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# INFORMATION PACKET

Friday, November 17, 2023



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

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

**The Grid**  
Working Draft of Council Meeting Agendas

<b>November 21, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: LWCF Grant					
Pre-Meeting: Ford Wyoming Center WiFi					
Pre-Meeting: Visit Casper Tournament Information					
Approval of 11/7 Minutes (pub on 11/18)					C
Approval of 11/7 Exec Session Minutes					C
Bright Spot: Casper Police Department CALEA Accreditation Award					
Est Public Hearing: LAD 160 Chinook Trail Filing	C				
Est Public Hearing: Leadership Removal Ordinance	C				
Public Hearing: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2		N			
Public Hearing: Board of Examiners & Appeals & Contractor Licensing		N			
Public Hearing: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.		N			
Authorizing a Contract Between the City of Casper and Civil Engineering Professionals, Inc., for the Western Gateway Corridor Enhancement Study: Phase 2.				C	
Authorizing Amendment #1 to the Operator-Led Cleanup Landfill Remediation Agreement with the Wyoming Department of Environmental Quality (WDEQ) for the Closed Casper Balfill Remedial Program to Increase the total Agreement Reimbursement Amount by \$500,000, for a total of \$5,000,000.				C	
Accepting Three (3) Storm Sewer Easements from Benjamin Hansuld as part of the Eagle Valley Phase 2 Subdivision.				C	
Authorize Change Order No. 3 for a price increase of \$106,249.00 for the City Hall Project S.A.F.E. Building Remodel Project.				C	
Authorizing Change Order No. 4 with Melgaard Construction Company, Inc., in the amount of \$11,772.31, and for a time extension for of Twenty-One (21) calendar days, in relation to the Casper Regional Landfill Cell 5 Construction, Earthwork and Construction of Leachate Collection and Control System Enclosures, Project No. 21-012.				C	
Authorizing a Procurement of Goods Agreement with Metta Technologies, Inc., in the Amount of \$85,192.00, for the 2023 Solid Waste Portable Litter Fencing, Project No. 23-029.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the amount of \$790,253, for the College Drive Improvements, Project No. 21-060.				C	
<b>Leadership Selection Process</b>				C	
Authorizing the submission of a Land and Water Conservation Fund grant in an amount up to Seven Hundred Fifty Thousand Dollars (\$750,000) for the Washington Park Revival Project Phase II.				C	
Approving a Professional Services Agreement between the City of Casper, HTG Architects, and the Casper Amateur Hockey Club that secures architectural and engineering design services for the Casper Ice Arena Expansion project and establishes the Casper Amateur Hockey Club as the responsible party for all payments for services rendered under the Agreement.				C	
Authorizing a Lease Agreement between the City of Casper and the Casper Mountain Racers Association for the lease and operation of the Casper Speedway.				C	
<b>Parks and Rec Master Plan</b>				C	
Executive Session: Personnel & Potential Attorney Client Privilege					

**November 28, 2023 Councilors Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	3 of 91 Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Casper Housing Authority Update	Information Only	4:35	20 min
CBC Design	Direction Requested	4:35	60 min
One Cent Process Debrief	Direction Requested	4:55	30 min
Center Street Underpass	Direction Requested	5:25	45 min
Ford Wyo Center Part 2	Direction Requested	6:10	30 min
Leadership Nominations	Information Only	7:10	5 min
Agenda Review		7:15	20 min
Legislative Review		7:35	20 min
Council Around the Table		7:55	20 min
Approximate Ending Time:			8:15

<b>December 5, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Judge's Quarterly Report					
Pre-Meeting: Leadership Nominee Speeches					
Approval of 11/21 Minutes					C
Approval of 11/21 Executive Session Minutes					C
Bright Spot: River Grant (tentative)					
Public Hearing: LAD 160 Chinook Trail Filing		N			
2nd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
2nd Reading: Board of Examiners & Appeals & Contractor Licensing			N		
2nd Reading: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N		
Executive Session: Personnel & Security					

<b>December 12, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Utility Rate Model Review	Direction Requested	4:35	60 min
Utility Billing Ordinance Updates	Move Forward for Approval	5:35	40 min
Business Incentive Options	Information Only		30 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

<b>December 19, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 12/5 Minutes					C
Approval of 12/5 Exec Session Minutes					C
Est. PH - Utility Billing		C			
2nd Reading: LAD 160 Chinook Trail Filing			N		
3rd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
3rd Reading: Board of Examiners & Appeals & Contractor Licensing			N		

3rd Reading:Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N	4 of 94	
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<b>December 26, 2023</b>	<b>No Work Session (Cancelled)</b>	
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## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Livability/Marketing Follow-up			
Special Event Permitting Process			
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Naming City Garbage Trucks			
Judge's Quarterly Update	3/5/24 6/4/24	15 minutes	Rekurs Quarterly
Liquor Establishment Incentive Program			
Liquor Overserving Legislation			

### Staff Items:

Fire Station 1			
Downtown Parking Kiosks			November
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Dangerous Building Processes			April
Audit Presentation to Finance Committee	January 23, 2024		
Capital Budget Review	March 12, 2024		
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		

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

City Facility Retention & Subsidization			
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### Future Regular Council Meeting Items:

Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			
Utility Ordinance			

### Retreat Items:

Economic Development and City Building Strategy			
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# NOVEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>29</b> Trick or Treat Trail 2:00pm-7:00pm	<b>30</b>	<b>31</b>	<b>1</b> Load-in Volleyball	<b>2</b> WHSAA State High School Volleyball 12:00 pm - 9:00 pm	<b>3</b> WHSAA State High School Volleyball 12:00 pm - 8:00 pm	<b>4</b> WHSAA State High School Volleyball 8:00 am - 8:00 pm
<b>5</b>	<b>6</b>	<b>7</b> Styx 7:00 pm- 10:00 pm	<b>8</b>	<b>9</b> Load-In Craft Fair 8am-5pm	<b>10</b> Casper Rec Foundation Craft Fair 3:00 pm- 8:00 pm	<b>11</b> Casper Rec Foundation Craft Fair 9:00 am- 4:00 pm
<b>12</b> Charlie Brown Christmas 6:00 pm - 10:00 pm	<b>13</b>	<b>14</b>	<b>15</b> TIPS training 6:00 pm- 9:00 pm	<b>16</b>	<b>17</b> FFA Closing Ceremony 5:30 pm- 11:00 pm	<b>18</b> Pentatonix 6:00 pm- 9:30 pm
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Offices Closed at 12pm	<b>23</b> Offices Closed	<b>24</b> Offices Closed	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Thanksgiving Day	<b>1</b> OVG Holiday	<b>2</b> WY First® Lego® League Robotics

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

**MEETING PROCEEDINGS**

October 17, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 17, 2023, at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present** - Chairman Bertoglio, Vice-Chairman North, Secretary Waters, Treasurer Cathey, and Board Members, Aars, and Sabrosky. Board Members Pacheco and Pollock were absent.

**City of Casper** – Bertoglio, Cathey, Tom Brauer, Bruce Martin, Mark Anderson, Scott Baxter, Janette Brown

**Natrona County** – North

**Salt Creek Joint Powers Board** – Aars

**Wardwell Water & Sewer District** – Sabrosky

**Pioneer Water & Sewer District** – Waters

**Poison Spider Improvement & Service District** –

**Wyoming Water Development Office** -

**Sandy Lakes Estates** –

**Lakeview Improvement & Service District** -

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

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

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

**Others** — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; John Naquin

The Board meeting was called to order at 11:33 a.m.

1. In Announcements:

a. Mr. Martin introduced Mr. Tom Brauer as the new City of Casper Chief

Operating Officer, replacing Mr. Beamer.

Mr. Martin stated that with the resignation of Chairman King, Salt Creek Joint Powers Board has appointed Ms. Ashley Aars as their representative and introduced her to the Board.

Mr. Martin stated that with the resignation of Board Member Knell, the City of Casper has appointed Mr. Ray Pacheco as their representative for the rest of the year.

- b. Vice-Chairman Bertoglio asked if the Board only needed to elect a new Chairman. Ms. Brown stated that at this point only the Chairman needed to be elected, but it depends on who the Board elects as Chairman.

Vice-Chairman Bertoglio asked for a motion to elect the Chairman. A motion was made by Board Member Sabrosky and seconded by Board Member North to nominate Paul Bertoglio as Chairman. Motion put and carried.

Chairman Bertoglio asked for a motion to elect the Vice-Chairman. A motion was made by Board Member Sabrosky to nominate David North as Vice-Chairman. There was no second to the motion.

Treasurer Cathey stated that he has a question and asked Board Member Sabrosky who he is representing on the Board. Board Member Sabrosky stated that he is representing the former district of Wardwell Water. Board Member Sabrosky stated that he asked the Board at the last meeting what they wanted to do as he is still technically a Board Member.

Chairman Bertoglio asked Mr. Chapin that until such time that the Joint Powers Agreement has been amended, does Wardwell still technically exist for the Board. Mr. Chapin stated that part of the problem is that Wardwell has been dissolved by vote of the public.

Secretary Waters stated that is the question he has raised every meeting so far, that with that resolution being passed by the people that they represent, Wardwell is gone. Secretary Waters stated that in that resolution, that he did not bring a copy of today, everything in Wardwell transfers to the County. Board Member Sabrosky stated that he brought a copy of the resolution today, and that is not the case. Board Member Sabrosky stated that he can see where there are a couple of points that would make you come to that conclusion, but that is not what it says.

Secretary Waters asked how the transfer of assets is taken care of. Board Member Sabrosky stated that since the Wardwell Board dissolved and became Trustees of the assets, it is now their job to transfer those assets to Bar Nunn. Board Member Sabrosky stated that there is a provision in the resolution to transfer the system that is in the unincorporated area to the County, but he doubts they want that system.



Treasurer Cathey stated that according to the County and State statute, that can't happen.

Board Member Sabrosky stated that as far as all the hard assets and the cash, it clearly spells out that it goes to Bar Nunn.

Treasurer Cathey stated that what he is trying to figure out is Board Member Sabrosky's status on the Board. Treasurer Cathey stated that he has no problem with either Chairman Bertoglio or Board Member North, but he doesn't like a potential non-member of this Board making and seconding nominations for Officers. Board Member Sabrosky stated that is understandable, as he brought this up at the last meeting because he doesn't have the desire or need to be on the Board. Board Member Sabrosky stated that he is fine with whatever decision is made. Treasurer Cathey stated that technically if Board Member Sabrosky is not supposed to be on the Board, then these nominations and things technically never happened. Treasurer Cathey stated that is his concern, that if something came down the road later such as how did Chairman Bertoglio or Board Member North become these things.

Chairman Bertoglio asked the Board to start over and asked for a nomination for the position of Chairman. A motion was made by Board Member North and seconded by Board Member Aars to nominate Paul Bertoglio as Chairman. Motion put and carried.

Chairman Bertoglio asked for a nomination for Vice-Chairman. A motion was made by Treasurer Cathey and seconded by Board Member Aars to nominate David North as Vice-Chairman. Motion put and carried.

Board Officers are listed as follows:

Paul Bertoglio – Chairman  
 David North – Vice-Chairman  
 Kenneth Waters – Secretary  
 Stephen Cathey – Treasurer

Chairman Bertoglio stated that a discussion about the Wardwell dissolution will be held at the end of the meeting. Board Member Sabrosky asked if he should abstain from motions and voting until the Board determines what is going to happen. Mr. Chapin stated that would be best. Mr. Chapin stated that Board Member Sabrosky has been asking about this and he thinks that ultimately, what everyone is thinking is that someone from Bar Nunn is going to get a seat on the Board. Board Member Sabrosky stated that someone from Bar Nunn has been recommended to take over the seat on the Board, and they are on board with that, but they were concerned that if this seat vacates, does the City of Casper have to give up a seat, but if they aren't going to make a smooth transition, they need to get that taken care of first. Mr. Chapin stated that would be the best move.

2. Chairman Bertoglio asked for a motion to approve the minutes from the September 19,

2023, Regular meeting. A motion was made by Vice-Chairman North and seconded by Treasurer Cathey to approve the minutes from the September 19, 2023, Regular meeting. Motion put and carried.

3. Mr. Martin stated that there was one additional voucher added to the voucher listing that was sent out in the agenda packet and asked the Board to reference the voucher listing on the screen.

Mr. Martin stated that voucher 8623 for HUB International in the amount of \$119,656.00 is for the annual renewal of the property insurance and was added to the listing.

Mr. Martin stated that voucher 8615 in the amount of \$2,948.36, and voucher 8619 in the amount of \$601.10 are both for Engineering Associates for the Caisson No. 2 Rehab Project.

Mr. Martin stated that voucher 8616 for DXP Enterprises, Inc. in the amount of \$62,288.00 is for the approved capital replacement of the Morad Recharge Pump.

Mr. Martin stated that voucher 8617 for Ferguson Waterworks #1116 in the amount of \$14,975.33 is for Casper Well #8 plumbing parts as part of the Well Rehabilitation Project.

Mr. Martin stated that voucher 8620 for Sheet Metal Specialties in the amount of \$144,512.10 is for the HVAC Chiller Replacement Project.

Mr. Martin stated that voucher 8622 for Ketel Thorstenson, LLP in the amount of \$20,000.00 is for FY2023 Audit Services. Mr. Martin stated that the audit is not completed, but the auditors are in the process of wrapping it up and will present it to the Board at the November meeting.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8615 through 8623 in the amount of \$924,545.63.

Chairman Bertoglio asked if the invoice for Ketel Thorstenson, LLP was the total amount of the audit charges. Ms. Brown stated that it is not, this invoice is just a partial payment for work completed to this point. Chairman Bertoglio asked if the auditors are going to present the audit to the Board through a Zoom meeting. Ms. Brown stated that was correct.

Chairman Bertoglio asked for a motion to approve the October 2023 vouchers. A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to approve the October 2023 voucher listing to include voucher numbers 8615 through 8623 in the amount of \$924,545.63. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 459 MG of water produced in September, which is 7 MG below the five-year average of 466 MG.

Mr. Martin stated that the year-to-date water production was 1.61 BG, which is 155 MG below the five-year average of 1.76 BG. Mr. Martin stated that this decrease is due to lower water sales in July and August.

Mr. Martin stated that Water Utility Charges year-to-date are currently \$3,711,466, compared to \$4,122,151 last year, which correlates with the decrease in production.

Mr. Martin stated that Interest Earned is \$68,054 compared to \$16,799 last year. Mr. Martin stated that at the last meeting the Board approved the purchase of CDs from WGIF. Mr. Martin stated that Ms. Brown is working with WGIF to get this set up and get signature cards in place.

Mr. Martin stated that Reimbursable Contract Expense is \$1,217,474, which includes September expenses. Mr. Martin stated that this line item is where it was expected to be at this time of the Fiscal Year.

Chairman Bertoglio asked for a motion to approve the September 2023 Financial Report as presented. A motion was made by Vice-Chairman North and seconded by Board Member Aars to approve the September 2023 Financial Report as presented. Motion put and carried.

5. Mr. Martin stated that Mr. Edwards is out sick today so he will give the WTP Operations Update.

Mr. Martin stated that Logan Wood, who was the Maintenance Supervisor, has been selected to fill the Lead Operator position. Mr. Martin stated that the Maintenance Supervisor position will be advertised soon for a couple of weeks before the interview process.

Mr. Martin stated that one of the Operators left at the end of September. Mr. Martin stated that the position was advertised, and there was a total of 16 applicants. Mr. Martin stated that six applicants will be interviewed this week.

Mr. Martin stated that the Surface Water Plant has been off since the cold, wet weather last week. Mr. Martin stated that staff is waiting to see how the weather goes this week as to whether the Surface Water Plant will be needed or not. Mr. Martin stated that it most likely will not be needed again this month, and staff will begin the cleaning process for the Plant, and the winterization of the well houses and Raw Water system.

The time was turned over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that the weekly security checks and tank sampling continue to be completed each week.

Mr. Anderson stated that the system chloramine residuals are going down as the system is in nitrification season.

Mr. Anderson stated that the Mile-Hi wholesale water meter was replaced as it tested

very low.

Mr. Anderson stated that a new hot tap was done at 2600 Salt Creek Highway for a new service and a fire hydrant tap.

Mr. Anderson stated that the sludge in the drying beds was hauled off to the Landfill. Mr. Anderson stated that the sludge in the east Actiflo lagoon was transferred to the drying bed.

Mr. Anderson stated that staff went through and winterized all the booster stations.

Mr. Anderson stated that staff hauled all the rock for the Wardwell Tank fence project from 71 Construction to the tank site.

Mr. Anderson stated that staff pumped and drained all the non-draining fire hydrants.

6. There was no Public Comment.

7. There was no Old Business.

a. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the WTP 42” Steel Waterline Replacement, Project No. 21-045 was included in the FY23 budget. Mr. Martin stated that this project includes replacing a 20-foot section of 42” steel pipe right outside the Degas Tower and goes through a chemical injection vault, and then to the Backwash Tanks. Mr. Martin stated that this project was put out to bid twice prior, but both times contractors came back saying they were unable to get pricing for the steel pipe.

Mr. Martin stated that Mr. Scott Baxter, with City Engineering, put in a lot of work into chasing down a pipe manufacturer that would be interested in producing that pipe. Mr. Martin stated that Mr. Baxter gave the manufacturer all the specifications for the pipe, and they were able to provide a quote.

Mr. Martin stated that the project was put out to bid for the third time, and the pipe quote was provided to the prospective contractors. Mr. Martin stated that two bids were received on the project: one from Crown Construction in the amount of \$180,900, and one from 71 Construction in the amount of \$345,000. Mr. Martin stated that the City Engineering estimate was \$175,000.

Mr. Martin stated that in the FY23 Budget there was \$125,000 budgeted for this project. Mr. Martin stated that there are funds available in the FY23 Roof Replacement Project that could be transferred to the Pipe Project and will be discussed later in the meeting.

Mr. Martin turned the time over to Mr. Baxter to answer any questions the Board

may have on this project.

There being no questions, a motion was made by Vice-Chairman North and seconded by Treasurer Cathey to approve the agreement with Crown Construction for the Casper Water Treatment Plant 42" Steel Waterline Replacement, Project No. 21-045 in the amount of \$180,900 with a construction contingency amount of \$19,100, for a total project amount of \$200,000. Motion put and carried.

- b. Mr. Martin stated that the WWDC Wellfield Management Plan, that is currently in progress, identified six wells to use different techniques for rehabilitation. Mr. Martin stated that prior to identifying which techniques they want to use, they pulled pumps to video inspect the wells to identify which of the different technologies would work best. Mr. Martin stated that they pulled Morad 2 pump and were able to inspect the pump and discovered that it is in such bad condition that staff does not want to reinstall the pump.

Mr. Martin stated that before the Board today is a Procurement of Goods Agreement with Cahoy Pump Service to purchase a new pump for Morad 2. Mr. Martin stated that staff received three quotes: Cahoy Pump Service the low quote of \$14,720, Purvis Industries quoted \$18,502.35, and P & A Pump Install and Repair, LLC quoted \$34,474.

Mr. Martin stated that funds are budgeted in the FY24 Well Rehabilitation Project for this pump purchase.

Vice-Chairman North asked if any reasoning was given for the big variation in the cost of the quotes. Mr. Martin stated that staff have been seeing this on a lot of the purchase quotes. Mr. Martin stated that it was a comfort that Cahoy and Purvis quotes were fairly close, but it seems there is always an outlier that is quite a bit higher than the rest of the quotes.

A motion was made by Vice-Chairman North and seconded by Board Member Aars to approve the contract with Cahoy Pump Service for the Morad 2 well pump replacement in the amount of \$14,720.00. Motion put and carried.

- c. Mr. Martin stated that the Sodium Hypochlorite chemical lines in the WTP were replaced last year. Mr. Martin stated that funds were included in the FY24 Budget for the Ammonia chemical line replacement. Mr. Martin stated that the chemical lines are at the end of their useful life, are in poor condition, and need to be replaced.

Mr. Martin stated that two quotes were received for this project: Titan Plumbing in the amount of \$14,711.68, and Haid's Plumbing in the amount of \$20,047.95.

Mr. Martin stated that staff had reached out to other plumbing companies, but they responded that they were too busy at this time.

Mr. Martin stated that funds for the Ammonia chemical line replacement were

included in the FY24 Capital Budget. Mr. Martin recommended approval of the contract with Titan Plumbing for this project and offered to answer any questions the Board may have on this project.

A motion was made by Vice-Chairman North and seconded by Board Member Aars to approve the Contract for Professional Services with Titan Plumbing, LLC for the WTP Ammonia Chemical Line Replacement Project in the amount of \$14,711.68. Motion put and carried.

- d. Mr. Martin stated that the Procurement of Goods Agreement with Russell Industries, Inc. before the Board is for the purchase of one four stage booster pump for use at the Airport Booster Station. Mr. Martin stated that one of the booster pumps had failed and was replaced about a year ago. Mr. Martin stated that the other pump at the booster station is in poor condition, and it is very difficult to get parts for it. Mr. Martin stated that funds for the replacement of this pump were included in the FY24 Capital Budget.

Mr. Martin stated that quotes were requested for the booster pump, and two quotes were received: Russell Industries in the amount of \$34,835.56, and DXP in the amount of \$36,380.00.

Mr. Martin stated that the pump will be installed by Water Distribution staff. Mr. Martin recommended approval of the pump purchase from Russell Industries.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to approve the Procurement of Goods Agreement with Russell Industries, Inc. for the purchase of one four stage booster pump for use at the Airport Booster Station in the amount of \$34,835.56. Motion put and carried.

- e. Mr. Martin stated that there are approximately 40 to 50 turbidimeters that are used in the wellfields and throughout the Water Treatment Plant. Mr. Martin stated that every year some of these turbidimeters are replaced, due to age and inaccurate readings. Mr. Martin stated that these turbidimeter readings are critical to the treatment process and for EPA reporting.

Mr. Martin stated that there is \$40,000 included in the FY24 Capital Budget for the replacement of turbidimeters. Mr. Martin stated that this purchase request is for eight turbidimeters. Mr. Martin stated that staff may look at requesting another purchase of turbidimeters towards the end of the fiscal year as well.

Mr. Martin recommended approval of purchasing eight turbidimeters from Hach Company in the amount of \$24,124.70.

A motion was made by Board Member Aars and seconded by Treasurer Cathey to approve the purchase of eight turbidimeters from Hach Company in the amount of \$24,124.70. Motion put and carried.

- f. Mr. Martin stated that FY2024 Budget Amendment No. 1 is required for the

carryover of projects and encumbrances from FY2023. Mr. Martin stated that there are materials that are on order that have not been received yet, and projects that were started and not completed in FY23. Mr. Martin stated that the Board gave authorization for those expenditures in FY23, and this is carrying over those expenditures to FY24. Mr. Martin stated that the Board would be reauthorizing those expenditures to be spent FY24. Mr. Martin stated that the amount of FY24 Budget Amendment No. 1 is \$1,871,298.12.

Mr. Martin reviewed a few of the projects:

FY23 Roof Replacement Project – Mr. Martin stated that \$300,000 was budgeted for this project in FY23. Mr. Martin stated that these funds were not used for roof replacements as there were other projects that came up that were higher priority and needed to be taken care of. Mr. Martin stated that \$113,000 was transferred to the WTP Chiller Replacement Project, and now it is requested to carryover \$90,000 to the 42” Steel Waterline Replacement Project that was just awarded to Crown Construction.

Mr. Martin stated that the Chiller Replacement Project is under construction now. Mr. Martin stated that the components came in a little bit earlier than expected. Mr. Martin stated that the chiller is being installed now when it wasn’t expected to be on site until Thanksgiving. Mr. Martin stated that it is anticipated that the project will be done by the end of the calendar year or the first part of next calendar year.

Mr. Martin stated that the FY22 Well Rehabilitation Project started out as the Caisson Rehabilitation, it was put out to bid and it came in way over budget. Mr. Martin stated that the Caisson Rehabilitation Project was budgeted in FY23, and in the meantime the Board received a \$1.5 Million ARPA Grant. Mr. Martin stated that the project was expanded to cover all three of the Caissons and was awarded at the last meeting. Mr. Martin stated that the FY22 Well Rehabilitation Project will be rolled into the Caisson Well Rehabilitation Project.

Mr. Martin stated that the GW Vault & Yard Piping Replacement Project is the 42” Steel Waterline Replacement Project. Mr. Martin stated that this is to carryover \$112,361.92. Mr. Martin stated that the \$90,000 from the Roof Project will be combined with this project.

Mr. Martin stated that the Equipment Replacement Project is for critical equipment that fails unexpectedly throughout the year. Mr. Martin stated that there is \$40,000 that is earmarked for pump and valve replacement. Mr. Martin stated that this equipment is on order but has not arrived yet.

Mr. Martin stated that the High Service Pump Valve Replacement Project amount of \$43,849.67 is for materials on order that have not arrived yet.

Mr. Martin stated that the Filter Media Replacement Project in the amount of \$100,000 is for the replacement of the media in one of the six filters and it is

planned to do one filter in each of the next six years. Mr. Martin stated that the filter for FY23 was not done, and it is asked to carryover these funds to combine with the FY24 funding and look at doing two filters. Mr. Martin stated that the reason for the delay on this project is that staff was looking into the PFAS lawsuit which could potentially result in some funding to be available to update the filters to activated carbon to be able to handle PFAS. Mr. Martin stated that because there was no PFAS found in the source water, he is uncertain if the WTP is eligible for the potential funding.

Mr. Martin stated that the remaining items are encumbrances for equipment that has not arrived yet.

Mr. Martin stated that the HDR Engineering contract is what is left from the UV Disinfection and Ozone Upgrade Preliminary Design Report. Mr. Martin stated that staff will be submitting for an SRF Loan and want to carryover this encumbrance just in case information is needed from HDR for the loan application.

Mr. Martin stated that the encumbrances for Greiner Motor and Able Equipment are for the Service Truck that was ordered a year ago and is still not in.

Mr. Martin stated that the budget amendment does not include any new expenditures, it is only reauthorizing expenditures from FY23.

Mr. Martin stated that another item included in this budget amendment is the \$1.5 Million ARPA Grant funding for the Caisson Rehabilitation Project that shows up under Revenue in the budget amendment. Mr. Martin stated that this grant was not approved until after the budget was in place, so we now need to account for this revenue in the budget amendment.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to approve FY2024 Budget Amendment No. 1 in the amount of \$1,871,298.12. Motion put and carried.

- g. Mr. Martin stated that Budget Reallocation No. 2024-01 is to move the \$90,000 from the FY23 Roof Replacement Project into the 42" Steel Waterline Replacement Project to cover the gap in funding.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to approve Budget Reallocation No. 2024-01 in the amount of \$90,000. Motion put and carried.

- h. Mr. Martin turned the time over to Mr. Brauer to discuss the ownership of the North Park Water Storage Tank.

Mr. Brauer stated that just to give the Board a little background, in 1992 he was fresh out of school and working for CEPI on the Natrona County Regional Water System Master Plan, and then was part of the planning, design, and construction



of the Regional Water System. Mr. Brauer stated that he worked for CEPI until 2017, and then started his company Technical Mediation Solutions, and then the opportunity came to work for the City of Casper as the Chief Operating Officer. Mr. Brauer stated that he took that job on so he could give back to the community and help the City in some different areas with his experience and expertise.

Mr. Brauer stated that the City has been focusing on the area by the Events Center because of the Wyo Sports Ranch facility. Mr. Brauer stated that there is the potential development effect that is likely to occur in that North Platte Park development.

Mr. Brauer stated that the City engaged WLC Engineering to do a utility infrastructure analysis report on the North Platte Park development. Mr. Brauer stated that WLC did a great job and ultimately came out, in round numbers, that the City will need \$5 Million for the storm and sanitary sewer improvements to serve that area. Mr. Brauer stated that a sanitary sewer will need to be run down Poplar Street, and the lift station behind the old Holiday Inn will need to be improved.

Mr. Brauer stated that \$10 Million for water system improvements will be needed. Mr. Brauer stated that the vast majority of the water system improvements are for the construction of a new water storage tank next to the North Park Tank.

Mr. Brauer asked the Board to reference the figure on the screen. Mr. Brauer stated that the green shaded area is the Zone IIB portion of the system.

Mr. Brauer stated that the issue came up about the need to replace the North Park Tank and this caused him to think back about why the North Park Tank was not a Regional Water facility. Mr. Brauer stated that he was remembering back to some of the original meetings when the Regional Water System (RWS) was structured.

Mr. Brauer stated that when Mike Purcell from the WWDC structured the RWS, Mills and Evansville were included, and Mr. Purcell told everyone that if they all came together and formed the RWS the WWDC would help fund the project, and if they didn't, then they would not get any funding from the WWDC. Mr. Brauer stated that as far as he knows, Mills and Evansville have not gotten any funding from the WWDC.

Mr. Brauer stated that it was interesting to see the enticements to join the RWS. Mr. Brauer stated that Wardwell had a lot of debt for the waterlines going up Salt Creek Highway, and the WWDC told them that RWS will take over all that debt. Mr. Brauer stated that at the end of the lines on Salt Creek Highway was the Bar Nunn Tank, a million gallon tank owned by Wardwell. Mr. Brauer stated that the tank and lines became property of RWS.

Mr. Brauer stated that the enticement for Pioneer, was that they had a lot of debt on the waterline that ran out Poison Spider Road, and the booster station and tank.

Mr. Brauer stated that the WWDC took over the debt, paid off some with grants, and turned the rest over to RWS.

Mr. Brauer stated that the enticement for Casper was the Crosstown Pipeline. Mr. Brauer stated that Casper didn't have a bunch of debt on their facilities, and so a waterline was built from the WTP to 15<sup>th</sup> Street and Wyoming Blvd. where the Pratt Tanks are located.

Mr. Brauer stated that the enticement for Salt Creek was that RWS would take over the booster station and build the chlorination and pumping system that feeds all the water to Midwest/Edgerton.

Mr. Brauer stated that it became apparent while he was looking at the map on the wall, which is from the RWS Study from 1993, which shows all the RWS facilities. Mr. Brauer stated that the reason the Bar Nunn Tank was an RWS facility is because it is at the end of an RWS transmission line.

Mr. Brauer stated that the Bar Nunn Tank has been out of service for approximately 14 years because of the nitrification issues. Mr. Brauer stated that there is too much storage in that area. Mr. Brauer asked the Board to keep in mind that these tanks are what is called "Standpipe Tanks". Mr. Brauer stated that only the top 20% of the water in these tanks is used, so it is a real problem when it comes to water quality. Mr. Brauer stated that when he first started, they didn't think about water quality when building a tank, they only thought about the storage capacity that was needed. Mr. Brauer stated that the City of Casper has a lot of these types of tanks.

Mr. Brauer stated that the old Water Master Plan dated 2008, called for 700,000 gallons of storage that is needed for Zone IIB. Mr. Brauer stated that today, approximately 800,000 gallons of storage is needed for Zone IIB. Mr. Brauer stated that the North Park Tank is 700,000 gallons, but arguably half of that capacity is ballast. Mr. Brauer stated that it is holding up the rest of the water so it will go where we need it to go.

Mr. Brauer stated that he looked at the 2020 Master Plan and identified the three entities this tank serves and the average flow per day. Mr. Brauer reviewed the following table with the Board.

CWRWS Customer	Current Average Day Demand	Percentage of Storage	Future Percentage of Storage
Casper	38 gpm	8%	11%
Midwest Edgerton	70 gpm	14%	13%
Bar Nunn/Wardwell	391 gpm	78%	76%
Total	499 gpm	100%	100%

Mr. Brauer stated that the 2020 Casper Master Plan identified the North Park Tank as needing to be replaced. Mr. Brauer stated that for the last 15 years or so, he has thought that the standpipe tanks need to be replaced with elevated tanks for water quality issues, he knows that previous Water Distribution Managers would agree, as there wouldn't be as many challenges with water nitrification. Mr. Brauer stated that the Master Plan also called for the demolition of the Bar Nunn Tank.

Mr. Brauer stated that the North Park Tank is the de facto Regional tank in this area because a majority of the water serves other Regional entities and not the City of Casper. Mr. Brauer stated that the question at hand is should the City of Casper be responsible for replacing the North Park Tank. Mr. Brauer stated that he is not here to seek Board action or resolution, he is here to present this to the Board.

Mr. Brauer stated that the City of Casper is currently seeking Wyoming Business Council funding for the development of this subdivision. Mr. Brauer stated that as part of that, it was apparent that there was no way the City was going to get \$15 Million for this. Mr. Brauer stated that from a pure engineering perspective, the numbers lean toward it making sense that this tank should be a Regional tank, but that is an engineering and political issue that should be addressed between the City and Regional.

Mr. Brauer stated that the funding option for this tank, which could be a year or two from now, are as follows: The Wyoming Water Development Commission (WWDC) – already identified in the City Water Master Plan, which makes it eligible for Level III Funding from the WWDC for 67% grant funding and 33% match; or after the City is able to get grant funding for the sewer and storm sewer, they could go back to the Wyoming Business Council and get some additional funding for the replacement of this tank. Mr. Brauer stated that replacing the standpipe tank with an elevated tank is a good thing for the RWS and it's a good thing for the City of Casper, for water quality, for having the available storage for emergencies and fire flow, and that tank was built around 1985, so it is getting old. Mr. Brauer stated that again, he is just here to present the information on the tank to the Board and to solicit input and questions, and to hopefully address any questions that do come up.

Treasurer Cathey asked where the new tank would be built and if it would be located in the same place. Mr. Brauer stated that the tank sits up on a knob right now, and if it needed to be moved it would need to be moved quite a ways north in order to get that same elevation. Mr. Brauer stated that it makes sense to use the same location. Mr. Brauer stated that the old tank would not be demolished as it could be used for redundancy, while maintenance and repairs are made to the elevated tank. Mr. Brauer stated that there are costs associated with keeping the tank, but realistically, in the City and RWS systems, we try to have redundancy with the tanks, because if you don't, you end up running a pump station 24 hours a day, seven days a week while the tank is being worked on.

Treasurer Cathey asked what the cost is to maintain that tank, since it would have to be drained so there aren't nitrification issues, and then wind up with corrosion issues. Treasurer Cathey asked what the cost is compared to running the pump station 24 hours a day for a week while the tank is painted. Mr. Brauer stated that it would be more like six months of the pump station running 24 hours a day while the tank is being painted. Mr. Brauer stated that he doesn't know the exact costs. Mr. Brauer stated that typically when tanks are out of operation, they are not stored empty as they are much more at risk of blowing over empty while empty. Mr. Brauer stated that keeping the tank full keeps it from caving in or tipping over. Mr. Brauer stated that if the inside coating is in good shape, you would leave it half-full of water and then when it is needed, it would be drained, disinfected, and then used. Mr. Brauer stated that it isn't a black and white issue with engineers whether or not a tank is kept around or destroyed. Mr. Brauer stated that is why the old Bar Nunn tank, and the tank before it are still sitting up on the hill in Bar Nunn. Mr. Brauer stated that it was discussed demolishing these two tanks years ago.

Treasurer Cathey asked that if the North Park Tank is kept, that would be two redundant tanks, including the Bar Nunn Tank, and asked if one of those tanks would be demolished. Mr. Brauer stated that in his opinion, the Bar Nunn Tank would be demolished, as it is the older tank and in worse condition. Mr. Brauer stated that the Bar Nunn Tank is also not as well hydrologically connected. Mr. Brauer stated that the reason the Bar Nunn Tank has been out of service for over ten years is because hydrologically it is not as well connected as the North Park Tank. Mr. Brauer stated that the pipeline goes in and out of the North Park Tank and the way it fits in the system, it just works better for the whole Zone IIB.

Treasurer Cathey asked if the Bar Nunn Tank and the old Bar Nunn Tank would both be demolished. Mr. Brauer stated that he isn't sure who owns the old Bar Nunn Tank. Mr. Martin stated that both those tanks are in the Capital Plan to be demolished and removed, but they have been kicked down the road for higher priority capital projects.

Mr. Brauer stated that if he remembers right, the exterior of the Bar Nunn Tank has lead paint. Mr. Brauer stated that the old Airport Tank had lead paint inside and out and when it was done, the lead on the outside was encapsulated, and on the inside where it is contained, it was removed. Mr. Brauer stated that lead-based paint on the outside of a tank is not fun but is not as bad as lead service lines.

Chairman Bertoglio asked what the current capacity is in this area. Chairman Bertoglio stated that a million gallon tank is a problem because of nitrification, but it doesn't look like there will be that much more demand. Mr. Brauer stated that it increases an additional 35 gpm, which is not much. Mr. Brauer stated that right now the North Park Tank has 700,000 gallons storage and the system is functioning well. Mr. Brauer stated that one of the reasons it is functioning well is because there is an abundance of pump stations in that area, Metro Road and North Park, which are in different areas of the electric grid so they are pretty

reliable to pump all the time. Mr. Brauer stated that the tank is kept full at 40-feet, so no one complains about the pressure. Mr. Brauer stated that ultimately from a design standpoint, more storage is needed in Zone IIB.

Treasurer Cathey stated that with an elevated million gallon tank, it is almost tripling the usable amount of water. Chairman Bertoglio stated that is what he was getting at, that it triples the amount of usable water, but is it needed. Mr. Brauer stated that in the CEPI Master Plan and WLC Plan, both say that a million gallons is needed. Mr. Brauer stated that the tank needs to be sized appropriately. Chairman Bertoglio stated that if there is excess capacity it causes more problems. Treasurer Cathey stated that he was wondering if a million gallon tank is needed, or if it could be smaller. Mr. Brauer stated that he is presenting the recommendation of the million gallon tank, but his gut tells him it should be a smaller amount, but that is a decision for the consulting engineer, staff, and either the City or Regional Water, depending on who's tank it is, to size that tank appropriately.

Chairman Bertoglio asked what a tank like these costs. Mr. Brauer stated that it costs approximately \$9 - \$10 Million. Mr. Brauer stated that he thinks the cost estimate by WLC is high, but he would rather it be high than low.

Treasurer Cathey stated that cutting the size down to 700,000 wouldn't be saving much.

Chairman Bertoglio asked what the realistic capacity is of the tank right now. Mr. Brauer stated that it is 350,000 to 400,000 gallons. Chairman Bertoglio stated that timing wise, the Board has some real expensive things they are looking at. Mr. Brauer stated that it is going to take a while to get the subdivision built, easily three to four years before it would be needed.

Chairman Bertoglio asked if the City is going to have any of the entities coming in pay for a portion. Mr. Brauer stated that was one of the first things that came to his mind. Mr. Brauer stated that the City doesn't necessarily want to be a developer, but there is the potential for recapture charges for this area. Mr. Brauer stated that the Wyo Sports Ranch area could be a gamechanger for the community.

- i. There was no Other New Business.
9. Chairman Bertoglio asked Mr. Chapin if the discussion regarding Wardwell and Bar Nunn needs to be in Executive Session, or if there are parts that could be had in Regular Session. Mr. Chapin stated that it could be either way.

Chairman Bertoglio asked Board Member Sabrosky if Wardwell is now dissolved and is a Trustee Board. Board Member Sabrosky stated that is correct. Chairman Bertoglio asked if that is as far as they have gotten. Board Member Sabrosky stated that he thinks they have filed a resolution on the water rights issue to start the processes as that sounds like it could take 60 to 90 days. Board Member Sabrosky stated that there are three parts

to the water rights transfer, the two that went to Bar Nunn, and one lists Regional as the owner and Bar Nunn was somewhat listed. Board Member Sabrosky stated that he does not understand the entirety of the water rights transfer, but the resolution that was voted on at their last meeting was something that was going to be filed soon. Board Member Sabrosky stated that it sounds like the rest of the property and assets are pretty simple to transfer.

Chairman Bertoglio asked Mr. Chapin if there was anything else that can be openly discussed, or if he had any additional litigation items that needed the Board to go into Executive Session. Mr. Chapin stated that he did not.

Board Member Sabrosky stated that the procedure of ending his seat on the Board and putting it on someone else needs discussed. Board Member Sabrosky asked if he needs to resign, and then they decide who to assign to the Board. Chairman Bertoglio stated that the Joint Powers Board Agreement must be amended, because it states that Wardwell cannot leave without someone assuming their liability. Chairman Bertoglio stated that we need an amendment to the agreement that outlines the procedure for that.

Secretary Waters asked if it has been determined that Bar Nunn will get a position on the Board. Chairman Bertoglio stated that it has not. Secretary Waters stated that is what he was going to say, that it has not come before this Board, so we're talking about generalities that may not happen. Mr. Chapin stated that is true. Chairman Bertoglio stated that there are certain things that have to happen. Secretary Waters stated that he agrees with the amendment to the JPB Agreement. Chairman Bertoglio stated that will clear Regional but must be voted on. Mr. Chapin stated that it must be discussed before it is voted on.

Chairman Bertoglio asked Mr. Chapin if they need to go into Executive Session. Mr. Chapin stated that it would be a good idea. Chairman Bertoglio asked if Board Member Sabrosky can stay for the Executive Session, or if he should go. Treasurer Cathey asked if Board Member Sabrosky stayed or left at the last Executive Session. Board Member Sabrosky stated that he stayed for the last Executive Session, and he had no problem going into Executive Session if the Board has questions for him, and if the Board feels they need to discuss further, he can always leave. Board Member Sabrosky stated that everything is pretty much a foregone conclusion that the Agreement won't be an issue, but he can't anticipate that the Board won't allow a Board Member for Bar Nunn. Board Member Sabrosky stated that the pros to this Board for that is bigger than if a seat is eliminated.

Chairman Bertoglio stated that he is looking for guidance. Treasurer Cathey stated that the Board is facing the issues that were brought up two months ago before the vote was even taken, that we needed to have these agreements in place before the vote and this would have all been settled. Treasurer Cathey stated that now the Board is trying to clean up a mess. Board Member Sabrosky stated that he thought there was an agreement, but it isn't in writing and signed. Treasurer Cathey stated that is the whole point. Board Member Sabrosky stated that was the foregone conclusion. Mr. Chapin stated that there was supposed to be an agreement among the parties that catches all these issues.

Treasurer Cathey stated that if everyone is in agreement, it has been a month and there still isn't an agreement, so there are issues somewhere along the lines. Mr. Chapin agreed.

Secretary Waters stated that the lawyers are involved, but this Board has nothing back, other than the reports from Mr. Chapin, and we're sitting here voting on things we shouldn't be voting on. Secretary Waters stated that we're making plans for things that we shouldn't, until this agreement is in place. Secretary Waters stated that it is frustrating to him. Mr. Chapin stated that he understands and there are some questions and discussions that need to be conducted before the Board starts voting on things as there is a difference between a vote predicated on theory and one that is predicated on a written agreement or document. Mr. Chapin stated that he has no problem speaking to the rest of the group and telling them we need to get these things taken care of pronto.

Board Member Sabrosky stated that if the Board needs a document signed, they can call a Special Session on Wardwell's end to get it signed if a document can be hammered out, as Wardwell is out another month for a meeting. Mr. Chapin stated that he imagines that everyone will want to have a Special Session, but it needs to be figured out what needs to be in the agreement. Board Member Sabrosky stated that it seems that the biggest issue is the assumption of liabilities. Board Member Sabrosky stated that when it was mentioned at the last meeting it was basically just changing the name on the agreement that is already in place should cover it. Chairman Bertoglio stated that to him it is just stating that relevant to pursuant to whatever paragraph, Wardwell is dissolved and to meet the obligation of that paragraph, Bar Nunn is inserted, but he knows it will take more language than that.

Chairman Bertoglio asked Mr. Chapin for an update. Mr. Chapin stated that he has not had an update despite calling for it. Mr. Chapin stated that he needs to get on it and start calling. Chairman Bertoglio asked if the County is involved. Mr. Chapin stated that everybody has been involved and has been up to this point. Chairman Bertoglio asked if anyone is getting anywhere on this. Mr. Chapin stated that he cannot say what is happening. Chairman Bertoglio stated that an Executive Session is not needed then.

Board Member Sabrosky stated that some paperwork was filed with DEQ for a change of contact so that Bar Nunn contacts are now listed with DEQ.

Chairman Bertoglio asked if the State Engineer's Office has sent anything. Mr. Chapin stated that he has not received anything, and it was his understanding that they were going to go through the process of getting the water rights taken care of. Chairman Bertoglio asked if a process has been agreed upon. Board Member Sabrosky stated that he thinks there was some clarification on the water rights from the State Engineer's Office in conjunction with HDR. Board Member Sabrosky stated that he thinks that is where they came up with their resolution that was passed and signed at the last Wardwell meeting. Mr. Chapin stated that it still has to run through the State and that is what everyone was waiting on because until you have it in your hand, you don't know what the State will do. Chairman Bertoglio stated that the State Engineer still has to sign off on allowing Bar Nun to be the water purveyor, or DEQ.

Treasurer Cathey asked Mr. Chapin if he received a copy of the Wardwell letter. Mr. Chapin stated that he has not seen it. Treasurer Cathey asked Board Member Sabrosky if he would have someone send a copy of the letter that was sent to the State Engineer to Mr. Chapin. Board Member Sabrosky stated that he wasn't sure where the documents went, but he thought there were three. Board Member Sabrosky stated that he would get with Ms. Scott and have her send the three documents to Mr. Chapin. Treasurer Cathey stated that it sounds like Mr. Chapin has been left out of the loop. Mr. Chapin stated that he's sure it wasn't on purpose. Treasurer Cathey stated that he wasn't accusing that. Mr. Chapin stated that he has not seen the documents and he would like to review them. Treasurer Cathey stated that was all he was asking for.

Board Member Sabrosky stated that it was mentioned before that minus this seat, then Casper would possibly lose a seat on the Board. Chairman Bertoglio stated that in the JPB Agreement it states that there are four Casper seats, and four seats for the other entities, and if one of the other entities is removed, then one of the Casper representatives would be removed. Board Member Sabrosky stated that if the Board voted to remove him, they wouldn't want to put the Casper seat in jeopardy, so until things are finalized, if the Board needs to keep him as a place holder, he is fine with that.

Chairman Bertoglio stated that it seems that things have not moved forward from the last meeting. Mr. Chapin stated that his sense is it has not. Chairman Bertoglio asked what it will take to move it forward. Mr. Chapin stated that we need to know where the State is in the process. Chairman Bertoglio stated that even if we come up with the agreement, the State Engineer still has to sign off on it. Mr. Chapin stated that was correct. Chairman Bertoglio stated that if the agreement is in front of them, at least they have something to look at. Mr. Chapin stated that was true.

Secretary Waters stated that from the sounds of it, it is going to take quite a while to get a resolution on the water rights issue, and asked if it wasn't asked in one of these meetings where the water rights are going to be retained and who they are going to be retained by. Board Member Sabrosky stated that the clarification that was received from the State Engineer's Office is the ownership of those water rights. Treasurer Cathey stated that part of the clarification from the State Engineer's Office was to be if there was going to be a loss of water rights with the transfers. Board Member Sabrosky stated that they confirmed there would not be a loss of water rights with the transfers. Treasurer Cathey asked that a copy of that information be forwarded to Mr. Chapin as that information never made it back to this Board. Treasurer Cathey stated that was a concern of the Board, that some of the water rights would be lost. Chairman Bertoglio stated that he didn't think there would ever be a loss of municipal water rights as long as you could show that they were exercised and documented. Treasurer Cathey stated that nonetheless, it is listed in the State Engineer's rules and we didn't want to start losing water rights, and that is part of what is supposed to go in the ultimate agreement is how the water rights would be handled if there was going to be a loss of water rights.

Board Member Sabrosky stated that he would call Ms. Scott and remind her to forward information to Mr. Chapin. Board Member Sabrosky stated that he thought Mr. Chapin had been looped in on everything. Mr. Chapin stated that he has not been looped in, but he hasn't been in the office to press it either. Board Member Sabrosky stated that he



dropped off some documents at Mr. Chapin's office last week, so they may be in his inbox. Mr. Chapin stated that he had not seen them in his inbox, but they may have gone to one of the other attorneys.

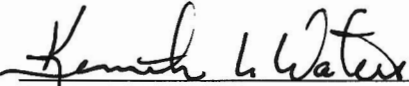
Secretary Waters asked if Bar Nunn retains all the water rights that were in question. Board Member Sabrosky stated that if he remembers correctly, he thinks there was a 60/40 split on two of the water rights, the third was Regional's but with Bar Nunn's name on it. Secretary Waters asked who the 60/40 split is with. Board Member Sabrosky stated that he thinks Wardwell has 60% and Regional has 40%, but he is not sure. Mr. Martin stated that the 60/40 split Board Member Sabrosky is talking about is from the Wardwell Mills Joint Powers Board, where the water rights were split 60/40 between Wardwell and Mills. Mr. Martin stated that the water rights in question here are in Wardwell's name, but the point of diversion is Regional Water at the WTP. Mr. Martin stated that what he heard is the name will be changed to Bar Nunn, but the point of use/point of diversion will remain with Regional Water at the WTP. Mr. Martin stated that we need to make sure that is listed in the amended agreement, so the agreement may be predicated on the timing of how long it will take the State Engineer's Office to come back with signed water rights. Mr. Chapin agreed.

Treasurer Cathey stated that the City of Casper has some of the same water rights with Regional Water, where the City kept the water rights, and the diversion is with Regional Water. Chairman Bertoglio stated that was correct as everyone kept their water rights and Regional Water is exercising them. Chairman Bertoglio stated that Regional Water has some water rights, but they are 1999 rights so are not very senior. Secretary Cathey asked about the Upper Rock Creek Reservoir water rights. Chairman Bertoglio stated that the Upper Rock Creek Reservoir water rights are pre-territorial and are not subject to anything other than the water loss in getting the water to the WTP.

10. In the Chairman's Report, Chairman Bertoglio stated that the next Regular Meeting is scheduled for November 21<sup>st</sup>, which is the week of Thanksgiving, and asked if the Board had any conflicts if the meeting was moved to November 14<sup>th</sup>. It was the consensus of the Board to move the next meeting to November 14, 2023, at 11:30 a.m.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to adjourn the meeting at 12:56 p.m. Motion put and carried.

  
 \_\_\_\_\_  
 Chairman

  
 \_\_\_\_\_  
 Secretary

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

**MEETING PROCEEDINGS  
October 25, 2023  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, October 25, 2023, at 7:00 a.m. in the Vault Meeting Room of the City Business Center.

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

Absent:         Vice President Jim Jones

Staff Present: Chief Operating Officer, Tom Brauer  
                  Public Utilities Manager, Bruce Martin  
                  Administrative Assistant III, Janette Brown

Others:         Jack Miller  
                  D'Ann Miller  
                  Eric Miller  
                  Donna Miller

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

1. President Bell asked for a motion to approve the minutes from the August 23, 2023, meeting.

A motion was made by Board Member English and seconded by Secretary Lawson to approve the minutes from the August 23, 2023, meeting as presented. Motion passed.

2. Mr. Martin introduced Mr. Tom Brauer as the new Chief Operating Officer for the City of Casper and stated that he is the replacement for Mr. Beamer.

President Bell introduced the Board, Council Liaison Cathey, Mr. Martin, Ms. Johnson, and Ms. Brown to the Millers. The Millers introduced themselves to the Board.

Mr. Martin asked the Board to reference the September 2023 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 417 MG, which is 5 MG less than the five-year average of 422 MG. Mr. Martin stated that Fiscal Year to Date Gallons Purchased are 1.46 BG which 139 MG less than the five-year average of

1.321 BG. Mr. Martin stated that August water sales were incredibly low due to the wetter weather that was experienced this summer.

Mr. Martin stated that there were 3 Water Main Breaks in September compared to 1 Water Main Break the same time one year ago. Mr. Martin stated that year to date there have been 11 Water Main Breaks compared to 7 one year ago.

Mr. Martin stated that there were 6 Service Line Breaks compared to 2 one year ago. Mr. Martin stated that year to date there have been 8 Service Line Breaks compared to 9 one year ago.

Mr. Martin stated there were 2 Sewer Main Stoppages compared to 1 one year ago. Mr. Martin stated that year to date there have been 3 Sewer Main Stoppages compared to 2 one year ago.

Mr. Martin stated that the number of Active Accounts is 22,579 compared to 22,487 one year ago.

3. Mr. Martin stated that a few months ago the Board heard an appeal for water usage. Mr. Martin stated that before the Board today is a system investment charge appeal. Mr. Martin stated that system investment charges are typically paid prior to construction per Ordinance. Mr. Martin stated that in this situation, the Millers purchased a property that was built in the early 1980's. Mr. Martin stated that the property is a four-plex located at 2331 and 2341 S. McKinley and was purchased late last year. Mr. Martin stated that they noticed that their water bill seemed to be low and wasn't changing month to month. Mr. Martin stated that they called the City, and a Meter Service crew went out and found the radio transmitter (ERT) was not working. Mr. Martin stated that when Meter Services went to replace the meter and ERT they discovered there was another water service line going into the building that did not have a meter on it. Mr. Martin stated that half the building was metered, and the other half was not. Mr. Martin stated that staff required that a meter and backflow preventer be installed on the unmetered water service line. Mr. Martin stated that at that time staff looked at the system investment charge records and found that no system investment charges were paid for 2331 S. McKinley but had been for 2341 S. McKinley. Mr. Martin stated that we have good records on system investment charges that go back to the early 1900's, and we could see that the other side had been paid, and the buildings around it had been paid, but not for 2331.

Mr. Martin stated that the Millers contacted him about this and asked what they needed to do. Mr. Martin stated that he reaffirmed what Meter Services had said about the system investment charges needing to be paid, and a meter and backflow preventer needed to be installed. Mr. Martin stated that they asked what could be done, so he referred them to Mr. Beamer. Mr. Martin stated that Mr. Beamer recommended that the meter and backflow preventer needed to be installed immediately as that was the first priority, and then they would go back and look at the system investment charges. Mr. Martin stated that the Millers got the meter and backflow preventer installed.

Mr. Martin stated that Mr. Beamer asked if there was a way for the system investment charges to be appealed. Mr. Martin stated that typically there is not an appeal process for system investment charges. Mr. Martin stated that this is a unique situation so it was decided to add the system investment charges to their water bill, which gives them a mechanism to appeal to the Finance Director, and if no resolution is found there, they could appeal to the CPU Advisory Board, and if there is no resolution, the final appeal could be made to the City Council.

Mr. Martin stated that the system investment charges were added to the water bill, the owner sent a letter to Ms. Johnson appealing the charges. Mr. Martin stated that Ms. Johnson took a look at the charges, considered the system investment charges, and also took a look at the fact that that half of the building was receiving water, sewer, and sanitation services for 40 years and also recommended adding utility charges to the bill going back to January of this year.

Mr. Martin stated that the system investment charges amount to \$7,386. Mr. Martin stated that when Ms. Johnson reviewed the utility charges, she determined that if it had gone all the way back 40 years, it would have been \$19,322 in lost billing. Mr. Martin stated that Ms. Johnson recommended to stand with the \$7,386 system investment charges and add \$646.82 for utility billing going back to January 1<sup>st</sup>. Mr. Martin stated that Ms. Johnson sent that letter to the Millers, who opted to continue the appeal process which lands here at the CPU Advisory Board.

Mr. Martin turned the time over to the Millers to add anything they might have to the discussion.

Mr. Eric Miller stated that they have talked to several people, one was Mr. Dan Elston, Plumbing Inspector. Mr. Miller stated that he asked Mr. Elston several questions and he told them that in order to get a building permit all the fees have to be paid in advance. Mr. Miller stated that their question was to show them that the fees had not been paid, because how did they get a building permit if the fee wasn't paid. Mr. Miller stated that the fact that several building inspectors had to look over the property before it was signed off on, why was the fact that there wasn't a meter not caught at that point in time.

Ms. d'Ann Miller stated that she wanted to clarify that they asked the City for the records for this property, and when they received the records, there was no documentation showing that there was or wasn't the fee received for this property.

Mr. Jack Miller stated that he wanted to see what kind of records were available for the property and contacted the City and requested records for 2331 and 2341. Mr. Miller stated that the reply said there was one record and nothing else. Mr. Miller stated that that this was from 41 years ago, and asked why they are being asked to be responsible for something that should have been caught by the City 41 years ago, when he was in grade school. Mr. Miller stated that they purchased the property in good faith in October and did everything they could once they realized there was a problem. Mr. Miller stated that the meter was installed, and the building had been plumbed for a meter, but he doesn't know if there had ever been one there or not. Mr. Miller stated that they paid for all this

additional stuff, and now all of the sudden they are being asked to pay another approximate \$7,500 that should have been paid by the builders 41 years ago. Mr. Miller stated that they would ask the Board to put themselves in their shoes and ask if this is reasonable that they should have to cover this for what appears to be a mistake on the City's part way back when. Mr. Miller stated that it does not seem right at all.

Mr. Eric Miller stated that they do not know at what point in time the electronic devices were put on the meters, but there was also another opportunity for the City to have caught this issue at that point in time. Mr. Miller stated that it is their understanding that all these units were built together, and asked how many times has a meter reader gone to each building and said "oh, there is only one meter on this building and all the others have two". Mr. Miller stated that there have been numerous times that someone could have caught this mistake, and they feel like they are being given the burden of a lot of different mistakes because they are the current owners. Mr. Miller stated that they did their due diligence and had a title search done to make sure there were no liens against the property, there was a plumbing inspection done where plumbers came onto the property, and they didn't see a mistake. Mr. Miller stated that they purchased the property thinking they had done everything, and they were the ones that had notified the City to say that they thought they had a problem, and they feel like they are being charged for someone else's mistake.

Ms. Miller stated that there are three 4-plexes that were built at the same time and that is where they are confused as to how three 4-plexes were built and, from what they understand, five of the six investment charges were paid, and asked how they got missed. Ms. Miller stated that seems suspicious to her.

Board Member Jay asked if the Millers own any of the other 4-plexes. Mr. Jack Miller stated that he and his wife do not, but Mr. Eric Miller and his wife do own one. Mr. Eric Miller stated that just before they purchased this 4-plex being discussed, they purchased a second 4-plex.

Board Member Jay asked if it was purchased from the same seller. Mr. Eric Miller stated that it was. Board Member Jay if they were related to the seller. Mr. Miller stated that they are related to the seller. Board Member Jay asked if the sellers owned the property for approximately 23 years. Mr. Miller stated that was approximate, as he doesn't know when they purchased the property.

Board Member Jay asked how the sellers didn't understand, since they owned two of the 4-plexes, the water charges on the other 4-plexes had to have been much higher than the one that is being discussed. Board Member Jay asked how it wasn't caught then. Mr. Jack Miller stated that wasn't their concern as they didn't own it then and weren't part of it. Board Member Jay stated that he understands that, but it is a valid question. Ms. Miller stated that she has the same question but has no idea. Ms. Miller stated that all they know is where they entered the picture, and they only know their story. Mr. Miller stated that they caught it that something wasn't right.

Board Member English asked who the builder was. Board Member Jay stated that the original people that platted it in 1982 lost it through HUD foreclosure about three years later. Board Member Jay stated that then a couple different people owned it, and then Dennis Langdon purchased it in 1998.

Board Member English asked what the nearest cross street is to the property. Mr. Eric Miller stated that the property is located at McKinley and 23<sup>rd</sup> Streets.

Board Member Jay asked if there is any recourse against the sellers or the title company. Ms. Miller stated that they have spoken to the title company, and they said they did their job, they did a title search and there was nothing on the title, they did their due diligence.

Board Member English asked if the Millers are familiar with the equipment rooms where the water meters are located. Mr. Eric Miller stated that there is not an equipment room, the meters are located in the laundry space in the lower units.

Board Member English stated that he wondered if the Meter worker that installed the electronic meter devices could have seen one meter in one spot and a jumper in another spot, as a red light should have gone off then, but if they are in two separate units, it makes a bit of difference. Board Member English stated that is the advantage of having a human meter reader as they get to know the buildings and locations. Ms. Miller stated that is why they are questioning why no one corrected this for all these years when there were physical water meter readers, when there are three identical buildings in a row, and they are reading two meters at all but only one meter on the one building. Ms. Miller stated that this whole thing seems like there were a lot of opportunities that were missed that no one ever questioned this, and now 40 years later when they own it, they are left holding the bag. Ms. Miller stated that it doesn't seem just.

Board Member English asked if the \$600 water bill was from January of this year. Ms. Johnson stated that it is from January to when the meter was installed. Ms. Miller stated that they are not contesting that, just the system investment charge.

Mr. Miller stated that it was asked how it could have gotten caught previous to their ownership, the previous owners owned multiple properties that were managed by a property management company, so he can kind of see all the stuff goes into a pile, and then it's oh, pay the water bill. Mr. Miller stated that he could see that, but the person that actually read the meter should have raised something.

Mr. Eric Miller stated that when they were giving a breakdown of the issue of the fees that hadn't been paid, sanitation was mentioned. Mr. Miller stated that they are being billed separately for sanitation, so sanitation was being paid for all those years. Mr. Martin stated that he may have misspoken, and asked Ms. Johnson if she included sanitation in the \$600. Ms. Johnson stated that she did include sanitation, as typically every bill that goes out has a sanitation charge on it. Ms. Johnson stated that sometimes there is a shared bin, and if that is the case, just let her know and she will make that adjustment. Ms. Miller stated that this unit has been paying for two dumpsters but has since been separated out so each unit is paying for sanitation. Ms. Johnson asked if they

went back to January when they reallocated the sanitation charges. Ms. Miller stated that she doesn't know for sure. Ms. Johnson stated that she will check on the bill side to make sure that was separated out, so they aren't being overcharged. Ms. Miller stated that she appreciated that, and thanked Ms. Johnson.

Mr. Martin showed a picture of the units on the screen. Mr. Martin stated that there are two water and sewer services going into each of the units.

Board Member Jay asked if the units are inside the City limits. Mr. Martin stated that they are inside the City and would have been charged for inside City system investment charges.

Mr. Brauer stated that he is fairly new to this position, but he has been doing water and sewer work in Casper for years and has lived here his whole life. Mr. Brauer stated that he is currently the Chief Operating Officer, and Public Services falls under his purview. Mr. Brauer stated that he is very empathetic to the Millers and understands that they did all their due diligence, paid for title work, went through closing, did the inspections, etc. Mr. Brauer stated that he thinks it is also important that people understand because system investment charges sounds like a big name, which used to be called tap fees in the old days, but is a huge misnomer and it is important to know what system investment charges are. Mr. Brauer stated that there is a whole lot of water infrastructure that exists, from wells, to the Water Treatment Plant, to chlorination equipment and chemical feed equipment, to pumps, and tanks. Mr. Brauer stated that the basis of system investment charges is when somebody new, this building was new in 1982 which was a while ago, comes into the system, they need to pay for their investment for all that infrastructure that is already there. Mr. Brauer stated that the huge challenge here is that everyone needs to pay their fair share for the water system so that we can all support the system. Mr. Brauer stated that he is absolutely empathetic, but he also understands that in the sense of fairness, which is what we have to be as a municipality, equitably distributing the responsibility, he thinks the City is in a challenging position because we have to say we have to get that system investment charge. Mr. Brauer stated that as having built several buildings himself, he completely understands how a meter could be missed because during construction they install what they call a test pipe where the meter is supposed to go, and ultimately when construction was finished nobody went down and paid the system investment charge and had a meter installed. Mr. Brauer stated that without a doubt the City, previous owners, meter readers, plumbers could have missed this, but he also recognizes that he could have easily missed it as it is only one building that only has one water line. Mr. Brauer stated that you can't see into the ground and say oh, there's two water lines here too, how come there's only one meter. Mr. Brauer stated that it's easy in hindsight to say why didn't we realize there are two meters at these other buildings and only one here. Mr. Brauer stated that ultimately it is sad as he feels horrible for the Millers and is very empathetic that it has happened, but in order to be fair to the rest of the rate payers, we have to assess system investment charges to everybody that uses that water. Mr. Brauer stated that it's not without a lot of understanding and empathy, but also from the standpoint of trying to be fair, both Mr. Martin and Ms. Johnson have both said we have to assess this, it can't just be waived for somebody. Mr. Brauer stated that in 33 years in the civil engineering business, he has heard a lot of

different arguments about why system investment charges should be waived but can't think of one time where it has been waived. Mr. Brauer stated that there have even been non-profits, or something that would have been good for economic development, or whatever, it was no, everyone needs to pay their fair share in order to pay for the infrastructure that provides us water and sewer. Mr. Brauer stated that there is a part of him that sees this as a contract issue, and that is the previous owner that sold the property didn't comply with the current regulations. Mr. Brauer stated that he has purchased several properties and knows what it's like for a plumbing guy to try to figure out that there isn't a meter here. Mr. Brauer stated that he thinks it would be unusual for him to discern that. Mr. Brauer stated that it is sad that this slipped through the cracks, but he also thinks that from the standpoint of equitably distributing the responsibility of the water system, the system investment charges are necessary.

Ms. Miller stated that she can appreciate that, but now they are hearing that there are records that show it wasn't paid, because when they asked for the records that was not provided. Ms. Miller stated that she is questioning how do we know that it wasn't paid. Mr. Miller stated that they asked for other records and were told there are none, so it is hard to trust that this wasn't paid when nothing is shown.

Mr. Brauer asked Ms. Johnson if we have the records that show the 2331 or 2341 system investment charges were paid. Ms. Johnson stated that she was going to pass that back to Mr. Martin as CPU Administration has the water system investment charge records, as it isn't done through the Building Department. Mr. Martin stated that whether there are building records or not, he is not aware as that is a different department, but the Utility Department has good records on system investment charges for water and sewer. Mr. Martin stated that we have the records for 2341 and the buildings around it, we just don't have anything for 2331, and the fact that there is a gap in the records that doesn't show anything, but there is everything else he thinks is pretty solid. Mr. Martin stated that the records are available and the reason that record isn't there is because the fees weren't paid. Mr. Brauer asked if records could be provided for 2341.

President Bell asked what the system investment charge was in 1981. Mr. Martin stated that was drawn up as there was a change over the years. Mr. Martin showed the summary of system investment charges that was drawn up that showed that the total charge now is \$7,731 and in 1982 would have been \$4,197. Mr. Martin stated that those figures include the meter charge, which the owners have already paid the meter charge for the meter that was installed.

Board Member English stated that he needs to disclose that he is friends with the Millers, but he doesn't know that his friendship would affect his decision in any way, but he wanted to disclose that. Ms. Miller stated that this is the first time that Board Member English is hearing of this as they have not discussed it with him.

Mr. Jack Miller stated that he understands the point that the fees have to be paid, but he wants to know at what point does the City have responsibility in this as well. Mr. Miller stated that again there were many points during the years where this could have and



should have been caught. Mr. Miller stated that it seems like it is all being put on them and that doesn't feel right.

Ms. Johnson stated that when we were looking at whether to leave the fee as it was in 2023 dollars or as 1982 dollars, Ms. Johnson stated that the reason she didn't go there is because if it had been paid in 1982 the costs that were associated at that time would have been in 1982 dollars, so that makes sense that they would be the same. Ms. Johnson stated that however, the cost to maintain the system at this point are not in 1982 dollars. Ms. Johnson stated that to actually look at charging the Millers back from the 1982 standpoint did not make sense because it doesn't correspond with the current costs that we have today.

Ms. Miller stated that she is confused and asked if other people are being assessed the 2023 dollars. Ms. Miller stated that the work was done in 1982 and wanted to know why are they paying the fees for today for work that was already done in 1982 as that doesn't make any sense. Ms. Johnson stated that because the fees were not paid in 1982 so they were not available to pay any costs that we had associated with the system at that time. Ms. Johnson stated that if it is going to be assessed today, it will be in 2023 dollars, which would associate with the costs that we have today. Ms. Miller stated that she appreciates Ms. Johnson's answer, but it doesn't make sense to her, as the work was done in 1982 and nothing has changed.

Board Member English stated that he can appreciate what was said, but he doesn't think there was a great deal of costs involved to the City bringing it up to code today. Board Member English stated that a new water meter to put in, but it was mentioned that the Millers paid for that. Mr. Martin confirmed that the Millers did pay for the new water meter. Board Member English stated that the water meter was paid for in 2023 dollars where they could have paid for it in 1981 dollars back in the day.

Board Member Jay stated that it kind of put the cart before the horse by installing the water meter. Board Member English stated that the argument of not going back to the 1981 fees is valid, although he is just thinking that even that is putting the Millers in a horrible position as far as being hung out to dry for nothing that they did when they tried to do everything correct that they could and followed all the rules.

President Bell stated that he seems to remember the tap fees being about \$600 in the 1980's. Ms. Brown stated that was the charge just for water service. President Bell stated that did not include the rest of the charges. Ms. Brown stated that was correct.

Board Member Jay stated that if the system investment charges for this property in the amount of \$4,208 was paid back in 1982, applying interest rates between then and now would make it well over \$7,000 today.

President Bell stated that he thinks the tap fee the builder or developer would have paid back then was only \$600 for the meter, he might be wrong, but it wasn't \$4,000.

Board Member Jay stated that the most curious thing to him is the fact that we are now paying sewer charges basically and whatnot for both sides under the one bill, so it is obvious that the thought was just the use of one meter. Board Member Jay stated that it is unique to have a 4-plex with two meters. President Bell stated that it could be like the City of Gillette, where the City of Gillette builds a manifold for the guy, and he goes out and attaches a six-set manifold for one building or apartment complex and uses one meter.

Board Member Jay stated that it was either a mistake at the time it was built, or they tried getting away with only one meter. President Bell stated that it could be that the person that was building the development lived in the middle unit while they built the other two. Board Member Jay stated that was water under the bridge and he thinks the Millers are the innocent party in the whole thing, as it goes back to the prior owner, developer, and the City for not catching it at that time.

Mr. Jack Miller stated that he has the subdivision agreement that was sent to them by the City. Mr. Miller stated that in the agreement it states that utilities must be completed and paid for before they will be granted permits, so he is confused. Mr. Miller stated that this agreement is dated 1982. Ms. Miller stated that they are questioning the recording keeping on the City's part.

Mr. Brauer stated that it is interesting about building inspection, because people think that building inspection is there to protect them and make sure that everything is built exactly right. Mr. Brauer stated that is not necessarily the case. Mr. Brauer stated that building inspection is there to provide some level of scrutiny and some degree of assurance that we don't have something that is unsafe and that is why there are framing, electrical, and plumbing inspections. Mr. Brauer stated that it is very easy for him to see that when the plumber went out there the last time for the plumbing inspection, he wouldn't have identified that there were two meters to come inside the building, because it is very possible that when you take these apartment complexes that will have one 1.5-inch to 2-inch meter that serves 100 units. Mr. Brauer stated that in 1981 it was interesting around here because they were building stuff three at a time, which we haven't seen hardly since that time, so he can see how the plumbing inspector would come out and say that the plumbing looks complete and looks like everything is in place, and not sit there questioning if there is one or two meters because it is one structure. Mr. Brauer stated that he understands, and there is a huge amount of empathy for them buying this, but he also knows that with those test pipes, on different projects that he's been on, some were in place for six months or a year until someone said we need to get the meter installed because there is a flat fee that is paid while the test pipe is installed, and then the test pipe is removed and the meter installed. Mr. Brauer stated that 1981 was the beginning of the bust in Casper, and this building went into HUD foreclosure, so it isn't hard to imagine how those things were missed. Mr. Brauer stated that he recognizes that there's an essence of fairness, but he thinks that Ms. Johnson made a good point in saying that we have to do what is fair for the entire City.

Mr. Jack Miller stated that they are very willing to accept a mistake on the City's and inspector's part, but not to put it on us. Mr. Miller asked why they are so willing to forgive there, but not here.

Mr. Brauer stated that there are many things in play as there are also 40 years of unmetered water.

Ms. Miller stated that they did not get the benefit of the unmetered water and as taxpayers we paid for that. Mr. Brauer stated that we all did. Ms. Miller stated that they are the one owner that has gotten zero benefit from it, yet it is falling in their lap to be financially responsible for it.

Board Member English stated that we may need to get the City Attorney involved and asked if with whatever action the Board takes today set any precedent. Board Member English stated that this has never come up before during his tenure.

Mr. Martin stated that any decision that the Board makes has the potential to set precedence. Mr. Martin stated that this situation is a unique situation because typically a system investment charge would not go through an appeal process.

Board Member English asked if the Board's decision would go to City Council. Mr. Martin stated that this Board will make a recommendation for their decision and the owners have the choice of either accepting that or continuing their appeal process to City Council. Board Member English asked if the owners accept the Board's decision it doesn't go to Council. Mr. Martin stated that was correct.

Secretary Lawson stated that he can definitely empathize with this, and he thinks there is also a legal question here because the Millers are basically asking the City to admit they made the mistake and that they are at fault, so therefore the City should cover this, is what he is hearing. Secretary Lawson stated that he doesn't want to be taken wrong here but there is a thing as buyer beware and that's why when you buy something and basically, it's incumbent upon the buyer to be sure that everything has been covered, and if it hasn't, that's when you get into legal questions. Secretary Lawson stated that he has mixed emotions, as he is empathetic, but on the other hand, he looks at it from the standpoint of buyer beware if there is something wrong with it, it should have been caught at the time that you bought it. Secretary Lawson stated that he is having problems because he thinks it is more of a legal situation if this is basically an admission that it's the City's fault, if we find in favor of what you are asking and he's reluctant to do that without some type of advice from the City Attorney.

Board Member English asked if title insurance comes into effect at all, which would be another legal question. Board Member English stated that the title company is ensuring that the title is in good standing, and obviously it wasn't upon close scrutiny. Board Member English stated that a requirement of the title being in good standing would be that all these things were taken care of.

Board Member Jay stated that the title company would look at whether there are any liens or whatever, the title company does routine release for things not of public record. Board Member Jay stated that the title company will probably say that this is not part of their deal.

Board Member Jay asked if the Millers had inspections done on the property. Ms. Miller stated that they did. Board Member English stated that those inspections are not as thorough as they need to be, as they are cursory at best.

Mr. Eric Miller stated that every inspection they have had done turns up something that has to be fixed to bring it up to code so they can purchase the property or sell it.

Ms. Miller stated that she can appreciate the comment of buyer beware and that's why they feel like they did everything. Ms. Miller stated that with the number of properties they have bought over the years, never once has she asked if the system investment fee was paid, as she didn't know there was such a thing, and she guesses that no one in this room did that when they purchased their homes. Ms. Miller stated that she can't imagine that is something that a normal person would do.

Mr. Eric Miller stated that it looks like on the plat that was given to them for this project, there is an existing 6-inch sewer and an existing 2-inch water coming off of the City's existing 8-inch sewer and water lines. Mr. Martin stated that it is not uncommon that there may be services there that don't align with what the development is going to be so those may have been installed when the water and sewer mains were installed and there was no development there. Mr. Martin stated that then development follows, and those sizes aren't needed but different sizes are needed. Mr. Miller stated that his point is maybe the missing 1-inch is because there was a 2-inch, and it was already existing. Mr. Martin stated that the system investment charge records would have shown that if that was the case, and system investment charges are not paid until the building permit is in place. Mr. Martin stated that if they were going to use the 2-inch service line, they would have paid for 2-inch system investment charges rather than the 1-inch. Mr. Miller stated that on the plat it states that it is already existing, so that would maybe mean that it was already paid. Mr. Martin stated that it does not mean that system investment charges were paid.

Mr. Brauer stated that it's very common that when a subdivision is built that the developer tries to anticipate what is going to be built there, and so they will extend water and sewer lines out. Mr. Brauer stated that his guess is, knowing that area, that the developer planned on putting a larger apartment complex in there that would need 6-inch sewer and 2-inch water service lines. Mr. Brauer stated that the reason developers do that is that they don't want to tear up a new street to install a new water service. Mr. Brauer stated that one of the offices he built is out on 2<sup>nd</sup> Street across from the car dealerships, and water and sewer services were run into every lot, none of them were in the right place, or the right size, but you try to do your best guess. Mr. Brauer stated that system investment charges are not paid until you sign up for water service when the house or building is being built. Mr. Brauer stated that he can understand how a plumber missed this as basically behind a washer machine there is a copper pipe, and on the south side of

the building there is a meter, but on the north side of the building there is just the copper pipe with connections. Mr. Brauer stated that he believes that Secretary Lawson is correct that this is not a black and white issue, it's shades of grey.

Mr. Martin stated that typically when there is a 2-inch and a 6-inch when a development happened, they should have been abandoned since they were not used. Mr. Martin stated that it is required to abandon unused service lines. President Bell asked if they were abandoned. Mr. Martin stated that was a good question. President Bell stated that he could see where they could trade two for one and call it good. Mr. Brauer stated that the system investment charges would not have been paid at the time of the subdivision, they are paid at the time the building permit is issued. President Bell stated that some developers paid tap fees when the lines were installed. Ms. Brown stated that they may have paid for physical taps, but not the system investment charges.

Mr. Martin stated that going back to the cost in 1980, he asked the Board to keep in mind that the fees shown are for a 1-inch service and not a ¾-inch service, which would be a lower cost. Mr. Martin stated that it is a 1-inch service at the 4-plex, and these costs are for a 1-inch service. President Bell stated that it was almost \$1,700 in 1982 but went down in the current estimates. President Bell stated that he gets system investment charges mixed up with tap fees.

Board Member English asked what the 1982 fees are as he is confused with all the numbers. Mr. Martin pointed out to the Board the different columns that show the costs for 1982 and for the current costs and reviewed the costs with the Board. Board Member English asked if the Regional Water fee was in effect in 1982. Mr. Brauer stated that Regional Water fees were not in place until 1996. Mr. Martin stated that the Regional Water fee could be removed, which is approximately \$1,000.

Board Member Jay stated that the prior owners didn't pay the \$19,000 of usage or the \$4,000 of system investment charges, but the Millers do the right thing and here we are. Board Member Jay stated that he has a lot of empathy for the situation, and he wishes they could go back retroactively and get the money from the people that really owe it, but we can't.

President Bell asked what the system investment charges would be without the Regional Water fee. Mr. Martin asked if President Bell is asking for the current cost or the 1982 cost. President Bell stated the 1982 cost. Mr. Martin stated that by reducing the amount by the cost of the meter (\$195) and the Regional Water fee (\$1,002), the cost in 1982 would be \$3,000 - \$1,690 for Water Distribution, \$835 for 201 Sewer, and \$475 for Sewer Collection.

Mr. Brauer stated that he thinks it is important to understand where Ms. Johnson is coming from a financial standpoint. Mr. Brauer stated that she is saying that 1982 dollars is \$3,000, but if you take those two costs and compare them, the interest rate for over 40 years is 1.8% interest, and inflation has been above 1.8% over the last 40 years, so she is saying that had those fees been paid in 1982 dollars and escalate those fees it is well over \$7,000. President Bell stated compound interest rate.

Ms. Miller stated that she can appreciate all the math, but at the same time it would make more sense to her if the City had been trying to collect that, and had there been a lien against it when it was sold, than this would have all been resolved previously, but the City hadn't been trying to collect it.

Mr. Brauer stated that he may be out of his lane, as there is a piece of him that was deeply involved in mediation work prior to this and sitting here looking at a \$7,000 bill and wonders how long we want to spend the Miller's time, the Board's time, and Council's time if the appeal goes further. Mr. Brauer asked if there is some way to recognize that this is not a black and white issue but is an issue of grey that could resolve this for both sides, so we don't spend more time on it.

A motion was made by Board Member English and seconded by Secretary Lawson to go with the \$3,000 system investment charges.

Board Member English stated that there are too many entities culpable in this to try to really nail it down as to who is where, and people are probably gone and he thinks this is a way to resolve this. Board Member English stated that he doesn't think the City is suffering a great deal because of the situation, it's certainly nothing we want to have happen, but it has happened.

President Bell asked the Millers if this is acceptable to them. Mr. Eric Miller stated that they have done their due diligence, and as taxpayers, and with having other unresolved issues with the City, where documentation has been missed, he is upset by it. Mr. Miller stated that he appreciates the offer, but the reason they are here is because they feel like they have done their due diligence, and they could even ask the City to cover their costs because they feel that the City has missed this, but they are not asking the City to cover their costs, they are willing to say we caught a mistake that is not theirs. Mr. Miller stated that they fixed their part. Ms. Miller stated that they actually fixed the previous owner's part. Mr. Miller stated that right away they got a plumber and got the meter taken care of, and they feel that they had an expense that they feel they never should have had.

Motion put and failed with one vote for and two votes against.

President Bell asked the Board what they wished to do with this issue. Board Member English stated that he thinks it should be forwarded to the City Council. Mr. Martin stated that if the Board can't come to a resolution and make a recommendation, it would go on to City Council.

Mr. Eric Miller stated that they would split the \$3,000 just to be done. President Bell asked if the Board was interested in accepting the offer.

A motion was made by Board Member Jay and seconded by Secretary Lawson to accept the offer from the Millers to split the \$3,000 expense.

Secretary Lawson stated that the \$3,000 has a basis, but the \$1,500 does not. Secretary Lawson stated that he has difficulty with that.

Mr. Jack Miller stated that it is basically sharing the responsibility as the previous owners screwed up, and the City screwed up. Mr. Eric Miller stated that they have already had \$1,500 worth of expenses, so they would pay in total \$3,000 as they already paid \$1,500. Board Member English stated that the Board going to \$3,000 is kind of splitting the cost of the current charges. President Bell stated that using the Miller's logic, that would have them paying \$4,500. Board Member English stated that \$1,500 would have to be spent regardless as it was for the meter and backflow preventer, it's like when your car breaks down, you either fix it or don't, and this had to be fixed in order to continue.

Board Member English stated that he doesn't know what grounds the Board is moving into without some legal advice.

Motion put and failed.

President Bell asked for a motion to forward this to the City Council. Mr. Martin stated that the ordinance reads if a satisfactory settlement is not reached within 30 days with the CPU Advisory Board, the customer may appeal to City Council. Mr. Martin stated that what he is hearing is that there is not a satisfactory settlement that the Board is agreeing to at this point. President Bell stated that he feels the motion should be forwarded to the Council with a number that the Board feels is appropriate, whether it be the \$7,000 or the \$3,000.

Board Member Jay stated that he feels it should just be forwarded to Council, as he doesn't think the Board needs to put a number on it.

Board Member English stated that it could be forwarded with the note that they put forth a valiant effort but could not come to a conclusion.

President Bell stated that the City Council will have the Board minutes from this meeting.

Council Liaison Cathey stated that the memo could list the two offers and leave it at that, and not make a recommendation. Council Liaison Cathey stated that staff recommendation could also be included.

Mr. Jack Miller stated that they are receiving shut off notices. Ms. Johnson stated that she will suspend those only on the system investment charges. Ms. Miller stated that is correct as they are still paying the water bills.

A motion was made by Board Member Jay and seconded by Board Member English to state that the issue could not be resolved in the meeting and will forward to City Council for consideration. Motion passed.

Mr. Jack Miller asked how this will work. Mr. Martin stated that they will need to make a written request to appeal to the City Council. Ms. Johnson asked the Millers to send the request to her and she will get them on an upcoming Council agenda.

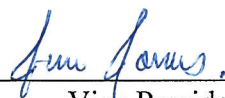
The Board thanked the Millers for attending the meeting. The Millers thanked the Board for their time and for listening.

Board Member English stated that he is going back to the setting of any precedent, but in some way, he thinks the City hasn't suffered from this situation, and to him it is relevant. Council Liaison Cathey stated that the City has lost out on 40 years of water bill revenue. Mr. Brauer stated that he sees \$15,000 lost: \$8,000 in water and \$7,000 in system investment charges. Mr. Martin stated that it is actually \$19,000 in lost water bill revenue. President Bell stated that the City hasn't physically suffered. Board Member English stated that was due to the City's error, not the user's error.

4. In Other Business:

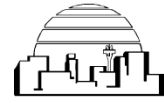
- a. Mr. Martin asked the Board to reference the One Cent Tax chart on the screen. Mr. Martin stated that the amount of One Cent Tax received in July and October was over projection and August and September was below projection. Mr. Martin stated that fiscal year-to-date for FY24 is about \$28,000 below projected. Mr. Martin stated that on \$7 M projected, \$28,000 is not bad.
- b. President Bell stated that Raftelis is working on another rate study for the City. Mr. Martin stated that the last rate study was completed in 2018. President Bell stated that the study will be presented to the Board and to City Council, which should be at the end of the year. Mr. Martin stated that it took a little longer than expected to get the contract through legal on both sides, so the study will likely not be finished at the end of December, it will most likely be completed in March or April. Mr. Martin stated that rate increases will not be discussed until the Raftelis study is ready to go. Mr. Martin stated that the contract calls for two meetings, one to go over the process with the CPU Advisory Board, and one to review their draft report.

A motion was made by Secretary Lawson and seconded by Board Member English to adjourn the meeting at 8:13 a.m. Motion passed.



Vice President





*Downtown*  
**CASPER** DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, November 8, 2023  
11:30AM – 12:30PM  
AGENDA

- |       |  |  |
|-------|--|--|
| I.    | Establish Quorum and Call Meeting to Order   | G. Dixson  |
| II.   | Review & Approval of Minutes<br>October 2023   | G. Dixson  |
| III.  | Public Comments  | G. Dixson  |
| IV.   | City Report  | K. Gamroth                                       |
| V.    | Financials (DDA & David Street Station)<br>A) <b>October 2023 Reports</b><br>B) <b>November 2023 Payments</b><br>C) Motion to Approve Financials | N.Grooms<br>N.Grooms                             |
| VI.   | Director's Report<br>A) Community Tree & Rink install update<br>B) Open BOD seats (2)  | K.Hawley   |
| VII.  | Committee Reports<br>A) Executive<br>B) David Street Station<br>C) Committee Discussion  | G. Dixson<br>G. Dixson<br>K. Hawley<br>G. Dixson |
| VIII. | Strategic Plan Discussion & Action Items   | G. Dixson  |
| IX.   | Other Items  |  |
| X.    | Adjourn  |  |

Next Meeting December 13, 2023

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

**Downtown Development Authority**  
**Board Meeting Minutes**  
**October 11, 2023**  
**11:35 a.m.**

**I. Call Meeting to Order**

**Present:** Greg Dixon, Deb Clark, Will Reese, Kerstin Ellis, Nicholas Grooms, Tony Hager, Kyle Gamroth, Shawn Houck

**Staff:** Kevin Hawley

**Guests:** Rhonda Schulte

**Excused:** Tim Schenk

**II. Approval of September 2023 Board Meeting Minutes**

*Motion, Second, Passed (Nicholas Grooms, Shawn Houck) (All Approved)*

**III. Public Comments:** N/A

**IV. City Report:**

- Kyle Gamroth – discussed homelessness updates and city camping and squatting ordinance

**V. Financials–** Nicholas Grooms

- General discussion on financials
- Reminder: anticipate large mill levy payment in November/December.

**Approval of September 2023 Reports & October 2023 Payments DDA & DSS Financial Reports**

*Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)*

**VI. Director's Report - Kevin Hawley**

- Discussed downtown planter boxes, damages, repairs (city) and request for protective bollards.
- Discussed transition of station for ice rink/tree.
- State Legislature: Property tax discussion regarding commercial property not having a cap while residential may – stakeholder initiative?
- Tim working with Norris Design to see if they would walk downtown and share some ideas – see if opportunity to work together in future.
- November 9 –DCBA winter/Christmas mingle to open lines of communication.
- Livability magazine

**Priority Items:**

- #1 Safety & Security – continue working with city to go over concerns and funding.
- #2 Downtown Development – Live, Work, Play master plan
  - Tim – working with company in Colorado, they would be interested in how they could team to help us in planning and implementing. They just finished an alley project and will be sending over a packet about it. Will be meeting in October with them.
  - Shawn - build trailhead as central point to connect platte river trails, rails to trails, and other trails together.
    - Suggests a meeting with The Lyric director to get a presentation from them.
- #3 Streets & Sidewalks
  - Parking enforcement needs to be in discussion.
  - Improvement of alley between parking garage and David Street Station to connect the two (between Center Street and David Street).

**VII. Committee Reports –**

- A.) **Executive Committee** – Greg Dixson
- B.) **MARCOM Committee** – Kerstin Ellis
- C.) **David Street Station** – Will Reese
- D.) **Finance Committee** – Nic Grooms
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese

**Action Items:**

**Motion to adjourn at approximately 12:37 PM**

*Motion, Second, Passed (Deb Clark, Shawn Houck) (All Approved)*

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Casper Downtown Development Authority  
**Balance Sheet**

As of October 31, 2023

DDA-Balance  
Oct 31, 23

**ASSETS**

Current Assets

Checking/Savings

CHECKING 78,391.75

NOW Acct 187,958.69

Total Checking/Savings 266,350.44

Total Current Assets 266,350.44

**TOTAL ASSETS** 266,350.44

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -17,894.98

Net Income -98,659.49

Total Equity 265,769.97

**TOTAL LIABILITIES & EQUITY** 266,350.44

Casper Downtown Development Authority  
**Profit & Loss**

	DDA-P&L	October 2023 Oct 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
ACCT. INTEREST		2.78
ASSESSMENTS		<u>18,625.59</u>
<b>Total Income</b>		<u>18,628.37</u>
<b>Expense</b>		
<b>MARKETING-COMMUNICATIONS</b>		
Media Expenditures		<u>2,875.00</u>
<b>Total MARKETING-COMMUNICATIONS</b>		<u>2,875.00</u>
<b>OPERATIONS</b>		
Office Equipment		83.04
Office Rent		
Utilities		<u>142.96</u>
<b>Total Office Rent</b>		<u>142.96</u>
<b>Total OPERATIONS</b>		<u>226.00</u>
<b>Total Expense</b>		<u>3,101.00</u>
<b>Net Ordinary Income</b>		<u>15,527.37</u>
<b>Net Income</b>		<u><u>15,527.37</u></u>

**Casper Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through October 2023**

DDA-Budget						TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
Donation - Adopt A Planter	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	7.10	2.79	2.45	2.78	15.12	100.00	-84.88	15.12%
ASSESSMENTS	5,329.48	0.00	1,137.73	18,625.59	25,092.80	180,000.00	-154,907.20	13.94%
<b>Total Income</b>	<b>5,336.58</b>	<b>2.79</b>	<b>3,140.18</b>	<b>18,628.37</b>	<b>27,107.92</b>	<b>182,100.00</b>	<b>-154,992.08</b>	<b>14.89%</b>
<b>Expense</b>								
<b>ADMINISTRATIVE</b>								
Payroll Expense	0.00	0.00	0.00	0.00	0.00	82,500.00	-82,500.00	0.0%
Payroll Allocation to DSS	85,000.00	0.00	0.00	0.00	85,000.00	0.00	85,000.00	100.0%
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Social Security	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
<b>Total ADMINISTRATIVE</b>	<b>85,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>85,000.00</b>	<b>98,400.00</b>	<b>-13,400.00</b>	<b>86.38%</b>
<b>MARKETING-COMMUNICATIONS</b>								
Media Expenditures	0.00	0.00	0.00	2,875.00	2,875.00	6,000.00	-3,125.00	47.92%
Other Projects	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
PR - Director	0.00	0.00	144.68	0.00	144.68	1,500.00	-1,355.32	9.65%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	0.00	5,000.00	0.00	0.00	5,000.00	6,000.00	-1,000.00	83.33%
Strategic Plan	0.00	4,550.00	0.00	0.00	4,550.00	3,500.00	1,050.00	130.0%
MARKETING-COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total MARKETING-COMMUNICATIONS</b>	<b>0.00</b>	<b>9,550.00</b>	<b>144.68</b>	<b>2,875.00</b>	<b>12,569.68</b>	<b>20,500.00</b>	<b>-7,930.32</b>	<b>61.32%</b>
<b>OPERATIONS</b>								
Employee Development	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Board Mtg. Expense	0.00	129.58	0.00	0.00	129.58	500.00	-370.42	25.92%
Conference Registration	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Planters	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	0.00	100.0%
Graffiti	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Office Automation	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Music Service	0.00	330.00	0.00	0.00	330.00	660.00	-330.00	50.0%
Office Equipment	0.00	475.83	182.45	83.04	741.32	1,500.00	-758.68	49.42%
Office Rent								
Security Deposit	937.00	0.00	0.00	0.00	937.00			
Utilities	0.00	0.00	294.87	142.96	437.83	0.00	437.83	100.0%
Office Rent - Other	5,622.00	0.00	0.00	0.00	5,622.00	12,000.00	-6,378.00	46.85%
<b>Total Office Rent</b>	<b>6,559.00</b>	<b>0.00</b>	<b>294.87</b>	<b>142.96</b>	<b>6,996.83</b>	<b>12,000.00</b>	<b>-5,003.17</b>	<b>58.31%</b>
Office Supplies	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Pigeon Control	0.00	0.00	0.00	0.00	0.00	8,500.00	-8,500.00	0.0%
Postage	0.00	0.00	0.00	0.00	0.00	600.00	-600.00	0.0%
Travel	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
<b>Total OPERATIONS</b>	<b>26,559.00</b>	<b>935.41</b>	<b>477.32</b>	<b>226.00</b>	<b>28,197.73</b>	<b>63,760.00</b>	<b>-35,562.27</b>	<b>44.23%</b>
<b>Total Expense</b>	<b>111,559.00</b>	<b>10,485.41</b>	<b>622.00</b>	<b>3,101.00</b>	<b>125,767.41</b>	<b>182,660.00</b>	<b>-56,892.59</b>	<b>68.85%</b>
<b>Net Ordinary Income</b>	<b>-106,222.42</b>	<b>-10,482.62</b>	<b>2,518.18</b>	<b>15,527.37</b>	<b>-98,659.49</b>	<b>-560.00</b>	<b>-98,099.49</b>	<b>17,617.77%</b>
<b>Other Income/Expense</b>								
<b>Other Income</b>								
DSS Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-106,222.42</b>	<b>-10,482.62</b>	<b>2,518.18</b>	<b>15,527.37</b>	<b>-98,659.49</b>	<b>-560.00</b>	<b>-98,099.49</b>	<b>17,617.77%</b>

## October 2023 Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Check	10/09/2023	6204	Charter Communications	#1454895100123	-142.96	-142.96
Bill Pmt -Check	10/09/2023	6205	Journal Communications Inc.	#Contract ID 21006	-2,875.00	-3,017.96
Bill Pmt -Check	10/09/2023	6206	Ricoh USA, Inc	#107639395	-83.04	-3,101.00
Deposit	10/30/2023			Deposit	18,625.59	15,524.59
Deposit	10/31/2023			Interest	2.78	15,527.37
Total CHECKING					15,527.37	15,527.37
<b>TOTAL</b>					<b>15,527.37</b>	<b>15,527.37</b>

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Check	11/03/2023	6207	Downtown Casper Business Asso #CD50; CD51		-5,289.80	-5,289.80
Total CHECKING			Holiday Marketing (5k) & 1/2 of Mingle costs		-5,289.80	-5,289.80
<b>TOTAL</b>					<b>-5,289.80</b>	<b>-5,289.80</b>

Downtown Development Authority  
**Balance Sheet**  
As of October 31, 2023

DSS-Balance	<u>Oct 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Plaza Checking	121,961.85
Special Events	<u>19,155.26</u>
Total Checking/Savings	141,117.11
Accounts Receivable	
Accounts Receivable	<u>625.00</u>
Total Accounts Receivable	<u>625.00</u>
Total Current Assets	141,742.11
<b>TOTAL ASSETS</b>	<u><u>141,742.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	<u>2,967.84</u>
Total Other Current Liabilities	<u>2,967.84</u>
Total Current Liabilities	<u>2,967.84</u>
Total Liabilities	2,967.84
Equity	
Unrestricted Net Assets	119,181.07
Net Income	<u>19,593.20</u>
Total Equity	<u>138,774.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>141,742.11</u></u>



**Downtown Development Authority**  
**Profit & Loss**  
 October 2023

DSS-P&L	<u>Oct 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	11.94
<b>Other Types of Income</b>	
Miscellaneous Revenue	267.00
<b>Total Other Types of Income</b>	<u>267.00</u>
<b>Program Income</b>	
Facility Rental	175.00
Partners In Progress	4,163.60
Vendor Fees	100.00
<b>Total Program Income</b>	<u>4,438.60</u>
<b>Total Income</b>	<u>4,717.54</u>
<b>Gross Profit</b>	4,717.54
<b>Expense</b>	
<b>Contract Services</b>	
Construction Expense	298.52
Contract Services - Other	1,500.00
<b>Total Contract Services</b>	<u>1,798.52</u>
<b>Facilities and Equipment</b>	
Building Repairs/Maint	393.26
Rent, Parking, Utilities	
DSS	172.92
Rent, Parking, Utilities - Other	1,396.92
<b>Total Rent, Parking, Utilities</b>	<u>1,569.84</u>
<b>Total Facilities and Equipment</b>	1,963.10
<b>Marketing</b>	
Advertising/Media	29.82
Fundraising Expense	370.95
Website	300.00
<b>Total Marketing</b>	<u>700.77</u>
<b>Operations</b>	
Bank Fees	44.07
<b>Event Expense</b>	
Event Supplies	305.54
Event Expense - Other	54.23
<b>Total Event Expense</b>	<u>359.77</u>
Overnight Security	1,725.00
<b>Total Operations</b>	<u>2,128.84</u>
Payroll Expenses	17,201.77
<b>Total Expense</b>	<u>23,793.00</u>
<b>Net Ordinary Income</b>	-19,075.46
<b>Net Income</b>	<u><u>-19,075.46</u></u>

**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July through October 2023

DSS-Tracking						TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
ACCT. INTEREST	10.09	12.81	12.45	11.94	47.29	0.00	47.29	100.0%
<b>Direct Public Support</b>								
Operational Grants	20,000.00	0.00	0.00	0.00	20,000.00	120,000.00	-100,000.00	16.67%
Direct Public Support - Other	5,000.00	98,731.25	0.00	0.00	103,731.25	0.00	103,731.25	100.0%
<b>Total Direct Public Support</b>	<b>25,000.00</b>	<b>98,731.25</b>	<b>0.00</b>	<b>0.00</b>	<b>123,731.25</b>	<b>120,000.00</b>	<b>3,731.25</b>	<b>103.11%</b>
<b>Investments</b>								
Endowment	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
<b>Total Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>-32,000.00</b>	<b>0.0%</b>
<b>Other Types of Income</b>								
Miscellaneous Revenue	85,200.00	200.00	200.00	267.00	85,867.00	285,000.00	-199,133.00	30.13%
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
<b>Total Other Types of Income</b>	<b>85,200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>267.00</b>	<b>85,867.00</b>	<b>310,000.00</b>	<b>-224,133.00</b>	<b>27.7%</b>
<b>Program Income</b>								
Beverage Sales	17,375.10	28,597.07	2,217.47	0.00	48,189.64	40,000.00	8,189.64	120.47%
Event Sponsorship	27,000.00	3,580.00	0.00	0.00	30,580.00	125,000.00	-94,420.00	24.46%
Facility Rental	0.00	0.00	0.00	175.00	175.00	0.00	175.00	100.0%
<b>Friends of Station</b>								
Friends of Station - Other	40.00	0.00	0.00	0.00	40.00	30,000.00	-29,960.00	0.13%
<b>Total Friends of Station</b>	<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>30,000.00</b>	<b>-29,960.00</b>	<b>0.13%</b>
Ice Skating Fees	0.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Partners In Progress	500.00	0.00	0.00	4,163.60	4,663.60	115,000.00	-110,336.40	4.06%
Support the Station	0.00	0.00	140.00	0.00	140.00	0.00	140.00	100.0%
Vendor Fees	0.00	1,450.00	50.00	100.00	1,600.00	0.00	1,600.00	100.0%
Program Income - Other	0.00	0.00	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
<b>Total Program Income</b>	<b>44,915.10</b>	<b>33,627.07</b>	<b>2,407.47</b>	<b>4,438.60</b>	<b>85,388.24</b>	<b>390,000.00</b>	<b>-304,611.76</b>	<b>21.89%</b>
<b>Total Income</b>	<b>155,125.19</b>	<b>132,571.13</b>	<b>2,619.92</b>	<b>4,717.54</b>	<b>295,033.78</b>	<b>852,000.00</b>	<b>-556,966.22</b>	<b>34.63%</b>
	155,125.19	132,571.13	2,619.92	4,717.54	295,033.78	852,000.00	-556,966.22	34.63%
<b>Expense</b>								
<b>Business Expenses</b>								
Business Registration Fees	0.00	0.00	85.00	0.00	85.00			
<b>Total Business Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>85.00</b>	<b>0.00</b>	<b>85.00</b>			
<b>Contract Services</b>								
Accounting Fees	838.95	378.00	0.00	0.00	1,216.95	3,500.00	-2,283.05	34.77%
Construction Expense	0.00	0.00	0.00	298.52	298.52	0.00	298.52	100.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Contract Services - Other	1,500.00	0.00	1,550.00	1,500.00	4,550.00	27,200.00	-22,650.00	16.73%
<b>Total Contract Services</b>	<b>2,338.95</b>	<b>378.00</b>	<b>1,550.00</b>	<b>1,798.52</b>	<b>6,065.47</b>	<b>34,700.00</b>	<b>-28,634.53</b>	<b>17.48%</b>
<b>Facilities and Equipment</b>								
Building Repairs/Maint	324.74	202.73	2,441.69	393.26	3,362.42	30,000.00	-26,637.58	11.21%
Equip Rental and Maintenance	776.79	476.88	25.17	0.00	1,278.84	0.00	1,278.84	100.0%
FF&E	0.00	2,899.50	0.00	0.00	2,899.50	315,000.00	-312,100.50	0.92%
Landscaping, Repairs/Maint.	988.76	0.00	158.00	0.00	1,146.76	0.00	1,146.76	100.0%
Liability Insurance	0.00	19,805.60	0.00	0.00	19,805.60	20,000.00	-194.40	99.03%
<b>Rent, Parking, Utilities</b>								
DSS	244.44	127.97	237.84	172.92	783.17	0.00	783.17	100.0%
Rent, Parking, Utilities - Oth	937.71	4,143.53	352.40	1,396.92	6,830.56	0.00	6,830.56	100.0%
<b>Total Rent, Parking, Utilities</b>	<b>1,182.15</b>	<b>4,271.50</b>	<b>590.24</b>	<b>1,569.84</b>	<b>7,613.73</b>	<b>0.00</b>	<b>7,613.73</b>	<b>100.0%</b>
Facilities and Equipment - Oth	0.00	0.00	1,164.39	0.00	1,164.39	0.00	1,164.39	100.0%
<b>Total Facilities and Equipment</b>	<b>3,272.44</b>	<b>27,656.21</b>	<b>4,379.49</b>	<b>1,963.10</b>	<b>37,271.24</b>	<b>365,000.00</b>	<b>-327,728.76</b>	<b>10.21%</b>
<b>Marketing</b>								
Advertising/Media	912.36	193.39	23.16	29.82	1,158.73	8,000.00	-6,841.27	14.48%
Fundraising Expense	252.40	394.00	332.86	370.95	1,350.21	12,500.00	-11,149.79	10.8%
Website	0.00	71.88	0.00	300.00	371.88	1,000.00	-628.12	37.19%
<b>Total Marketing</b>	<b>1,164.76</b>	<b>659.27</b>	<b>356.02</b>	<b>700.77</b>	<b>2,880.82</b>	<b>21,500.00</b>	<b>-18,619.18</b>	<b>13.4%</b>
<b>Operations</b>								
Bank Fees	30.02	200.10	43.33	44.07	317.52			
Books, Subscriptions, Refere	10.99	10.99	0.00	0.00	21.98	0.00	21.98	100.0%
Equip/Supplies	0.00	138.12	194.05	0.00	332.17	0.00	332.17	100.0%
<b>Event Expense</b>								
A/V	24,765.00	6,468.00	13,765.00	0.00	44,998.00	32,000.00	12,998.00	140.62%
Bands	21,050.00	9,950.00	0.00	0.00	31,000.00	0.00	31,000.00	100.0%

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through October 2023**

DSS-Tracking						TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Entertainment/Rentals	535.36	8,960.00	1,700.00	0.00	11,195.36	75,000.00	-63,804.64	14.93%
Event Supplies	3,453.72	2,859.36	1,553.60	305.54	8,172.22	35,000.00	-26,827.78	23.35%
Insurance	0.00	7,265.00	0.00	0.00	7,265.00	0.00	7,265.00	100.0%
Janitorial	0.00	1,550.00	173.42	0.00	1,723.42	16,000.00	-14,276.58	10.77%
Security	1,125.00	10,475.00	2,667.50	0.00	14,267.50	15,000.00	-732.50	95.12%
Event Expense - Other	7,451.78	10,448.09	3,286.50	54.23	21,240.60	0.00	21,240.60	100.0%
<b>Total Event Expense</b>	<b>58,380.86</b>	<b>57,975.45</b>	<b>23,146.02</b>	<b>359.77</b>	<b>139,862.10</b>	<b>173,000.00</b>	<b>-33,137.90</b>	<b>80.85%</b>
Office Automation	0.00	130.87	0.00	0.00	130.87	5,000.00	-4,869.13	2.62%
Overnight Security	2,415.00	1,725.00	2,875.00	1,725.00	8,740.00	30,000.00	-21,260.00	29.13%
Postage, Mailing Service	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Service Charge	358.30	0.00	0.00	0.00	358.30	0.00	358.30	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Supplies	0.00	133.36	1,307.22	0.00	1,440.58	0.00	1,440.58	100.0%
TIPS Training	0.00	185.94	0.00	0.00	185.94	0.00	185.94	100.0%
Utilities	0.00	0.00	1,549.16	0.00	1,549.16	34,000.00	-32,450.84	4.56%
Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Operations</b>	<b>61,195.17</b>	<b>60,499.83</b>	<b>29,114.78</b>	<b>2,128.84</b>	<b>152,938.62</b>	<b>249,000.00</b>	<b>-96,061.38</b>	<b>61.42%</b>
Payroll Expenses	20,524.65	20,869.63	17,603.38	17,201.77	76,199.43	203,000.00	-126,800.57	37.54%
Travel and Meetings								
Conference, Convention, Meet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>88,495.97</b>	<b>110,062.94</b>	<b>53,088.67</b>	<b>23,793.00</b>	<b>275,440.58</b>	<b>873,200.00</b>	<b>-597,759.42</b>	<b>31.54%</b>
<b>Net Ordinary Income</b>	<b>66,629.22</b>	<b>22,508.19</b>	<b>-50,468.75</b>	<b>-19,075.46</b>	<b>19,593.20</b>	<b>-21,200.00</b>	<b>40,793.20</b>	<b>-92.42%</b>
<b>Net Income</b>	<b>66,629.22</b>	<b>22,508.19</b>	<b>-50,468.75</b>	<b>-19,075.46</b>	<b>19,593.20</b>	<b>-21,200.00</b>	<b>40,793.20</b>	<b>-92.42%</b>

## Downtown Development Authority Transaction Detail by Account

October 2023

DSS-Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Check	10/02/2023		Rivers Edge Storage		-300.00	-300.00
Liability Check	10/03/2023		United States Treasury	83-0286881	-1,782.92	-2,082.92
Liability Check	10/03/2023		United States Treasury	83-0286881	-104.38	-2,187.30
Paycheck	10/06/2023		payroll		-68.90	-2,256.20
Paycheck	10/06/2023		payroll		-143.92	-2,400.12
Paycheck	10/06/2023		payroll		-112.29	-2,512.41
Paycheck	10/06/2023		payroll		-149.30	-2,661.71
Paycheck	10/06/2023		payroll		-155.70	-2,817.41
Bill Pmt -Check	10/09/2023	2914	Charter Communications	#8313 30 031 1113376	-172.92	-2,990.33
Bill Pmt -Check	10/09/2023	2915	Cowdin Cleaning	September 23	-1,500.00	-4,490.33
Bill Pmt -Check	10/09/2023	2916	Overhead Door	#33254	-298.52	-4,788.85
Bill Pmt -Check	10/09/2023	2917	Secure Gunz LLC	#808; 809; 810	-1,725.00	-6,513.85
Liability Check	10/09/2023		United States Treasury	83-0286881	-1,782.94	-8,296.79
Paycheck	10/15/2023		payroll		-1,484.12	-9,780.91
Paycheck	10/15/2023		payroll		-1,805.92	-11,586.83
Paycheck	10/15/2023		payroll		-2,884.16	-14,470.99
Deposit	10/16/2023			Deposit	67.00	-14,403.99
Liability Check	10/16/2023		United States Treasury	83-0286881	-63.82	-14,467.81
Bill Pmt -Check	10/17/2023	2918	Mastercard	#1405	-143.06	-14,610.87
Bill Pmt -Check	10/17/2023	2919	Mastercard	#7031	-325.00	-14,935.87
Bill Pmt -Check	10/17/2023	2920	Mastercard	#9471	-471.01	-15,406.88
Bill Pmt -Check	10/17/2023	2921	Mastercard	#9839	-514.73	-15,921.61
Deposit	10/17/2023			Deposit	175.00	-15,746.61
Paycheck	10/20/2023		payroll		-18.12	-15,764.73
Paycheck	10/20/2023		payroll		-69.83	-15,834.56
Paycheck	10/20/2023		payroll		-121.54	-15,956.10
Paycheck	10/20/2023		payroll		-176.09	-16,132.19
Check	10/25/2023		Black Hills Energy		-47.96	-16,180.15
Deposit	10/26/2023			Deposit	4,500.00	-11,680.15
Liability Check	10/26/2023		United States Treasury	83-0286881	-1,782.92	-13,463.07
Check	10/26/2023		City of Casper - Water Services		-481.41	-13,944.48
Check	10/30/2023		Rocky Mountain Power		-567.55	-14,512.03
Paycheck	10/31/2023		payroll		-1,484.13	-15,996.16
Paycheck	10/31/2023		payroll		-1,805.92	-17,802.08
Paycheck	10/31/2023		payroll		-2,884.16	-20,686.24
Liability Check	10/31/2023		United States Treasury	83-0286881	-88.08	-20,774.32
Deposit	10/31/2023			Deposit	163.60	-20,610.72
Check	10/31/2023			Service Charge	-44.07	-20,654.79
Deposit	10/31/2023			Interest	11.94	-20,642.85
Total Plaza Checking					<u>-20,642.85</u>	<u>-20,642.85</u>
<b>TOTAL</b>					<u><b>-20,642.85</b></u>	<u><b>-20,642.85</b></u>

**Downtown Development Authority  
 Transaction Detail by Account  
 November 2023**

DSS-Nov Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Bill Pmt -Check	11/02/2023	2922	DNOW	VOID: VOIDED CHECK	0.00	0.00
Paycheck	11/03/2023		payroll		-71.96	-71.96
Paycheck	11/03/2023		payroll		-167.14	-239.10
Paycheck	11/03/2023		payroll		-183.96	-423.06
Paycheck	11/03/2023		payroll		-108.35	-531.41
Bill Pmt -Check	11/03/2023	2923	Brent Phillips	#2322	-1,400.00	-1,931.41
Bill Pmt -Check	11/03/2023	2924	Cowdin Cleaning	October 2023	-300.00	-2,231.41
Bill Pmt -Check	11/03/2023	2925	GW Mechanical	#SV-8337; SV-8248	-4,285.97	-6,517.38
Bill Pmt -Check	11/03/2023	2926	Secure Gunz LLC	815; 816; 817; 819	-2,300.00	-8,817.38
Bill Pmt -Check	11/03/2023	2927	Stoner Lawn & Landscape	#5401	-83.00	-8,900.38
Bill Pmt -Check	11/03/2023	2928	Quality Brands of Casper	#6220204; #P-6200419	-4,435.80	-13,336.18
Total Plaza Checking					<u>-13,336.18</u>	<u>-13,336.18</u>
<b>TOTAL</b>					<b><u>-13,336.18</u></b>	<b><u>-13,336.18</u></b>

## Priority 1: Safety and Security

One of the key issues in Downtown Casper continues to be ensuring the safety and security of our visitors and of the businesses downtown. There continues to be a significant homeless population that has caused some issues, and in general, people do not always feel comfortable being and shopping downtown. The first priority of the DDA is to work on projects that help create a safer environment and to continue to be involved with safety projects that are being dealt with in the broader community.

### Board Advocates

Tim

Include Liz/Craig during monthly city mtg

### Step-One Projects:

- Street lighting plan
- String lighting project
- Cameras
- Private security or volunteers

### Future or Ongoing Projects:

- Better/safer parking
- Homeless mitigation

## Priority 2: Downtown Development

In order to really create the Live/Work/Play environment, the DDA will need to work on some new development projects that help redevelop current properties or help develop new businesses or services.

### Board Advocates

Tim, Tony, Deb, Shawn

Include Liz & MPO (walkability & pedestrian access)

### Step-One Projects:

- Live/Work/Play Master Plan: Hire a planning consultant to create a development plan that looks at current and potential downtown assets and create a plan for moving forward with specific projects.

### Potential Projects:

- Support the Lyric
- Indoor music/theater venue
- Trail Head
- Collaborate with education institutions

- Facilitate adaptive reuse of historic buildings
- Establish business incubator and co-working spaces
- Conference center
- Residential developments
- Boutique hotels
- Building façade revitalization
- Repurpose blighted and vacant properties

## Priority 3: Streets and Sidewalks

Beautification and usability of streets and sidewalks in the downtown area will be crucial to the continued development and for recruiting new businesses and new people to come downtown. This includes things such as beautification of gateways, ensuring walkability and usability, and creating programs to keep streets clean.

### Board Advocates

Kyle

### Step-One Projects:

- Incentive grant program
- Develop “clean streets” initiative

### Future and Ongoing Projects:

- Downtown beautification and branding
- Develop pedestrian-friendly streetscapes
- Take out one-way streets
- Gateway
- Parking enforcement
- Alley between P. Garage & DSS (lighting, access, etc)

## Priority 4: Funding

As the DDA and DSS move apart, funding for the future of DDA projects will be crucial to ensure that the projects that bring and keep people downtown are able to be put into place. This will require new thinking about funding relationships and funding sources.

### Board Advocates

Shawn

### Step-One Projects:

- Explore expanding the DDA boundaries. Talk with Liz.

- Discuss additional funding with City Council

#### **Future and Ongoing Projects:**

- Expand funding model
- Revenue-generating programs
- Obtain grants
- C3 zoning expansion
- Funding for property improvement

## **Priority 5: Marketing and Outreach**

As the DDA undertakes new projects and programs, it will need to continue to build relationships with its stakeholders, which include downtown businesses and property holders, as well as visitors and residents. It will also include increased work with partners such as the City, OYD Committee, Visit Casper, Forward Casper, etc. Finally, once some of the other projects are in place, creating a new brand for the organization and the downtown as a whole may help bring more people into the downtown area.

#### **Board Advocates**

Greg, Kerstin

#### **Step-One Projects:**

- Increase/improve stakeholder engagement
- Increased partner engagement

#### **Future and Ongoing Projects:**

- Rebrand downtown where tradition meets tomorrow
- Businesses open later hours
- Street markets/festivals/fairs
- Foster a local food scene
- Collaborate with historic preservation



## Parks & Recreation Advisory Board Minutes of Thursday, October 12, 2023

**Meeting Called to Order:**      **Date:**      October 12, 2023  
**Time:**                              4:32 pm  
**By:**                                     Randy Hein  
**Location:**                        19<sup>th</sup> Hole Restaurant & Microsoft Teams

- I. Board Members Present:** Ian Walker, Jim DeGolia, Olivia Cole, Randy Hein, Amy Crawford, Susan Redding  
**Council Liaison:**                Lisa Engebretsen  
**Staff Present:**                     Randy Norvelle, Jason Ostlund, Jason Martin, Ben Spiers  
**Guests:**                             Jeneen Hill, Johnny Johnson

### Approval of Minutes:

**Minutes Date:**                    September 14, 2023  
**Motion By:**                        Randy Hein  
**Second:**                             Jim DeGolia  
**Board:**                                Approved by all

## II. User Groups

### Golf Course – Ben Spiers, Head Golf Professional

Ben Spiers presented information about the golf course for the 2023 season.

Having a 40" snowstorm on April 4, 2023, prevented the golf course from truly opening until April 14, 2023.

Then, multiple rain storms and 2 different flooding events before June 30, 2023, prevented golf carts from being used on the course for 34 days this season. Once the weather finally cleared, people started coming out in droves.

Council's goal is for the golf course to reach 110% cost recovery. FY2021 we hit 116%, FY2022 we hit 118%, and FY2023 we hit 118%. The course is cash-positive and we are now purchasing some capital items from our reserves.

The course saw the same groups as previous years:

- Junior golf had 40 juniors for the 6-week clinic.
- Ladies clinic saw 16 ladies for the 4-week clinic.
- The couples clinic saw 5 couples attend; this was to replace the Men's clinic which had 0 sign-ups.
- All 3 area high schools use the course for practice. This course is the home base for NCHS. KW uses the course when their home base of the Country Club is unavailable. Midwest is putting together a team and used the course in the spring. There were a couple of tournaments at the course this season. KW school classes use the course as well. The local middle schools use the course for their teams 2 days per week and they hosted 1 tournament as well.
- Special Olympics of Wyoming considers this course to be their home course. They practice at least once per week and host an annual tournament.
- Tournaments were held for Charity, Class Reunions, Couples, Men's Championship, Ladies Sunshine, and Ladies Championship.
- Men's and Ladies Leagues: Men's league played on Wednesday nights and Ladies league played on Thursday mornings. There was also the Monday night insurance league.

Golf Staff: We began the season with the same amount of staff as the previous season, but short the Head Golf Pro. Next season we need more staff. Had some issues with the staff, but with proper training next spring, we can stave that off. We had one ranger on the weekends this year, and we would like to have a ranger Monday through Friday as well as weekends next season.

Opportunities for Improvement: More seasonal staffing, stopping outside beverages from being on the course, new golf carts, more rangers to help with the pace of play, staff training to improve efficiency & consistency, and a driving range ball dispenser to eliminate people in the Golf Shop.

New golf carts are coming for the 2024 season. The current carts are a rental fleet from the company we bought the new ones from. Unfortunately, these carts were not in the greatest shape and were down for maintenance a lot. The new carts will help with the pace of play and will help facilitate larger tournaments.

The goal for Ben is to elevate the events and overall experience for the guests so everyone is winning.

**Golf Course Conditions:** Jason Ostlund, Course Superintendent

The start of the season was rough with the 40" of snow on April 4<sup>th</sup> and the subsequent continuous rain until the end of June. It took over a month to get the water removed from the course so it was 100% playable. We aerated, sliced, reseeded, and top-dressed. FEMA has declared the area an emergency so we are asking for money from them to re-sod areas that were flooded.

Started a new greens rolling program. This is done 2 times per week. We have 1 roller and we have approved in capital for an additional roller. So, next year instead of taking 6 hours to roll the course, it will take just 3 hours.

We have a couple of drainage projects in the works.

We raked the bunkers more often to make them more playable.

We were fully staffed this year which made mowing complete each day.

Cart paths – we are under contract to have cart paths repaired/replaced with concrete paths. We are starting on 8 Park, 2 Highlands, and 9 Park t-box for a cost of ~\$30k. Will use the remaining \$25k budgeted in the spring. Capital reserves paid for \$30k of the paths.

Looking at tree removal and trimming through the off-season

1 Highlands t-box will be torn out and redone.

We will be replacing all ball washers, trash cans, and bunker rakes for next season.

We will be replacing one utility vehicle.

We could not do the needle-tine aeration mid-season as usual due to the course being too wet.

We did a fall aeration already.

We did some fairway slicing.

We have been asking Council for money to dredge the ponds. The last estimate was \$700k to dredge both ponds and haul off the matter. We are going to get a new estimate. Estimate that the ponds are only 50% usable with the amount of silt and debris in them.

**Ladies Golf** – Jeneen Hill, President

Our league plays on Thursdays. We had 8 new ladies, which is twice what we normally see. We hosted the Sunshine tournament. That tourney comes to Casper once every 4 years.

Improvements wanted:

Lady's locker room repainted

Consistent staffing: the workers need to know the game of golf, how it's played, and terminology

There were flaws with the online t-time scheduling; the system would say it was booked at a certain time, but you could see there was no one playing.

Wyoming Senior Golf Association would like to come to Casper for their tournament. They would like to at least have a conversation about having the tournament in Casper at any one of the golf courses.

**Men's Golf**

Ben attended their most recent meeting. They only have a president and no other board members. It is a unique animal and has a lot of history. Ben will be working with them to see how he can support them.

**19<sup>th</sup> Hole Restaurant** – John Johnson

This year has been our most successful year. 2022 YTD sales were \$457k, 2023 YTD sales are \$606K. This is our first year making a profit since we took over the restaurant in 2020.

Our last day will be October 29, 2023, for the season

We have 22 Holiday parties booked through December, first one will be on November 10<sup>th</sup>.

We are considering having a New Year's Eve party.

We will reopen on April 12, 2024, for the 2024 season.

As seen all over, staffing is a challenge.

The salad bar was the solution to our slacking lunch business. It has been very well received.

Per our contract with the City, we have paid the City \$28,116 from our gross revenues.

We only requested the City to pay for a new oven for capital improvements this year.

In answer to the question what else could the City do to improve the restaurant, it was stated that the City has done a lot in remodeling the entire restaurant and it's a matter of getting the word out about the restaurant.

**III. Other Business**

*Public:* None

*Staff:* None

*Board:* None

The next scheduled meeting will be **Thursday, November 9, 2023, at 4:30 p.m. at the City Service Center & via Microsoft Teams.**

**Meeting Adjourned:** The meeting was adjourned at 5:20 p.m.



**AMOCO REUSE AGREEMENT  
JOINT POWERS BOARD**

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



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

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, October 11, 2023  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604  
and by Zoom

Present: Rob Hurless, Jim DeGolia, Larry Madsen, John Lee, and Terry Lane  
Excused Absence: Amy Freye, Jeff Goetz, and Amber Pollock  
Others Present: \*Matt Reams (Three Crowns) and Executive Director Renee Hahn

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

**1. Welcome Commissioner Milne**

Mr. Hurless welcomed Commissioner Milne to be ARAJPB's County Representative. Mr. Hurless asked each attendee to introduce themselves.

**2. Minutes from September 13, 2023 Meeting**

A motion was made by Mr. Madsen and seconded by Mr. Lane to approve the Minutes of the September 13, 2023 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all voting members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

**2. Approval of October 11, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of October 11, 2023 were presented by Mr. Madsen. A motion was made by Mr. Lee and seconded by Mr. DeGolia to approve the Treasurer's Report of October 11, 2023, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. **Investment/Financial Committee** Mr. Madsen then explained the investments.

The September 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen. He inquired if any of the Board had questions. No questions were asked.

### **3. Committee Reports**

- **Three Crowns**

Mr. DeGolia stated “It was a momentous month at Three Crowns with the Grand Opening of the Refinery.” Mr. DeGolia shared that with all the on-goings, such as Mr. Reams time off and the opening of the Refinery Restaurant that Mr. Reams did not have a written report to share this month.

Mr. Reams informed the Board the September draft financials were now available. Golf rounds continue to climb and were up 1,000 over budget. “At the end of September, we have 18,146 rounds, adding in October’s rounds through the 10<sup>th</sup>, we have an additional 780. If the weather conditions remain comfortable then the golf round’s goal of 20,000 may be obtainable. Three Crowns Golf Course has never been able to complete a total of 20,000 rounds.”

Mr. Reams is delighted with the turn-out in golf as well as with The Refinery Restaurant. Mr. Reams mentioned that memberships sales are right on track. He stated he has acquired more public rounds this year which has increased revenue.

Merchandise sales, range playing, and lessons have all increased.

Mr. Reams mentioned that his staffing is at bare minimum since it is the end of golfing season. Golf Maintenance staff was beefed up for current bunker projects and landscaping around the clubhouse after construction. The fall course applications began yesterday followed by adding the green covers on the course soon. The capital expense projects are almost completed.

Food & Beverage is very excited about the opening of “The Refinery.” September revenue realized was \$51,000 which helped immensely with the short fall due to the delay in construction and driven by a large celebration of life. Holiday bookings are up and only have limited available openings during the month of December.

The lower bar area and certain other areas are not yet completed and there will be a punch list created and performance evaluation amid payment discussions and likely negotiations with the contractor.

There are two fixtures that need to be replaced in the restaurant area.

Mr. DeGolia encouraged everyone to supply Mr. Reams with restaurant feedback.

Mr. DeGolia continues to work with LU’s marketing agency to bring The Refinery to a higher level with standard operating measures and on social media.

Mr. Milne inquired about the holiday bookings. Mr. Reams stated to date that they have 16 events that are contracted and additional 6 waiting to be contracted. They also have three parties booked in the month of November and two in the month of January which is a new occurrence for the restaurant. Mr. Reams is currently in discussions with the staff about remaining open from December 25<sup>th</sup> through January 10<sup>th</sup> when normally closed. He feels that by remaining open they could obtain additional revenue.

- **Architectural Review**

No Report.

- **PRC**

Ms. Hahn updated the Board on work completed on the trails around Three Crowns as well as upcoming work on the building parking lot.

In addition, she informed them that the WYDOT work on Poplar Street is scheduled to be completed by November 2025.

- **ARAJPB Development**

Mr. DeGolia shared details from the Status Report distributed to the members prior to the Board Meeting. He updated them on the current interest on the PRC with a non-profit business looking to build in Casper.

He discussed the current positioning with BP and WDEQ, and that Jacobs Engineering continues to research the historic/current data on both properties which will hopefully enable ARAJPB's Development in addition to having a better relationship with Wyoming Investment Fund 2023 all the partners involved. Mr. DeGolia shared that a new attorney has been retained, Mr. Nick Murdock who has been involved with BP and WDEQ since the early 1990's. Mr. Murdock is very experienced with these parties and will help guide ARAJPB to the next level.

- **Executive Committee**

Mr. Hurless shared information on the discussions from the Executive Committee Meeting. He updated the Board that Three Crowns budget needed to be compiled and reviewed after the punch list items are completed by HCI.

Mr. Hurless discussed the future Board openings beginning in January 2024. He encouraged all attendees to reach out to business associates who had an interest in our community.

In addition, Mr. Hurless spoke about creating formal communication with our BP and WDEQ Partners to create a higher level of process. This will be done by the Executive Committee with the assistance of our new attorney as well as Jacobs Engineering.

Mr. Hurless reviewed the upcoming meetings and office closures.

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

County Representative Milne was informed by Chairman Hurless this is where either party share pertinent information with each other. Mr. Milne said he had nothing to report and asked if anyone had questions for him. There were no questions.

Ms. Pollock was absent.

#### **5. Other**

No Report.

#### **6. Future Meetings/Agenda**

- Regular Board meeting – November 8<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via Zoom.
- Three Crowns Committee Meeting – November 16<sup>th</sup>, 2435 Big Horn Conference Room

#### **Office Closures:**

October 18-20<sup>th</sup> – Vacation

October 23<sup>rd</sup> - Vacation

November 10<sup>th</sup> – Veteran's Day

November 24<sup>th</sup>-25<sup>th</sup> - Thanksgiving

#### **7. Public Comment**

There was no public comment.

#### **8. Good of the Order**

Nothing to report.

**9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. Lane to adjourn the meeting at 6:48 p.m. The motion carried with all members in attendance voting aye.

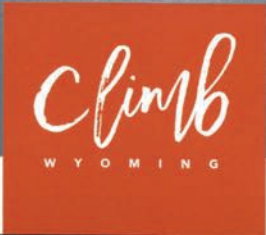
11-8-23  
Date

Larry Madsen  
Board Officer

NOV 23  
Date

[Signature]  
Presiding Officer

# My family's Story



CLIMB WYOMING PROGRESS REPORT 2023



# Dear Friends,

Each of us has a story unfolding in our lives right now. Our stories are all unique and always evolving.

**The stories in this year's Progress Report are powerful and real as families share their heartaches, obstacles, brave first steps, and empowering accomplishments.**

It takes vulnerability and courage to open up the pages of your life and transform your family's future with the hope of inspiring others.

In the many years that I've been working with single moms at Climb, I've witnessed how families deep in the crisis of poverty often have a story of turmoil and chaos, from moving around frequently in unstable housing situations, to experiencing trauma, to struggling to afford groceries and other basic needs.

Once moms take the brave step of coming to Climb, they begin to shift their narratives. During the program, they receive comprehensive support from our caring and compassionate staff in all areas of life, including mental health services, and gain new job skills and career placements with local employers.

After the program, they radiate newfound confidence and pride in how far they've come and how much they've altered the course of their children's futures.

Watching this transformation is like seeing a photograph go from black and white to color: as moms find success and step out of the shadows of poverty, our schools, workplaces, and communities become brighter and more vibrant.

The stories of so many families across Wyoming aren't done yet, because your support gives them the opportunity to write new chapters in their lives. Thank you—your generosity inspires us every day.

With gratitude,



**KATIE HOGARTY**  
**CHIEF EXECUTIVE OFFICER**  
[katie@climbwyoming.org](mailto:katie@climbwyoming.org)



WATCH KATIE'S  
 WELCOME  
 MESSAGE



# A Mom's Story impacts all of us

Across the state, we serve families most in need—single moms with children. The majority of Wyoming children living in poverty are being raised by a single mom.<sup>1</sup> When these women find the courage to come to Climb, they write a new chapter in their lives, impacting their family as well as neighborhoods, schools, communities, and Wyoming's economy.



**97%** average graduation rate over the past five years.

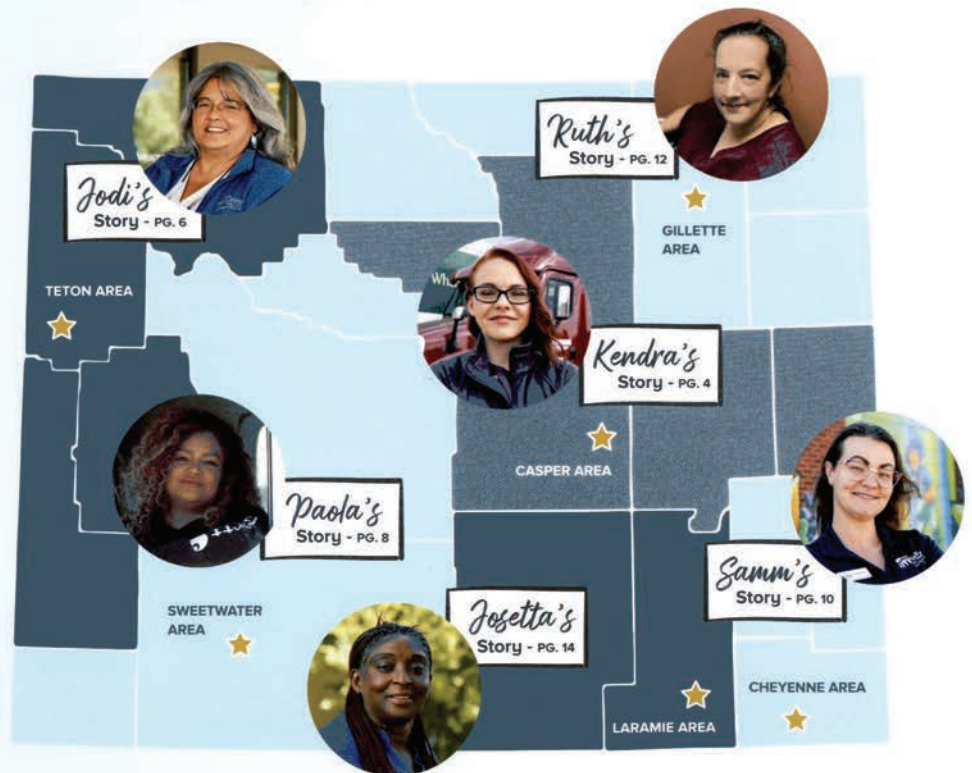
Since 1986, the State of Wyoming has saved

**\$120 million**

from decreased dependence on public assistance programs among Climb graduates.<sup>2</sup>



Climb has served **12,000** moms & **25,000** children



# Kendra's family story:

*My daughter gets to dance.*



Kendra was working at a gas station and struggling to get by but is now thriving and can afford dance lessons for her daughter.



WATCH  
KENDRA'S  
STORY

**“S**he is the light of my world, my little spitfire. She is my everything,” Kendra says of her seven-year-old daughter Jaylee.

Before graduating from Climb’s Commercial Driving License (CDL) training in Casper three years ago, Kendra was surviving paycheck to paycheck, working at a gas station for \$10 an hour.

“It was pretty bleak. I wasn’t able to spend much time with my daughter because of my work schedule. I was never home. I would drop her off at school, and she would cry and cry and not want me to leave her. And then I would get home with only enough time to tuck her into bed.”

During this time in her life, Kendra says she relied on food stamps and other community assistance programs.

After completing training, Kendra began her job placement at the Food Bank of Wyoming, where she still works today. She earns a high enough salary that she no longer needs government assistance.

Kendra loves driving her big semi, delivering critical food resources to families in need. She’s really proud to use her training and career to pay it forward. She says sometimes people are surprised when she hops out of her truck, standing barely 5 feet tall. “Me just being the mighty woman that I am, I show that I can do it. I guess my smile just changes people’s minds.”

**“Thanks to Climb, I feel more secure. I am giving my daughter opportunities that she didn’t have before.”**

## Two Years After Climb

As graduates’ wages increase,

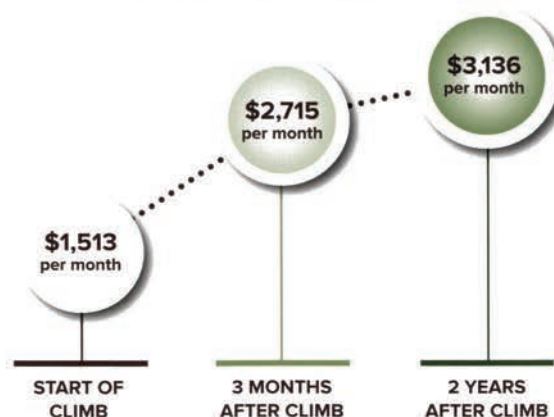
**79%**

reduce their food stamp use.



Access to private health insurance **more than triples** for Climb graduates.

## Graduate Wage Progression





## *Jodi's* **family story:**

*Improving my mental health helped me push past my fears.*



After suffering for years with social anxiety that kept her out of the workforce, Jodi found the mental health support she needed to thrive in a job at St. John's Hospital, where she really enjoys connecting with her coworkers.

**A**t Climb, Jodi didn't just push past her comfort zone, she leaped out of it feet first.

After suffering from severe social anxiety that kept her out of work and on disability for more than 20 years, Jodi bravely walked through Climb's doors two years ago feeling determined...and very nervous.

The first person Jodi met at Climb was our mental health provider. "She was so easy to talk to," Jodi recalls. "She leaned in and really wanted to hear my story."

## Poverty's Impact on the Brain

The toxic stress of poverty **disrupts the brain's pre-frontal cortex**, a command center that controls critical executive functioning skills required for successful employment:

- planning & decision-making
- organization
- emotional regulation



Once Jodi's Office Careers training in the Teton Area started, her group's first exercise was to make and share posters about their kids, an exercise designed to build connections with the group and work on professional presentation skills. "I was so terrified to talk in front of people, but everyone gave me a lot of positive encouragement," Jodi says.

These structured group experiences, along with individual therapy sessions, help moms like Jodi strengthen and repair executive functioning skills

that are often damaged from the toxic impacts poverty can have on brain functioning.

The job interview phase presented another opportunity for Jodi to learn and practice new skills. In the safety of Climb's intentional, therapeutic structure, staff guided her through preparation for different interview types—one-on-one, panel, and phone—so she could grow her confidence.

Jodi accepted a position as the Administrative Assistant for Physician's Services at St. John's Health in Jackson, where she supports more than 40 health providers by coordinating meetings, staff recruitment, hospital visits, and more.

"Before Climb, it was hard to even go to the grocery store, so going out and getting a job felt totally impossible," says Jodi. "Now it's really different. I like talking to my coworkers."

**"I have tools for when I get overwhelmed, but I don't notice my anxiety at work. I speak up in meetings! I've done a complete 180-degree turn."**

*3 out of 4*

**Climb participants report improved executive functioning after the program as a result of Climb's mental-health based model that promotes long-term success at work.**

# Paola's family story:

*I'm part of my employer's success.*



Gene Legerski (left) has partnered with Climb to fill several critical positions repairing and maintaining county roads and infrastructure.



WATCH CLIMB'S EMPLOYER PARTNERSHIPS AT WORK

“I drive and operate several different vehicles, including semis with 13-speed manual transmissions,” says Paola, a driver for Sweetwater County Road and Bridge. “I haul materials for the maintenance and construction of our county roads. Every day is different.”

Paola and another Climb graduate are the only women currently driving for their department. “It’s a big responsibility being behind such an enormous vehicle since they have so much power to them,” says Paola. “You have to have the courage and training to get behind the wheel. I take it very seriously.”

Gene Legerski, Sweetwater County’s Public Works Director, collaborated with Climb for Paola’s job placement. “I’ve worked with many women in the industry during the past 30 years and all of them have been great employees. I try to encourage them because, with the national shortage of CDL drivers, there is always a place for people eager to show up and learn.”

**91%** of Climb graduates are employed full time post-program.

Gene says that Climb has been a vital source of new employees for Sweetwater County over the years. “I’m a big fan of teaching job skills,” he says. “Starting in this industry is a new beginning for Climb moms, and it makes our community better all around when they fill critical gaps in our workforce.”

Having a higher income has been life-changing for Paola and her children, especially as her oldest son started at the Lincoln College of Technology in Denver this fall. “This job has given us so much more stability,” she says. “I’m very persistent. When I want something that will benefit me or my family, I become very brave and ambitious.”

**CLIMB WYOMING PROGRESS REPORT 2023**

*Thank You* to our recent employer partners for helping families start a new chapter in their lives!

#### CASPER

307 Physical Therapy  
Banner Wyoming Medical Center  
Casper Animal Medical Center  
Casper Cardiology  
Casper-Natrona County Health Department  
Community Action Partnership of Natrona County  
Gastroenterology Associates  
Glenrock Health Center  
Memorial Hospital of Converse County  
North Platte Physical Therapy  
Outpatient Radiology  
Summit Medical Center  
True Oil, LLC  
Western Medical Associates  
Wyoming Behavioral Institute  
Wyoming Food Bank of the Rockies  
Wyoming Oral and Maxillofacial Surgery  
Wyoming Signs, LLC

#### CHEYENNE

383 Construction  
Banner Health - Wheatland  
Boys and Girls Club of Cheyenne  
CASA of Laramie County  
Cheyenne OB/GYN  
Cheyenne Regional Medical Center  
Cheyenne VA Medical Center  
City of Cheyenne  
Croell Inc. - Cheyenne  
Granite Rehabilitation and Wellness  
Habitat for Humanity - Cheyenne  
Iverson Medical Group Surgical Clinic - Cheyenne  
Laramie County Assessor  
Laramie County Community College  
Laramie County Public Works  
Laramie County School District #1  
Transportation Department  
Laramie Peak Rural Health Clinic - Wheatland  
NextCare Urgent Care  
Polaris Rehabilitation and Care Center  
Simon  
U-Haul

#### GILLETTE

Big Horn Pediatrics and Family Medicine  
Blakeman Propane  
Campbell County Health - Behavioral  
Campbell County Health - ER  
Campbell County Health - ICU  
Campbell County Health - The Legacy  
Campbell County School District (CCSD)

Dental Care Center  
Healing Hearts Home Health  
Homax Oil  
Kindred Souls  
Life Care Center of Cheyenne  
Line Finders, LLC  
Mountain West Commercial Driving School  
Primrose Retirement Community - Gillette  
TCRI Energy Services

#### LARAMIE

Albany Community Health Clinic  
Albany County Circuit Court  
All County Cowboy Property Management  
Cheyenne Women’s Clinic  
Greener Paths, Inc.  
Iverson Memorial Hospital  
Laramie Reproductive Health  
Premier Bone and Joint Centers - Laramie  
Volunteers of America - Northern Rockies

#### SWEETWATER AREA

Bodell Construction  
Cowboy Cares  
DJs Glass Plus, Inc.  
Infinity Power and Controls  
Lewis & Lewis, Inc.  
Mission at Castle Rock  
Rocky Mountain Power Sports  
Sage View Care Center  
Searle Brothers Construction  
Suburban Propane  
Sunroc Corporation  
Sunset Energy  
Sweetwater County Road & Bridge  
Sweetwater Technology  
Wyo4News

#### TETON AREA

Avail Valley Construction  
Bank of Jackson Hole  
Community Resource Center of Teton Valley  
Evan’s Construction  
First Bank of Wyoming  
Friends of the Teton River  
Jackson Hole Mobile Massage  
Melvin Brewing  
St. John’s Medical Center  
Stam and Associates  
Teton County Parks and Recreation  
Thompson Palmer & Associates  
Trefonas Law, P.C.  
University of Wyoming Extension - Afton  
Vertical Harvest



# Samm's family story:

*We're making  
our community  
better.*

Samm and her family  
enjoy volunteering and  
giving back to their  
community.



Growing up in foster care, Samm didn't feel like she belonged. "Before Climb, I felt shut out of society. I felt rejected."

In her teens and early 20s, Samm realized she was at risk of repeating for her family the same negative patterns she'd experienced growing up. "Dead-end jobs, drugs, alcohol...I became hell-bent on getting out of that situation."

Today, you'll find Samm working for Habitat for Humanity, her job placement after completing Climb's Administrative Support Specialist training in Cheyenne last year. After leaving a life of isolation and pain, Samm now throws herself into each workday with zeal, learning as much as she can and taking on new responsibilities like writing grants, fundraising, planning, and project management for new homes and a home rehabilitation project that's under construction. She has met Cheyenne's mayor and sat in on county commissioner's meetings with congressional staffers.



On the weekends, Samm loves taking her kids along to help with community improvement projects, picking up trash, or planting trees. She has also signed up to be an advocate for troubled youth in the court system.

"The best way I can explain it is that at Climb, I felt nurtured," Samm says. "I felt accepted, and that has helped me come out of my shell and see my past as a strength instead of a weakness."

**"Climb gave me the tools to go forth into the community. I've been able to replicate the energy I felt at Climb in other places in my life."**



## Community Impact

When single moms move out of poverty and into stable, well-paying employment, communities become healthier and more vibrant.

### BENEFITS:

- increased economic mobility and reduction in government assistance
- healthier children who are set up for success in school
- robust and resilient local workforce



## Ruth's family story:

*I treat my residents with care and compassion.*



Ruth feels like her job as a CNA is a natural fit and takes pride in caring for Mary (right) and other residents at Primrose Retirement Community.

“I really enjoy getting to know the residents and their life stories,” says Ruth, a recent graduate of Climb’s Certified Nursing Assistant (CNA) training in Gillette.

**“For me, working in healthcare means not treating a patient like a job to get done but making them feel like a real person.”**

In response to the community’s need to fill in-demand CNA positions, Ruth’s training included classroom modules with hands-on lab hours that prepared her for testing and certification. Each participant also had a chance to do clinical rounds and experience different medical settings.

After training, Ruth began her job placement at Primrose Retirement Community. With six kids ages 11 to 20, Ruth says her new career has a consistent weekly schedule that has allowed her to do new activities with her family.

Her work also holds a lot of personal significance. “My mom was in a care facility before she passed away,” says Ruth. “So it was a real drive for me to pay it forward and take care of people like her.”

“Ruth is such a great CNA,” says Mary, one of the residents at Primrose. “There’s a difference between just doing your job and being a very caring person.”

When Ruth walks into work each day, she’s grateful to feel a newfound confidence. “I was in a relationship for a long time where my self-confidence felt extinguished,” she says of years living with domestic violence. “Climb is the first place where I’ve felt truly seen, heard, and accepted with no judgment. It’s a safe place, a real second chance. Climb helped me see what I *can* be, not what I was.”



**Two-thirds** of Wyoming nursing homes are understaffed, the **second-highest rate** in the nation.<sup>3</sup>

Since 1986, Climb graduates have contributed more than

*45 million hours of work*

to Wyoming’s economy.

# Destin, Destiny, & Josetta's family story:

*My mom's  
career gave us  
life-changing  
opportunities.*

Josetta works at the  
University of Wyoming.  
Her son and daughter  
both attend college.



WATCH  
JOSETTA'S  
STORY

“I study criminal justice and think I want to be a lawyer, but there are so many avenues to consider,” says Destin, a 22-year-old University of Wyoming student. “I’m excited. It’s kind of overwhelming because I also really like business. So, we’ll see.”

While Destin thinks hard about his next step, his sister, Destiny, started college this fall. She wants to study for a career in television and film.

**When children move out of poverty, they are **three times** more likely to thrive in employment as adults.<sup>4</sup>**

Their mom, Josetta, graduated from Climb’s Office Careers training in Laramie almost a decade ago. Today, Josetta works as the dean’s assistant for the University of Wyoming’s School of Pharmacy.

“I remember a time in our lives before my mom did the Climb program,” says Destin. “That was the hardest of the hard times.”

Born in West Africa, Josetta first came to Wyoming for her husband’s job. Then she found herself on her own, in a foreign country, raising two kids with the help of her mother.

“When our granny passed away,” remembers Destin, “I saw my mom experience pain for the first time. That moment really sticks out to me. At that time in her life, she was really alone in raising us.”

Destiny says the biggest thing she noticed when her mom did Climb was how she met other moms and then started a career that gave her even more connections and resources. It opened up a new chapter in their lives that soon filled with academics, soccer, theater, dance, attending UW football games, and hanging out with friends.

CLIMB WYOMING PROGRESS REPORT 2023

**“We’ve always had our dreams and goals and aspirations, but I think our ability to achieve them and the confidence to get there was higher because my mom had a professional career and all that came with it.”**

Destin and Destiny are excited for what their futures will bring. “I want my mom to know that I appreciate everything she has done for us through all the ups and downs,” says Destin. “No matter what happens, I’m going to put my best foot forward. And hopefully one day I’ll make her proud.”

Climb has impacted  
the lives of

**25,000**  
children.



*When you invest* in a Climb participant, **your support changes her life.** Developed over the past 37 years, Climb’s comprehensive model achieves some of the strongest outcomes in the nation.



### Climb Connections

We help moms get set up for success and connected to support with food assistance, housing, childcare, legal services, and more.



### Career Training

Professional trainers and Climb’s caring staff provide industry-specific and life-improving skills and mental health services as moms prepare for new careers.



### A New Career

We match graduates with an employer that’s the right fit, providing ongoing support and check-ins as moms settle into new jobs.



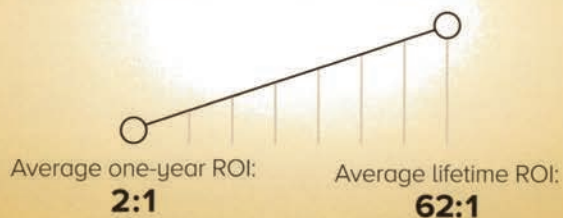
### Graduate Services

Climb continues to be a place of belonging and guidance as graduates grow personally and professionally.

## YOUR RETURN ON INVESTMENT (ROI)

Your impact compounds as soon as a mom gains employment and becomes self-sufficient, earns higher wages, continues to grow in the workforce, and breaks the cycle of poverty for her children.

Average investment per Climb participant: \$17,000



## 2023 FINANCIALS

Expenses	
Program	83%
Management	8%
Fundraising	9%
Revenue	
Public Funding	65%
Private Funding	35%

# Thank You, Investors

Fiscal Year 2023 Investors (October 2022–September 2023)

## FUNDING FUTURES

### GIVING SOCIETY

Anonymous  
Mark and Nancy Anselmi  
Eric and Kelly Barlow  
Bowen Family Foundation  
Sarah Brino and  
Betsy Tetenman  
Lisa Carlin  
Colleen and Paul Cherrett  
Mitch Dann  
Chad and Liz Deaton  
Phil Dinsmoor  
Lori Fields and Marlin Risinger  
Tyler J. and Lexie Garrett  
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*Tyler's Story*

"Having been raised for much of my childhood by a single mom, Climb holds a special place in my heart.

**"Like my mom, every Climb graduate possesses unmatched strength, selflessness, drive, and determination to provide a safe, secure, and self-sustaining life, not only for herself, but also for her children."**

Daughters and sons of Climb moms will always remember that their mom took a chance and made a change—that she 'climbed.' It is truly an honor to be a part of this amazing organization!"

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#### SOURCES

- U.S. Census Bureau, 2020
- Wyoming Department of Family Services; Wyoming Department of Health-Medicaid; Wyoming LIHEAP FY2017 State Profile; U.S. Department of Housing and Urban Development
- AARP Nursing Home COVID-19 Dashboard Fact Sheets; Public Policy Institute, updated Sept. 14, 2023
- Urban Institute, Child Poverty and Adult Success

All remaining data are collected through self-reported participant assessments.

## SITE OFFICES

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## Sales Tax FY 2024 Versus Projection and Prior Year Accrual Basis



	<u>ACTUAL FY 23</u>	<u>PROJECTED FY 24</u>	<u>ACTUAL FY 24</u>
YTD TOTAL	\$ 5,964,838	\$ 5,748,002	\$ 6,060,187
YTD VARIANCE			\$ 312,185
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH		14.87%	\$271,193
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE		5.43%	\$312,185
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH		8.10%	\$157,098
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE		1.60%	\$95,348



## Sales Tax FY 2024 Versus Projection and Prior Year Cash Basis



	<u>ACTUAL FY 23</u>	<u>PROJECTED FY 24</u>	<u>ACTUAL FY 24</u>
YTD TOTAL	\$ 9,686,075	\$ 9,751,155	\$ 9,982,401
YTD VARIANCE			\$ 231,245
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH		14.15%	\$259,833
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE		2.37%	\$231,245
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH		8.10%	\$157,098
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE		3.06%	\$296,326

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**41.70% of Fiscal Year 2024 has lapsed. Cash Basis**

		<b>State Shared Sales Tax</b>				
		<b>Date</b>	<b>Amount</b>	<b>Amount</b>	<b>Percent of</b>	
		<b>Received</b>	<b>Received</b>	<b>Budgeted</b>	<b>Actual-Budget</b>	
					<b>Annual Budget</b>	
<b>FY 2024 General Fund</b>		7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384	8.41%
		8/7/2023	2,011,727	2,169,700	(157,973)	17.26%
		9/8/2023	1,894,331	2,024,296	(129,965)	25.60%
		10/6/2023	2,070,296	1,924,331	145,965	34.71%
		11/6/2023	2,095,559	1,835,725	259,833	43.94%
			-	1,972,042		
			-	1,760,751		
			-	2,190,148		
			-	1,572,181		
			-	1,738,032		
			-	1,813,006		
			-	1,922,059		
		<b>Total FY 2024</b>		<b>\$ 9,982,401</b>	<b>\$ 22,719,374</b>	<b>\$ 231,245</b>
<b>FY 2024 1%17</b>		7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112	8.42%
		8/7/2023	1,691,637	1,809,750	(118,114)	17.32%
		9/8/2023	1,597,794	1,693,911	(96,117)	25.74%
		10/6/2023	1,737,300	1,616,052	121,248	34.89%
		11/6/2023	1,762,695	1,541,991	220,705	44.17%
			-	1,644,537		
			-	1,467,930		
			-	1,828,740		
			-	1,317,908		
			-	1,448,940		
			-	1,515,405		
			-	1,604,658		
		<b>Total FY 2024</b>		<b>\$ 8,387,750</b>	<b>\$ 18,990,033</b>	<b>\$ 225,834</b>
	<b>Total</b>		<b>\$ 18,370,151</b>	<b>\$ 41,709,407</b>	<b>\$ 457,079</b>	

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**25.02% of Fiscal Year 2024 has lapsed. Accrual Basis**

ba

<b>State Shared Sales Tax</b>						
	<b>Date</b>	<b>Amount</b>	<b>Amount</b>	<b>Actual-Budget</b>	<b>Percent of</b>	
	<b>Received</b>	<b>Received</b>	<b>Budgeted</b>		<b>Annual Budget</b>	
<b>FY 2024 General Fund</b>	9/8/2023	\$ 1,894,331	\$ 2,010,665	\$ (116,333)	8.34%	
	10/6/2023	2,070,296	\$ 1,912,971	157,325	17.45%	
	11/6/2023	2,095,559	\$ 1,824,366	271,193	26.67%	
			\$ 1,958,410			
		-	\$ 1,749,392			
		-	\$ 2,176,516			
		-	\$ 1,563,093			
		-	\$ 1,726,672			
		-	\$ 1,801,646			
		-	\$ 1,910,699			
		-	\$ 1,931,147			
		-	\$ 2,151,525			
	<b>Total FY 2024</b>		\$ 6,060,187	\$ 22,719,374	\$ 312,185	
	<b>Optional 1% Tax</b>					
<b>FY 2024 1%17</b>	9/8/2023	\$ 1,597,794	\$ 1,682,517	(84,723)	8.41%	
	10/6/2023	1,737,300	\$ 1,604,658	132,642	17.56%	
	11/6/2023	1,762,695	\$ 1,532,496	230,200	26.84%	
			\$ 1,633,143			
		-	\$ 1,458,435			
		-	\$ 1,817,346			
		-	\$ 1,308,413			
		-	\$ 1,439,445			
		-	\$ 1,505,910			
		-	\$ 1,593,264			
		-	\$ 1,612,254			
		-	\$ 1,802,154			
	<b>Total FY 2024</b>		\$ 5,097,789	\$ 18,990,033	\$ 278,119	
	<b>Total</b>		<u>\$ 11,157,976</u>	<u>\$ 41,709,407</u>	<u>\$ 590,304</u>	