replacements - \$600,000 – Contracted Sewer Main Rehabilitation/Replacement
  - Sewage Pump Replacement \$25,000 – This project is to replace the pumps at the Sunflower Lift Station.
- c) Technologies - \$87,500 – This includes the following:
- Computer Replacements - \$3,500
  - ERP Software (GEMS Replacement) - \$84,000 - Wastewater Collection share of \$1.2 M total cost

The Sewer Fund FY19 operations budget is 10.7% higher than the FY18 operations budget. The majority of the increase is due to RWWS charges and in smaller part due to increases in personnel, and materials and supplies costs.

The major capital project expense is FY19 will be the \$600,000 Miscellaneous Sewer Main Rehabilitation/Replacement Project.

The FY19 total sewer budget indicates a deficit of approximately \$865,535 with depreciation added back in. At the end of FY19, the Sewer Fund Reserves will be approximately \$3.8 M. Minimum required reserves in the Sewer Fund per the CPU Minimum Fund Reserve Policy are \$1.7 M.

## Wastewater Treatment Plant Budget

### Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$300,000 and \$72,000 – This represents no change for the Septic Tank Waste Charge revenue and an increase of \$12,000 for Sump Waste Charge revenue. There has been a slight increase in the amount of sump waste received at the WWTP.
- b) Intergovernmental User Charges - \$5,401,452 – This represents an increase of \$791,321 from the FY18 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.
- c) Administrative Fees - \$17,088 – This line item covers personnel fees transferred to the WWTP Fund from the Sewer Fund for 0.2 FTE of the WWTP Instrumentation/Electronics Technician. This position assists Wastewater Collection with City lift stations.

### Personnel Services

- a) Personnel Costs - \$1,334,337 – This is an increase of \$29,372 from the FY18 budget. The increase can mainly be contributed to natural progression of employees as they gain increased wastewater certifications.

### Contractual Services

- a) Refuse Collection - \$50,000 – This amount is unchanged from the FY18 budget. This includes both garbage service and disposal of dried grease and industrial waste that is hauled to the Landfill.
- b) Interdepartmental Services - \$304,708 – The FY19 budget represents an increase of \$163,771 from the FY18 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees. The method of allocation has changed.
- c) Administration and Management Fees - \$216,081 – These fees (Sewer Collection Charges, Sewer Administration Charges and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund. These charges also represent a transfer to the City General Fund for the WWTP Fund’s proportional share of the PSD Director and PSD Administrative Assistant.

### Materials and Supplies

- a) Chemicals - \$432,000 – This reflects an increase of \$167,000 from the FY18 budget. The additional funds will cover the cost of ferrous chloride which will be dosed into the North Platte Sanitary Sewer for corrosion control. Additionally, ferric chloride is now fed into the centrifuge feed sludge stream to help control H<sub>2</sub>S levels in the Dewatering Building. Vice President Jones asked if this is working. Mr. Martin stated that it is working, now staff is figuring dosage and hope to get optimized soon.
- b) Other Materials and Supplies - \$138,500 – This amount is unchanged from the FY18 budget and contains the following:
- Office Supplies \$ 3,000
  - Other Materials & Supplies \$ 5,000
  - Safety Equipment/Supplies \$10,000
  - Pumps & Lube Supplies \$ 8,500
  - Machinery Supplies \$60,000
  - Small Tools & Supplies \$ 5,000
  - Lab Supplies \$12,000
  - Other Structures \$35,000
- c) Instrumentation \$25,000 – This amount is unchanged from the FY19 budget. The WWTP is an old plant. A sufficient amount of money is needed to be able to purchase electronic/instrumentation supplies for the SCADA/PLC/MCC, etc. equipment.

### Debt Service

- a) Principal Payment - \$540,202 – This reflects the Principal amounts for two CWSRF loans per the amortization schedules.
- b) Interest Expense - \$147,080 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- c) The debt service payments for CWSRF Loan #127 (WWTP Improvements – Phase I – Bar Screen Replacement and Emergency Generator Project) will not start until one year after substantial completion (FY20 or FY21).

### Capital Revenues

- a) State Loans - \$2,010,000
- b) System Development Charges - \$87,000 – This is an increase of \$15,000 from the FY18 budget and is the projected FY18 fund revenue.

### Capital – New

- a) Intangibles - \$50,000 – This is for Middle North Platte Watershed BMP Control. A yearly funding agreement is consummated between the City and the Natrona County Conservation District where capital monies would be available to the District to help construct BMP projects throughout the watershed. These projects would help control selenium from entering the watershed which could help alleviate future mandated selenium removal by the WWTP.
- b) Light Equipment - \$5,000 – Specialized tools and equipment needed for the WWTP equipment and unit processes.

### Capital – Replacement

- a) Buildings - \$140,000 – This includes the following:
  - Lighting Renovations - \$30,000 – This will upgrade lighting fixtures in several areas of the facility.
  - Security Improvements - \$15,000
  - Miscellaneous Building Painting - \$15,000 – External and internal painting of several of the WWTP Buildings would take place.
  - Digester Control Building Roof Replacement - \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY19.
- b) Improvements Other Than Buildings - \$2,052,000 – This includes:
  - Sludge Grinder - \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines. The sludge grinders are rebuilt every three years.
  - Lab Equipment - \$12,000 – Standard lab equipment replacements.
  - UV Disinfection Equipment - \$50,000 – This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements.
  - Plant Valves and Piping - \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
  - Flow Meter Station Electrical/Telecommunication Improvements - \$10,000 – This would cover improvements at one meter station to be identified by priority.
  - Strainer for PW2 Water System - \$50,000 – The existing strainer is 30 years old and worn out. This project was re-budgeted from FY17.

- Bar Nunn Lift Station No. 2 – Generator Replacement - \$90,000 – The existing emergency generator located at Bar Nunn No. 2 Lift Station is 31 years old and requires replacement.
  - Primary Sludge Pump Replacement - \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds. One pump was upgraded in FY17, one will be upgraded in FY18, and one in FY19.
  - Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing.
  - Aeration Basin Isolation Gates - \$500,000 – This is to install isolation gates at each of the four aeration basins. The valves seized and need replaced.
  - Dewatering Pipe Connection Replacement - \$75,000 – This is to replace the failing connection in the secondary building.
  - Large Diameter Steel Pipe Inspection - \$10,000 – This is to inspect the condition of the large diameter piping in the secondary building for pinhole leaks.
  - RAS Valve and Piping Replacement - \$900,000 – this is to replace the RAS room piping as there have been several failures. This piping will be reused with a WWTP expansion.
  - HVAC System Replacements - \$50,000 – This is to replace HVAC units on the dewatering building. Must have six air changes per hour.
  - Regional Interceptor Replacement/Rehabilitation - \$100,000 – This will become an annual allotment to address issues in the RWWS Interceptor sewers.
- c) Light Equipment - \$145,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
  - Utility Cart Replacement - \$20,000
- d) Technologies - \$38,660 – This includes:
- Computer Replacements - \$14,660
  - ERP Software (GEMS Replacement) - \$24,000 – WWTP portion of total cost

The WWTP FY19 operations budget is 1.5% greater than the FY18 operations budget primarily due to increased chemical cost associated with the new North Platte Sanitary Sewer chemical feed facility and increased Interdepartmental charges.

Major capital projects for FY19 include the projects associated with the secondary treatment process equipment. Many of these projects were identified in the recent WWTP Facilities Plan.

The total FY19 WWTP budget shows a deficit of \$272,540 with depreciation added back in. At the end of FY19, the reserves in the WWTP Fund are projected to be \$4.58 M. The minimum required reserves per the CPU Minimum Fund Reserve Policy are \$2.29 M. The use of 1%#14 and 1%#15 monies in FY16, FY17, and FY18 has continued to help the cash flow and reserve balance of the WWTP Fund.

Rehabilitation of the North Platte Sanitary Sewer (\$8.0 M) will have to be accomplished in the near future. Its funding source has yet to be identified. Also on the horizon, in the next 10 – 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

Mr. Martin stated that Mr. Pitlick is in attendance at today's meeting to answer any questions the Board may have to changes in the budget.

Vice President Jones asked if the City covers the cost of Operator training and testing. Mr. Martin stated that the City does include training costs in the budgets for the Operators. Mr. Martin stated that Operators must pass their certification exams before they will be reimbursed.

Board Member Jay asked how long the deficit budgets can go on. Mr. Martin stated that right now there are significant reserves that are being spent down to where there is a 10% cushion over the reserve minimum. Mr. Beamer stated that the Board needs to remember that this is a specific point in time; some years the funds make money, other years they lose money.

Board Member Jay asked why there was a change in the way Interdepartmental Charges were allocated. Mr. Pitlick stated that in the past not all areas were allocated to the different funds; in the past the allocation was based on the percentage of time spent on work orders, now it is based on the number of employees per fund.

Board Member Jay stated that the GEMS replacement is very expensive.

A motion was made by Board Member Jay and seconded by Vice President Jones to conceptually approve the FY19 Budgets for Water, Wastewater Collection, and Wastewater Treatment. Motion passed.

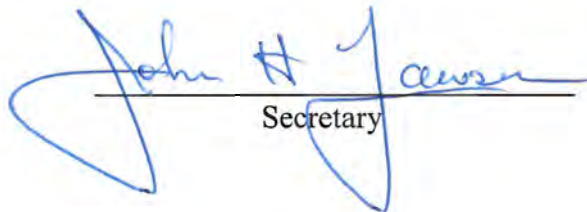
10. In Other Business:

- a. Mr. Martin stated that Raftelis Financial Consulting presented the System Investment Charge/Cost of Service Study to the CPU Advisory Board, the 201 Management Oversight Committee, and to City Council. Mr. Martin stated that the system investment fees have not been updated since 1986, and based on the findings of the study, changes will be recommended to Council. Mr. Martin stated that there are big changes under the 201 Sewer (WWTP) fees. Mr. Martin stated that there will be changes made to the cost of meters and physical taps in the near future. Mr. Martin stated that the RWS is updating their system investment fees also. Mr. Martin stated that the changes to the fees were based on the Equity Buy-In formula.

A motion was made by Vice President Jones and seconded by Board Member Jay to conceptually approve the System Investment Charge updates and recommend approval by Council. Motion passed.

- b. President Bell asked how the water storage tank projects are going. Mr. Martin stated that the East Casper Zone III water storage tank is going well, it will be coated starting June 4th. Mr. Martin stated that the RWS water storage tank projects are going well; the Backwash Tank tie-ins and coating are done; the Airport Elevated Water Storage Tank coating has started and the plan is to raise the tank on the pedestal in June.

A motion was made by Vice President Jones and seconded by Board Member Jay to adjourn the meeting at 8:17 a.m. Motion passed.

  
Secretary



## OFFICE OF THE DISTRICT ATTORNEY

Seventh Judicial District

MICHAEL A. BLONIGEN  
*District Attorney*

201 North David Street  
4th Floor  
Casper, Wyoming 82601  
TEL: (307) 235-9223  
FAX: (307) 235-9256

July 23, 2018

Special Agent Dan Fox  
Division of Criminal Investigation  
951 Werner Court, #205  
Casper, WY 82601

RE: Officer Involved Shooting of May 5, 2018

Dear Agent Fox:

As you are aware, your agency recently submitted the results of your investigation of the officer related shooting and death of David Wolosin. Wolosin was killed on May 5, 2018 after firing shots at Casper Police Officers Jacob Carlson and Randi Garrett. After reviewing all the materials submitted, it is my conclusion that both officers acted appropriately and were unquestionably justified in the use of deadly force and I believe the shooting of Mr. Wolosin was fully justified.

Reports and interviews indicate that around 1:30 p.m. the Casper Police Department received a complaint that a five and seven year old child were operating a motor vehicle in an open area near Fairdale and Farnum in Casper. Officer Garrett responded and found the deceased at that location. Two young children were in a white Nissan Altima matching the description of the caller. The vehicle was being operated by one of the children. Mr. Wolosin was in the front passenger seat. On Garrett's video she can be seen interacting with Wolosin outside the vehicle. Wolosin is seen talking on a cell phone. Officer Carlson arrives a few minutes later to join the contact. No obvious problems are seen.

Very shortly thereafter, Wolosin backs up away from the car. Officer Carlson reaches towards Wolosin. At this time Wolosin removes a gun from his pocket and shoots Officer Carlson. Carlson returned fire. Carlson and Garrett take shelter behind the car while Wolosin goes to the other side of the car. The car provided the only cover to the officers and Wolosin had chosen to begin shooting near the car. It is clear from the evidence that Wolosin alone escalated the situation and had no reason to produce a weapon. It is also clear Wolosin shot Officer Carlson first and without provocation. Officers and Wolosin exchanged fire. Carlson shot eight times. Garrett shot only once. This was confirmed by video provided by a citizen witness. Fifteen separate spent cartridges were associated with the Wolosin firearm. There was also blood on the magazine of Wolosin's Glock pistol. This, in addition to the number of spent cartridge casings and live rounds in the weapon would indicate Wolosin had reloaded his weapon at some point.



Officer Carlson was struck four times by Wolosin's gunfire, his firearm was struck once and bullet damage was found in at least two areas of his ballistic vest. There was also gunfire damage to Officer Carlson's sidearm. Carlson's wounds were life threatening. Officer Garrett also returned fire. According to ballistic evidence, it was Garrett's shot that caused Wolosin's death. Garrett's shot struck Wolosin in the chest. Ballistic evidence establishes that Carlson's return fire struck Wolosin in the leg.

The investigation did not reveal any concrete motive for Mr. Wolosin's actions. He has no significant criminal history. He has no history of mental illness. The toxicology did not indicate the use of alcoholic beverages or controlled substances.

In her statement, Officer Garrett indicates that on the phone call Wolosin was making a comment to the effect that "they're probably going to have to shoot me". Wolosin appeared upset when a second officer had come to the scene. Garrett's statement is corroborated by the video. Garrett confirmed that Wolosin produced a gun and began to fire as Carlson reached towards him.

Based on the witness statements, video evidence and forensic evidence it is my conclusion that Officers Carlson and Garrett reacted in a commendable and appropriate way to protect themselves from a deadly and unprovoked assault upon them. This shooting is fully justified. If you have any questions, please do not hesitate to contact me.

Sincerely,



Michael A. Blonigen  
District Attorney

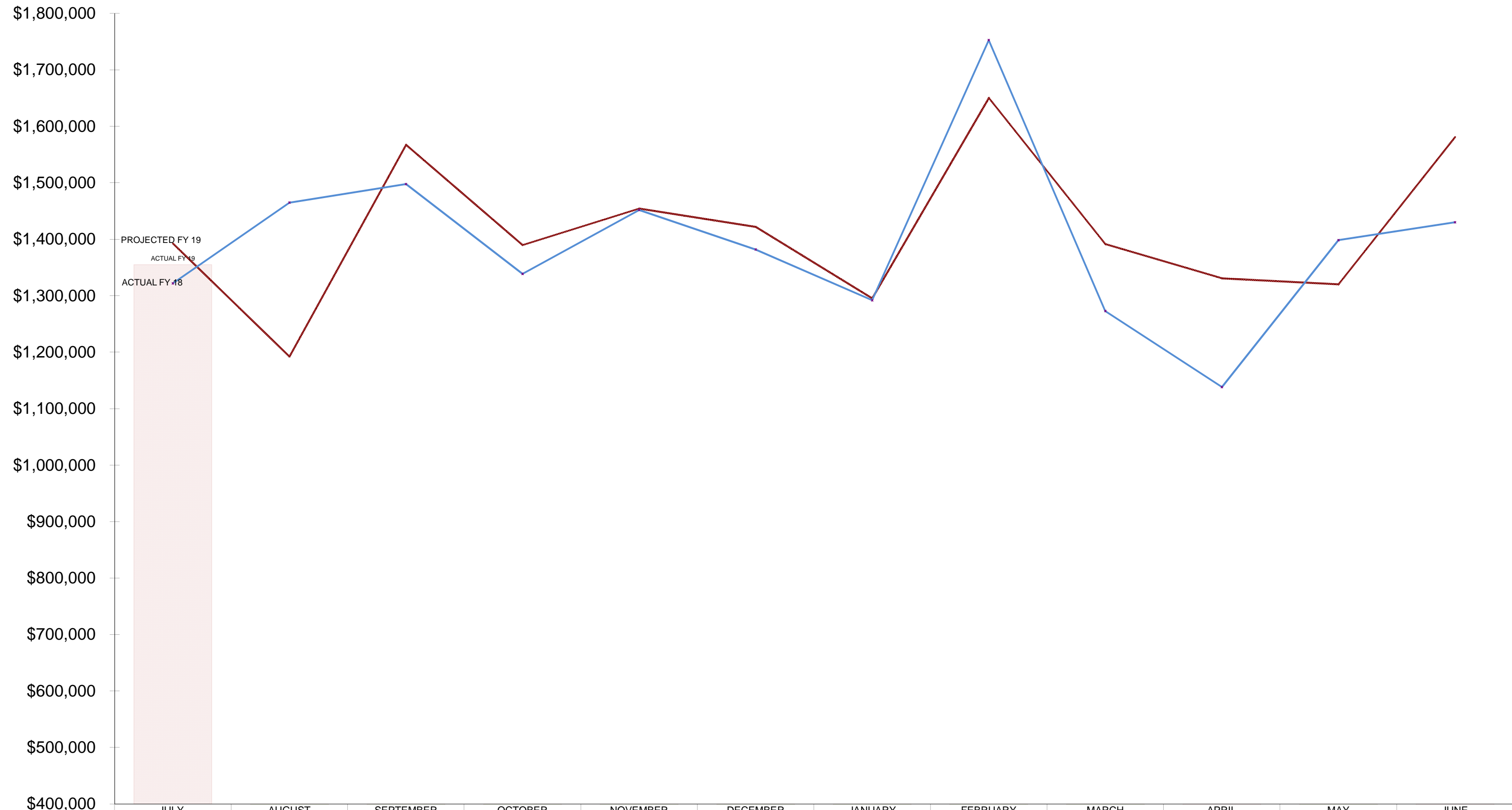
Cc: Keith McPheeters, Chief CPD

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**8% of Fiscal Year 2019 has Lapsed**

The optional Sales tax report for FY19 shows we are currently at 8% of the budget year. General Fund is down 2.70% from projected year to date which is at 7.99% of budget. 1%15 is down 2.51% from projected year to date which is at 11.98% of budget.

<b>State Shared Sales Tax</b>					
	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>	<b>Percent of Annual Budget</b>
<b>FY 2019 General Fund</b>	7/11/2018	\$ 1,355,126	\$ 1,392,677	\$ (37,551)	7.99%
	August		1,192,521		
	September		1,567,449		
	October		1,390,021		
	November		1,424,556		
	December		1,422,263		
	January		1,295,497		
	February		1,650,435		
	March		1,391,568		
	April		1,331,060		
	May		1,320,528		
	June		1,581,253		
	<b>Total FY 2019</b>		<b>\$ 1,355,126</b>	<b>\$ 16,959,827</b>	<b>\$ (37,551)</b>
<b>Optional One Cent 15% Tax</b>					
<b>FY 2019 1%15</b>	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%
	August		1,015,060		
	September		1,334,193		
	October		1,183,169		
	November		1,212,564		
	December		1,210,613		
	January		1,102,712		
	February		1,404,830		
<b>Total FY 2019</b>		<b>\$ 1,155,657</b>	<b>\$ 9,648,571</b>	<b>\$ (29,773)</b>	
<b>Optional One Cent 16% Tax</b>					
<b>FY 2019 1%16</b>	March		1,184,486		
	April		1,132,982		
	May		1,124,017		
	June		1,345,943		
<b>Total FY 2019</b>		<b>\$ -</b>	<b>\$ 4,787,429</b>	<b>\$ -</b>	
<b>Total</b>		<b>\$ 2,510,783</b>	<b>\$ 31,395,827</b>	<b>\$ (67,324)</b>	

# Sales Tax FY 2019 Versus Projection and Prior Year



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ACTUAL FY 19	\$1,355,126	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
PROJECTED FY 19	\$1,392,677	\$1,192,521	\$1,567,449	\$1,390,021	\$1,454,556	\$1,422,263	\$1,295,497	\$1,650,435	\$1,391,568	\$1,331,060	\$1,320,528	\$1,581,253
DIFFERENCE ACTUAL VS PROJECTED FY19	\$(37,551)											
ACTUAL FY 18	\$1,322,069	\$1,465,061	\$1,497,903	\$1,338,806	\$1,452,050	\$1,381,944	\$1,292,009	\$1,752,835	\$1,272,931	\$1,138,351	\$1,398,527	\$1,430,212

	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 1,322,069	\$ 1,392,677	\$ 1,355,126
YTD VARIANCE	\$ 33,057	\$ 70,608	\$ (37,551)
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		-2.70%	-\$37,551
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		-2.70%	-\$37,551
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH		2.50%	\$33,057
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		2.50%	\$33,057

Would you like to protect yourself and your loved ones from online predators? Would you like to know more about digital technology? Chief McPheeters arranged for Michele Stuart to show you exactly what you need to know. This exciting opportunity is available right here in Casper and is filling up fast. Click the link and get registered!

## Hello City of Casper Employees and Families,

You are invited to the following event:

### WOMEN'S SAFETY IN THE DIGITAL ERA



Event to be held at the following time, date, and location:

Thursday, August 2, 2018 from 6:30 PM to 7:30 PM (MDT)

#### **The Lyric – Casper Wyoming**

230 West Yellowstone Highway  
Casper, WY 82601

[View Map](#)

Share this event:



[Attend Event](#)

Do you know if your personal safety has been compromised because of digital technology?

CPD will be offering a class to women only, 14 years of age and older, regarding how to make sure you are safe in the digital world. The class will be taught by Michele Stuart with JAG Investigations, on August, 2, 2018 from 6:30 PM - 7:30 PM at The Lyric, 230 W. Yellowstone Hwy. The class will outline the dangers of the cellular applications and social media we use every day.

Predators have a whole new "tool box" with today's technology! They can stalk, harass, cyber bully and physically locate individuals without much trouble at all. Cellular applications are just one of many ways that pinpoints your location. This class will also cover open sources, which anyone can use, to establish and obtain personal information about a person. This obtained information can lead to someone being harassed, followed, damage being done to their personal property, the monitoring of cell phones and computers, posting false information on the internet, and threats to hurt you or your family. This class will assist you in how to learn to control you and your family's personal information and keeping it out of the hands of someone who wants to harm you!

**Seating is limited for this exciting presentation. Register today!** Share this event on [Facebook](#) and [Twitter](#). We hope you can make it! Cheers, Casper Police Department



COMMUNITY DEVELOPMENT  
DEPARTMENT

## CITY OF CASPER

200 North David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8241  
Fax: (307) 235-8362  
[www.casperwy.gov](http://www.casperwy.gov)

July 25, 2018

Memo To: Liz Becher, Community Development Director

From: Dan Elston, City Building Official  
Craig Collins, AICP, City Planner *JE*

Subject: May/June Commercial Development Report

### Permitting Update:

For the months of May/June 2018, 11 building permits for construction of single family homes were issued. To date 31 building permits have been issued for single family homes compared to 29 for the same period last year. The Building Division issued 261 building, 215 Electrical, 149 Mechanical, and 189 plumbing permits with fees totaling \$242,180.21 for May/June for a total of \$545,764.67 year-to-date. This is \$145,987.02 ahead of the same time period last year.

Overall, the Building Division's value of construction for May/June was \$10,511,722.38, which is down \$8,263,634.65 for the same time period last year. The Building Department completed 426 building, 382 electrical, 247 plumbing, 127 mechanical and 98 consults/plan reviews for the months of May/June.

Below is a breakdown of the 15 commercial projects that are in progress:

- Kelly Walsh High School (3500 E. 12<sup>th</sup> St.) Site work /parking lots/landscaping in final finishes.
- Boyd Ave. Church Gym (2225 CY Ave.) The floor slab is poured.
- Raven Crest Apts. (Tranquility Way) Drywall is complete on Building 1 and in process on Building 2, framing continues on Buildings 3 & 4; site work/utilities are in process.
- Rescue Mission (230 N. Park) Roof system is in process, drywall is 90% complete.
- Gruner Brothers Brewery (1301 Wilkins Circle) Interior framing and rough-ins and drywall are in process; brewing equipment installation is in process.
- Senior Living Homes (Fairgrounds Addition) Multiple homes in various degrees of construction.
- Casper Orthopedics - MRI Addition (4140 Centennial Hills) Temporary Certificate of Occupancy issued, waiting for MRI machine.
- Alpine Motor Sports (1850 CY Ave.) Building sheathing is in process.
- Lincoln Elementary School Addition (945 Jane St.) Exterior sheathing/brick and drywall in process.
- Fire Station No. 5 (555 Landmark Lane) Roof Truss/system is in process; administration area floor is poured.
- Misc. Cell Phone Towers – In process.
- Casper Balefill - (Station Road) Select demo, site work in progress.
- Masterson Place - (310 S. Washington) Groundbreaking and site work started.
- Taco Johns West Side (4035 Plaza Dr.) Site work started.
- Sagewood School (25<sup>th</sup> & Shattuck) Fire Sprinkler/Lighting in process.

**Projects Completed:**

- Wyoming Gun Club (Landmark Dr.)
- David Street Station
- McDonalds West Side remodel
- Wendy's West Side remodel
- Salon/Coffee Shop (737 E. 2<sup>nd</sup>. St.)
- Garage/Business Building (211 W. Collins)

**New Plan Submitted for Approval:**

- Old Chicago (3580 E. 2<sup>nd</sup> St.) Remodel

**Note:**

The vacant building at 100 N Center St. (9 story building) has proposed a small sandwich shop located on the 1<sup>st</sup> floor. The owner has requested a variance on the egress for a restaurant on the 8<sup>th</sup> and 9<sup>th</sup> floor from the City of Casper and Casper Fire-EMS. The installation of a restaurant on the top floors without the required egress by the Building and Fire codes is not feasible. The owner is looking at options for the upper floors that will meet the egress requirements.



# FY 2017/FY 2018 Specific Entity and One Cent Quarterly Report

*Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: <u>National Historic Trails Center Foundation</u>	Program/ Event: <u>AV Hardware/Fabrication</u>		
Contact Person: <u>Carrie O. Reece</u>	Phone Number: <u>307-262-7269</u>	Date: <u>7/23/18</u>	
Please Select One:			
1 <sup>st</sup> Quarter _____	2 <sup>nd</sup> Quarter _____	3 <sup>rd</sup> Quarter _____	4 <sup>th</sup> Quarter _____

## 1. Mission

The National Historic Trails Center "Crossroads of the West" is a public and private partnership created to promote and preserve the heritage surrounding the pathways to the West and to foster appreciation, insight, and understanding.

The Center is dedicated to providing archival and educational programs and services, to increase the public awareness of the historic trails, to enrich the cultural and intellectual lives of visitors and residents, and to encourage tourism to the area in an accessible and responsible manner.

## 2. Financial Information

Please see attached summary

## 3. Program significance

- The audiovisual technology in use throughout the Trails Center has been state of the art since it's design in the late 1990's. Upgrading the AV system in the theater through the installation of Brightsigns creates endless possibilities for future uses as well as resolves the challenge of old equipment "talking" to the new projectors.
- All visitors who come into the Trails Center watch the "Footsteps" movie in our theater—the film is 18 minutes long with a multimedia performance including the dioramas, lighting and sound effects. The movie is narrated by Wilford Brimley, and its masterpiece is truly timeless for the tens of thousands of visitors who enjoy is each year.
- During the past months visitorship to the Trails Center has been steadily increasing. Due to a fee moratorium, guests from the local area are coming to see the treasure in their own community, and we continue to welcome visitors from all of the United States and the world.
- The Listening Station (epilogue center) is designed for adults and it showcases not only interesting histories of Ben Kern and the newly installed Lee Underbrink Library, but it

also explains to our visitors the history of the Trails System Act, the available Trail Trek adventures and the youth programs.

#### 4. Results

- a. Fiscal year 2018 is on track to be the second highest in visitorship since the Center opened in 2002.
- b. FY 17 (October - June): 18,644  
FY 18 (October - June): 19,676  
% Increase: +5.5%
- c. The movie “Footsteps” is played at least one time each hour the Center is open. This totals 9 times daily, 6 days each week during the summer and 5 days each week during the winter hours—roughly 756 showings during the summer and 1,710 showings during the fall – spring. Showing the movie which depicts the various aspects of the largest voluntary human migration in the history of the world is no small feat! We are so proud to promote this heritage.
- d. National Historic Trails Center Interpreters believe the AV technology brings in the many visitors but more importantly, it engages them, teaches them and changes their perspective.
- e. Results of the Listening Station are not measurable. We cannot track how many people listen or to which stories they listen. Our staff and volunteers make great efforts to ask guests which ones they enjoyed. The recordings will be rotated seasonally, and it is our goal to capture some additional living histories from the fine supporters who have contributed to the Trails Center in many ways. The exhibit is intended to be one of the last stops as guests conclude their tour.

#### 5. Program Results/Impacts (use bullets)

- a. Please see above answers.
- b. The analysis of data is simply that equipment working correctly is far preferable to equipment that fails. When screens go blank or blink guests do not enjoy the content of the movie. When recorded histories cannot be listened to guests miss out on the rich heritage being preserved here at the Trails Center.
- c. The increase in the number of guests who come to the Center is a testament to economy and reputation.

#### 6. Results Analysis

- a. The upgrades included in this final stage were necessary and could only be better had they been done sooner. We are confident that upgrades are the right choice of equipment due to extensive research and consultation with multiple experts.
- b. We continue to evaluate all AV equipment on site to get out in front of the needs of aging exhibit pieces!

#### 7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager’s Office (235-8224) to inquire about pre-approval.





## Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

*I can accurately count the number of people who use our program because:*

- We sold tickets
- We took a turnstile count or counted people as they came in**
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office*





# Rawlins Territory Celebration

## Friday, July 27 - Wednesday, Aug. 8

For a full schedule, visit [www.wyrawlins.com](http://www.wyrawlins.com)

### Friday, July 27

- 2:30 - 5 p.m.: Meet Crazy Horse Family Members, Carbon County Library, Rawlins
- 7 p.m.: Al Hurricane Jr. Concert - *The Godfather's Son of New Mexico Music*, Washington Park, Rawlins

### Saturday, July 28

- 3 - 5 p.m.: Carbon County Cupcake Bake-off (1st Round), Carbon County Fairgrounds Multi-Plex
- 6 - 8 p.m.: Ghost Tours from Rawlins' Celebrities, Rawlins Cemetery, Meet at the Pavilion

### Sunday, July 29

- 9 a.m. - 1 p.m.: Town of Carbon Tour, Call 307-324-9724 by July 26th for reservations, CCHEC C-TEC
- Noon - 5 p.m.: Carbon County Cupcake Bake-off (Final Round), Carbon County Fairgrounds Kitchen
- 4 - 6 p.m.: Ghost Tours from Rawlins' Celebrities, Rawlins Cemetery Meet at the Pavilion

### Monday, July 30

- 9 a.m. - 5 p.m.: Rawlins National Bank History Museum Exhibit, On display until August 10, 2018, Rawlins National Bank
- 10 a.m. - 3 p.m.: Territory's Day/Ag Day & UPRR Exhibit, Depot
- 7 p.m.: Lecture: 150 Years Along the Union Pacific, CCHEC C-TEC

### Tuesday, July 31

- 10 a.m. - 3 p.m.: UPRR Exhibit, Depot
- 10 a.m. & 2 p.m.: Wind River Dancers with Drum Corp, Depot/Depot Park
- 7 p.m.: Lecture: Ye Old Times - Life and Labor in early Southern Wyoming Coal Communities, CCHEC C-TEC

### Wednesday, August 1

- 10 a.m. - 8 p.m.: Town of Sinclair Day, Theatre & Museum Tours, Rock Wall and more, Sinclair Downtown Park
- 6 - 9 p.m.: Chancey Williams & The Younger Brothers Band Concert, Food Vendors, Sinclair Pavilion

### Thursday, August 2

- 10 a.m. - Noon: Creatures of the Night, Depot Park Gazebo
- 3 - 5 p.m.: Creatures of the Night, Depot Park Gazebo

### Friday, August 3

- 10 a.m. - Noon: WY State Geological Survey Demonstration - Rocks & Minerals, Depot Park
- Noon - 1 p.m.: WY State Geological Survey Presentation - Brown Bag Lunch Lecture, Bring your own lunch, Depot

### Saturday, August 4

- 10 a.m. - Noon: Downtown Ghost Tours by Rawlins' Celebrities, Downtown, Maps 4th & Cedar
- All Day: Fort Fred Steele Mining Day, Storyboard Walk, Fort Steele

### Sunday, August 5

- 9 p.m.: Downtown Family Western Movie Night, Depot Park

### Monday, August 6

- 11 a.m. - 2 p.m.: Energy Day, Ball Fields on Harshman, Free lunch. Presented by Sinclair Wyoming Refining Company

### Tuesday, August 7

- 8 a.m. - 5 p.m.: Prison Day: Old & New, Wyoming Frontier Prison
- 10:30 a.m. - 1:30 p.m.: 1-hr Interactive Prison Tours - 10:30 a.m., 11:30 a.m., 12:30 p.m. & 1:30 p.m., Reservations required - 307-324-4422, Sponsored by Wyoming Frontier Prison, Rawlins National Bank and Wyoming State Penitentiary

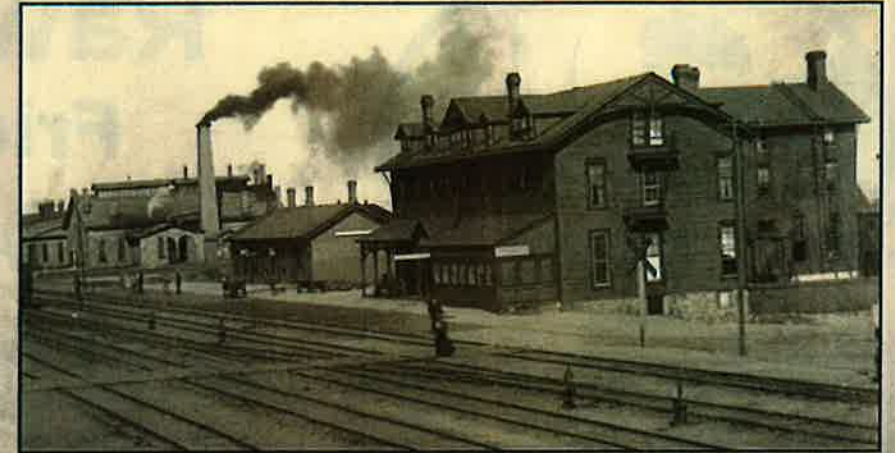
### Wednesday, August 8

- Noon - 5 p.m.: UPRR Exhibit, Depot
- 3 - 5 p.m.: Official Anniversary Celebration Party Pony Express Presentation, Depot & Depot Park
- 7 p.m.: General Rawlins, City Council & UPRR Dignitaries Escorted by Pat Sheehan, During Rodeo Carbon County Fairgrounds

Produced in cooperation with the Carbon County Visitors' Council. Supported by the City of Rawlins, and in part by a grant from the Wyoming Cultural Trust Fund, a program of the Department of State Parks and Cultural Resources and the following sponsors:



**Founded in August 1868, Rawlins Springs embarks on 150 years of history, which includes outlaws and Native American Indians, inventors and ranchers, trains and sheep wagons, and the list goes on. Unique landscapes and a harsh environment mark the area as immigrants and homesteaders created the homes and businesses for which Rawlins is still known.**



Originally, the railroad depot and train yard were located on the south side of the tracks. In 1901, the depot was replaced with a new building on the north side. It operated until 1983 before being renovated as a community space.

ALL PHOTOGRAPHS COURTESY OF CARBON COUNTY MUSEUM



In 1901, the Wyoming State Penitentiary opened. For 80 years, over 13,000 people were incarcerated, including 11 women. Today, the Wyoming Frontier Prison offers tours of the historic site.

*Background:* A UPRR train travels through the Cut: the Union Pacific Railroad sparked Rawlins's founding. Today's tracks still lie in the original rail bed.



**SEE OUR CELEBRATION SCHEDULE  
ON THE OTHER SIDE.**



Sheep ranching was once a large part of the Rawlins economy. In 1884, local blacksmith, James Candlinsh, invented the sheep wagon for herders living with their flock. These wagons are still used today.

**From:** Earla Checchi [mailto:checchi@wyomuni.org]  
**Sent:** Monday, July 23, 2018 2:28 PM  
**Subject:** FW: Could you please distribute to your members? Thank You! PacifiCorp/Rocky Mountain Power receive additional state approvals - Energy Vision 2020 moves forward!

Good Afternoon,

Please distribute the information below from Rocky Mountain Power to your Mayor and Council Members. If you have any questions, please contact Sharon Fain at [sharonfain@wybrandstrategies.com](mailto:sharonfain@wybrandstrategies.com).

Regards,  
Earla



## NEWS RELEASE

Contact: News Media Hotline  
(800) 775-7950

FOR IMMEDIATE RELEASE  
July 23, 2018

### **PacifiCorp receives additional state approvals, will move forward with major wind and transmission expansion plan**

*Energy Vision 2020 will add 1,150 MW of new wind energy, repower 900 MW of existing wind resources and add 140 miles of new transmission*

PORTLAND, Ore, July 23, 2018 – PacifiCorp is proceeding with plans to significantly expand its wind energy production after receiving the final two state approvals needed to move forward with the company’s Energy Vision 2020 initiative.

A favorable order from the Idaho Public Utilities Commission on July 20 followed approval from the Utah Public Service Commission on June 22. Wyoming, the third state in PacifiCorp’s six-state service territory that provides for regulatory review ahead of major capital investments, issued its conditional Certificates of Public Convenience and Necessity on April 12, 2018. In addition, Oregon and Washington have signaled support for the Energy Vision 2020 initiative as part of PacifiCorp’s 2017 Integrated Resource Plan.

PacifiCorp's Energy Vision 2020 project adds three new wind projects in Wyoming that will provide a total 1,150 MW of new wind energy capacity, add a new 140-mile high-voltage transmission line, also in Wyoming, and repower 900 MW of existing wind resources in Wyoming and Washington. The new wind projects will increase the amount of owned and contracted wind capacity on PacifiCorp's system by more than 60 percent and will add enough new wind energy to power more than 400,000 average homes by 2020. The repowering projects will upgrade the company's existing wind fleet with longer blades and newer technology that will boost output by more than 25 percent and extend the life of the wind turbines.

"As this exciting initiative receives these approvals, we look forward to the benefits the projects will bring to all our customers in the form of low-cost renewable energy and a more robust transmission system," said Cindy A. Crane, CEO, Rocky Mountain Power. "These investments will significantly expand the company's Wyoming wind fleet and benefit both state and local economies." Rocky Mountain Power is the division of PacifiCorp serving Idaho, Utah and Wyoming customers.

"We are very pleased to have reached this important regulatory milestone and to move forward with construction of these projects," said Stefan Bird, president and CEO of Pacific Power, the division of PacifiCorp that serves customers in Oregon, Washington, and California. "Our Energy Vision 2020 plan is a win-win that supports our commitment to meet our customers future needs with affordable energy while continuing our transition to a clean energy future."

PacifiCorp estimates its total investment for the Energy Vision 2020 projects will be just over \$3 billion, a reduction from the initial \$3.5 billion cost estimate when the projects were first announced in April 2017. The lower cost estimate is due to changes in project scope and reduced project costs realized through a competitive procurement process. Completing the projects by 2020 will allow customers to realize the full benefit of production tax credits and provide a net savings for customers over the life of the projects.

**Additional approvals, schedule.** In addition to the broad regulatory reviews and approvals in Wyoming, Utah and Idaho, the Industrial Siting Division of the Wyoming Department of Environmental Quality took action approving the permit for the TB Flats project on June 22, 2018, which is one of the three new planned wind projects.

Oregon, Washington and California, do not have statutes that allow commissions to provide similar regulatory review prior to construction of major projects. In those states, the full review and prudency determinations will come later when the company seeks permission to recover project costs. Regulatory commissions in all states will continue to monitor and conduct reviews of the Energy Vision 2020 projects.

Pending acquisition of remaining rights of way, receipt of permits, and execution of final contracts, construction on the projects is expected to start in 2019. The majority of the repowering projects are planned to be complete in 2019, with the remainder in 2020. Completion of the new wind and transmission projects also will occur in 2020.

Visit the following link for more information about Energy Vision 2020  
[www.pacificcorp.com/ev2020](http://www.pacificcorp.com/ev2020)

Visit the following link to see the July 20 Idaho Public Utilities Commission order  
[www.puc.idaho.gov/fileroom/cases/elec/PAC/PACE1707/ordnotc/20180720FINAL\\_ORDER\\_NO\\_34104.PDF](http://www.puc.idaho.gov/fileroom/cases/elec/PAC/PACE1707/ordnotc/20180720FINAL_ORDER_NO_34104.PDF)

Visit the following link to see the June 25 Utah Public Service Commission order  
<https://pscdocs.utah.gov/electric/17docs/1703540/3030221703540o6-22-2018.pdf>



College National Finals Rodeo

***"Best of the Best"***

**Thank You**

**For your outstanding support of the College  
National Finals Rodeo and helping us celebrate the 20th  
anniversary of the CNFR in  
Casper, Wyoming!  
2018 CNFR Committee**

**2019 CNFR—June 9-15, 2019**





Leanne Elston  
Meyer

JUSTIN  
SCOTT

Katie May

Thank you for the  
bonus and COLA!!  
We greatly appreciate  
your support and  
consideration.

The Community  
Development Department

Lib

Alex

E

John

Cary

Kelly

Leanne Elston

Good afternoon,

I wanted to provide everyone with a quick update on the happenings relating to small cell deployment at the FCC and in Congress.

#### 1. **FCC Broadband Deployment Advisory Committee**

Yesterday and today, the FCC BDAC held a public meeting to debate model municipal code, model state code, and a report on local rates and fees. As a reminder, local governments are represented by three fantastic advocates: David Young, Fiber and Rights of Way Manager for the City of Lincoln Nebraska (Vice Chair of the BDAC and representing NLC); Councilmember Andy Huckaba of Lenexa, Kansas (member and past chair of NLC's Information Technology and Communications Committee); and Larry Hanson, Executive Director of the Georgia Municipal Association. A recording of the meeting and the documents that were discussed are here: [www.fcc.gov/news-events/events/2018/07/...](http://www.fcc.gov/news-events/events/2018/07/...)

The meeting was a wild ride, but we managed to scrape out some successes for local government. The municipal model code was passed, and our local representatives did a great job of amending it on the spot and including some good things for cities. We are also working with the National Association of Telecommunications Officers and Advisors on an additional template for cities, which we hope to have available for you in the near future. Our message about the model codes has been, and continues to be, that they must be an option, not a mandate, and use of them or an alternate model should not be a condition for participation in any federal or state program or used against cities by providers.

The state model code was the subject of heated debate, and we were successful in having three articles of it thrown out entirely and making positive amendments to remaining portions. The articles removed included a state franchising provision. About half the remainder has been tabled for further discussion, and we are hopeful that a working group, with a much better balance between local government and industry, can address our remaining concerns. One of the biggest outstanding issues is a provision that effectively eliminates municipal broadband, so that will be an issue to watch.

Chairman Pai visited the committee meeting and announced that he would be tasking the group with additional work on disaster resiliency and recovery for communications infrastructure. No additional details yet, but I am hoping that this will be an opportunity to involve more local officials, particularly those with experience in hurricane and wildfire response.

#### 2. **Senate Small Cell Bill – S. 3157**

Thank you to everyone who has already sent a letter to your senators in opposition to S. 3157. You are in good company – over 500 officials, organizations, and cities have already sent letters. I met with many offices on the Commerce Committee last week and many staff brought up the high amount of local interest they were hearing. In addition,

while this week's hearing in the Senate ultimately focused on 5G spectrum issues and not physical infrastructure, the bill did come up briefly and ranking member Senator Nelson (Florida) mentioned the outcry from local governments. The bill's cosponsors have told us they are interested in holding a hearing sometime in the fall, so keep up the pressure. If you need talking points, I have attached those and a sample letter to this email again. We just sent a joint letter on behalf of the national state and local government associations opposing the bill up to the Hill, which I have also attached. The fact that cities and states are united on this front will certainly get attention. Please feel free to use this in your advocacy.

I also had the opportunity to meet with House Energy & Commerce staff, and it does continue to look like Congresswoman Blackburn would like to introduce the House companion. The minority staff indicated that committee minority leadership are unlikely to support the bill, but that other Democrats on the committee could use some advocacy. The following members should hear from local governments, either so that they can champion us on this issue, or so they understand that it is *not* non-controversial legislation:

- Rep. Doris Matsui – CA-06
- Rep. Anna Eshoo – CA-18
- Rep. Scott Peters – CA-52
- Rep. Bobby Rush – IL-01
- Rep. Peter Welch – VT

Again, thank you all for the enormous effort to defeat this bill. It is being noticed on the Hill and having an impact. Please keep sending me copies of your letters and any feedback you get. It has been an enormous help.

Have a great weekend,  
Angelina

**Angelina Panettieri**

Principal Associate for Technology and Communications

Federal Advocacy

National League of Cities (NLC)

202-626-3196 | [panettieri@nlc.org](mailto:panettieri@nlc.org)

## **An Urgent Announcement from USDA**

### **Apply Now: More Than \$4 Billion in Loans Available for Rural Water Infrastructure Projects**

Not long ago, the United States was a world leader in infrastructure investments. Federal and private funding helped even the most remote communities obtain electricity, running water and access to the rest of the world through telecommunications.

However, recent years have not followed the same trend, and too many rural communities have been left behind. The need for improvement is great, especially for rural water and wastewater systems.

To put this in perspective, the American Water Works Association estimates that more than \$600 billion is needed over the next 20 years to upgrade our nation's water and wastewater systems. Unfortunately, many small and rural water systems lack access to affordable financing.

But there is hope for the future. This year, USDA Rural Development has *more than \$4 billion* in direct loans available now to help rural communities build or upgrade water infrastructure. This is a substantial increase from last year. In 2017, USDA helped more than 2.5 million rural residents get access to upgraded water and wastewater systems. I am excited to see how many more people we can help with this unprecedented funding opportunity.

I encourage rural community leaders and water district operators to apply now for this assistance before the Sept. 30 deadline. USDA state and field offices are great resources to use during the application process, and we have technical assistance providers with water and waste expertise that can help complete rural communities' applications.

USDA's support for rural water infrastructure is already making a big impact here in Wyoming. Jamestown-Rio Vista Water and Sewer District recently completed construction of a new water tank and associated system with a direct loan from USDA in partnership with a state loan from the Wyoming Water Development Commission. USDA often partners with other funding from state agencies to provide the necessary matching funds required at the state level. USDA funding often includes the costs of engineering, land acquisition, easements, legal fees, and many other items that are otherwise ineligible with state funds alone.

Water districts and rural communities can apply for USDA loans electronically using the interactive RDApply tool on the USDA Rural Development website ([rd.usda.gov](http://rd.usda.gov)). Also, USDA state and field offices are great resources to use during the application process. Their locations and contact information can also be found on the Rural Development website.

USDA is eager to partner with you in this effort to modernize water infrastructure in our state's rural communities.

Signed,

Chad Rupe

Chad Rupe

State Director, USDA Rural Development, Wyoming

Done at Washington, DC, this 19th day of July 2018.

**Chavonda Jacobs-Young,**

*Acting Under Secretary for Research, Education and Economics.*

[FR Doc. 2018–16100 Filed 7–26–18; 8:45 am]

**BILLING CODE 3410–22–P**

## DEPARTMENT OF AGRICULTURE

### Rural Utilities Service

#### Broadband e-Connectivity Pilot Program

**AGENCY:** Rural Utilities Service, USDA.

**ACTION:** Notice of inquiry and request for comments.

**SUMMARY:** The Rural Utilities Service (RUS), an agency of the United States Department of Agriculture, invites comment on the implementation of certain provisions of its pilot broadband program (e-Connectivity Pilot) established on March 23, 2018, in the Consolidated Appropriations Act of 2018. The e-Connectivity Pilot was appropriated \$600 million in budget authority to be operated under the Rural Electrification Act of 1936 on an expedited basis. Loans and grants are limited to the costs of the construction, improvement, and acquisition of facilities and equipment for broadband service in eligible communities.

**DATES:** Comments are due on or before 5 p.m. Eastern Daylight Time on September 10, 2018.

**ADDRESSES:** Submit comments, identified as *e-Connectivity Pilot*, by either of the following methods:

- *Federal eRulemaking Portal:* Go to <http://www.regulations.gov> and, in the lower “Search Regulations and Federal Actions” box, select “Rural Utilities Service” from the agency drop-down menu, then click on “Submit.” In the Docket ID column, select RUS–18–TELECOM–0004 to submit or view public comments and to view supporting and related materials available electronically. Information on using *Regulations.gov*, including instructions for accessing documents, submitting comments, and viewing the docket after the close of the comment period, is available through the site’s “User Tips” link.

- *Postal Mail/Commercial Delivery:* Please send your comment addressed to Michele Brooks, Rural Development Innovation Center, Regulations Team Lead, U.S. Department of Agriculture, 1400 Independence Ave. SW, Stop 1522, Room 1562, Washington, DC

20250. Please state that your comment refers to Docket No. RUS–18–TELECOM–0004.

*Other Information:* Additional information about Rural Development and its programs is available on the internet at <https://www.usda.gov/topics/rural>.

**SUPPLEMENTARY INFORMATION:** Section 779 of the Consolidated Appropriations Act of 2018 (Pub. L. 115–141) appropriated \$600 million for a pilot broadband program (e-Connectivity Pilot) to be operated under the Rural Electrification Act (RE Act) of 1936 (7 U.S.C. 901 *et seq.*). The e-Connectivity Pilot was directed to expedite loans and grants for the costs of the construction, improvement, and acquisition of facilities and equipment for broadband service in eligible rural areas. Those areas are defined as having at least 90 percent of the households without sufficient access to broadband, defined as 10 Mbps downstream, and 1 Mbps upstream. Applications for eligible rural areas are prohibited from over-building or duplicating broadband expansion efforts made by any entity that has received a broadband loan from the Rural Utilities Service. Applications must also be evaluated by the service area assessment requirements of Section 601(d)(10) of the RE Act (7 U.S.C. 950bb(d)(10)) so that existing broadband providers may provide input on service in the proposed service area. In the absence of responses, RUS is directed to use the most current data of the National Broadband Map, or any other data regarding the availability of broadband service that may be collected or obtained through reasonable efforts.

#### Notice of Inquiry and Request for Comment

RUS seeks input on several questions concerning development of the e-Connectivity Pilot. Comments are requested from a broad range of stakeholders with an interest in rural broadband deployment. Specifically, RUS seeks comment on the following:

(1) Eligible rural areas are defined as having at least 90 percent of the households without *sufficient access* to broadband, defined in the law as 10 Mbps downstream, and 1 Mbps upstream. At present, RUS is working to determine what types of technologies and services are defined as “sufficient access.” In particular, RUS is seeking information about the transmission capacity required for economic development, and speed and latency, especially in peak usage hours, to ensure rural premises have access to

coverage similar to that offered in urban areas. Comments are specifically requested on whether affordability of service should be included in evaluating whether an area already has “sufficient access” and how to benchmark affordability of internet services. And if so, what equates to consumers’ costs being so high that they are effectively rendered inaccessible to rural households? Further, what other elements should RUS consider when defining sufficient access?

(2) RUS uses a combination of a Public Notice Filing—Public Notice Response process through our online mapping tool and the most current data of the National Broadband Map, or any other data regarding the availability of broadband service that may be collected or obtained through reasonable efforts. RUS’ mapping tool will publicly post proposed service territories of applicants to allow existing service providers an opportunity to comment if 10 Mbps downstream and 1 Mbps upstream service exists for households in the proposed service area or not. Notwithstanding this data, comments are sought on how data speeds are to be used or verified, given the limited availability of publicly-available information regarding accurate broadband speeds provided to rural households. Additionally, what other sources of data availability should be used for evaluation?

(3) RUS is working to ensure that projects funded by the e-Connectivity pilot provide improvements to rural prosperity. This includes projects that benefit rural industries such as agriculture, manufacturing, e-commerce, transportation, health care, and education. Comments are specifically requested on effective methods that can measure leading indicators of potential project benefits for these sectors, using readily available public data. USDA is also aiming to improve rural economies, especially for those being served. Comments are also being sought on how to evaluate the viability of applications that include local utility partnership arrangements, including locally-owned telecommunications companies where possible.

Dated: July 17, 2018.

**Jonathan P. Claffey,**

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