

Council Information Packet
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Friday, April 13, 2018

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The Grid

A working draft of Council Meeting Agendas

April 17, 2018**Councilmembers Absent: Charlie Powell**

Regular Council Meeting Agenda Items		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent	N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review						
Pre-meeting: Executive Session Minutes - April 10 (Personnel)						
Pre-meeting: In-house Engineering						
Pre-meeting: Sole-Source Purchases						
Establish May 1, 2018, as the Public Hearing Date for Consideration of New Restaurant Liquor License No. 39 for 2nd Street Eats, LLC, d/b/a 2nd Street Eats LLC, Located at 112 East 2nd Street.		C				
Rates for Retail and Wholesale Water and Sewer Service.			C		C	
Rates for Residential and Commercial Solid Waste Collection, Recycling, and Disposal at the Casper Solid Waste Facility.			C		C	
New Resort Liquor License No. 7 for Avana Fund I, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.			C			C
Disposition Options for the Former Plains Furniture Properties.			C			
Mobile Vendor Parking Permit - 2nd reading ordinance				X		
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics.				C		
Authorizing the Transition to a Full-time Judge in the Municipal Court.					C	
Adopting the 2018 Council Goals.					C	
Authorizing an Outside-City Water Service Agreement with Frank Miles Hartung and Ruth H. Doyle.					C	
Authorizing a Contract for Professional Services with WWC Engineering, in the Amount of \$207,200, for the Midwest Avenue Reconstruction Project – David Street to Elm Street.					C	
Authorizing Change Order No. 2 with Andreen Hunt Construction, in the Amount of \$40,875 for the Casper Zone III Water System Improvements Project.					C	
Authorizing an Agreement with Dana Kepner of Wyoming, Inc., in the Amount of \$64,824.68, for the 2018 CPU Materials Procurement Project.					C	
Authorizing an Agreement with Ferguson Enterprises dba Waterworks Industries, Inc., in the Amount of \$28,832, for the 2018 CPU Materials Procurement Project.					C	
Authorizing an Agreement with Golder Associates, Inc., in the Amount of \$59,643, for the Balefill Environmental Monitoring Plan and Assessment of Corrective Measures Updates.					C	
Authorizing an Agreement with Geosyntec Consultants, Inc., in the Amount of \$34,000, for the Casper Regional Landfill Lifetime Permit Annual Reporting and Monitoring Project.					C	
Authorizing an Agreement with Wyoming Office Deliveries, Inc., dba Wyoming Office Products and Interiors, in the Amount of \$575,000, for the Casper Events Center 2018 Seating Replacement Project.					C	

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

Authorizing an Underground Right-of-Way Easement with Rocky Mountain Power for the Midwest Avenue Reconstruction Project – David Street to Elm Street.				C	
Authorizing the Transfer of Ownership, Operation, and Maintenance of the Hanly Acres Subdivision Water System from the City of Casper to the Town of Mills.				C	
Approval of Weed and Litter contract with AAA Landscaping for Weeds, Grass Cuttings, and Trash Covered Properties.				C	
Approval of Weed and Litter contract with All Trees for Weeds, Grass Cuttings, and Trash Covered Properties.				C	
Approval of Weed and Litter contract with B & B Sales and Service for Weeds, Grass Cuttings, and Trash Covered Properties.					
Authorizing a Pro Forma Invoice with Rocky Mountain Power, in the Amount of \$143,987, for the Midwest Avenue Reconstruction Project–David Street to Elm Street.				C	
Authorizing the Termination of the Funding Agreement with Community Action Partnership.				C	
Authorizing the Termination of the Funding Agreement with Poverty Resistance Food Pantry.				C	
Cost Recovery				C	
Appointing John E. Lang to the Casper Historic Preservation Commission with Term Expiring December 31, 2010.					C
Approving a Taxicab Company License for Turbo Taxi, Located at 3030 East 5th Street.					C
Approving a Taxicab Company License for Eagle Cab, Located at 2804 Coulter.					C
Executive Session - Personnel & Property Acquisition					
Moved to May 1st - NAPA IBS					
Moved to May 1st - Smart Capital Network Amendment					

April 24, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Post Office Resolution (Carter Napier)	Direction Requested	20 min	4:30
WAM and CAEDA Funding (Carter Napier)	Direction Requested	20 min	4:50
Financial Plan - Cost of Service & Rate Design for Water & Sewer (Andrew Beamer)	Direction Requested	20 min	5:10
Metro Animal Fees (Liz Becher)	Move Forward for Approval	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

The Grid

A working draft of Council Meeting Agendas

May 1, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - April 17 (Personnel & Property Acquisition)					
New Restaurant Liquor License No. 39 for 2nd Street Eats, LLC, d/b/a 2nd Street Eats LLC, Located at 112 East 2nd Street.		C			C
Mobile Vendor Parking Permit - 3rd reading ordinance			C		
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 2nd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370.			C		
Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.					
Approving a 3 year Contract for Professional Services with IDAX Data Solutions, for the Annual Traffic Counting Services, not to Exceed \$88,930.					
Establishing Fee for Wireless Cell Towers.					
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No 13-236.				C	
Wyoming Smart Capital Network Amendment.					
Authorizing a Professional Services Agreement with Bearing, Belt, and Chain, Inc., d/b/a NAPA Auto Parts for the Provision of Integrated Business Solution and Inventory Management Services.				C	
2nd Street Concrete Repairs					
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$503,490, for the 3rd Street Improvements - Beverly to Conwell Project.					
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$636,510, for the Beverly Street Improvements Project.					
Authorizing an Agreement with Geer Investments, LLC, in the Amount of \$24,000, for the Casper Events Center Seating Replacement Project.					

May 8, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
Agenda Review	Direction Requested	20 min	5:10
Legislative Update	Information Only	20 min	5:30
Council Around the Table	Information Only	45 min	5:50
Approximate Ending Time			6:35

The Grid

A working draft of Council Meeting Agendas

May 15, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 3rd reading ordinance					
Authorizing the Sole Source Purchase of Two Flygt Submersible Pumps and appurtenances from Water Technology Group in the amount of \$26,930 for use at the Begonia Lift Station.					C
Authorizing the Sole Source Purchase of Magnetic Flow Meters in the amount of \$45,098 from KROHNE Inc., to be installed in Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.					C
Authorizing the Sole Source Purchase of One Grit Removal Mechanism from Veolia Water Technologies Canada, Inc., in the amount of \$47,492 for use at the Wastewater Treatment Plant.					C

May 21, 2018 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

May 22, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

The Grid

A working draft of Council Meeting Agendas

June 12, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

June 19, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.					
Public Hearing on FY19 Budget Adoption					

June 26, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15



FY 2018 Specific Entity and One Cent Quarterly Report

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

Organization: <u>Casper Housing Authority</u> _____	Program/ Event: <u>Life Steps Campus Renovation</u> _____		
Contact Person: <u>Kim Summerall-Wright</u> _____	Phone Number: <u>307.266.1388 x17</u> _____	Date: <u>March 31, 2018</u>	
Please Select One:			
1 st Quarter <u>x</u> _____	2 nd Quarter _____	3 rd Quarter _____	4 th Quarter _____

1. Mission

Please state the agency's mission/vision:

The Casper Housing Authority provides quality affordable housing that is well integrated into the fabric of neighborhoods and serves as a foundation to improve lives and advance resident independence.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

ATTACHED

3. Program significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- b. What impact did the program have on the specified target population and community?
- c. Have there been significant trends over the past months regarding your target population?

- Low Income Children
- Homeless Population
- Healthcare for low income and homeless population
- Low income children with mental health diagnosis
- Workforce Housing through Building B – HOME Units

- d. What impact did the program have on the specified target population and community?
 - Mental Health Project – This is a pilot project in which the families are part of the child's case plan and are involved with treatment. It is expected that the recidivism rate, and the costs associated, will decrease with this project. The children were pulled back to the main office during the holidays and the first part of 2018. They returned to the Campus on April 3, 2018.
 - Housing First – This population now has an income and is a contributing member of our community.
 - LSC Community Kitchen – The kitchen serves over 100 meals, 3 times a day, 7 days a week to low income children. All are food insecure and income qualify, now have access to healthy, locally sourced meals and snacks that meet the CACFP program requirements.

- Workforce Housing – Former Building B residents have moved into the private sector and are now paying market rent.
- e. Have there been significant trends over the past months regarding your target population?
 - f. The need for Transitional Housing continues to be an issue with agencies and the public sending homeless families to the Campus for the program. Existing funding through CHA will not cover this demographic and other funding source must be secured to continue alleviate the issue of homeless children.
 - g. The need for healthy food and nutrition education has seen a significant increase. The kitchen is also show value in brining agencies and community on to the Campus and increasing involvement.

4. Results

- a. Please describe the outcomes/outputs
- b. Please describe the method of measurement
- c. Please describe the performance results
- d. Please describe the outcomes/outputs
 - e. Tenant Christmas Party and Toy Distribution – CHA is a distribution agency for the Stuff the Van Toy Drive. During the Christmas 2017 distribution, CHA saw an increase in need from low-income families. The number served was 517 children, more than double of 2016. There was also an increase in new agencies and volunteers to handle the more than 2,000 people who attended the event, promoting agency cooperation and partnerships.
 - f. Building B – CHA took over the Wilson Building in November 2017, which was not included in the revitalization budget of 1% funding. Building F will not be completed as the apartment option on Building B is of greater need. Renovation on the building began in January, with new flooring, paint and lighting slated for the building. The building is under the HUD HOME program and has been brought into compliance.
 - g. Housing First – Homeless: 36 Participants have been housed between Building D and F. 76% success rate in housing retention. 92% success rate in acquiring an income source. 71% have moved to an individual apartment.
 - h. Institutional setting for children with mental health issues – Capacity is 21, program was moved to providers main campus for staffing recertification. Program moved back to Building C on April 3, 2018.
 - i. Campus Kitchen – operational, serving 70 children at each meal and 2 snacks per day. Staff includes 2 credentialed Chefs and is a training program for Housing First residents. The kitchen served an additional 93 meals per month to adults, children and families in need.
 - i. In December 2017, the Kitchen began Community Dinners each month. In the first quarter of 2018, the kitchen has served 246 dinners to targeted population.
 - ii. Kitchen began serving the monthly Veterans Brunch in February and has served 32 Veterans.
 - iii. Kitchen provides fresh fruits and vegetables to the CentrePointe Apartments and has served 4,200 pounds of food to low income residents.
- j. Please describe the method of measurement
 - k. All programs were measured by participation and graduation rates.
- l. Please describe the performance results
 - m. By creating an environment to expand these programs and beginning this pilot project, there is opportunity to increase their performance.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?

- d. Explain how much (quantity) service the program delivered
 - e. Included in the outcomes.
- f. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - g. Housing First – this demographic literally had little hope of returning to society in a significant way until they entered the program. They all now have an income and a home. Some have left the Campus and are able to successfully function as a member of society with limited supports. This program has quality support staff and approach and is in its 4th year.
 - h. Campus Kitchen – The kitchen is producing healthy meals, which are fully consumed by the children, families and individuals served. CHA is still sourcing food and has improved quality and production with the installation of the new walk in cooler/refrigeration unit behind Building K.
 - i. Mental Health project for children –Children are now able to have visits from their families. Most families visit during the dinner hour and on the weekends, during mealtime, which is conducive to family reintegration. Staff eat each meal with the children and promote healthy eating habits. Children also clean the dining hall after each meal, learning responsibility for their respective areas.
 - j. Building B – The Wilson Building gives tenants a greater choice in housing options. For those who want to live on the Campus or are not ready to leave, but are ready for the next step towards self-sufficiency, this building is a critical asset to the rest of the Campus housing programs.
- k. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - i. Each project continues to grow, provides housing, mental health and job opportunities to the residents and families served by these projects.
 - ii. The need for a Transitional Housing program is significant. This program must be put back into the homeless housing options for the City of Casper in order to ensure the safety of low-income children in our community.

6. Results Analysis

- a. How could the program have worked better?
- b. How will you address this?

- c. How could the program have worked better?
 - d. The Transitional Housing program needs to be funded.
 - e. Construction completed.
- f. How will you address this?
 - g. CHA is having conversations with partners and funders for the Transitional Housing program.
 - h. Timelines are solid and work is progressing.

7. Attendance and Participation

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



Attendance and Participation

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

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

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count

XXX All participants were registered

- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office*



Casper Housing Authority

Profit & Loss

March 31, 2017

Accrual Basis

1CentAllocation 980,000.00

1Cent Expenditures 835,061.85

1Cent Reimbursements 835,061.85

Remaining 1CentAllocation 144,938.15



FY 2018 Specific Entity and One Cent Quarterly Report

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

Organization: <u>Wyoming Food for Thought Project</u> Program/ Event: <u>Feeding local kids/Weekend Food Bags</u>
Contact Person: <u>Jamie Purcell</u> Phone Number: <u>(307) 337-1703</u> Date: <u>3/18/2018</u>
Please Select One:
1 st Quarter <u>xx</u> 2 nd Quarter _____ 3 rd Quarter _____ 4 th Quarter _____

1. Mission

Please state the agency's mission/vision:

Wyoming Food for Thought Project is a local grassroots organization dedicated to ending hunger through locally produced food and direct access with dignity to good and healthy food, especially for children in our community.

Our vision is to cultivate community through action centered around the human right to good and healthy food. We lead by example and our three pillars, Provide – Empower – Educate, are the driving ideals behind our work. We depend upon the involvement of our community: from single volunteers doing community service for college, to weekly developmentally disabled adult volunteers who, along with their job coaches, provide important human capital to our mission. We believe that to lead by example, we demonstrate to those in need, as well as those who help, the grassroots vision in real working ways.

We provide weekend food bags to children in our community each and every weekend, year-round. Currently we serve 685 local children with partnerships that allow us to reach children in need across the county. Children look forward to our food bags. For many it is the only food they get outside of school. Imagine!

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

See attached invoice, and documentation of receipts.

3. Program significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - Children who live with food insecurity
 - Volunteers
 - Adults in recovery
 - Adults who have court ordered community service
 - Developmentally disabled adults
 - Retirees
 - Students
 - Families

b. What impact did the program have on the specified target population and community?

Our programs provide hope, dignity, and community to the disenfranchised, poor, and food insecure. Especially children but truly to all of our community. Our original proposal asked for support for all of our programs; food bags, community gardens, and educational opportunities in the kitchen, as well as our farmer's markets business incubators.

With your support, we have grown our community garden locations from the original 2 (Dallason Park and James Reeb Park) to 5 current operating gardens (In addition to the first two, we have added 18 garden beds at Life Steps Campus, 24 at the corner of 10th and Cedar in the Old Yellowstone District, and help manage the 50 beds at Juniper Ridge in partnership with Wyoming Housing Network).

We have added 50 new garden beds at the James Reeb Park and Community Gardens, all are Food is Free beds where we plant and maintain the beds for the benefit of the entire community. We have also added 2 Little Free Pantries. The first is located at our program center, 900 Saint John, directly by The Bus stop (Green Line). The second is in the lobby of the Casper Recreation Center.

Our innovative approaches to food access through dignity are changing the way help is provided to those in need in Casper.

c. Have there been significant trends over the past months regarding your target population?

As the economy continues to fluctuate, our programs remain. We are still providing food bags to children – no questions asked. Our advocates at each school as well as the Boys & Girls Club, help identify children in need and then we work with them to make sure every child gets their bag every week. Each bag has a breakfast, lunch, and dinner item for kids.

What we continue to see every year is a large and dramatic decrease in donations toward spring and summer, yet a very real and existing need to continue reaching children. As we like to say, just because Christmas is over, doesn't mean hunger goes away. It is a very real year-round issue facing hundreds of children here in Casper.

4. Results

a. Please describe the outcomes/outputs

Goal: Increase our capacity using the assistance of One Cent Funding.

Outcome: Over 230 new students are receiving our food bags in partnership with the school district. (We began the grant term serving 445 local children. That number is currently at 680, but the number fluctuates each week).

Goal: Increase the number of community garden beds

Outcome: We have added 3 new locations to our existing 2 community gardens, and added over 100 new garden beds, raising our total number of community garden beds to 200+.

Goal: Teach classes to our community to empower the idea of seed to jar.

Outcome: Over 100 people have attended classes at our program center and markets to learn about the concept of seed-to-jar.

b. Please describe the method of measurement

We track each food bag delivered through a spreadsheet.

We track the number of garden beds through the management of them, including maps of each garden with planting guides annually.

We tracked the number of registrants for the classes in our Customer Relations Management system, Neon.

c. Please describe the performance results

Adding garden beds allowed us to increase the amount of food produced 4 fold. While we don't have a formal registration system for the garden produce harvested as anyone can

come harvest at any time, no questions asked, the amount of food we harvested after the gardens were culled by the general public increased over the past year 4-fold.

Having the support of the city, especially in the Spring after the holidays, helps us sustain our vital food bags when donations amount reduce greatly. For some reason, many people think that when the holidays are over, hunger goes away.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
 - b. Currently serving 680 children. To date for this school year (beginning September 2017, we have distributed 153,149 meals in Casper and Natrona County)
 - c. We have increased the number of garden locations from 2 to 5 and have added 100 new garden beds.
- d. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - e. Because we don't require people to sign in or justify their need, we aren't able to gather many hard numbers of impact regarding the gardens. However, we have heard from many, many educators who tell us how important the food bags are to their students. They have seen behavior and attendance improve with children who receive bags.
- f. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - g. We ARE making a difference. We are empowering our community to access good and healthy food. We are building and expectation in our community of the right to know where food comes from, and for being a local solution to hunger.

6. Results Analysis

- a. How could the program have worked better?
 - b. We could have tried to track the food we produce in the gardens better. Something we are working on this year. We have created committees of volunteers to help share the load of the work we are doing.
- c. How will you address this?
 - a. We have created committees of volunteers to help share the load of the work we are doing.
 - b. We are collecting sales data from each vendor at each market we host in order to see how much we are putting into the local economy
 - c. We will have an NCCC Team (AmeriCorps) for 2 months beginning in May to help with infrastructure and documentation.

7. Attendance and Participation

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



Attendance and Participation

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

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

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office
- We used a spreadsheet and got head counts for food bags from our Advocates at each school.
- We counted garden beds manually.



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, March 14, 2018

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

Present: Ben Schrader, Jerad Stack, Bryce Row, Scott Sissman, Reed Mersch, Ed Opella, and Doug Follick.

Others Present: Michael Neuenschwander and Renee Hahn (ARAJPB)

Excused Absences: Bob Hopkins and Bob Chynoweth

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

1. Minutes from February 14, 2018 Regular Meeting

A motion was made by Mr. Row and seconded by Mr. Mersch to approve the Minutes of the February 14, 2018 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of March 14, 2018 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report of March 14, 2018 were presented by Ms. Hahn.

The February 2018 monthly financial statement draft by Lenhart Mason was presented by Ms. Hahn. She asked the Board if they had any questions. There were none.

A motion was made by Mr. Row and seconded by Mr. Opella to approve the Treasurer's Report of March 14, 2018 containing the financial report of the investment funds, checking account and the interest accrued including 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 Report: Ms. Hahn stated the Committee had not met and so she had nothing to report.

3. Committee Reports

- **Three Crowns**

Mr. Follick discussed the Three Crowns Budget for the 2018-2019 year. This budget contains a predicted loss of (\$323,226). Mr. Follick explained that the Three Crowns Committee voted and approved the budget at their February Meeting. This forecasted budget contains hiring a bookkeeper for 20 hours a week, reducing the inventory in the Pro-Shop, and changing the status of the Instructor from a salaried position to a contracted position.

Mr. Follick also informed the Board that no capital equipment was approved by the Three Crowns Committee. A motion was made by Mr. Follick and seconded by Mr. Opella to approve the Three Crowns budget with a projected loss of (\$323,226) and the approval not to purchase any capital equipment. Mr. Sissman inquired how the revenue had been determined. Mr. Neuenschwander stated the last two years of actuals were used to formulate both the revenues and expenses with events being slightly increased. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Budget and not to purchase any Capital Equipment as presented.

(Copy of Budget on file.)

Ms. Hahn updated the Board on Three Crowns Financial Status. She stated "at this time additional funds are not needed from ARAJPB. When the Year-End Statement is produced it will be balanced to see if additional funds will be needed to start the new fiscal year in April." Once again, Mr. Follick asked Mr. Johnson to manage all benefited employees PTO (paid time off). The goal is to zero out all the balances by December 31, 2018 in case there is a transition to another management company.

Mr. Merschat informed the Board that ARAJPB had received eight Request for Proposals (RFP's). He informed the Board of the plans moving forward. "The next month will be used to review the submitted proposals and choose the top 3 management companies." In addition, Mr. Neuenschwander will produce a comprehensive comparison which will include a self-management option.

Mr. Schrader said he was very pleased with the responses on the RFP's and thanked everyone on the taskforce committee for their time and involvement. He continued, by thanking Mr. Neuenschwander for all the hard work he had completed on producing the well-executed budget.

Mr. Follick informed the Board that two letters of interest were received for the Three Crowns Committee for the two open seats. "The applicants are Reed Merschat and John Glassburn." After discussion, a motion was made by Mr. Opella and seconded by Mr. Row to select both candidates. There being no further discussions, The Board proceeded to vote. The motion carried with all members in attendance voting aye.

- **PRC**

Ms. Hahn shared BP's plans concerning the Slurry Wall. The construction is on track to begin on May 29, 2018 in the Western Opportunity Area and be completed by the end of July. She also informed the Board that she is working with BP on the finished asphalt product for the permanent pathway.

- **Refined Properties**

Ms. Hahn reviewed the status report supplied by Refined Properties. She reported that Edie Holmes is no longer the representative anymore. Mr. Schrader and Mr. Stack will arrange a meeting with Mr. Carey Brus to discuss the future plans for Refined Properties and reevaluate their commitment.

Mr. Stack updated the Board that Newsco landscaping should be completed at the end of April. Mr. Stack reported that there were no new developments with the Conference Center.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Schrader stated that the Three Crowns budget was discussed.

5. Interaction with City and County Representatives – Specific Issues and Concerns
County Representative Opella had nothing to report.

6. Other

Mr. Stack informed the Board he had accepted the Director's position with UW in the Incubator Building located at 2435 King Blvd. The entire Board congratulated him on this achievement. Mr. Stack informed the Board if there would ever be a conflict of interest in the future, he would surely excuse himself and abstain in voting. The Annual City and County Meeting was discussed about a preference of date. It was determined the meeting will try to be scheduled with those involved for May 9th. Ms. Hahn will be in contact with the parties to confirm the proposed date.

7. Future Meetings/Agenda

Executive Committee Meeting - April 11th, 5:30 - 6:00 p.m. 2435 King Blvd., Big Horn Conference Room
Regular Board Meeting – April 11th, 6:00 p.m., 2435 King Blvd., Big Horn Conference Room
Three Crowns Management Committee – April 19th, 7:00 am, 2435 King Blvd., Big Horn Conference Room

Office Closures:

March 30th – Good Friday

8. Public Comment

There was no public comment.

9. Good of the Order

None.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Schrader and seconded by Mr. Stack to adjourn the meeting at 6:39 p.m. The motion carried with all members in attendance voting aye.

4-11-18
Date

4-11-18
Date

Robert S. Chynoweth
Board Officer

[Signature]
Presiding Officer

Your portfolio statement

March 1, 2018 - March 31, 2018

City of Casper, Amoco Reuse JPB



401 North 31st Street
P. O. Box 30918
Billings, MT 59101-0918

Did you know that you can stay up to date on your accounts 24/7/365? Our Wealth Management online platform allows you to check account activity, including performance, gains and losses, and transactions, as well as to view electronic statements when it's convenient for you. Ready to sign up? Contact your Wealth Advisor or Trust Specialist to get started.

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Your Wealth Management Team Contacts
Wealth Management

Accounts included in this statement
51750370 City of Casper, Amoco Reuse JPB

Renee Hahn
2435 King Boulevard
Suite 249
Casper, WY 82604
United States



Your portfolio statement
March 1, 2018 - March 31, 2018

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Overview of your account - 51750370 City of Casper, Amoco Reuse JPB

Investment objective: No Authority

Activity summary

	This period (\$)	Year to date (\$)
Beginning market value	10,666,648.66	10,710,955.48
Cash and security transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	7,069.91	35,972.17
Withdrawals and fees	-821.41	-1,193.95
Change in account value	11,244.82	-61,591.72
Market value on Mar 31, 2018	\$10,684,141.98	\$10,684,141.98

Income earned

	This period (\$)	Year to date (\$)
Taxable income	7,069.91	35,972.17
Tax-exempt income	0.00	0.00
Tax-deferred income	0.00	0.00
Total income earned	\$7,069.91	\$35,972.17
Total short term realized capital gain/loss	\$0.00	\$0.00
Total long term realized capital gain/loss	\$0.00	\$0.00
Total realized capital gain/loss	\$0.00	\$0.00

Asset Allocation on March 31, 2018

	Market value (\$)	Percent
■ Fixed Income	10,519,613.65	98%
■ Cash & Cash Equivalents	164,528.33	2%
Total of your account	\$10,684,141.98	100%



Your asset summary on March 31, 2018

	Market value	Cost basis	Unrealized gain or loss	Estimated annual income	Yield at market	% of account
51750370 City of Casper, Amoco Reuse JPB						
Cash & Cash Equivalents	164,528.33	164,327.40	0.00	1,902.91	1.16%	1.54%
Fixed Income	10,519,613.65	10,712,264.66	-222,249.64	138,445.00	1.32%	98.46%
Total for 51750370 City of Casper, Amoco Reuse JPB	\$10,684,141.98	\$10,876,592.06	-\$222,249.64	\$140,347.91	1.32%	100.00%

Your portfolio holdings on March 31, 2018

	Number of shares	Share price	Market value	Cost basis	Unrealized gain or loss	Est. ann. inc. / yield at market	% of account
51750370 City of Casper, Amoco Reuse JPB							
Cash & Cash Equivalents							
<i>Cash & Cash Equivalents</i>							
STIT-Treasury Portfolio CUSIP: 825252406	164,327.40	1.00	164,528.33	164,327.40	0.00	1,902.91 1.16%	1.54%
Total Cash & Cash Equivalents			\$164,528.33	\$164,327.40	\$0.00	\$1,902.91 1.16%	1.54%
Total Cash & Cash Equivalents			\$164,528.33	\$164,327.40	\$0.00	\$1,902.91 1.16%	1.54%
Fixed Income							
<i>US Treasuries</i>							
United States Treasury Note/Bond 1.125% 31 Jul 2021 CUSIP: 912828S76	500,000.00	95.7813	479,838.55	495,898.44	-16,992.19	5,625.00 1.17%	4.49%
United States Treasury Note/Bond 1.125% 31 May 2019 CUSIP: 912828SX9	1,000,000.00	98.7773	991,533.74	1,003,531.62	-15,758.18	11,250.00 1.14%	9.29%
United States Treasury Note/Bond 1.25% 30 Apr 2019 CUSIP: 912828ST8	500,000.00	99.031	497,779.30	502,212.52	-7,057.52	6,250.00 1.26%	4.66%
United States Treasury Note/Bond 1.25% 31 Mar 2021 CUSIP: 912828Q37	1,000,000.00	96.6953	966,987.33	992,773.44	-25,820.31	12,500.00 1.29%	9.05%
United States Treasury Note/Bond 1.375% 28 Feb 2019 CUSIP: 912828SH4	500,000.00	99.3125	497,170.25	500,189.08	-3,626.58	6,875.00 1.38%	4.65%
United States Treasury Note/Bond 1.375% 31 Jan 2021 CUSIP: 912828N89	1,000,000.00	97.223	974,509.00	1,001,037.41	-28,807.41	13,750.00 1.41%	9.12%
Total US Treasuries			\$4,407,818.17	\$4,495,642.51	-\$98,062.19	\$56,250.00 1.28%	41.26%

Your portfolio holdings on March 31, 2018 (continued)

	Number of shares	Share price	Market value	Cost basis	Unrealized gain or loss	Est. ann. inc. / yield at market	% of account
51750370 City of Casper, Amoco Reuse JPB (continued)							
Fixed Income (continued)							
<i>Government Agencies</i>							
Federal Farm Credit Banks 1.02% 01 Mar 2019 CUSIP: 3133EGBX2	500,000.00	99.03	495,575.00	500,245.00	-5,095.00	5,100.00 1.03%	4.64%
Federal Farm Credit Banks 1.15% 1/7/19 CUSIP: 3133EFW52	1,000,000.00	98.7192	990,067.00	1,003,075.05	-15,883.05	11,500.00 1.16%	9.24%
Federal Farm Credit Banks 1.5% 09 Nov 2020 CUSIP: 3133EC2A1	400,000.00	97.632	392,894.68	399,184.00	-8,656.00	6,000.00 1.54%	3.68%
Federal Home Loan Mortgage Corp 1.55% 21 Aug 2020 CUSIP: 3134G3D64	400,000.00	98.07	392,968.88	399,420.00	-7,140.00	6,200.00 1.58%	3.68%
Federal National Mortgage Association 1.125% 14 Dec 2018 CUSIP: 3135G0G72	500,000.00	99.349	498,416.90	501,960.26	-5,215.26	5,625.00 1.13%	4.67%
Federal National Mortgage Association 1.25% 17 Aug 2021 CUSIP: 3135G0N82	500,000.00	95.9237	480,382.40	496,180.00	-16,561.50	6,250.00 1.30%	4.50%
Federal National Mortgage Association 1.33% 24 Oct 2019 CUSIP: 3136G0T68	400,000.00	98.4708	396,203.32	403,872.00	-9,988.80	5,320.00 1.35%	3.71%
Federal National Mortgage Association 1.35% 26 Jun 2020 CUSIP: 3136G16D6	1,000,000.00	97.7983	981,545.50	1,005,630.23	-27,647.23	13,500.00 1.38%	9.19%
Federal National Mortgage Association 1.37% 17 Apr 2020 CUSIP: 3136G0T43	500,000.00	98.11	493,670.55	502,466.51	-11,916.51	6,850.00 1.40%	4.62%
Federal National Mortgage Association 1.42% 05 Feb 2020 CUSIP: 3136G1C98	500,000.00	98.413	493,169.45	502,280.70	-10,215.70	7,100.00 1.44%	4.62%

Your portfolio holdings on March 31, 2018 (continued)

	Number of shares	Share price	Market value	Cost basis	Unrealized gain or loss	Est. ann. inc. / yield at market	% of account
51750370 City of Casper, Amoco Reuse JPB (continued)							
Fixed Income (continued)							
<i>Government Agencies (continued)</i>							
Federal National Mortgage Association 1.75% 12 Sep 2019 CUSIP: 3135G0ZG1	500,000.00	99.288	496,901.80	502,308.40	-5,868.40	8,750.00 1.76%	4.65%
Total Government Agencies			\$6,111,795.48	\$6,216,622.15	-\$124,187.45	\$82,195.00 1.35%	57.20%
Total Fixed Income			\$10,519,613.65	\$10,712,264.66	-\$222,249.64	\$138,445.00 1.32%	98.46%
Total for 51750370 City of Casper, Amoco Reuse JPB			\$10,684,141.98	\$10,876,592.06	-\$222,249.64	\$140,347.91 1.32%	100.00%

Your transaction detail

Date	Transaction description	Amount	Accrued income	Realized G/L
Settlement date	Transaction description			
51750370	City of Casper, Amoco Reuse JPB			
Disbursements				
<i>Fees</i>				
March 26, 2018	Periodic Fee : First Fee taken for 16 of 28 days. \$821.41	-821.41		
March 26, 2018	Custody Fee: \$821.41			
	Account City of Casper, Amoco Reuse JPB: Based on End of Period Market Value of \$10,642,512.66 @ at tiered annual rates = \$24,642.51. Discount Of \$352.04 Applied.Charged now \$821.41.			
Total Fees		-\$821.41	\$0.00	\$0.00
Total Disbursements		-\$821.41	\$0.00	\$0.00
Corporate Actions/Income				
<i>Dividends</i>				
March 1, 2018	Daily Rate Income on STIT-Treasury Portfolio For Period of 02/01/18 to 02/28/18 Due on 03/01/18, CUSIP 825252406, TICKER TRPXX	144.91		
March 1, 2018				
Total Dividends		\$144.91	\$0.00	\$0.00
<i>Interest</i>				
March 1, 2018	Interest Payment 0.0102 USD Federal Farm Credit Banks 1.02% 01 Mar 2019 For 500,000.00 Par Value Due on 03/01/18 With Ex Date 03/01/18, CUSIP 3133EGBX2, ISIN US3133EGBX26	2,550.00		
March 1, 2018				
March 12, 2018	Interest Payment 0.0175 USD Federal National Mortgage Association 1.75% 12 Sep 2019 For 500,000.00 Par Value Due on 03/12/18 With Ex Date 03/12/18, CUSIP 3135G0ZG1, ISIN US3135G0ZG14	4,375.00		
March 12, 2018				
Total Interest		\$6,925.00	\$0.00	\$0.00
Total Corporate Actions/Income		\$7,069.91	\$0.00	\$0.00
Cash Sweep Activity				
March 12, 2018	Sweep purchase 7,069.91 units of STIT-Treasury Portfolio	-7,069.91		
March 12, 2018				
March 26, 2018	Sweep sale -821.41 units of STIT-Treasury Portfolio	821.41		
March 26, 2018				
Total Cash Sweep Activity		-\$6,248.50	\$0.00	\$0.00
Total 51750370 City of Casper, Amoco Reuse JPB		\$0.00	\$0.00	\$0.00

Information

Positions on this statement are shown as of the trade date. Proceeds from the sale of securities and costs for the purchase of securities are not transacted through your account until the actual settlement date of the trade which may be up to three business days after the trade date or longer for certain securities with an extended settlement date. All cash activity will be shown as of the settlement date.

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Information (continued)

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The Voice

Forward Casper

In this Newsletter:

- Industry Updates
- New board member - Tassma Powers
- Upcoming Events
- New Forward Casper Members
- FabTech Acquired by Dragon

Industry Updates

Energy

The Energy Committee continues to support the growth of Oil & Gas in the area, promote Wind Energy as a diversification of our existing business base, and develop a Petro-chemical campus in Casper. Staff submitted a letter of support to the BLM for the Converse County Oil & Gas Project plugging the many economic benefits in to the Casper area from this project over the next several years. Wyoming's federal delegation signed a letter of support for the project after discussing it with the CAEDA Team. The letter encouraged BLM to make a timely resolution for the Record of Decision on the Environmental Impact Statement (EIS).

To learn more about the Energy Committee and how you might engage in the future development of this high-value industry, contact Riata Little, 307-577-7011 or Riata@caeda.net.

Manufacturing

The Manufacturing Committee is looking to bring on more committee members related to the Outdoor Recreation Industry as it works toward launching an Outdoor Recreation Manufacturing Recruitment Plan. Companies targeted will complement existing businesses and utilize the natural resource features of Casper.

The first Manufacturing Day event is scheduled for April 27, 2018. Forward Casper is partnering with Casper College to host the event featuring three of our Forward Casper members; Automation & Electronics, Compression Leasing Services, and Duraline.

To learn more about the Manufacturing Committee, Outdoor Recreation, Manufacturing Day, and how you might engage in the future development of this high-value industry, contact Riata Little, 307-577-7011 or Riata@caeda.net.

Finance

The Succession/Exit Plan Mezzanine Fund's first transaction is planned for July 2018. This fund is designed to augment commercial bank loans, make more local businesses available to Wyoming entrepreneurs, and keep Wyoming companies operational.

The development of a Business Start-Up Boot Camp in Casper is underway. CAEDA/ Forward Casper is leading this important initiative, consulting with the Finance Committee and community partners to create the business case including speaker profiles, student vetting criteria, facility selection and financial pro forma. The course is scheduled to launch in mid-September 2018 and will target market-ready, high-value entrepreneurs and their businesses.

To learn more about the Finance Committee and how you might engage in the future development of this high-value industry, contact Sabrina Foreman, 307-577-7011 or Sabrina@caeda.net.

Medical

State Representative Joe McGuire is leading the charge to open the opportunity for a competitive bid for a new State Veteran's nursing/retirement home in Casper and believes our region to be ideally postured to capture it. Proposal meetings are planned this month with regional stakeholders and champions. The initial Telemedicine diagnostic project was agreed upon with Wyoming Cardiopulmonary Services, a leader in cardiac and peripheral vascular care, to lead this first pilot project. Wardell Consulting is creating the project scope, plan, milestones, metrics, and timeline to achieve this first phase that integrates a single remote site with Casper.

The Casper College Scrub Tech course program is complete and currently under review by medical market leadership to validate that the future students will achieve credentialing and performance standards. The first class cohort is planned for the fall semester.

To learn more about the Medical Committee and how you might engage in the future development of this high-value industry, contact Sabrina Foreman, 307-577-7011 or Sabrina@caeda.net.

Technology Committee

The CAEDA/Forward Casper Technology Committee reviewed new Casper College proposed certificate courses and provided prioritization based on market alignment and potential in the Casper Region.

Blockchain, a shared, distributed ledger that facilitates the process of recording transactions and tracking assets in a business network was top of mind during the meeting based on the progressive Wyoming Legislative bills passed during 2018 Legislative session that makes Wyoming a most welcoming state for Blockchain businesses ([learn more](#)). The challenge for Casper and the entire state of Wyoming is to understand the potential of Blockchain and formulate prescriptive strategies to attract, create, and grow businesses in this and other related specializations. Committee members listed CyberSecurity, Cloud Computing and application development as complementary focus areas to pursue.

To learn more about the Technology Committee and how you might engage in the future development of this high value industry, contact Charles Walsh, 307-577-7011 or Charles@caeda.net.

Board Introduction

Tassma Powers is joining the CAEDA/Forward

Casper board representing the McMurry Family and Refined Properties. Ms. Powers serves as legal counsel for the McMurry Family Businesses. She was the first attorney in Wyoming to be certified as an Estate Planning Law Specialist. We are thrilled to welcome Ms. Powers to our board and are confident in her experience, expertise, leadership and commitment to making Casper and Wyoming a better place.



Upcoming Events

In Brief:

- **April 19** - Pathways Innovation Center Open House and Cabin Auction, 5:00 p.m.
- **April 25** - Forward Casper Quarterly Breakfast, 7:00 a.m.
- **April 27** - Manufacturing Day Event with Casper College, 12:00 p.m.

Forward Casper Quarterly Breakfast

April 25, 2018
7:00 - 8:30 a.m.
Ramkota Hotel and Convention Center
In the Amphitheater Room

RSVP NOW

Casper College/Forward Casper Manufacturing Day

April 27, 2018
10:00 a.m. - 2:00 p.m.

Local high school and Casper College students will tour one of three local manufacturing facilities: Automation & Electronics, Compression Leasing Services, and Duraline (all Forward Casper members).

After the facility tours, students will return to Casper College where they can eat lunch and take a tour of the industry departments at Casper College. Casper College tours are open to the general public, future students and parents, and industry partners. For more info call Riata Little 307-577-7011

New Members This Month



Know someone who should be a member? Let them know why you are a member, then let us know so we can reach out to them and set up a meeting!

Fab-Tech Acquired



DRAGON FAB-TECH
A Dragon Products, LLC Company

by Dragon

Dragon Products, LLC (together with its affiliated companies, "Dragon Products Group"), a leading manufacturer of mission critical products serving the energy and industrial industries, has completed the acquisition of the assets of FabTech from Nalco Champion, a division of Ecolab.

Operating under the name of Dragon Fab-Tech; the management and employees of Nalco FabTech, LLC. will remain and continue to service the relationships with its customers and vendors that have been established over the years; embracing new opportunities and new growth with Dragon.

Fab-Tech is a current Forward Casper member.



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Charlie Powell,
Secretary

John Lawson,
Treasurer

Bob Hopkins

Shawn Johnson

Chris Walsh

Kenneth Waters

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday April 17, 2018 11:30 a.m.

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

1. Announcements
2. Approve Minutes – March 20, 2018 *
3. Approve Vouchers – April 2018 *
4. Financial Report – March 2018 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Project Updates:
 - i) Alternate Backwash Water Supply Tank Project
 - ii) Airport Elevated Water Storage Tank Project
 - b) Visionary Broadband Presentation – Potential Cell Tower
 - c) Snowpack Augmentation Efforts in the North Platte River Basin – Presentation by Wyoming Water Development Office *
 - d) Other
8. New Business
 - a) Consider Agreement with Lillard & Clark Wyoming, Inc. in the amount of \$90,000 for the WTP Actiflo Settling System Upgrades, Project No. 17-075 *
 - b) Consider Agreement with Lower & Co., P.C. in the amount of \$2,100 for the Engineering Design and Construction Administration Services for the WTP Bulk Sand Crane System, Project No. 18-033 *
 - c) Consider Change Order No. 6 with COP Wyoming, LLC, in the amount of \$2,583 for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37 *
 - d) Consider 2018 Choice Gas Selection *
 - e) Discuss FY2019 Preliminary Budget *
 - i) WTP FY2019 Preliminary Budget *
 - ii) RWS Agency FY2019 Preliminary Budget *
 - f) Update of Annual Banking Letters – Board Member Johnson
 - g) Other
9. Executive Session – Potential Litigation
10. Chairman's Report



Next Meeting: Regular JPB Meeting – May 15, 2018

****Indicates Attachment***

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

MEETING PROCEEDINGS

March 20, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 20, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Powell, and Board Member Hopkins and Waters. Treasurer Lawson and Board Member Johnson was absent.

City of Casper – Powell, Hopkins, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters, Linda Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & 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 11:30 a.m.

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the February 20, 2018 meeting. A motion was made by Board Member Hopkins and seconded by Vice-

Chairman Keffer to approve the minutes from the February 20, 2018 meeting. Motion put and carried.

3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that five additional vouchers were added to the listing; voucher 7817 for HDR, Inc. in the amount of \$702.50 for the Wardwell Zone IIIB Tank; voucher 7818 for WWC Engineering in the amount of \$2,664.20 for the Westwinds Road Project easement acquisition; voucher 7819 for HDR Engineering, Inc. in the amount of \$7,200.80 for the Source Water Protection Plan – Feb18 invoice; voucher 7820 for HDR Engineering, Inc. in the amount of \$4,080.44 for the Source Water Protection Plan – March18 invoice; and voucher 7821 for the Casper Star-Tribune in the amount of \$517.48 for advertisement for bid of the Actiflo Settling Tube Replacement Project. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the March 2018 vouchers. A motion was made by Board Member Walsh and seconded by Secretary Powell to approve the March 2018 voucher list to include voucher numbers 7803 through 7821 in the amount of \$468,823.45. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for February 2018 was 139 MG. Mr. Martin stated that the five year average is 156 MG. Mr. Martin stated that year to date production is 2.49 BG and the five year average is 2.65 BG.

Mr. Martin asked the Board to reference page 2 of the February Financial Report. Mr. Martin stated that Water Sales for FY18 year to date is \$4,276,343, which is approximately \$14,783 higher than last year. Mr. Martin stated that even though less water was sold, revenues are higher due to the rate increase.

Mr. Martin stated that Operating Expense for FY2018 is \$2,030,683 which is approximately \$59,038 higher than last year. Mr. Martin stated that this is mainly due to timing of chemical purchases.

Mr. Martin stated that there is an increase in Net Assets of \$636,378.

Chairman King asked for a motion to approve the February 2018 Financial Report as presented. A motion was made by Board Member Hopkins and seconded by Secretary Powell to approve the February 2018 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that COP Wyoming is on site completing the 36-inch waterline from the new tank to the effluent of the existing tank. Mr. Schroeder stated that the waterline is installed and needs to be tested. Mr. Schroeder stated that there is also some work to be done on the 20-inch waterline tie-in.

Mr. Schroeder stated that things are on schedule for next week to cut into these waterlines and complete the actual physical tie-ins. Mr. Schroeder stated that there will be approximately three days where the surface water plant will be in operation to provide water to the system. Mr. Schroeder stated that the groundwater system will be shut off and the 2.6 MG water storage tank will be drained in order to complete the tie-ins. Mr. Schroeder stated that it will be a very tight timeline and hopefully things go well.

Mr. Schroeder stated that testing was done on the Emergency Generator a couple of weeks ago. Mr. Schroeder stated that this project is substantially complete and is in auto, so if a power outage takes place the generator will take over. Mr. Schroeder stated that there is a fairly long punch list of items that need to be addressed. Mr. Schroeder stated that repairs to the gate, fence, asphalt, and etc. need addressed.

Chairman King asked if the generator will carry the load if something happens and the power goes out. Mr. Schroeder stated that it will. Mr. Schroeder stated that the generator was tested several times over a three-day period and it worked well during the testing.

Mr. Schroeder stated that there will be a pre-bid meeting this week for the Actiflo Settling Tube Replacement Project. Mr. Schroeder stated that once construction starts, he hoped it would only take a couple of weeks to complete.

Mr. Schroeder stated that the surface water plant is ready to start up.

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

Mr. Conner asked the Board to reference the pictures on the screen from a couple of projects. Mr. Conner started with pictures of the Airport Elevated Water Storage Tank Project; demolition of the existing tank and construction of the tank pillar. Mr. Conner stated that once the pillar was completed in December, the forms were taken down. Mr. Conner stated that Grizzly Excavating installed the waterline around the first of the year. Mr. Conner stated that the Landmark steel erection crew is on site to weld the tank together around the bottom of the pillar; it will take approximately 45 days to complete the tank. Mr. Conner stated that once the tank is ready, it will be lifted with a crane to the top of the pillar and set.

Chairman King asked when the tank will be lifted into place. Mr. Conner stated that it will probably take place in June. Mr. Baxter stated that it will only take about four hours to lift the tank into place and will be done very early in the morning.

Mr. Conner referenced a picture of the Metro Road Booster Station pump and stated that when the pump was dismantled, it showed excessive wear on the impeller. Mr. Conner stated that the pump impeller is made of zinc bronze; the chloramines deteriorated the zinc in the impeller. Mr. Conner stated that staff dismantled a pump at the Wardwell Booster, which has an aluminum nickel impeller, and there was no wear to the impeller. Mr. Conner stated that staff will be changing the specifications for booster pumps to have aluminum nickel impellers or stainless steel impellers. Mr. Conner stated that he is

working with the pump supplier and they decided they didn't do a good job of coating the casing and are going to show a good faith effort to sandblast and recoat the casing at their cost. Mr. Conner stated that staff believes this will help give the pump a longer operating life.

Mr. Conner stated that the pressure sustaining valve at the Metro Booster Station was stuck open and had to be repaired.

Mr. Conner stated that last week the Mountain View Booster station was vandalized; the security lights and door handle were broken. Mr. Conner stated that a police report was filed and staff made the necessary repairs as the cost of repairs was less than the insurance deductible.

Mr. Conner stated that staff has completed servicing the non-draining fire hydrants in the RWS system.

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 staff has begun working on the FY2019 Budget and Rate Model. Mr. Martin asked the Board to reference the FY19 Capital Improvements Projects list which is made up of projects from the Facility Plan Update as well as the 10-year Capital Improvement Plan and are as follows:
 - Caisson Well Pump VFDs - \$25,000 Install VFDs on Caisson Wells
 - Actiflo Sand Pump Replacements - \$40,000 Purchase spare pumps
 - Well Rehabilitation - \$90,000 Clean/Rehabilitate and redevelop 2 wells
 - Raw Water Switch Gear and VFD Replacements - \$185,000
 - Water Storage Tank Recoating - \$1,100,000 Drain, clean, repair, and recoat 2.6 MG tank
 - Total Chlorine Analyzers - \$12,000 Per Sanitary Survey – Replace Monochloramine Analyzers with Total Chlorine Analyzers
 - Security - \$15,000
 - Ground Water Well Turbidimeters - \$30,000 On-going project to replace failing turbidimeters
 - Well Pump Replacements - \$45,000 Spare well pumps
 - Magnetic Water Meter Replacements - \$50,000 Replace failing mag meters
 - High Service Pump VFD Replacement - \$95,000
 - Fleet Replacements - \$42,000 Replace 2004 Ford Ranger/Purchase Riding Mower
 - Roof Replacements - \$40,000 Replace roof over cargo elevator/storage area
 - Misc. Recoating Projects - \$20,000 Recoat misc. piping and buildings by

- priority
- Annual Equipment Replacement Allocation - \$75,000 Unanticipated equipment replacement
 - Technology Replacement - \$27,300 Computer and phone replacement.
 - Teldig locator software. \$12,000 for RWS share of GEMS replacement
 - Chemical System Level Indicator Replacements - \$10,000 Replace level indicators on the sulfuric acid and ferric systems
 - LOX System Heater Replacements - \$40,000 Replace heater on the liquid oxygen system
 - Lab Turbidimeter - \$5,000 Lab equipment replacement
 - Plant Landscaping - \$20,000 Landscape around new tank and generator site

Mr. Martin stated that the Total FY19 Capital Costs is \$1,966,300 and will be discussed more in upcoming meetings.

Secretary Powell asked how the FY19 Capital Budget compares to the current budget. Mr. Martin stated that he would have to check, but he believes the FY18 Capital Budget was \$2 M.

Secretary Powell asked how much of the Master Plan items are left. Mr. Martin stated that staff is following the Master Plan, but the projects are spread out over several years and are being done by priority of the project.

- b. Mr. Martin asked the Board to reference the memo for the purchase of one Goulds Vertical Turbine Raw Water Pump from DXP in the amount of \$55,455. Mr. Martin stated that this request is to replace one of the pumps in the Raw Water Building. Mr. Martin stated that four of the five pumps have been replaced over the last eight years. Mr. Martin stated that this pump is 20 years old and is at the end of its useful life. Mr. Martin stated that this is a sole source purchase request as DXP is the sole local distributor for the pump. Mr. Martin stated that funds were budgeted in the FY18 Agency Capital Budget for this pump replacement.

Chairman King asked if the pump will be replaced and the motor refurbished. Mr. Martin stated that was correct.

Mr. Martin stated that it is requested that this sole source purchase be a direct purchase also as it is difficult to get a contract with DXP.

A motion was made by Board Member Walsh and seconded by Vice-Chairman King to approve the sole source, direct purchase of one Goulds Vertical Turbine Raw Water Pump in the amount of \$55,455 from DXP Inc. Motion put and carried.

- c. Mr. Martin stated that the North Platte River Runoff Forecast is not too bad. He stated that the Lower North Platte snowpack is at 69% of average for snow water equivalent and the Sweetwater is at 83% of average. Mr. Martin stated that it is

below normal for our area, but the rest of the State is looking good. Mr. Martin stated that a letter from the Bureau of Reclamation was received which stated that 1,537,000 acre feet of water is expected, which is over the 1,100,000 acre feet irrigation demand. Mr. Martin stated there would be no call on the river this year, but will have to be watched closely next year.

- d. Mr. Martin asked the Board to reference the letter from the Wyoming Water Development Office (WWDO) regarding snowpack augmentation efforts in the North Platte River Basin using a cloud seeding program. Mr. Martin stated that the WWDO has funds available and is recruiting local funding partners to help supplement legislative funds for the cloud seeding operations in the Medicine Bow, Sierra Madre and Laramie Range Mountains. Mr. Martin stated that if the Board is interested in participating, the WWDO has offered to do a presentation.

Chairman King asked if cloud seeding has been done in Wyoming. Mr. Martin stated that cloud seeding has been done in the Wind River Range and preliminary studies have been done to do it over the Sierra Madre's and the Medicine Bow Range. Mr. Martin stated that the WWDO claims to get 5-15% more moisture by doing cloud seeding.

Board Member Walsh stated that he doesn't know anything about cloud seeding. Mr. Martin stated that cloud seeding is basically spreading silver iodide in clouds to get them to release their moisture and increase the snowpack. Board Member Walsh asked if there is a backlash over using the silver iodide. Mr. Martin stated that there have been some questions about whether or not the silver iodide is a hazardous substance that contaminates the water; if all the moisture is taken from the clouds here, how it will affect downwind, studies show it only takes 1% of the moisture from the clouds; and if it is worth the cost. Mr. Martin stated that he is unsure how much money the WWDO is looking to get for matching funds.

Board Member Hopkins stated that he would like to hear what the WWDO has to say on this topic. It was the consensus of the Board to have Mr. Martin arrange for the WWDO to make a presentation on the cloud seeding at the next meeting.

- e. Board Members Waters signed his annual banking letter during open session of the meeting.

Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.

- f. In Other New Business, Mr. Martin stated that Visionary Broadband approached the City of Casper about installing broadband equipment at several City water storage tank sites and at the RWS Wardwell Zone IIIB water storage tank site.

Chairman King stated that Visionary Broadband contacted the Salt Creek Joint Powers Board about putting an antenna on their chlorine building and only wanted to pay \$100 per month. Mr. Martin stated that the City does not allow

antennas to be attached to their water storage tanks.

Secretary Powell asked if Visionary Broadband is offering compensation similar to other cell companies. Mr. Martin stated that he only has the preliminary interest information. Mr. Martin stated that in the past, the Board had an agreement with Verizon for \$500 per month.

It was the consensus of the Board that Visionary Broadband give a presentation to the Board regarding the use of the water storage tank site for their antenna.

Board Member Walsh asked how staff feels about the installation of a cell tower at the water storage tank site. Mr. Martin stated that as long as it does not interfere with operations at the water storage tank site, and if they have a separate entrance, it would be fine.

9. A motion was made by Board Member Hopkins and seconded by Secretary Powell to adjourn from Regular Session into Executive Session at 12:09 p.m. to discuss potential litigation. Motion put and carried.

A motion was made by Secretary Powell and seconded by Board Member Walsh to adjourn from Executive Session back to the Regular Session at 12:18 p.m. Motion put and carried.

10. A motion was made by Board Member Hopkins and seconded by Board Member Walsh to approve Amendment No. 1 to the Joint Representation Agreement between RWS, Wardwell Water & Sewer District, and Williams, Porter, Dany & Neville, P.C. Motion put and carried.

11. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on April 17, 2018.

A motion was made by Board Member Walsh and seconded by Secretary Powell to adjourn the meeting at 12:21 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
April 10, 2018**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
7822	City of Casper	Operations Reimbursement – March18	\$212,338.30
7823	Arcadis U.S., Inc.	Capital Expense – WTP Emergency Power PP#25	\$1,420.84
7824	TREC, Inc.	Capital Expense – Alternate Backwash Water Supply Project No. 15-37 PP# 8	\$33,937.83
7825	ITC Electrical Technologies	Capital Expense – Electrical Transformer Testing	\$728.44
7826	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#9	\$31,612.75
7827	City of Casper	Loan Payment	\$127,960.40
7828	ITC Electrical Technologies	Capital Expense – Replace lights in Pipe Chase	\$5,835.35
7829	Landmark Structures I, LP	Capital Expense – Airport Elevated Tank Project PP#9	\$228,000.00
7830	Automation & Electronics, Inc.	Capital Expense – Replace Master SCADA Repeater Station at Sunrise	\$18,819.00
7831	ITC Electrical Technologies	Capital Expense – Install new mag meters for Filters 3 & 4	\$2,600.85
7832	ITC Electrical Technologies	Capital Expense – Install Level Indicator for Ferric Tank	\$2,601.29
7833	COP Wyoming, LLC	Capital Expense – WTP Alternate Backwash Water Supply PP# 8	\$90,067.14
7834	Williams, Porter, Day & Neville, P.C.	Legal Expense – March18	\$1,674.20
7835	WWC Engineering	Capital Expense – Westwinds Road Easement Acquisition PP#14	\$275.00
		Total	\$757,871.39

City of Casper
 Business Services - Finance Division
 200 N. David
 Casper, WY 82601
 adminsvcs@cityofcasperwy.com
 (307)235-8400

**INVOICE &
 STATEMENT OF ACCOUNT**

7822

Page 1 of 1

CUSTOMER: CENTRAL WYO. REGIONAL WATER SYSTEM JPB
 1500 SW WYOMING BLVD.
 CASPER, WY, 82604

DATE: 4/4/2018

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
03/31/2018	161661	MARCH18 OPERATIONS REIMBURSEMENT	CURRENT	\$212,338.30

March 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$118,661.93
9020.00	Chemical Charge - O&M		\$12,157.95
9030.00	Utilities - O&M		\$73,728.05
9040.00	Supplies - O&M		\$2,330.38
9060.00	Training - O&M		\$100.00
9070.00	Major Maint, Repair, Replc - O&M		\$2,841.79
9080.00	Testing & Lab Services - O&M		\$2,518.20
9090.00	Other Reimbursable Costs - O&M		\$0.00
	80-404000-5819 Invoice Total		\$212,338.30

NEW CHARGES	
PREVIOUS BALANCE	\$212,338.30
TOTAL AMOUNT DUE	\$212,338.30

Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.

Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.

Mail Payments To:

City of Casper
 200 N David St
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$212,338.30

AMOUNT ENCLOSED: **\$212,338.30**

Pay Invoice(s): 161661

If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Albertsons - Pcard	Other Materials & Supplies	3/2/2018	00018672	58.19	Food for RWS meeting
Albertsons - Pcard	Other Materials & Supplies	3/16/2018	00000541	25.98	Coffee
ALSCO - Pcard	Laundry & Towel Svc	3/16/2018	LCAS1182362, LCAS1183745, LCAS1185098, LCAS1186478	148.28	Mats, Mops, Towels
Atlas Office Products - Pcard	Other Materials & Supplies	3/2/2018	33630-1	53.06	Cleaning supplies - Paper Towels
Atlas Office Products - Pcard	Other Materials & Supplies	3/16/2018	34100-0	30.45	Cleaning Supplies
Black Hills Energy	Energy - Natural Gas	3/14/2018	RIN0028501	8,621.17	Natural Gas Bill
Bush-Wells Sporting Goods - Pcard	Uniforms	3/23/2018	BBB006257	966.99	Uniform Shirts
Carl Haler	Clothing Allowance	2/27/2018	RIN0028440	93.71	Reimbursement - Uniform Jeans
Casper Contractors Supply - Pcard	Equipment Repairs	3/2/2018	1498968	90.03	Rubber Gasket
Casper Public Utilities	Sewer	3/1/2018	RIN0028469	21.65	Sewer Bill
Casper Public Utilities	Refuse Collection	3/1/2018	RIN0028469	106.50	Sanitation Bill
Casper Public Utilities	Sewer	3/26/2018	RIN0028522	21.65	Sewer Bill
Casper Public Utilities	Refuse Collection	3/26/2018	RIN0028522	106.50	Sanitation Bill
Casper Star-Tribune - Pcard	Advertising	3/2/2018	36818	43.54	RWS Meeting Notice Ad
Casper Star-Tribune - Pcard	Advertising	3/23/2018	38049	43.54	RWS Meeting Notice Ad
Coastal Chemical - Pcard	Vehicle Supplies	3/23/2018	0116458	78.64	Gasoline
Costal Chemical - Pcard	Vehicle Supplies	3/2/2018	0116373	64.41	Gasoline
Crum Electric - Pcard	Equipment Repairs	3/2/2018	1957705-00	71.83	Misc. Electrical Parts
Crum Electric - Pcard	Other Materials & Supplies	3/16/2018	1956778-00	184.21	Covers for Yard Meter Displays
Crum Electric - Pcard	Booster Station Supplies	3/16/2018	1962948-00	849.08	Mt. View Booster Lights Replacement
Dell Marketing	Telecommunications	3/23/2018	10228766021	1,039.49	Office365 License Renewal 2018
DPC Industries, Inc.	Chemicals	3/14/2018	727000029-18	6,469.88	Sodium Hypochlorite
Energy Laboratories - Pcard	Lab Testing	3/2/2018	137853	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	3/2/2018	137605	22.00	UV254 Testing
Energy Laboratories - Pcard	Lab Testing	3/16/2018	139369	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	3/23/2018	140854	22.00	Compliance Bacti Test
Energy Laboratories - Pcard	Lab Testing	3/23/2018	140969	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	3/23/2018	141863	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	3/23/2018	142817	22.00	UV254 Testing
Energy Laboratories - Pcard	Lab Testing	3/23/2018	142213	37.00	TOC Compliance Testing
Energy Laboratories - Pcard	Lab Testing	3/23/2018	142783	231.00	Aerobic Spore Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	3/2/2018	L0374925	100.00	Bromate Testing
FedEx - Pcard	Postage/Shipping	3/9/2018	6-096-97827	48.25	Shipping Fees - WTP SCADA Application
Ferguson Enterprises - Pcard	Equipment Repairs	3/23/2018	CC575097	8.47	Air Release Valve
Grainger - Pcard	Equipment Repairs	3/16/2018	1315060848	34.90	Screws for Turbidimeters
Grainger - Pcard	Equipment Repairs	3/16/2018	1315120219	29.95	Tubing for Turbidimeters
Grainger - Pcard	Other Materials & Supplies	3/2/2018	1314387873	384.00	Fluorescent Linear Lamps

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Grainger - Pcard	Booster Station Supplies	3/16/2018	1315306689	150.49	Wardwell & Mt. View Booster Lights
Harbor Freight Tools - Pcard	Other Materials & Supplies	3/23/2018	075460	5.88	Tools
Health Insurance	Health Insurance	3/8/2018		5,652.50	Health Insurance
Health Insurance	Health Insurance	3/22/2018		5,573.11	Health Insurance
Health Insurance Transfer	Transfers Out	2/28/2018		1,575.67	Additional Health Insurance Allocation
Health Insurance Transfer	Transfers Out	3/19/2018		1,575.67	Additional Health Insurance Allocation
Interdepartmental Charges	Interdepartmental Services Fixed	2/28/2018		22,676.33	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	3/19/2018		22,676.33	2 FTE's from Water Distribution
Interdepartmental Services	Interdepartmental Services	2/28/2018		(2,386.42)	Reimbursement for Shared Employee
Interdepartmental Services	Interdepartmental Services	3/19/2018		(2,386.42)	Reimbursement for Shared Employee
ITC Electrical Technologies	Equipment Repairs	3/22/2018	24627	925.05	GWHS #3 VFD Repair
Long Building Technologies	Equipment Repairs	3/22/2018	SRVCE0089142	616.55	HVAC System Testing - Emerg Gen Start-up
NAPA - Pcard	Equipment Repairs	3/2/2018	265829	21.67	Battery Brush, Oil for Air Compressors
NAPA - Pcard	Other Materials & Supplies	3/16/2018	268905	94.55	Penetrating Oil, Tape Measures
Other Insurance	Other Insurance	3/8/2018		273.42	Other Insurance Benefits
Payroll	Personnel	3/8/2018		30,633.25	3/8/18 Payroll
Payroll	Personnel	3/22/2018		29,260.65	3/22/18 Payroll
Phone, Email, Internet, Wireless	Telecommunications	2/28/2018		93.90	Phone, Email, Internet, Wireless
Phone, Email, Internet, Wireless	Telecommunications	3/19/2018		93.90	Phone, Email, Internet, Wireless
Rocky Mountain Air Solutions - Pcard	Chemicals	3/2/2018	6666080	2,672.32	Liquid Oxygen
Rocky Mountain Air Solutions - Pcard	Chemicals	3/23/2018	6677942	3,015.75	Liquid Oxygen
Rocky Mountain Power	Energy - Electricity	3/22/2018	RIN0028517	55,837.08	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	3/22/2018	RIN0028517	7,763.52	Electricity - Tanks, Boosters, Meters
Supplemental Pay	Supplemental Pay	3/8/2018		50.00	Remove Punative Clause in Manager Contract
Sutherlands - Pcard	Equipment Repairs	3/16/2018	079110	29.47	Turbidimeter Plumbing Parts
USPS - Pcard	Postage/Shipping	3/23/2018	031833	6.70	Certified Mail - BLM Application Info
Verizon - Pcard	Telecommunications	3/22/2018	9800906910	22.69	Cell Phone Bill
Wardwell Water & Sewer District	Water Line Materials	3/1/2018	RIN0028468	14.30	Wardwell Booster Water Usage
William Neeland	Travel & Training	2/27/2018	RIN0028453	100.00	Reimbursement - Water Operator III Exam
Workers' Compensation	Workers' Compensation	2/28/2018		1,743.92	Workers' Compensation
Workers' Compensation	Workers' Compensation	3/19/2018		1,743.92	Workers' Compensation
WYCOMP, Inc.	Lab Testing	3/14/2018	RIN0028502	1,160.20	CWGG Well Testing
			Total	\$ 212,338.30	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2017-2018

Entity	Gallons of Water Produced									Year-to-Date
	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	
Salt Creek JPB	2,307,718.367	2,037,346.939	2,425,082.653	2,000,631.633	1,717,840.816	2,601,401.020	3,955,097.959	5,199,300.000	6,167,809.184	28,412,228.571
Wardwell W&S	7,804,785.714	7,286,007.143	9,223,221.429	7,431,680.612	7,716,814.286	9,465,779.592	24,117,421.430	33,192,017.350	38,820,892.860	145,058,620.416
Pioneer	2,429,208.163	1,965,672.449	2,460,207.143	2,233,330.612	2,496,651.020	3,807,093.878	4,543,956.122	6,203,697.959	7,759,000.000	33,898,817.346
Poison Spider	627,040.816	506,734.694	562,755.102	463,367.347	487,244.898	573,775.510	1,394,285.714	1,754,234.694	2,104,693.878	8,474,132.653
33 Mile Road	779,336.735	787,244.898	1,262,346.939	1,278,316.327	2,022,295.918	2,188,316.327	1,090,051.020	980,561.225	1,434,693.878	11,823,163.266
Sandy Lake	519,210.204	548,216.327	742,163.265	536,665.306	1,021,418.367	816,878.571	1,652,311.224	1,858,611.224	2,314,211.224	10,009,685.712
Lakeview	124,044.898	101,595.918	98,972.449	84,193.878	113,010.204	180,982.653	404,552.041	562,475.510	700,029.592	2,369,857.143
Mile-Hi	334,428.571	214,247.959	164,665.306	138,233.674	223,887.755	195,623.469	535,903.061	587,086.735	767,185.714	3,161,262.245
City of Casper	138,743,980.500	125,549,366.700	160,396,895.700	131,485,905.600	144,127,014.700	177,582,958.000	377,170,014.400	521,053,882.300	632,141,355.700	2,408,251,373.600
Regional Water	(251,000.000)	0.000	(862,000.000)	(900,000.000)	(2,300,293.000)	(3,996,471.000)	(1,264,150.000)	(846,558.000)	(1,376,600.000)	(11,797,072.000)
TOTAL	153,418,753.969	138,996,433.027	176,474,309.986	144,752,324.988	157,625,884.964	193,416,338.021	413,599,442.971	570,545,308.996	690,833,272.030	2,639,662,068.953

TOTAL PRIOR YEAR (FY2017) GALLONS PRODUCED:

3,695,131,334.888

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2017-2018

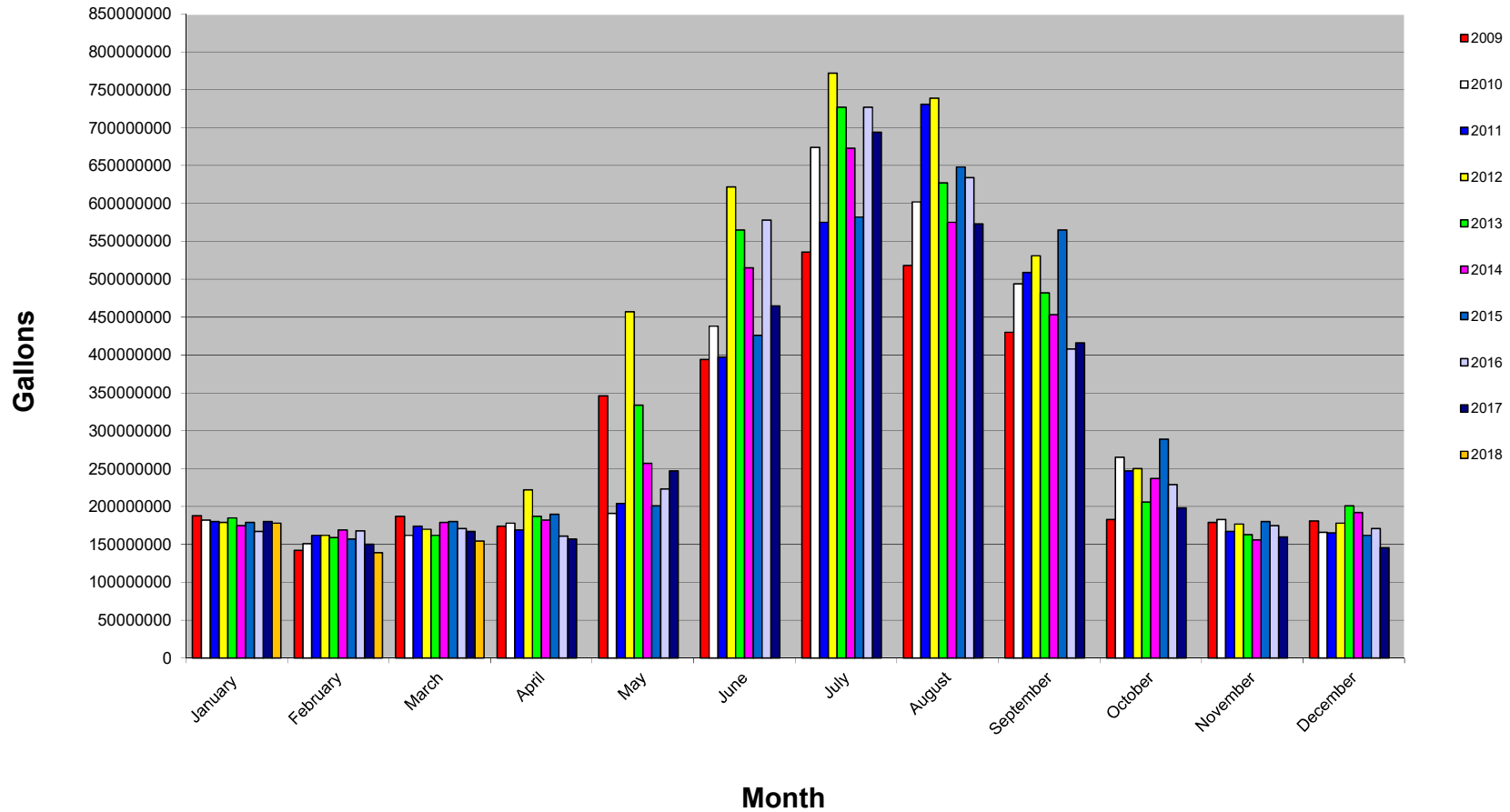
Entity	Water Rates Billed									
	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	Year-to-Date
Salt Creek JPB	\$ 3,969.28	\$ 3,504.24	\$ 4,171.14	\$ 3,441.09	\$ 2,954.69	\$ 4,474.41	\$ 6,802.77	\$ 8,942.80	\$ 10,608.63	\$ 48,869.05
Wardwell W&S	\$ 13,424.23	\$ 12,531.93	\$ 15,863.94	\$ 12,782.49	\$ 13,272.92	\$ 16,281.14	\$ 41,481.96	\$ 57,090.27	\$ 66,771.94	\$ 249,500.82
Pioneer	\$ 4,178.24	\$ 3,380.96	\$ 4,231.56	\$ 3,841.33	\$ 4,294.24	\$ 6,548.20	\$ 7,815.60	\$ 10,670.36	\$ 13,345.48	\$ 58,305.97
Poison Spider	\$ 1,078.51	\$ 871.58	\$ 967.94	\$ 796.99	\$ 838.06	\$ 986.89	\$ 2,398.17	\$ 3,017.28	\$ 3,620.07	\$ 14,575.49
33 Mile Road	\$ 1,340.46	\$ 1,354.06	\$ 2,171.24	\$ 2,198.70	\$ 3,478.35	\$ 3,763.90	\$ 1,874.89	\$ 1,686.57	\$ 2,467.67	\$ 20,335.84
Sandy Lake	\$ 893.04	\$ 942.93	\$ 1,276.52	\$ 923.06	\$ 1,756.84	\$ 1,405.03	\$ 2,841.98	\$ 3,196.81	\$ 3,980.44	\$ 17,216.65
Lakeview	\$ 213.36	\$ 174.74	\$ 170.23	\$ 144.81	\$ 194.38	\$ 311.29	\$ 695.83	\$ 967.46	\$ 1,204.05	\$ 4,076.15
Mile-Hi	\$ 575.22	\$ 368.51	\$ 283.22	\$ 237.76	\$ 385.09	\$ 336.47	\$ 921.75	\$ 1,009.79	\$ 1,319.56	\$ 5,437.37
City of Casper	\$ 238,639.65	\$ 215,944.91	\$ 275,882.66	\$ 226,155.76	\$ 247,898.47	\$ 305,442.69	\$ 648,732.42	\$ 896,212.68	\$ 1,087,283.13	\$ 4,142,192.37
Regional Water	\$ (431.72)	\$ -	\$ (1,482.64)	\$ (1,548.00)	\$ (3,956.50)	\$ (6,873.93)	\$ (2,174.34)	\$ (1,456.08)	\$ (2,367.75)	\$ (20,290.96)
TOTAL	\$263,880.27	\$239,073.86	\$303,535.81	\$248,973.99	\$271,116.54	\$332,676.09	\$711,391.03	\$981,337.94	\$1,188,233.22	\$4,540,218.75

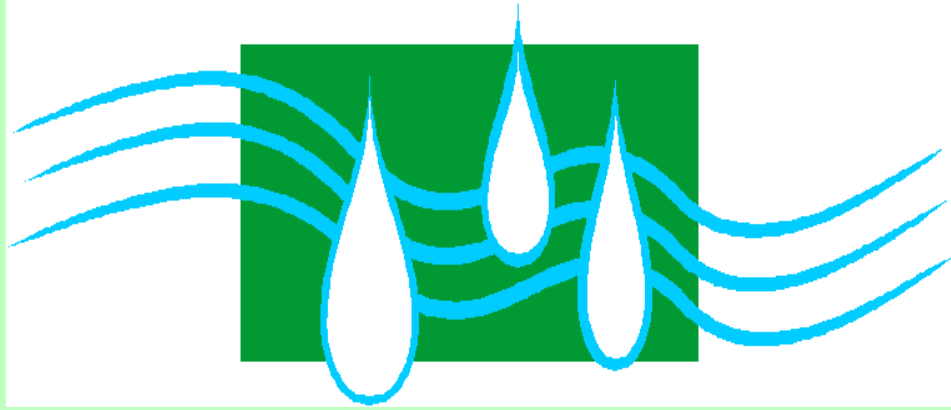
TOTAL PRIOR YEAR (FY2017) BILLING:

\$ 5,912,210.13

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

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

March 31, 2018

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
March 31, 2018**

ASSETS	<u>FY 2018</u>	<u>FY 2017</u>
Current Assets		
Cash and cash equivalents	\$ 6,039,669	\$ 2,256,606
Investments	513,323	4,806,303
Receivables from water service	271,651	271,669
Grant receivables	152,687	-
Interest receivable on investments	-	1,159
Inventory	405,475	320,501
Prepaid insurance	41,211	43,259
	<u>7,424,016</u>	<u>7,699,497</u>
Total Current Assets		
Capital Assets		
Land	580,874	580,874
Construction in Progress	3,362,491	2,409,826
Depreciable capital assets	78,163,991	78,236,851
Accumulated depreciation	<u>(43,135,624)</u>	<u>(41,205,538)</u>
Total Capital Assets	<u>38,971,731</u>	<u>40,022,013</u>
Total Assets	<u>\$ 46,395,748</u>	<u>\$ 47,721,510</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 212,338	\$ 161,733
Accrued interest	95,535	102,347
Accrued expenses	62,223	64,930
Retainage payable	117,861	-
Current portion of long-term debt	<u>1,753,696</u>	<u>1,702,103</u>
Total Current Liabilities	<u>2,241,654</u>	<u>2,031,114</u>
Noncurrent Liabilities		
Loans payable	<u>12,672,298</u>	<u>14,321,008</u>
Total Noncurrent Liabilities	<u>12,672,298</u>	<u>14,321,008</u>
Total Liabilities	14,913,952	16,352,122
NET ASSETS		
Invested in capital assets, net of related debt	24,545,737	23,998,901
Reservations		
General operating reserves	409,251	404,468
Emergency reserves	409,251	404,468
Debt service reserve - Loan	272,632	272,632
Water rights development	487,317	487,306
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	3,463,587	2,475,251
Undesignated reserves	921,811	2,326,361
Total Reservations	<u>6,963,848</u>	<u>7,370,487</u>
Total Net Assets	<u>31,509,585</u>	<u>31,369,388</u>
Total Liabilities and Net Assets	<u>\$ 46,395,748</u>	<u>\$ 47,721,510</u>

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
March 31, 2018**

OPERATING REVENUES	<u>FY 2018</u>	<u>FY 2017</u>	<u>Variance</u>	<u>Percent Variance</u>
Water sales	\$ 4,540,223	\$ 4,528,475	\$ 11,748	0.26%
Total Operating Revenues	4,540,223	4,528,475	11,748	0.26%
OPERATING EXPENSES				
Operating expenses	2,161,305	2,044,873	116,432	5.69%
Insurance	63,266	61,500	1,766	2.87%
Legal	19,856	6,632	13,224	199.39%
Auditing	30,000	27,540	2,460	8.93%
Total Operating Expenses	2,276,005	2,141,295	134,710	6.29%
Net Operating Income	2,264,218	2,387,180	(122,963)	-5.15%
NONOPERATING REVENUE (EXPENSES)				
Interest income	46,999	19,052	27,947	146.69%
State Grant/Loan	4,839,105	136,824	4,702,281	3436.75%
Other income - system investment fees	73,240	49,692	23,548	47.39%
Capital expenses	(4,914,901)	(726,572)	(4,188,330)	576.45%
Interest expense	(360,369)	(406,504)	46,134	-11.35%
Investment fees	(166)	(311)	145	-46.59%
Depreciation	(1,542,486)	(1,402,131)	(140,356)	10.01%
Total Nonoperating Revenue (Expenses)	(1,858,579)	(2,329,949)	471,370	4159.35%
INCREASE/(DECREASE) IN NET ASSETS	405,638	57,231	348,407	
NET ASSETS				
Beginning of Year	<u>31,103,947</u>	<u>31,312,157</u>		
YTD Balance End of Month	<u>\$ 31,509,585</u>	<u>\$ 31,369,388</u>		

**Central Wyoming Regional Water System
Joint Powers Board
Budget Versus Actual
March 31, 2018**

	Adopted Budget	Transfers & Carryover Encumbered Funds	Final Budget	3/31/2018 Fiscal YTD	Remaining Budget
OPERATING REVENUES					
Water sales	\$ 6,789,827	\$ -	\$ 6,789,827	\$ 4,540,223	\$ 2,249,604
Total Operating Revenues	\$ 6,789,827	\$ -	\$ 6,789,827	\$ 4,540,223	\$ 2,249,604
OPERATING EXPENSES					
Contracted services	\$ 3,081,427	\$33,129	\$ 3,114,556	\$ 2,160,947	\$ 953,609
Consulting fees	500	\$6,642	7,142	358	6,784
Legal	29,500	-	29,500	19,856	9,644
Auditing	31,000	-	31,000	30,000	1,000
Insurance & bonds	86,814	-	86,814	63,266	23,548
Travel & training	2,000	-	2,000	-	2,000
Other Contractual	3,000	-	3,000	1,579	1,421
Total Operating Expenses	\$ 3,234,241	\$ 39,771	\$ 3,274,012	\$ 2,276,005	\$ 998,006
Net Operating Income	3,555,586	(39,771)	3,515,815	2,264,218	1,251,598
NONOPERATING REVENUE (EXPENSES)					
Interest income	17,000	-	17,000	46,999	(29,999)
Other income - system investment fees	65,050	-	65,050	73,240	(8,190)
State grant/loan	7,091,514	-	7,091,514	4,839,105	2,252,409
Investment fees expense	(1,500)	-	(1,500)	(166)	(1,334)
Long-term debt service payments	(2,222,577)	-	(2,222,577)	(1,734,675)	(487,902)
Capital new	(366,000)	(\$1,836,812)	(2,202,812)	(1,392,896)	(809,915)
Capital replacement	(2,935,500)	(\$5,791,167)	(8,726,667)	(3,522,005)	(5,204,663)
Total Nonoperating Revenue (Expenses)	\$ 1,647,987	\$ (7,627,979)	\$ (5,979,992)	\$ (1,690,399)	\$ (4,289,594)
NET INCOME/(LOSS)	5,203,573	(7,667,750)	(2,464,177)	573,819	(3,037,996)
INCREASE (DECREASE) TO RECONCILE BUDGETARY BASIS TO ACCRUAL					
Accrued interest/expense				\$ 95,535	
Loan payments				1,278,770	
Depreciation				(1,542,486)	
Capitalized Fixed Assets				-	
INCREASE/(DECREASE) IN NET ASSETS				\$ 405,638	

**Central Wyoming Regional Water System
 Joint Powers Board
 Summary of the Treasury
 March 31, 2018**

Operating Accounts at Hilltop Natl Ba	Checking Accounts	Money Market Sweep Accounts	Reconciled Balance	31-Mar-18 Interest Earnings	Interest Rate
Operating Fund Account	\$ 10,122.71	\$ 5,938,592.87	\$ 5,939,415.58	\$ 6,290.71	1.08%
Rate Stabilization Fund Account	10,820.22	82,015.18	92,835.40	84.43	1.09%
General Fund Reserve Account	7,418.10	-	7,418.10	-	0.00%
Total Hilltop Bank Account Deposits	\$ 28,361.03	\$ 6,020,608.05	\$ 6,039,669.08	\$ 6,375.14	

Money Market Investments at WGIF

Wyoming Government Investment Fund					
Total General Reserve		\$ 509,940.08		\$ 569.04	1.22%
Total Water Rights Reserve		1,137.75		1.27	1.22%
Total Capital Construction Reserve		2,245.17		2.51	1.22%
Total WGIF Deposits		\$ 513,323.00		\$ 572.82	

Certificates of Deposit at Hilltop Natl Bank

All certificates of deposit have been redeemed and funds moved to the Operating Account.

Account Number	Original Purchase Date	Current CD Balances	Term	Interest Paid & Accrued YTD	Maturity Date	Interest Rate
28562	6/15/2011	\$ -	Cashed in	\$ -	5/14/2017	
28563	6/15/2011	-	Cashed in	-	6/7/2017	
28564	6/15/2011	-	Cashed in	-	6/7/2017	
28565	6/15/2011	-	Cashed in	-	6/15/2017	
28566	6/15/2011	-	Cashed in	-	6/15/2017	
28567	6/15/2011	-	Cashed in	-	6/15/2017	
28756	3/9/2012	-	Cashed in	-	6/2/2017	
Total Certificates of Deposit		\$ -		\$ -		

Total Money Market Funds \$ 6,533,931.05

Pledging Detail

Total Cash and Cash Equivalents \$ 28,361.03

\$ 5,500,000.00 Amount Pledged

\$ 4,950,000.00 90% of Amount Pledged

\$ - Cash Held over 90% of Pledged Amount

If number present, transfer from cash to investment pool may be necessary

**Central Wyoming Regional Water System
 Joint Powers Board
 Aged Trial Balance
 By Fund
 March 31, 2018**


Fund: 80 CWR Water System Agency

Customer # Customer Name

Invoice #	Inv Date	Original Amount	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
1276 CITY OF CASPER PUBLIC UTILITIES							
161660	3/31/2018	\$7,596.00	\$7,596.00				
***Customer Bal		\$7,596.00	\$7,596.00				
CustomerTotal							* \$7,596.00
2062 WYOMING WATER DEVELOPMENT COMMISSION							
160950	2/28/2018	\$75,421.90		\$75,421.90			
161694	43190	\$22,216.52	\$22,216.52				
***Customer Bal		\$97,638.42	\$22,216.52	\$75,421.90			
CustomerTotal							* \$97,638.42
2091 OFFICE OF STATE LANDS & INVESTEMENTS							
161693	3/31/2018	\$24,001.11	\$24,001.11				
161695	43190	\$31,047.25	\$31,047.25				
***Customer Bal		\$55,048.36	\$55,048.36				
CustomerTotal							* \$55,048.36
2594 LAKEVIEW IMPROVEMENT & SERVICE DISTRICT							
160927	43159	\$174.74		\$174.74			
161721	43190	\$213.36	\$213.36				
***Customer Bal		\$388.10	\$213.36	\$174.74			
CustomerTotal							* \$388.10
2595 SANDY LAKE ESTATES IMPROVEMENT DISTRICT							
161722	43190	\$893.04	\$893.04				
***Customer Bal		\$893.04	\$893.04				
CustomerTotal							* \$893.04
2596 33 MILE ROAD IMPROVEMENT & SERVICE DISTRICT							
161723	43190	\$1,340.46	\$1,340.46				
***Customer Bal		\$1,340.46	\$1,340.46				
CustomerTotal							* \$1,340.46
2597 POISON SPIDER WATER							
161724	43190	\$1,078.51	\$1,078.51				
***Customer Bal		\$1,078.51	\$1,078.51				
CustomerTotal							* \$1,078.51
2598 PIONEER WATER & SEWER DISTRICT							
161725	43190	\$4,178.24	\$4,178.24				
***Customer Bal		\$4,178.24	\$4,178.24				
CustomerTotal							* \$4,178.24
2599 WARDWELL WATER & SEWER DISTRICT							
161726	43190	\$12,992.51	\$12,992.51				
***Customer Bal		\$12,992.51	\$12,992.51				
CustomerTotal							* \$12,992.51
2600 SALT CREEK JPB							
161727	43190	\$3,969.28	\$3,969.28				
***Customer Bal		\$3,969.28	\$3,969.28				
CustomerTotal							* \$3,969.28
2601 CITY OF CASPER-REGIONAL WATER							
161728	43190	\$238,639.65	\$238,639.65				
***Customer Bal		\$238,639.65	\$238,639.65				
CustomerTotal							* \$238,639.65
5169 MILE-HI IMPROVEMENT & SERVICE DISTRICT							
161729	43190	\$575.22	\$575.22				
***Customer Bal		\$575.22	\$575.22				
CustomerTotal							* \$575.22
***Period Totals		\$424,337.79	\$348,741.15	\$75,596.64			
**Fund Total 80							* \$424,337.79
**# of Customers			12	2			

Weather Modification


In Wyoming's North Platte River Basin



Julie Gondzar, Program Manager
Wyoming Water Development Office
Cheyenne, Wyoming

Wyoming Water Development Commission (WWDC)

10 Commissioners



Established in 1975

To address water resource and conservation needs (current & future) through new construction and/or rehabilitation of water supply projects.

Develops plans, conducts studies, recommends legislation to secure full and efficient use of water in Wyoming.

Irrigation Districts
Conservation Districts*
Municipalities

Water & Sewer Districts
Joint Power Boards
Improvement & Service Districts

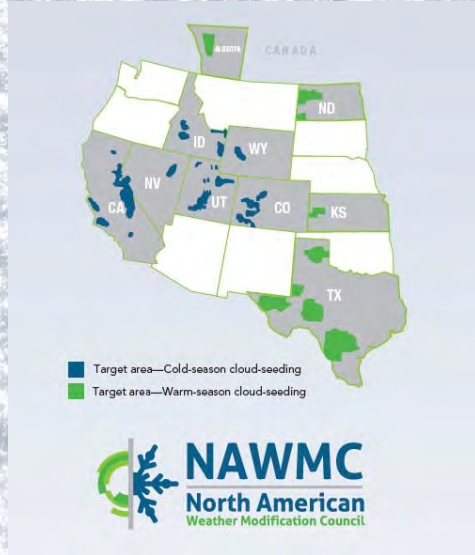
Counties
State Agencies

Wyoming Water Development Office (WWDO)

Director: Harry LaBonde

- Administration
- River Basin Planning
- Dams & Reservoirs
- Project Planning
- Construction

Weather Modification Nation-wide



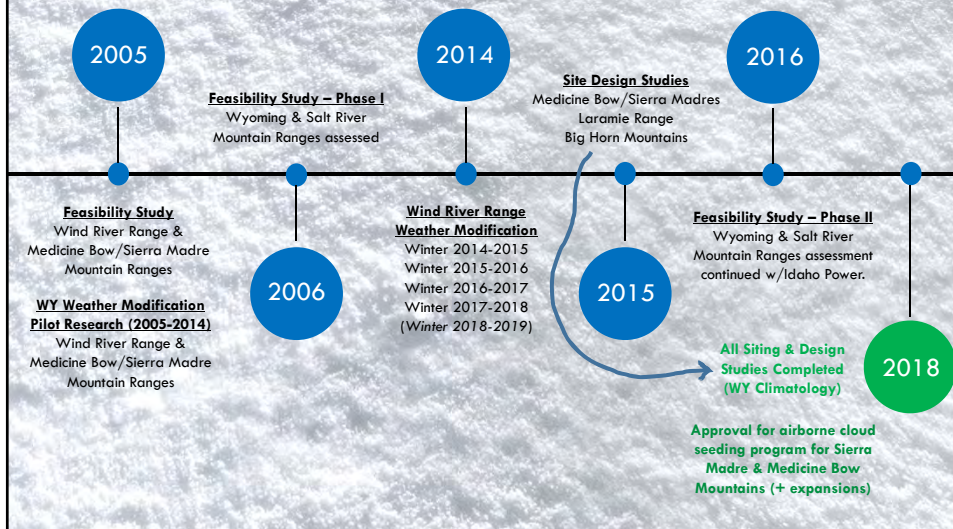
Commonly used technology since the 1950's

Purpose

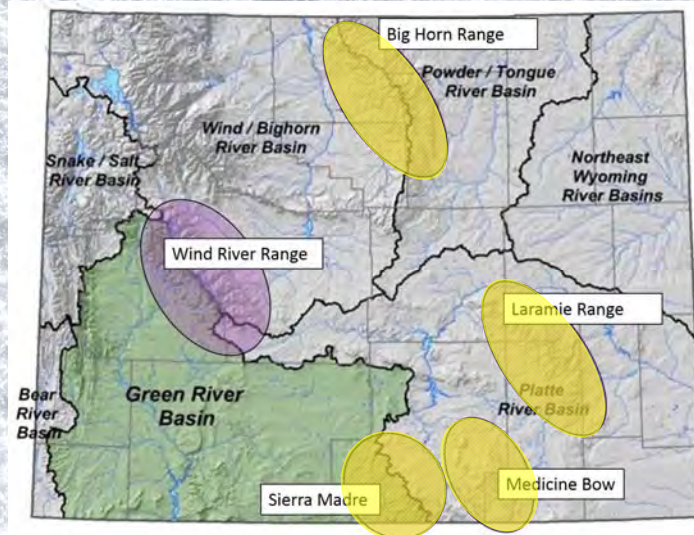
- Increase mountain snowpack (snowpack augmentation)
- Increase rainfall
- Fog suppression
- Hail suppression

Snow augmentation efforts in associated river basins

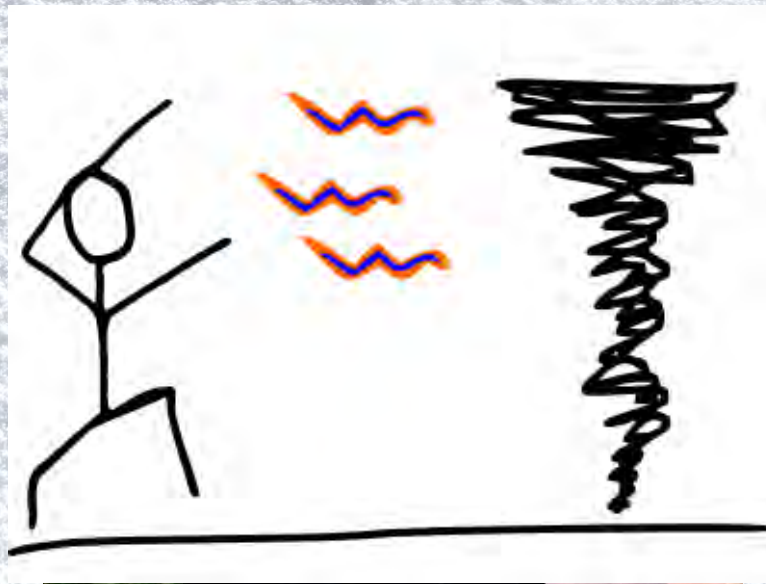
Wyoming Weather Modification Timeline

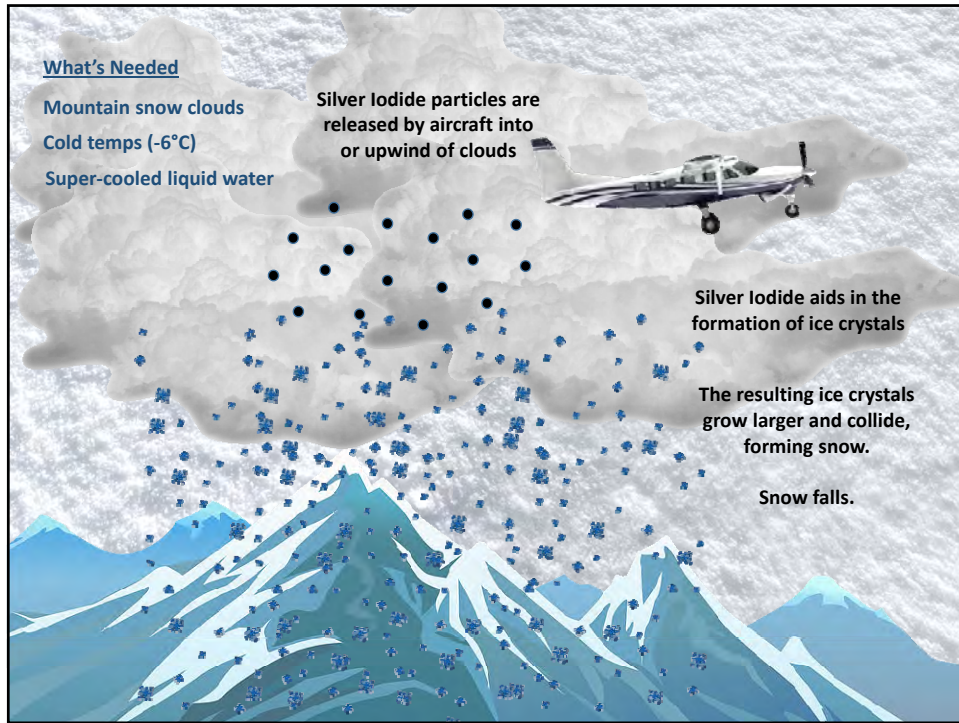


Weather Modification in Wyoming



Cloud Seeding?





Purpose of Cloud Seeding

- Augment mountain snowpack
- Use additional snowpack as “water storage”
- Increased spring run-off and resulting streamflow
- Increase water per acre foot for low cost

A Few Important Facts

- Silver Iodide initiates the freezing of water that already exists in the cloud
- Cloud seeding is not a large-scale process, but rather microscale and does not significantly impact precipitation downwind
- Silver Iodide is not soluble and has negligible environmental impact
- Cloud seeding is an inexpensive way to improve water supply
- Operational programs include a strict suspension criteria

2015 Wyoming Legislation

2015 Omnibus Water Construction Bill

Appropriation: \$1,447,500.00

Purpose:

Assess areas of the state for operational cloud seeding technology
(ground-based and airborne)

Three Major Studies:

Big Horn Mountain Range Siting & Design Study

Laramie Range Siting & Design Study

Medicine Bow/Sierra Madre Permitting & Design Study

What was included in the studies?

Climatology (wind, temp, snow storms, etc.)

Hydrology (drainage, streamflow, etc.)

Program siting and design layout

Required permitting

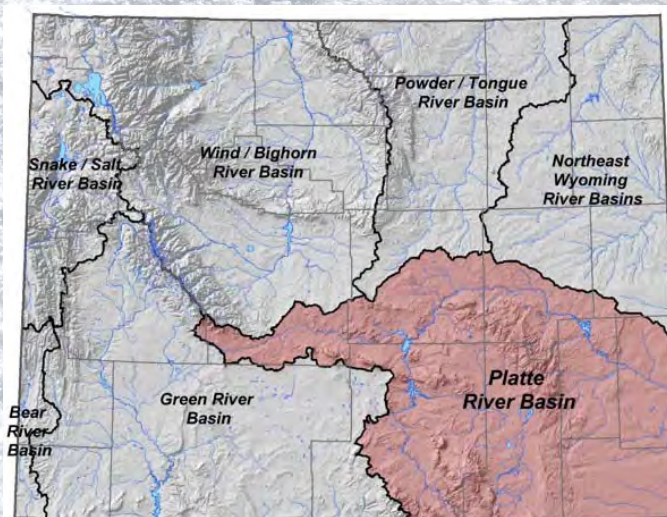
Delivery of seeding agent

Weather forecasting

Operational cost estimates

Estimated cost benefits

Results from Medicine Bow/Sierra Madre Permitting and Design Study



Results from Medicine Bow/Sierra Madre Permitting and Design Study



Results from Medicine Bow/Sierra Madre Permitting and Design Study

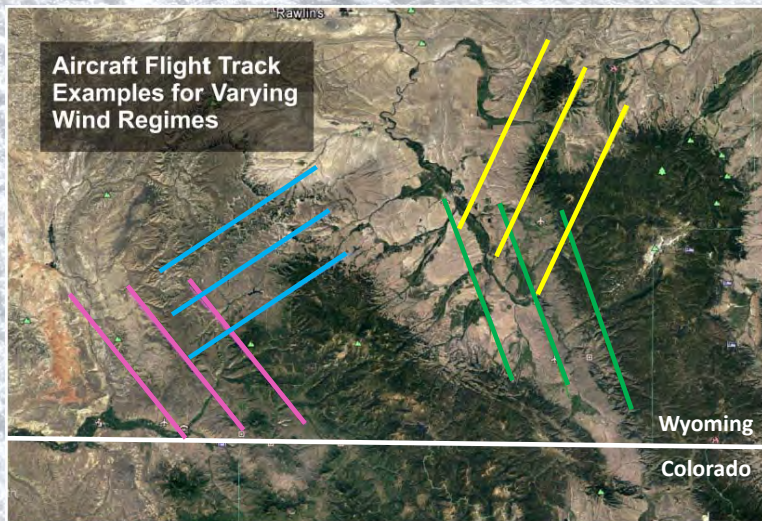


Figure 13.2. Potential aircraft flight tracks for airborne-seeding operations are shown. Location relative to the target range is determined by wind direction, distance from the range by wind speed.

Results from Medicine Bow/Sierra Madre Permitting and Design Study

Table 14.3. Annual Costs Breakdown of Seeding Options for the Proposed Winter Cloud-seeding program and Estimated Cost/A.F. of augmented streamflow (using 70% impact area assumption for ground and airborne).

Item	Seeding Aircraft (one)
Est. Total	
Est. Cost/A.F. for 5% Seeding Effect	\$22
Est. Cost/A.F. for 10% Seeding Effect	\$11
Est. Cost/A.F. for 15% Seeding Effect	\$7
Est. Cost/A.F. for Simulated Seeding Effect with WRF-Hydro	N/A

4 Month Program

(Dec – Mar)

\$433,664.85

5 Month Program

(Nov – Mar)

\$536,464.06

6 Month Program

(Nov – Apr)

\$639,263.27

WY Remaining Money

~ \$438,00.00

Increases in streamflow based on 5-15% seeding effect in seedable storms for +70% of the area.

Wyoming's First Airborne Cloud Seeding Operational Program

2018 Omnibus Water Construction Bill

Remaining Funds: ~ \$438,000.00

Approved Program

Operational airborne cloud seeding program over Medicine Bow/Sierra Madre Mountain Ranges for Winter 2018-19

Possible Add-On's

1. Include Laramie Range when aircraft is available
2. Fly over CO's Upper N. Platte Basin providing contract exists

“must seek additional funding from water users”

Funding Partners & Cost-Share Opportunities

- Everyone is affected by drought and low reservoir levels
- Lots of success in programs with statewide support
- WY Water Development Office seeking local funding partners to help supplement legislative funds
- Cost-share partners would be involved in program
 - Forecast updates, tracking of seeding events, meetings, seasonal reports and recognition



Weather Modification Program Contact Information

Julie Gondzar

Project Manager

julie.gondzar@wyo.gov



April 3, 2018

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

FROM: Andrew B. Beamer, Public Services Director
Bruce Martin, Casper CPU Manager
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Agreement with Lillard & Clark Wyoming, Inc.
WTP ACTI-FLO Settling System Upgrades, Project No. 17-075

Recommendation:

That the Central Wyoming Regional Water System (CWRWS) Joint Powers Board authorize an agreement with Lillard & Clark Wyoming, Inc., for construction of the Water Treatment Plant ACTI-FLO Settling System Upgrades, Project No. 17-075, for the base bid amount of \$84,000. Furthermore, it is recommended that the Joint Powers Board authorize a construction contingency account, in the amount of \$6,000, for a total project amount of \$90,000.

Summary:

On April 3, 2018, the CWRWS received two (2) bids for construction of the Water Treatment Plant ACTI-FLO Settling System Upgrades Project. The bids for the work were as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BASE BID</u>
Lillard & Clark Wyoming	Laramie, WY	\$ 84,000
Velocity Plant Services	Denver, CO	\$ 113,270

The Engineer's estimate prepared by the City of Casper Engineering Division was \$130,000.

The Central Wyoming Regional Water System serves over 60,000 customers through its groundwater and surface water sources at the Water Treatment Facility. Part of the surface water treatment process includes the ACTI-FLO settling system, which produces solids settlement. The tube settlers in both settling basins are sagging and sliding downward, caused by failure of the tubes and/or the tube support system. This condition has caused inconsistent solids settling across the basin, solids carryover to the filters, excessive sand use, excessive chemical use, decreased water production capacity, and decreased water quality. The Actiflo basins are critical to the operation of the surface water plant and extended downtime is not acceptable. In recent years the settling tubes have reached a state of disrepair that requires replacement.

The proposed replacement settling tubes and metal supports have been procured by the WTP Staff and are made of polystyrene. The contractor will be required to purchase anchoring hardware, remove the old settling tubes and supports, install the new anchors in the existing concrete basins, and assemble the supports and settling tubes.

The Substantial Completion deadline for construction of the project is set for May 11, 2018. Funding for the project will be from Central Wyoming Regional Water System Reserves.

The Agreement is prepared for the Board's consideration.

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, 1500 SW Wyoming Boulevard, Casper, WY 82604, hereinafter referred to as the "Owner," and Lillard & Clark – Wyoming, Inc., hereinafter referred to as the "Contractor."

WHEREAS, the Owner desires to replace and upgrade the ACTI-FLO settling system at the Water Treatment Plant; and,

WHEREAS, Lillard & Clark – Wyoming, Inc., is able and willing to provide those services specified as the Central Wyoming Regional Water System, Water Treatment Plant ACTI-FLO Settling System Upgrades, Project No. 17-075.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the Central Wyoming Regional Water System, Water Treatment Plant ACTI-FLO Settling System Upgrades, Project No. 17-075.

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Casper Engineering Office, 200 N. David, Casper, Wyoming, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract documents in connection with completion of the Work in accordance with the Contract documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by May 11, 2018, and completed and ready for final payment in accordance with Article 14 of the General Conditions by May 18, 2018.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000.00) for each day that expires after the time

specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

In Consideration of the performance of the work in accordance with the Contract documents for this Unit Price Contract, Owner shall pay Contractor in current funds a not-to-exceed Total Contract Price of Eighty-Four Thousand Dollars (\$84,000), subject to additions and deductions by Change Order approved by the Owner. The contract fee shall be based on materials actually furnished and installed and services actually provided based on the unit prices contained in the Bid Form and Itemized Bid Schedule, included as Exhibit "A" (pages BF-1 through BF-4, Bid Form and BS-1, Bid Schedule) and by this reference made a part of this Agreement.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

5.1 Progress Payments. Contractor's Applications for Payment, as recommended by Engineer, shall be submitted to City Engineering Staff on or before the 25th day of each month during construction, and Owner shall mail progress payments in the following month one day after the second monthly meeting of the Casper City Council. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.01 of the General Conditions, subject to the cutoff and submittal dates provided in the Measurement and Payment Procedures.

5.1.1 Prior to payment of fifty percent (50%) of Total Contract Price, progress payments will be made in an amount equal to ninety percent (90%) of the Work completed, and ninety percent (90%) of Invoice Cost of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made so the current retainage is equal to ten percent (10%) of the Work complete.

5.1.2 After payment of fifty percent (50%) of Total Contract Price has been made, Owner shall withhold such amounts necessary so the total retainage is equal to five percent (5%) of the Total Contract Price.

- 5.1.3 In the event the Contractor makes only one application for payment upon substantially completing the Work, progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
- 5.1.4 Should amounts owed by the Contractor to the Owner for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Article 14 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the City. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding twenty-five thousand dollars (\$25,000.00) will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the Work

which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

- 7.3 Contractor has made or caused to be made examinations, investigations, and test and studies as he deems necessary for the performance of the Work at the Contract price, within the Contract Time, and in accordance with the other terms and conditions of the Contract documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-6, inclusive).
- 8.2 Standard Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" – Standard Bid Form (Pages BF-1 to BF-4, inclusive) and Bid Schedule (BS-1).
- 8.4 Addenda No. 1.
- 8.5 Standard Performance and Labor and Material Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 Standard General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.8 Standard Supplementary Conditions (Pages SSC-1 to SSC-16, inclusive).
- 8.9 General Requirements, consisting of seven (7) sections.
- 8.10 Special Provisions (Section 01810, and SS-1 to SS-10, inclusive).

- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.15 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.4 and 3.5 of the General Conditions, on or after the effective date of this Agreement.
- 8.16 Certificate of Substantial Completion.
- 8.17 Drawings: None

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq. The Owner specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

ARTICLE 11. LABOR

The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq. The Owner specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act. The labor to be performed by the Contractor under this agreement may require the Contractor to comply with the Wyoming Preference Act of 1971, as amended, W. S. § 16 – 6 – 201 et seq. It is the legal responsibility of the Contractor to determine whether the identified Act is applicable to the Contractor while performing the services/labor detailed herein. If the Contractor determines that the identified Act is applicable, the Contractor then becomes legally obligated to comply with the identified Act in all regards while providing labor upon the project herein described.

All questions relating to compliance of the Contractor under the Act should be addressed by the Contractor to:

Lillard & Clark – Wyoming, Inc.
ACTI-FLO Settling System Upgrades, Proj. No. 17-075

State of Wyoming Department of Workforce Services

Casper Workforce Center

851 Werner Court, Suite 120

Casper, WY 82601

Phone #: 307 – 234 – 4591

Fax #: 307 – 266 – 1238

www.Wyomingworkforce.org

Through execution of this contract, the Contractor certifies that if the identified Act is applicable to this project, Contractor has met, and will continue to meet all obligations incumbent upon it as set forth under the identified Act throughout the term of the project identified herein.

[The rest of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year first above written.

APPROVED AS TO FORM:

(Water Treatment Plant ACTI-FLO Settling System Upgrades, Project 17-075)

DATED this _____ day of _____, 2018.

ATTEST:

CONTRACTOR:

Lillard & Clark – Wyoming, Inc.
4089 North 3rd Street – Unit C
Laramie, WY 82072

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

OWNER:

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

By: _____

By: _____

Title: _____

H.H. King, Jr.
Title: Board Chairman

EXHIBIT "A"
STANDARD
BID FORM

PROJECT IDENTIFICATION: Central Wyoming Regional Water System – Joint Powers Board
Water Treatment Plant ACTI-FLO Settling System Upgrades
Project No. 17-075

THIS BID SUBMITTED TO: City of Casper
200 North David Street
Casper, Wyoming 82601

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Central Wyoming Regional Water System Joint Powers Board (Owner) in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by **May 11, 2018**, and completed and ready for final payment not later than **May 18, 2018**, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the Owner's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 17-7-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. <u> 1 </u>	Dated <u> 3-27-18 </u>
Addendum No. <u> </u>	Dated <u> </u>
 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Owner.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 84,000⁰⁰
TOTAL BASE BID, IN WORDS: Eighty Four Thousand
_____ DOLLARS.

6. Bidder agrees that the work for the Owner will be as provided above.

7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

8. The following documents are attached to and made a condition of this Bid:

A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Owner.)

B. Itemized Bid Schedule.

C. Copy of Certificate of Residency, if bidding as a resident.

9. Communications concerning this Bid shall be addressed to:

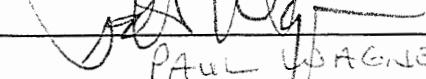
Address of Bidder: LILLARD + CLARK - WYOMING
4089 NORTH 3RD UNIT C
LARAMIE, WY 82072

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.


A CORPORATION OR LIMITED LIABILITY COMPANY

By: LILLARD & CLARK - WYOMING (seal)
(Corporation's or Limited Liability Company's Name)

WYOMING
(State of Incorporation or Organization)

By:  (seal)
PAUL WAGNER
(Title) VICE PRESIDENT

(Seal)

Attest:  ASSIST SEC/TREAS
LILLIAN JONES

Business Address: 4089 NORTH 3RD UNIT C
LARAMIE, WY 82072

Phone Number: 307-742-1463

A JOINT VENTURE

By: _____ (seal)
(Name)

(Address)

By: _____ (seal)
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Submitted on APRIL 3, 2018.

Bidder is bidding as a RESIDENT (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ (seal)
(Individual's Name)

doing business as: _____

Business Address: _____

Phone Number: _____

A PARTNERSHIP

By: _____ (seal)
(Firm's Name)

(General Partner)

Business Address: _____

Phone Number: _____

BID SCHEDULE
WATER TREATMENT PLANT - ACTI-FLO SETTLING SYSTEM UPGRADES
 Project No. 17-075

Bid Date: April 3, 2018

COMPANY NAME: LILLARD & CLARK - Wyoming
ADDRESS: 4029 NORTH 3RD UNIT C
LARAMIE, WY 82072

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum R&R = Remove and Replace LF = Linear Feet F&I = Furnish and Install
 SY = Square Yard FA = Force Account CY = Cubic Yard EA = Each

ITEM		BASE BID SCHEDULE			
NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Mobilization/Insurance/Bonding	LS	1	8,000	8,000
2	Remove Existing Equipment & Prepare for New Equipment	LS	1	21,000	21,000
3	Install Owner-Supplied Support System	LS	1	17,000	17,000
4	Install Owner-Supplied Settling System	LS	1	25,000	25,000
5	F&I New Anchors & HILTI Adhesive Materials	LS	1	13,000	13,000
TOTAL BASE BID					84,000

April 3, 2018

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

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

SUBJECT: Contract for Professional Services with Lower & Co., P.C.
Water Treatment Plant Bulk Sand Crane System, Project No. 18-033

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board authorize a contract for professional services with Lower & Co., P.C. (Lower), for engineering design and construction administration services for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033, in the amount of \$2,100.

Summary:

The Central Wyoming Regional Water System (CWRWS) Water Treatment Plant (WTP) utilizes sand to filter water during treatment. The sand filters out large particles and bacteria to produce high quality water. The sand is purchased in 2,000 to 3,000 pound bulk containers.

The proposed bulk sand monorail crane system will allow WTP staff to move the bulk sand containers from the storage area on the first floor of the WTP to the elevated work platform where the sand is added to the water. The monorail will support a crane with lifting capabilities up to 2 tons, or 4,000 pounds, and will be electronically controlled. The system will allow for more efficient and safe means of transporting the bulk sand containers to the work area.

The selected consultant will provide all design and construction administration services to produce a complete set of bidding plans and specifications, lead the advertising and bidding of the project, and provide construction administration services through the completion and close-out of the project. It is anticipated to have construction completed by August 1, 2018.

The estimated construction cost for the Water Treatment Plant Bulk Sand Crane System Project is approximately \$80,000.

Funding for the project will come from CWRWS reserves.

**Agenda Item
8 b**

CONTRACT FOR PROFESSIONAL SERVICES

PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this ____ day of _____, 2018, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 SW Wyoming Boulevard, Casper, Wyoming 82604 (“Owner”).

2. Lower & Co., P.C., 1607 CY Avenue, Suite 201, Casper, Wyoming 82604 (“Consultant”).

Throughout this document, the Owner and the Consultant may be collectively referred to as the “parties.”

RECITALS

A. The Owner is undertaking a project to design and construct a new monorail crane system within the Central Wyoming Regional Water System (CWRWS) Water Treatment Plant.

B. The project requires professional structural engineering services.

C. The Consultant represents that it is ready, willing, and able to provide the professional services to Owner as required by this Contract.

D. The Owner desires to retain the Consultant for such services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, the parties agree as follows:

1. SCOPE OF SERVICES:

The Consultant shall perform the services identified in their proposal dated April 2, 2018, attached as Exhibit “A”, in connection with and respecting the project.

2. TIME OF PERFORMANCE:

The design services of the Consultant shall be undertaken and completed on or before the 31st day of May, 2018. Construction Administration services shall be provided throughout construction.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed not to exceed a ceiling amount sum fee of Two Thousand One Hundred Dollars (\$2,100.00). Consultant's hourly rates used as a basis for payment mean salaries and wages (basic and incentive) paid to all Consultant's personnel engaged directly on the Project, including, but not limited to, engineers, architects, surveyors, designers, draftsmen, specification writers, estimators, other technical and business personnel; plus the cost of customary and statutory benefits including, but not limited to, social security contributions, unemployment, excise and payroll taxes, workers' compensation, health and retirement benefits, sick leave, vacation and holiday pay, and other group benefits, whenever applicable.

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Consultant for services rendered in conformance with the Contract, and following approval by the CWRWS Joint Powers Board. The invoice for payment must specify the correct amount due; that the Consultant has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by the Consultant to the Owner for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Consultant pursuant to this Contract.

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the Owner and the Consultant, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the Owner's and the Consultant's authorized representatives.

The Owner and the Consultant each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM

ATTEST

CENTRAL WYOMING REGIONAL WATER
SYSTEM
Joint Powers Board

H.H. King, Jr.
Chairman

WITNESS

CONSULTANT
Lower & Co., P.C.

By: _____

By:  _____

Printed Name: _____

Printed Name: ROBERT LOWER

Title: _____

Title: PRES.

CONTRACT FOR PROFESSIONAL SERVICES

PART II - GENERAL TERMS AND CONDITIONS

1. TERMINATION OF CONTRACT:

1.1 The Owner may terminate this Contract anytime by providing thirty (30) days written notice to Consultant of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the Consultant under this Contract shall, at the option of the Owner, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

1.2 Notwithstanding the above, the Consultant shall not be relieved of liability to the Owner for damages sustained by the Owner, by virtue of termination of the Contract by Consultant, or any breach of the Contract by the Consultant, and the Owner may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the Owner from the Consultant are determined.

2. CHANGES:

The Owner may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon between the Owner and the Consultant, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Consultant's compensation unless approved by Resolution adopted by Owner.

3. ASSIGNABILITY:

The Consultant shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Owner: provided, however, that claims for money due or to become due the Consultant from the Owner under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the Owner within five (5) business days of any assignment or transfer.

4. AUDIT:

The Owner or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Consultant under this Contract shall be considered the property of the Owner, and upon completion of the services to be performed, they will be turned over to the Owner provided that, in any case, the Consultant may, at no additional expense to the Owner, make and retain such additional copies thereof as Consultant desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Consultant be released to any person, agency, corporation, or organization without the written consent of the Owner.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to or prepared, or assembled by the Consultant under this Contract are confidential and shall not be made available to any individual or organization by the Consultant without the prior written consent of the Owner.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Consultant shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

The Consultant represents that it has, or will secure, all personnel required in performing the services under this Contract. Such personnel shall not be employees of the Owner. All of the services required shall be performed by the Consultant, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Consultant shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONSULTANT:

The Consultant shall not employ any subconsultant to perform any services in the scope of this project, unless the subconsultant is approved in writing by the Owner. Any approved subconsultant shall be paid by the Consultant.

The labor to be performed by the Contractor under this agreement may require the Contractor to comply with the Wyoming Preference Act of 1971, as amended, W. S. § 16-6-201 et seq. It is the legal responsibility of the Contractor to determine whether the identified Act is applicable to the Contractor while performing the services/labor detailed herein. If the Contractor determines that the identified Act is applicable, the Contractor then becomes legally obligated to comply with the identified Act in all regards while providing labor upon the project herein described.

All questions relating to compliance of the Contractor under the Act should be addressed by the Contractor to:

State of Wyoming Department of Workforce Services
Casper Workforce Center
851 Werner Court, Suite 120
Casper, WY 82601
Phone #: 307 – 234 – 4591
Fax #: 307 – 266 – 1238
www.Wyomingworkforce.org

Through execution of this contract, the Contractor certifies that if the identified Act is applicable to this project, Contractor has met, and will continue to meet all obligations incumbent upon it as set forth under the identified Act throughout the term of the project identified herein.

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to** the commencement of work, Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work

hereunder by the Consultant, its subconsultants, agents, representatives, or employees.

B. Minimum Scope and limit of Insurance.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of Wyoming with Statutory Limits.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

C. Higher Limits. If the Consultant maintains higher limits than required under this Agreement, then the Owner shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

D. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Status*

The Owner, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

2. *Primary Coverage*

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the Owner, its officers, elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, elected and appointed officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. *Notice of Cancellation*

Each insurance policy required above shall state that coverage shall not be canceled, materially changed, or reduced, except with notice to the Owner. Such notice to the Owner shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

Consultant hereby grants to Owner a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Owner by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Owner has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

Consultant has two options regarding deductibles and self-insured retentions:

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the Owner. Unless otherwise approved by the Owner in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the Owner, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the Owner may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: Consultant shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first

dollar of coverage, even if the Consultant is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. Consultant shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to in writing by the Owner.

7. *Claims Made Policies*

If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, Consultant's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.
- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

Consultant shall furnish the Owner with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Owner before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Owner reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Subconsultants*

Consultant shall require and verify that all subconsultants maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the Owner is an additional insured on insurance required from subconsultants.

10. *Special Risks or Circumstances*

Owner reserves the right to reasonably modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

E. Consultant agrees to indemnify the Owner, the Owner's employees, elected officials, appointed officials, agents, and volunteers, and all additional insured and hold them harmless from all liability for damages to property or injury to or death to persons, including all reasonable costs, expenses, and attorney's fees incurred related thereto, to the extent arising from negligence, fault or willful and wanton conduct of the Consultant and any subconsultant thereof.

12. INTENT:

Consultant represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that Consultant shall perform all of the services for the compensation set forth in this Contract. Consultant also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the Owner by Resolution of its governing body. Consultant agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

13. WYOMING GOVERNMENTAL CLAIMS ACT:

The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Owner specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

14. NO THIRD PARTY BENEFICIARY RIGHTS:

The parties to this Contract do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.



April 2, 2018

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

REF: Central Wyoming Regional Water Treatment Facility Mono-rail Crane Project,
Casper, Wyoming.

Dear Mr. Cottenoir:

The following is our fee proposal for the provision of Structural Engineering Services for the above referenced project. The project scope includes design and detailing necessary structural framing to support a new monorail crane within the existing water treatment plant building.

The services we propose to provide are as follows:

- Structural Engineering Design and complete Construction Documents.
- Technical Specifications.
- Assistance during Bidding.
- Construction Observation.

We propose to provide these services for the following fees:

Construction Documents	= \$1,500.00
Bidding	= \$300.00
Construction Administration	= <u>\$300.00</u>
Total	= \$2,100.00

We can begin work on the project immediately and can have drawings completed 4 weeks after notice to proceed. Please note that our Professional Liability Insurance limits are \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate. If you have any questions or comments, please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Lower', is written over the word 'Sincerely,'.

Robert Lower, P.E.

18-022

April 10, 2018

MEMO TO: H.H. King, Jr., Board Chairman

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 6 with COP Wyoming, LLC, in the amount of \$2,583.00, for underground change of conditions for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Meeting Type & Date

Regular Board Meeting
April 17, 2018

Action type

Authorization

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 6 with COP Wyoming, LLC, in the amount of \$2,583.00, for underground change of conditions for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Summary

COP Wyoming, LLC is under contract to construct the new WTP Alternate Backwash Water Supply Tank. The proposed 1.1 million gallon alternate backwash water supply tank will provide the necessary redundancy and functions to allow the existing tank to be taken out of service for repairs and re-painting. All associated yard piping, tank piping, valves, electrical controls, SCADA, and miscellaneous items are included for compatibility with the existing treatment plant facilities.

The purpose of the proposed change order is due to the presence of an underground electrical line that was not shown on the plans. During installation of the new 36" discharge pipe for the new backwash tank, the contractor found this electrical line, which was located in the center of the pipe alignment (vertically). The electrical line was cut out of the way by the contractor in order to proceed with time-sensitive pipe construction. Shortly after cutting the line out of the way, WTP Staff realized this line was the level sensor and associated electrical for the existing tank. The conduit will need to be patched at the crossing location and new wire pulled between termination points.

The proposed change order will not affect the Substantial Completion Date of July 1, 2018

Woodard & Curran, the engineering consultant retained by the JPB to manage the construction, has reviewed the contractor's change order proposal and has recommended approval.

Financial Considerations

Funding for the project is from Drinking Water State Revolving Funds (DWSRF) in the form of a loan up to \$1,892,066 with the remaining funding \$307,934 to come from Regional Water System Reserves. The DWSRF representative, Wade Verplancke, has given approval for this change order. Change Order No. 6 will be paid from within the remaining contingency amount of \$46,781.58, reducing this amount to \$44,198.58.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Change Order No. 6 Form
Woodard & Curran Recommendation Letter
COP Wyoming, LLC Change Order Proposal

CITY OF CASPER
CHANGE ORDER

NO. Six (6)

PROJECT: WTP Alternate Backwash Supply Tank
Project No. 15-37

DATE OF ISSUANCE: April 10, 2018

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: COP Wyoming, LLC

ENGINEER: Woodard & Curran

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

Description: Price increase due to underground change of conditions.

Attachments: Memo, Consultant's Recommendation & Contractor's Change Order Proposal

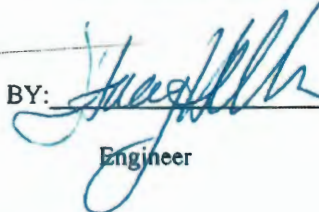
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>2,084,975.00</u>	Original Contract Time: (days or date) <u>Substantial completion: November 30, 2017</u> <u>Final completion: December 30, 2017</u>
Previous Change Orders No. <u>1</u> to <u>5</u> \$ <u>68,243.42</u>	Net change from previous Change Orders (days): <u>-- 213 --</u>
Contract Price prior to this Change Order: \$ <u>2,153,218.42</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: July 1, 2018</u> <u>Final completion: July 31, 2018</u>
Net Increase/Decrease of this Change Order: \$ <u>2,583.00</u>	Net Increase/Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>2,155,801.42</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: July 1, 2018</u> <u>Final completion: July 31, 2018</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: 
Contractor

BY: 
Engineer

BY: _____
Owner

April 10, 2018



Scott Baxter
Project Manager
City of Casper
200 North David
Casper, WY 82601

Re: Existing Tank Level Sensor Wiring Repair

Dear Mr. Baxter:

This letter is to provide Woodard & Curran's recommendation for a change order to repair the level sensor control and power wiring to the existing tank. Our recommendation is to repair the wiring and conduit to the original state (i.e., underground) for a change order price of \$2,583.00.

BACKGROUND

During the week of March 12th, COP Wyoming was installing the 36-inch discharge line and encounter electrical conduit which was in the direct pathway of the new piping. COP consulted staff at the WTP and was directed to cut the line as it was originally thought to be an abandoned line. While cutting the line, sparks were observed indicating a live line. Further inspection identified the wiring to be the level sensor control wiring and associated power for the existing storage tank.

The wiring and conduit clearly need repaired. WTP staff were interested in repairing the wiring in an above-ground manner where new conduit, and wiring, would be installed from the existing vault (to the south of the tank) in an above-ground conduit around the tank foundation to the electrical box located to the northwest area of the tank. A request for change order costs was submitted to COP to provide costs for two options, 1) repair and replace the wiring and conduit underground and, 2) install new conduit and wiring above-ground.

RECOMMENDATION

The change order response provided costs for the two options above with the following prices:

- Underground install and repair - \$2,583.00
- Above-ground installation - \$5,179.00

In an effort to keep change order costs minimal and in consideration that it is not standard practice to install conduit above ground (per conversation with Casper Electric staff), it is Woodard & Curran's recommendation to repair and install new wiring and conduit underground using option #1.

Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Stacey Hellekson". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Stacey Hellekson, PE
Project Manager

Attachments – Bulletin #9 and COP WY response



April 9, 2018

Stacey Hellekson, P.E.
 Woodard & Curran
 1800 West Koch, Suite 6
 Bozeman, Montana 59715

RE: Casper Alternate Backwash Tank
 Bulletin #009 Level Sensor Wire Cost Proposal

Stacey,

Per your request and the information provided in Bulletin No. 009, COP Wyoming LLC submits the following price for your review.

Bulletin Option #1 Description

To perform option #1: Repair two (2) 1" GRC conduit runs underground between manhole and control box. Pull new control wiring in one (1) conduit and new power wiring in the other and make termination:

Quantity	Unit	Unit Price	Price
1	LS	\$2583.00	\$2583.00

Bulletin Option #2 Description

To perform option #2: To run new 1" GRC conduits on tank base above ground between level control box and manhole. Pull new control wiring in one (1) conduit and new power wiring in the other and make termination:

Quantity	Unit	Unit Price	Price
1	LS	\$5179.00	\$5179.00

Prices include all taxes & electrical permits.

Prices do not include any power company charges or fees.

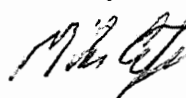
Prices listed are based on the information provided to us and our interpretation of that information.

Description of the option items in this proposal to dictate change order scope of work. Any changes to the proposed construction items that are outlined in bulletin #009 may result in price adjustments. Quote is good for 30 days, and unit prices are to prevail. We appreciate your timely consideration into this matter and your quick response will be greatly appreciated.

Thank you.

Sincerely,

COP Wyoming, LLC

A handwritten signature in black ink, appearing to read "Mike Cartwright", is written over a horizontal line.

Mike Cartwright
Manager

CC: #17202 RFP #9 File

BULLETIN



To: Mike Cartwright
From: Stacey Hellekson, PE
Issuance Date: April 4, 2018
Bulletin No.: 009 – Level Sensor Wire

Project Name: Casper Backwash Water Supply Tank
Project No.: 229604.00
Project Location: Casper, WY

Proposal Request

Please submit an itemized quotation within 14 days for changes in Contract Sum and/or Time incidental to proposed modifications to the Contract Documents. This is not a change order or a direction to proceed with the work described herein.

Engineer's Supplemental Instructions

The work should be carried out in accordance with instructions provided below or attached with this bulletin without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no charge in the Contract Sum or Contract Time

Description of Bulletin:

Existing Tank Level Sensor Wire Repair
Details:
<ul style="list-style-type: none">• Please provide one cost estimate to replace underground wiring and conduit to an extent as needed from the existing vault located south of the existing tank to an above-ground electrical box located northwest of the existing tank.• Please provide an additional, alternate cost to replace the wiring in an above-ground conduit along the existing tank foundation from the existing vault located south of the existing tank to an above-ground electrical box located northwest of the existing tank.

Reference: Drawing No.: See Attached for approximate location that needs replaced. Detail No.: _____


Spec. Section No.: _____ Other sections as applicable _____

Purpose or Intent for Bulletin:

Level sensor wiring, power and conduit was removed during excavation activities for the 36-inch discharge line. The wiring required removal due to interference of the new pipe and the initial thought was the lines were not in use. Following the cut, it was determined that these were for the level sensors to the existing tank and need repaired

Attachments:

Figures: Attached reference for vault and electrical box location. New Specifications: None
Reference existing specifications for work requirements (26 05 00; 26 05 19; 26 25 23; 26 05 26; 26 05 33)
Reference Division 00 and 01 for general work requirements and all other divisions for work not specifically identified or described in the attached documents.

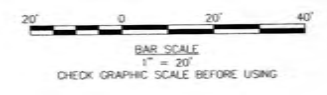
Signature of Engineer: 

Acknowledgement by the Contractor

Signature of Contractor: _____



\\woodardcurran.net\shared\Projects\226604_Casper_WY - WTP Alternate Backwash Water Supp\wp\CAD Drawings\CAD\22660400-C10.dwg, Apr 06, 2017 - 11:15am



900 Werner Court, Suite 150
Casper, Wyoming 82401
307.265.0898 | www.woodardcurran.com

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ISSUED FOR CONSTRUCTION	4/27/17	DATE
DESIGNED BY: RHM	CHECKED BY: NIM	
DRAWN BY: JOE	22660400-C10.dwg	

EXISTING SITE PLAN

CENTRAL WYOMING REGIONAL WATER
JOINT POWERS BOARD
CITY OF CASPER, WYOMING
PROJECT NO. 15-37

WATER TREATMENT PLANT
ALTERNATE BACKWASH
WATER SUPPLY TANK

JOB NO.: 226604.00
DATE: FEBRUARY, 2017
SCALE: 1" = 20'
SHEET: 4 OF 15

C-101

2018 Choice Gas Selection Options

Wyoming Community Gas

PRICE OPTION	FIXED	ADDER	PRICE CODE
FIXED-1YR	\$0.315		19330
FIXED-2YR	\$0.296		19015
INDEX-1YR		\$0.112	28720
INDEX-2YR		\$0.106	28512

Vista Energy Marketing

<p>1 yr Fixed</p> <p>\$0.299 per therm</p> <p>Call Now! 1-888-508-4782 Confirmation Code 76003</p>	<p>1 yr Index</p> <p>\$0.116 per therm</p> <p>Call Now! 1-888-508-4782 Confirmation Code 76028</p>	<p>1 yr Variable</p> <p>Guaranteed to BEAT the Utility</p> <p>Call Now! 1-888-508-4782 Confirmation Code 76730</p>
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CenterPoint Energy Services, Inc.

Fixed Rate (1 Year) - Commercial	43003	Thru 5-31-2019	Fixed	\$0.359 per Therm
Fixed Rate (2 Year) - Commercial	43011	Thru 5-31-2020	Fixed	\$0.339 per Therm
Index Price 12	43022	Thru 5-31-2019	Indexed	\$0.109 per Therm
Index Rate 24	43023	Thru 5-31-2020	Indexed	\$0.109 per Therm
Managed Rate	43019	Thru 5-31-2019	Managed	\$0.359 per Therm

WoodRiver Energy, LLC

		One Yr	Two Yrs
Guaranteed Fixed	The commodity price shall be the agreed upon fixed price (\$/Therm). Subject only to a material change in the Tallgrass Interstate Gas Transmission tariff, the fixed price is guaranteed for the term of the agreement	0.363	0.359
Guaranteed Index	The commodity price shall be the Platt's Inside FERC first of the month price for CIG plus the agreed upon market premium (\$/therm). Subject only to a material change in the Tallgrass Interstate Gas Transmission tariff, the index price is guaranteed for the term of the agreement	0.090	0.090

Archer Energy, LLC

Term: 2 Years

ArcherPro Rate: **\$0.399**

Enrollment Code: 92222

Wyoming Producer-Consumer Alliance

Pricing Plan	Price Per Therm	Confirmation Code
Fixed Price 1 Year	0.35	95165
Fixed Price 2 Year	0.345	95170
Index Price 1 Year	CIG + 0.14	95335
Index Price 2 Year	CIG + 0.14	95338
Blended Price 1 Year	0.35 and CIG + 0.14	95660
Blended Price 2 Year	0.35 and CIG + 0.14	95663

Black Hills Gas Distribution, LLC – Pass-On Rate

DIVISION	ESTIMATED RATE PER THERM	CONFIRMATION CODE
Casper	\$0.24910	99001

April 10, 2018

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

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

SUBJECT: Fiscal Year 2018-19 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

Find below the narrative regarding the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget. Only critical and higher dollar line items will be discussed.

The Public Utilities Division, in the preparation of the FY19 budget, has made serious efforts to maintain the Operations Budget at FY18 levels. The Regional Water System Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

The personnel budget includes the addition of one full time Water Treatment Plant Operator position (pending Board discussion and approval). There is no COLA anticipated for the FY19 budget.

Many operational line items will be status quo or close to the FY18 budget. However, some expenses, especially utility costs (electricity and natural gas), chemical costs, and small equipment replacement/repair costs are difficult to budget as yearly regional water usage and utility/chemical/fuel/equipment price increases cannot always be anticipated. Many of the large expenditures are essentially out of management control as the Regional Water System requires electrical, natural gas, telecommunications, and chemicals to produce and pump potable water meeting all health and regulatory requirements regardless of the budget. Smaller dollar equipment replacements/repairs are often needed immediately to ensure proper operation and maintenance of the system.

The new and replacement capital expenditures in the Agency Budget generally follow the WTP Capital Improvement Plan (CIP). There have been many projects added to the CIP, some of which are Priority 1 recommendations from the recently completed WTP Facilities Plan.

Capital revenue is expected from state grants and loans. A portion of state grant/loan funding is expected to be received in FY19 from FY18 projects including the Emergency Generator, Backwash Tank, Airport Elevated Tank Projects, and PLC/SCADA Project. Those portion of funds expected to be received in FY19 are included in the budget as capital revenue. Completion of large capital projects is variable and can spread across multiple budget years.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,014,470 – This represents a \$52,241 increase over the FY18 budget. Personnel budget increases include the additional WTP Operator position and accrued leave payoff. Decreases include elimination of the disability buy-back option. There is no COLA proposed for FY19.

Contractual Services

- a) Lab Testing – \$56,500 – This represents a decrease of \$10,000 from the FY18 budget. The WTP is not required to participate in any UCMR testing this year.
- b) Refuse Collection - \$40,000 – This represents a decrease of \$20,000 from the FY18 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant. Staff has stabilized the operation of these ponds and data from the past couple of years indicates that a budget of \$40,000 is sufficient for refuse disposal.
- c) Equipment Repairs - \$45,000 – This represents a \$10,000 increase over the FY18 budget. The primary reason for this increase is aging equipment and increased cost of repair.
- d) Maintenance Agreements - \$30,314 – This represents a \$21,000 decrease from the FY18 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff. It was anticipated that new maintenance agreements would be added for the LOX and air compressor systems. It was determined that a maintenance agreement would not be cost effective for these systems.
- e) Interdepartmental Services - \$256,001 – This represents an increase of \$92,276 over the FY18 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. Additionally, beginning in FY18, City Administration revised the methods used to calculate Interdepartmental Charges. As this was done after approval of the FY18 budgets, no increase was attributed to the WTP budget in FY18. These costs are proposed to begin in FY19. The revised method includes interdepartmental costs to the WTP for Information Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services.

- f) Insurance & Bonds – \$22,187 – This represents a \$1,999 increase over the FY18 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- g) Energy - Electricity - \$854,760 - This represents an increase of \$16,760 from the FY18 budget. The increase is in response to the increased RMP franchise fee. Electric usage is greatly dependent upon summertime water sales. There is no choice but to utilize electricity in order to meet treatment needs and water production demands at the WTP and Booster Stations.
- h) Energy – Natural Gas - \$50,000 – This represents a \$15,000 decrease from the FY18 budget. This cost is heavily dependent upon the winter weather. Prior year’s data indicates that a budget of \$50,000 should be sufficient for natural gas.

Materials and Supplies

- a) Chemicals - \$750,000 – This amount is unchanged from the FY17 budget. This line item was increased by \$120,000 in FY17. Current projections show that, even with a slight increase in chemical costs, \$750,000 should be sufficient.
- b) Other Materials and Supplies - \$43,000 – This represents an increase of \$13,000 over the FY18 budget. This line item covers office supplies, safety equipment, machinery supplies, and laboratory supplies. The majority of the increase is for machinery supplies used for equipment repairs. These costs have increased year after year.
- c) Booster Station Supplies - \$15,000 – This represents an increase of \$7,000 over the FY18 budget. These are costs associated with repairs at the Regional booster stations.
- d) Bulk Fuel - \$10,000 – This is a new line item. This is the line item that will be used for purchasing fuel for the new emergency generator.

Summary

This budget is a break-even budget (reimbursement to the City from the Regional Water System for operation, maintenance, and management of the Regional Water System.) An amount of 30% of the WTP Instrumentation Technician salary and benefits will be reimbursed to the Regional Water System from the City Water Fund. This position spends approximately 30% of their time working on the Casper Water Distribution system boosters and tanks.

The FY19 Operations Budget is 4.0% greater than the projected FY18 Operations Budget. In large part, the increase is a result of the additional WTP Operator position, additional Interdepartmental Charges, increased electrical costs, increased machinery repair costs, and the addition of the bulk fuel line.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue – \$6,929,444 - This reflects an increase of \$139,617 over the FY18 budget. These revenues are proportioned to each wholesale entity based on the January 2017 – December 2017 percentage of RWS production based on a five-year average of total RWS production.
- b) Interest on Investments –\$17,000 – This amount is unchanged based on FY18 estimates.
- c) System Development Charges - \$98,500 - The budgeted System Development Charges for FY19 increased from the FY18 budget by \$33,500 based on FY18 estimates.
- d) State Loans – \$1,812,710 - This includes remaining amounts on one existing loan and one anticipated loan from the Drinking Water State Revolving Fund (DWSRF) at 2.5% interest for 20 years as follows:
 - Water Treatment Plant Backwash Water Supply Project - \$212,710 – This project will construct a parallel 1.1 M gallon water storage tank next to the existing 2.6 M gallon tank on the WTP grounds. This \$2.2 M loan was obtained in FY16 and includes 25% principal forgiveness. The engineering and construction administration contract was awarded in FY16. The construction contract was awarded in FY17. The project will be complete in early FY19.
 - PLC/SCADA Replacement Project - \$1,600,000 – This project will include upgrading the existing PLC/SCADA system at the WTP and the Regional Water storage tanks and booster stations. This loan has yet to be obtained. Design for the project is underway with construction to be awarded in FY19.
- e) State Grant - \$437,872 – This includes the remaining amount on one grant as follows:
 - Airport Elevated Water Storage Tank Project - \$437,872 – This project will replace the Airport Water Storage Tank with a new 40 feet higher elevated tank with a capacity of 1 MG. A \$1,504,150 grant was obtained from the WWDC for this project. The engineering design was awarded in FY15. Construction for this project was awarded in FY17 with completion anticipated in FY19.

Personnel Services

- None - The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System. Personnel costs are included in the Water Treatment Plant Operations Budget.

Contractual Services

- a) Consulting Fees – \$15,000 – This amount for outside consulting work is unchanged from the FY18 budget.
- b) Legal Fees - \$15,000 – This amount for legal fees is unchanged from the FY18 budget.
- c) Accounting & Auditing - \$31,000 - This amount for accounting and auditing fees is unchanged from the FY18 budget.
- d) Insurance & Bonds – \$92,023 – This is an increase of \$5,209 from the FY18 budget and includes an anticipated increase of 6%.
- e) Travel & Training - \$2,000 – This is for RWS Board travel and training. No monies are anticipated to be spent in FY18. The breakout is as follow:
 - Travel - \$ 1,000
 - Training - \$ 1,000

Debt Service

- a) Principal Payments - \$1,807,051 - This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and one DWSRF loan per the amortization schedules:
 - City Loan - \$ 1,359,545
 - WWDC (New Const.) - \$ 322,146
 - WWDC (Rehab.) - \$ 102,885
 - DWSRF Loan #129 (Zone IIIB Imp.) - \$ 22,475

The FY12 City Loan was for \$15.905 M at 2.5% interest with 5 years remaining. Both WWDC loans have 10 years left at 4% interest. The DWSRF loan has 18 years left at 2.5% interest and includes 25% principal forgiveness.
- b) Interest Expense - \$417,660 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and one DWSRF loan per the amortization schedules:
 - City Loan - \$ 175,980
 - WWDC (New Const.) - \$ 173,783
 - WWDC (Rehab.) - \$ 55,502
 - DWSRF Loan #129 (Zone IIIB Imp.) - \$ 12,395
- c) The repayment of DWSRF Loan #115 (Water Treatment Plant Emergency Power Project), and DWSRF Loan #153 for the WTP Backwash Water Supply Project will

not start until one year after substantial completion of the projects (FY20 or FY21 budgets.)

Capital – New

- a) Buildings – None this year.
- b) Improvement Other Than Buildings – \$45,000 – This covers the following:
 - Plant Landscaping – \$20,000 - This project will install an irrigation system and landscaping at the WTP.
 - Caisson Well Variable Frequency Drives - \$25,000 – This project will be to install VFD's on the Caisson wells to allow for optimized flow control directly from the WTP control room.
- c) Light Equipment - \$10,000 – This cover the following:
 - Riding Lawn Mower - \$10,000 – A riding lawn mower will be purchased for mowing around the WTP.
- c) Technologies - \$8,000 – This cover the following:
 - Teldig Software – \$8,000 – This is Regional Water's share to purchase software for improving the efficiency of utility locating services. This cost is split between RWS, City Water Distribution, and City Wastewater Collection.

Capital – Replacement

- a) Buildings - \$75,000 – This is for the following:
 - Security - \$15,000 – This is an on-going project that included the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long range cameras, external light replacements, and fire alarm installations. This line item will be used for additional security upgrades.
 - Roof Replacement - \$40,000 – The roof of the cargo elevator area of the Water Treatment Plant needs replaced.
 - Coating System Rehabilitation - \$20,000 – This will be for building and external pipe recoating.
- b) Improvements Other Than Buildings - \$1,777,000 - This includes:
 - Major Equipment Replacements - \$75,000 - This is for unanticipated equipment replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.

- Groundwater Well Turbidimeter Repl. - \$30,000 - The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing 2004 turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
- Actiflo Sand Pumps - \$40,000 - Three sand pumps will be replaced in FY19. Sand pumps can be rebuilt twice before they need full replacement. There are a total of twelve sand pumps.
- Well Pumps - \$45,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. The existing pumps were installed in 1999 and are coming to the end of their life cycle. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
- Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported. This on-going project is for mag meter replacements.
- Well Rehabilitation - \$90,000 - The RWS has 29 wells in the Ft. Caspar and Dempsey Acres wellfields. Every two – three years monies are allocated to rehabilitate two wells to achieve higher yields and clean the well screens of incrustation. This is cost effective as well water is considerably less expensive to treat than surface water.
- Total Chlorine Analyzers - \$12,000 – During the most recent Sanitary Survey, EPA required that two monochloramine analyzers be replaced with total chlorine analyzers.
- Chemical System Level Indicator Replacements - \$10,000 – This will replace the level indicators on the sulfuric acid and ferric chloride system.
- Raw Water Switch Gear and VFD Replacements - \$185,000 – This will replace the electrical switch gear in the raw water pump station as well as add VFD's for pump control.
- Ground Water High Service Pump VFD Replacement - \$95,000 – This will replace the existing 19 year old VFD.
- Water Storage Tank Renovations - \$1,100,000 – This project includes renovation and recoating of the existing 2.6 MG water storage tank at the WTP.
- Liquid Oxygen System Heater Replacements - \$40,000 – This project would replace the failing heater on the LOX system. The heater is critical to operation of this system.
- Lab Turbidimeter - \$5,000 – This project will replace the existing lab turbidimeter that has reached the end of its useful life.

c) Intangibles – None this year.

d) Light Equipment – \$32,000 – This includes:

- ½ Ton Pickup Replacement - \$32,000 - This is to replace the 2004 Ford Ranger with a new ½ ton pickup

e) Technologies - \$29,130 – This includes:

- Computers - \$6,000 – Replacement computers at the WTP
- Phones - \$1,300 – Replace unsupported IP phones
- IT Switches - \$9,830 – Replace unsupported IT switches
- ERP Software (GEMS Replacement) - \$12,000 – This is RWS's share of the GEMS software upgrade

Summary

Staff considers the budgeted requests (operational and capital) to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases.

The recently completed WTP Facilities Plan brought to light several capital projects that need to be addressed. Additionally, WTP staff has taken an in-depth look at equipment and processes and have made recommendations for numerous capital equipment replacements and optimizations. Because of the age of much of the equipment and unit processes at the WTP and wellfields (18 years old or older), there is need for many smaller dollar unit and equipment replacements this budget year which will continue into the future.

The FY19 capital budget is aggressive. Close attention will have to be paid to the cash flow as the fiscal year progresses. A few of the capital projects may not be able to be completed in FY19 depending on cash flow.

Water Treatment Plant Fund (WTP)

Function: To operate the Central Wyoming Regional Water System Treatment Plant Joint Powers Board's water treatment plant, thereby producing and delivering high quality water to the members of the Regional Water System.

Water Treatment Plant Operations Staffing Summary

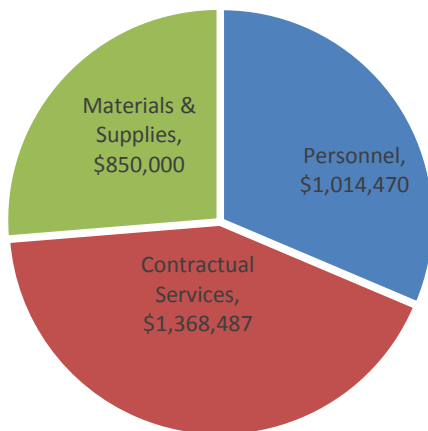
	FY 2016	FY 2017	FY 2018	FY 2019
Full Time Positions				
WTP Operations Manager	1	1	1	1
Water Plant Lead Operator	1	1	1	1
Custodial Maintenance Worker I	1	1	1	1
Instrument and Controls Tech	1	1	1	1
Plant Mechanic II	1	1	1	1
Water Plant Operator I	-	-	-	1
Water Plant Operator II	1	-	-	-
Water Plant Operator III	-	1	-	-
Water Plant Operator IV	4	4	5	5
Total	10	10	10	11
Part Time Employees (Budget)	\$ 15,728	\$ 16,574	\$ 18,686	\$ 18,686

Water Treatment Plant Fund (WTP)

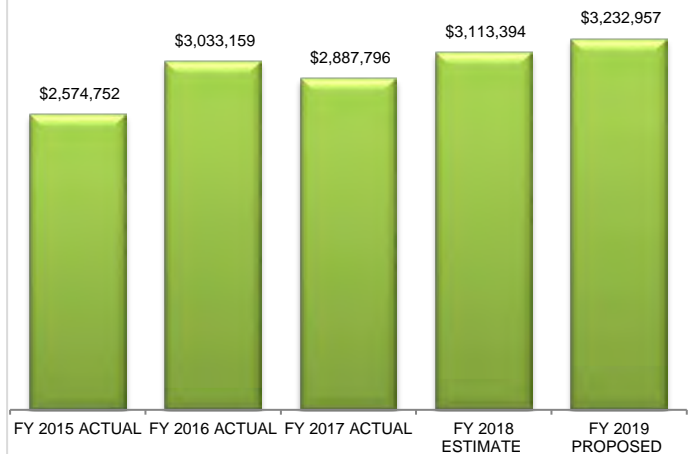
Water Treatment Plant Budget Summary

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Revenues					
Charges for Service	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Total Revenues	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Expenditures					
Personnel	\$ 913,952	\$ 944,757	\$ 929,307	\$ 1,014,470	9%
Contractual Services	1,211,570	1,421,604	1,354,229	1,368,487	1%
Materials & Supplies	762,274	814,500	810,950	850,000	5%
Transfers Out	-	18,908	18,908	-	-100%
Total Expenditures	\$ 2,887,796	\$ 3,199,769	\$ 3,113,394	\$ 3,232,957	4%
Net Water Treatment Plant Operations	\$ 590	\$ (89,705)	\$ (3,330)	\$ -	100%
				Actual Reserves on June 30, 2017	\$ -
				Projected Reserves on June 30, 2018	\$ (3,330)
				Projected Reserves on June 30, 2019	\$ (3,330)

Water Treatment Plant Budget Summary



Water Treatment Plant Expenditures



Water Treatment Plant Fund (WTP)

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Operations					
Charges For Services					
Intergovernmental Reimbursements	\$ 2,859,749	\$ 3,081,427	\$ 3,081,427	\$ 3,208,147	4%
Administrative Fees	28,637	28,637	28,637	24,810	-13%
Total Charges For Services	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Total Operating Revenue	\$ 2,888,386	\$ 3,110,064	\$ 3,110,064	\$ 3,232,957	4%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 633,317	\$ 646,829	\$ 638,603	\$ 676,746	6%
Part Time	16,574	18,686	17,535	18,686	7%
Overtime	7,083	14,683	9,746	14,683	51%
Total Salaries & Wages	\$ 656,974	\$ 680,198	\$ 665,884	\$ 710,115	7%
Other Pay					
Standby Time	\$ 6,862	\$ 7,392	\$ 5,411	\$ 7,392	37%
Disability Leave Buy-Back	6,337	-	-	-	0%
Accrued Leave	-	159	160	6,200	3775%
Other Allowances	6,000	6,000	5,940	6,000	1%
Clothing Allowance	493	800	529	800	51%
Total Other Pay	\$ 19,692	\$ 14,351	\$ 12,040	\$ 20,392	69%
Benefits					
Health Insurance	\$ 109,093	\$ 118,543	\$ 123,310	\$ 140,709	14%
Other Insurance Benefits	4,364	3,191	3,812	3,383	-11%
FICA/Medicare Tax	49,305	51,982	49,082	55,881	14%
Retirement Contributions	54,244	55,998	54,251	59,010	9%
Workers' Compensation	20,280	20,494	20,928	24,980	19%
Total Benefits	\$ 237,286	\$ 250,208	\$ 251,383	\$ 283,963	13%
Total Personnel	\$ 913,952	\$ 944,757	\$ 929,307	\$ 1,014,470	9%
Contractual Services					
Lab Services	\$ 44,706	\$ 66,500	\$ 49,500	\$ 56,500	14%
Sewer	252	250	250	275	10%
Refuse Collection	34,396	60,000	35,000	40,000	14%
Energy - Electricity	829,027	838,000	835,000	854,760	2%
Energy - Natural Gas	48,083	65,000	50,000	50,000	0%
Equipment Repairs	38,611	35,000	35,000	45,000	29%
Maintenance Agreements	24,317	51,314	48,000	30,314	-37%
Insurance & Bonds	20,781	20,188	20,188	22,187	10%
Telecommunications	2,342	3,486	2,500	3,500	40%
Postage/Shipping	472	850	825	850	3%
Advertising	907	800	775	800	3%
Printing / Reproduction	-	1,100	575	1,100	91%
Travel & Training	1,118	4,000	1,500	4,000	167%
Interdepartmental Charges	163,725	272,116	272,116	256,001	-6%
Association Dues	921	1,000	1,000	1,100	10%
Laundry & Towel Service	1,912	2,000	2,000	2,100	5%
Total Contractual Services	\$ 1,211,570	\$ 1,421,604	\$ 1,354,229	\$ 1,368,487	1%

Water Treatment Plant Fund (WTP)

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Materials & Supplies					
Chemicals	\$ 699,390	\$ 750,000	\$ 750,000	\$ 750,000	0%
Other Materials & Supplies	38,342	30,500	30,250	43,000	42%
Uniforms	-	1,000	700	1,000	43%
Water/Sewer Line Materials	630	7,000	5,000	7,000	40%
Instrumentation	5,648	7,000	7,000	8,000	14%
Booster/Lift Station Supplies	10,649	8,000	8,000	15,000	88%
Other Structures	-	-	7,000	8,000	14%
Well Supplies	3,985	8,000	-	-	0%
Vehicle Supplies	3,630	3,000	3,000	8,000	167%
Bulk Fuel	-	-	-	10,000	100%
Total Materials & Supplies	\$ 762,274	\$ 814,500	\$ 810,950	\$ 850,000	5%
Transfers Out					
Transfers Out-Health Insurance Fund	\$ -	\$ 18,908	\$ 18,908	\$ -	-100%
Total Other Expenses	\$ -	\$ 18,908	\$ 18,908	\$ -	-100%
Total Expenses	\$ 2,887,796	\$ 3,199,769	\$ 3,113,394	\$ 3,232,957	4%
Net Fund	\$ 590	\$ (89,705)	\$ (3,330)	\$ -	100%

Regional Water Agency Fund

Mission: We are dedicated to developing, maintaining and providing safe, reliable, affordable water to Regional customers.

Regional Water Budget Summary					
	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Revenues					
Charges for Service	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Miscellaneous	27,937	17,050	24,157	17,050	-29%
Transfers In	-	-	-	-	0%
System Development Charges	70,998	65,000	98,500	98,500	0%
Grants	172,691	7,091,514	7,091,514	2,250,582	-68%
Total Revenues	\$ 6,183,836	\$ 13,963,391	\$ 13,164,171	\$ 9,295,576	-29%
Expenditures					
Contractual Services	3,055,051	3,275,512	3,275,012	3,367,670	3%
Other	2,222,573	2,222,577	2,222,577	2,224,711	0%
Capital	1,952,480	10,929,480	10,142,979	1,976,130	-81%
Total Expenditures	\$ 7,230,104	\$ 16,427,569	\$ 15,640,568	\$ 7,568,511	-52%
Net Agency Fund	\$ (1,046,268)	\$ (2,464,178)	\$ (2,476,397)	\$ 1,727,065	170%
			Actual Reserves on June 30, 2016	\$ 7,730,035	
			Projected Reserves on June 30, 2017	\$ 7,519,028	
			Projected Reserves on June 30, 2018	\$ 5,398,657	
Regional Water FY 2019 Capital Summary					
Replacement Capital		New Capital			
Security Improvements	\$15,000	WTP Landscaping	\$	20,000	
Roof Replacements	\$40,000	Caisson Wells VFD's	\$	25,000	
Building Maintenance &Painting	\$20,000	Riding Lawn Mower	\$	10,000	
Major Equipment Replacements	\$75,000	Tel Dig Software	\$	8,000	
Groundwater Well Turbimeters	\$30,000				
Actiflo Sand Pump Replacements	\$40,000				
Well Pumps	\$45,000				
Mag Meters	\$50,000				
Well Rehabilitation	\$90,000				
Total Chlorine Analyzers	\$12,000				
Chemical System Level Indicator Repl	\$10,000				
Raw Water Switch Gear & VFD Repl	\$185,000				
GW High Service Pump VFD Replacement	\$95,000				
Water Storage Tank Renovations	\$1,100,000				
LOX System Heater Replacements	\$40,000				
Lab Turbidimeter	\$5,000				
1/2 Ton Pickup Replacement	\$32,000				
Computers	\$15,830				
Phones	\$1,300				
ERP Software - GEMS Replacement	\$12,000				
Total	\$ 1,913,130	Total	\$	63,000	

Regional Water Agency Fund

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Operations					
Charges For Services					
Water Rate Revenue	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Total Charges For Services	\$ 5,912,210	\$ 6,789,827	\$ 5,950,000	\$ 6,929,444	16%
Miscellaneous Revenue					
Interest On Investments	\$ 27,847	\$ 17,000	\$ 24,157	\$ 17,000	-30%
Miscellaneous Revenue	90	50	-	50	100%
Total Miscellaneous Revenue	\$ 27,937	\$ 17,050	\$ 24,157	\$ 17,050	-29%
Total Operating Revenue	\$ 5,940,147	\$ 6,806,877	\$ 5,974,157	\$ 6,946,494	16%
Expenses					
Contractual Services					
Reimbursable Contract Expenses	\$ 2,859,749	\$ 3,081,427	\$ 3,081,427	\$ 3,208,147	4%
Consulting Fees	1,465	21,642	21,642	15,000	-31%
Investment Fees	391	1,500	1,000	1,500	50%
Legal	17,655	15,000	15,000	15,000	0%
Accounting & Auditing	28,541	31,000	31,000	31,000	0%
Engineering Services - Emergency Power	63,371	33,129	33,129	-	-100%
Insurance & Bonds	83,129	86,814	86,814	92,023	6%
Travel & Training	-	2,000	2,000	2,000	0%
Other Contractual - Water Purchases	750	3,000	3,000	3,000	0%
Total Contractual Services	\$ 3,055,051	\$ 3,275,512	\$ 3,275,012	\$ 3,367,670	3%
Other Expenses					
Debt Service	\$ 1,718,965	\$ 1,756,416	\$ 1,756,416	\$ 1,807,051	3%
Interest	503,608	466,161	466,161	417,660	-10%
Depreciation	-	-	-	-	0%
Total Other Expenses	\$ 2,222,573	\$ 2,222,577	\$ 2,222,577	\$ 2,224,711	0%
Total Operating Expenses	\$ 5,277,624	\$ 5,498,089	\$ 5,497,589	\$ 5,592,381	2%
Operating Income (Loss)	\$ 662,523	\$ 1,308,788	\$ 476,568	\$ 1,354,113	184%

Regional Water Agency Fund

	FY 2017 ACTUAL	FY 2018 REVISED	FY 2018 ESTIMATE	FY 2019 PROPOSED	% ▲
Capital Revenue					
Grants					
State Grants/Loans	\$ 172,691	\$ 7,091,514	\$ 7,091,514	\$ 2,250,582	-68%
Total Grants	<u>\$ 172,691</u>	<u>\$ 7,091,514</u>	<u>\$ 7,091,514</u>	<u>\$ 2,250,582</u>	-68%
Operating Transfers					
System Investment Charges	\$ 70,998	\$ 65,000	\$ 98,500	\$ 98,500	0%
Transfers In					
Total Operating Transfers	<u>\$ 70,998</u>	<u>\$ 65,000</u>	<u>\$ 98,500</u>	<u>\$ 98,500</u>	0%
Total Capital Revenue	<u>\$ 243,689</u>	<u>\$ 7,156,514</u>	<u>\$ 7,190,014</u>	<u>\$ 2,349,082</u>	-67%
Capital Expenses					
Capital - New					
Buildings	\$ 558,492	\$ 1,922,806	\$ 1,922,806	\$ -	-100%
Improve Other Than Buildings	255,267	270,006	270,006	45,000	-83%
Light Equipment	8,303	10,000	8,500	10,000	18%
Intangibles	-	-	-	-	0%
Technologies	-	-	-	8,000	100%
Total Capital - New	<u>\$ 822,062</u>	<u>\$ 2,202,812</u>	<u>\$ 2,201,312</u>	<u>\$ 63,000</u>	-97%
Capital - Replacement					
Buildings	\$ 153,670	\$ 125,000	\$ 125,000	\$ 75,000	-40%
Improve Other Than Buildings	961,250	8,534,960	7,770,167	1,777,000	-77%
Light Equipment	-	-	-	32,000	100%
Intangibles	15,498	62,208	42,000	-	-100%
Technologies	-	4,500	4,500	29,130	547%
Total Capital - Replacement	<u>\$ 1,130,418</u>	<u>\$ 8,726,668</u>	<u>\$ 7,941,667</u>	<u>\$ 1,913,130</u>	-76%
Total Capital Expenses	<u>\$ 1,952,480</u>	<u>\$ 10,929,480</u>	<u>\$ 10,142,979</u>	<u>\$ 1,976,130</u>	-81%
Net Capital	<u>\$ (1,708,791)</u>	<u>\$ (3,772,966)</u>	<u>\$ (2,952,965)</u>	<u>\$ 372,952</u>	113%
Net Fund	<u>\$ (1,046,268)</u>	<u>\$ (2,464,178)</u>	<u>\$ (2,476,397)</u>	<u>\$ 1,727,065</u>	170%

April 18, 2018

Ms. Marilyn Dymond Wagner
Procurement Services
800 Werner Court, Suite 210
Casper, WY 82601

Certified Mail, Return Receipt Requested #7016 1370 0000 1626 2563

RE: Funding Agreement Dated June 2, 2015

Dear Ms. Wagner:

Your agency and the City of Casper entered into a "Funding Agreement" dated June 2, 2015. Please be advised that the City of Casper, Wyoming is exercising its right, under Part I paragraph 7, - "Terms and Conditions" and Part II - General Terms and Conditions, paragraph 1.1 – "Termination of Contract." The City, by this letter, gives you the required thirty (30) days written notice of its termination of the referenced agreement.

The agreement shall cease on June 30, 2018. Accordingly, the payments for the fiscal year commencing on July 1, 2018, and thereafter shall not be disbursed.

Sincerely,

Ray Pacheco
Mayor

032418

Dear City Council men and
women,

Hello, My name is Cristie
Love. May I ask if you would
like to approve an Event at
The Casper Event Center.

It is a DRUG ALCOHOL Free
Rally, followed by a Comedy
Show and a Football game.

I Emailed Denver Broncos
and SF 49ers.

I will contact some businesses
to sponsor the event.

I would like to speak at
the Event about drug and
alcohol on how it is bad
for the human body.

I thank you
for your time
to read this letter,
Cristie Love
if you have any info



DRUG ALCOHOL FREE
NATION

any ~~comment~~ comment, please
e-mail or call me.

Cristie C. Love

307-337-5634

cristielove@yoming76@gmail.com

Cristie C. Love

2800 E Starfield St B102

Laramie, WY 82070

I asked the Event Center
to give ~~you~~ the
Event Center Available

Let's get Drugs and Alcohol
Off the Streets

May I ask if you ^{all} could
Ban Alcohol?

It causes so much diseases!

May I ask if you all could
ban tobacco products.

It is all poison
It causes really bad
diseases.

From: Bryce, Kendall G. [mailto:Kendall.Bryce@lfg.com]
Sent: Tuesday, April 10, 2018 11:34 AM
To: Bryce, Kendall G. <Kendall.Bryce@lfg.com>
Subject: Trails are Vital to Our Community

Good morning,

First off, I would like to thank you for your willingness to dedicate so much of your time to improving our City, County and State. It must be a thankless job throughout most of the year so let me reassure you that your efforts are appreciated! The reason for my email is in response to an article published in the Star Tribune in late March regarding the recommendation to cut funding for the Platte River Trails Trust (PRTT).

The Overhead funds that the City provides allows the PRTT to focus on adding value to the community. The funds allow us to have dedicated workers focused on locking down funding for trail expansion and maintenance. Acting as a non-profit, we have the ability to locate and request funds from entities that are outside of the City's circle of influence. These funds come back to the community in multiple ways, including capturing a \$105,000 mix of grants that we delivered to Mayor Humphrey in July to help with the Mountain Road Trail.

Like many people who grew up in Casper, I left shortly after high school. After exploring Montana and other parts of the country for a decade, I opted to come back and can honestly say the trail system was a major reason why. The trail system gives access to the masses for outdoor activities that requires \$0 to enjoy. Being able to hop on my bike and explore mile after mile of riverfront views is a HUGE reason that people come to Casper, whether it be to visit or to relocate. Regardless of the length of their stay, they are paying taxes and pumping money into the City Budget.

Reducing funding for the PRTT would be very short sighted and cause negative ripples for years to come. Without this funding over the last few years, who knows if we would have a trail working its way up the mountain, connecting downtown businesses with Casper College and the neighborhoods on Casper's south boundary?

As a long time Casper resident with a long term outlook on the City, I urge you to continue funding the PRTT as it is a key reason that business owners of all ages choose to call Casper home. Cutting this funding would cause many business owners to question if Casper has the amenities to keep their workforce happy and productive. I want to personally invite you to attend a 5k at the Pump House and a Food Truck Friday to see the sense of Community that the Trails have helped nurture. It is at those events that make me proud to call Casper my hometown. Thank you.

Kendall G. Bryce, CRPC®
Private Wealth Advisor
Lincoln Financial Advisors Corp.
643 S Durbin Street
Casper, WY 82601
307.235.5822
800.655.2448
Kendall.Bryce@LFG.com
www.LFAWyoming.com



THE TOWN OF EVANSVILLE

April 1, 2018

Carter Napier, Casper City Manager
Liz Becher, Community Development Director
200 N. David Street
Casper, WY 82601

Dear Carter and Liz,

As I am sure you are aware, The Town of Evansville has had issues with the quality of services from the Metro Animal Control for quite some time. Because of this, the Town of Evansville has made the decision to withdraw from the Metro Animal Control Agreement and services effective July 1, 2018.

If you should have any questions, please do not hesitate to contact me at 307-234-6530.

Sincerely,

Phil Hinds
Mayor



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

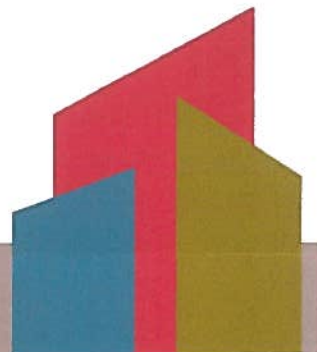
DATE: April 9, 2018

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Severance Tax

Attached is the *quarterly distribution of the Severance Tax* to Cities and Towns. The deposit should go out today.

If you have any questions, please do not hesitate to contact me.



WYOMING STATE TREASURER
 Mineral Severance Tax for Cities and Towns
 W.S. 39-14-211(ii) 39-14-801(viii)

Page 4

April 2018

Alphabetically by City

City/Town	Amount	City/Town	Amount
Afton	\$17,781.28	LaGrange	\$4,157.63
Albin	\$1,679.76	Lander	\$70,503.32
Alpine	\$7,684.18	Laramie	\$285,975.98
Baggs	\$4,083.38	Lingle	\$4,343.23
Bairoil	\$983.72	Lost Springs	\$37.12
Bar Nunn	\$20,537.56	Lovell	\$21,901.78
Basin	\$11,925.33	Lusk	\$14,542.41
Bear River	\$4,816.54	Lyman	\$19,525.99
Big Piney	\$5,215.59	Manderson	\$1,057.97
Buffalo	\$42,550.71	Manville	\$881.64
Burlington	\$2,672.76	Marbleton	\$10,041.41
Burns	\$2,793.41	Medicine Bow	\$2,635.64
Byron	\$5,503.29	Meeteetse	\$3,034.70
Casper	\$513,364.76	Midwest	\$3,749.29
Cheyenne	\$553,641.77	Mills	\$32,175.20
Chugwater	\$1,967.45	Moorcroft	\$9,363.94
Clearmont	\$1,308.54	Mountain View	\$11,971.74
Cody	\$88,349.56	Newcastle	\$32,787.71
Cokeville	\$4,965.02	Opal	\$890.92
Cowley	\$6,078.67	Pavillion	\$2,162.34
Dayton	\$7,043.84	Pine Bluffs	\$10,477.59
Deaver	\$1,651.91	Pine Haven	\$4,547.40
Diamondville	\$6,839.67	Pinedale	\$18,802.12
Dixon	\$900.20	Powell	\$58,596.55
Douglas	\$56,740.46	Ranchester	\$7,953.32
Dubois	\$9,113.37	Rawlins	\$85,927.37
East Thermopolls	\$2,357.23	Riverside	\$482.58
Edgerton	\$1,809.68	Riverton	\$100,163.53
Elk Mountain	\$1,772.56	Rock River	\$2,273.70
Encampment	\$4,176.19	Rock Springs	\$213,783.68
Evanston	\$114,956.51	Rolling Hills	\$4,064.82
Evansville	\$23,525.85	Saratoga	\$15,683.90
Fort Laramie	\$2,134.50	Sheridan	\$161,943.26
Frannie	\$1,457.03	Shoshoni	\$8,022.99
Gillette	\$276,732.72	Sinclair	\$4,018.42
Glendo	\$1,902.49	South Superior	\$3,099.66
Glenrock	\$23,924.91	Star Valley Ranch	13,948.46
Granger	\$1,289.88	Sundance	\$10,969.45
Green River	\$116,144.40	Ten Sleep	\$2,412.91
Greybull	\$17,140.93	Thayne	\$3,396.63
Guernsey	\$10,644.64	Thermopolls	\$27,924.77
Hanna	\$7,804.83	Torrington	\$60,331.98
Hartville	\$575.39	Upton	\$10,208.46
Hudson	\$4,278.27	Van Tassell	\$139.21
Hulett	\$3,545.12	Wamsutter	\$4,185.47
Jackson	\$89,101.27	Wheatland	\$33,660.07
Kaycee	\$2,440.75	Worland	\$50,921.64
Kemmerer	\$24,648.78	Wright	\$16,769.71
Kirby	\$853.80	Yoder	\$1,401.34
LaBarge	\$5,113.51		
		TOTAL	\$3,584,375.00

Page 1 ----- D134 \$3,584,375.00

Frannie:
 Big Horn County=\$1,280.70
 Park County=\$176.33
 Total=\$1,457.03



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

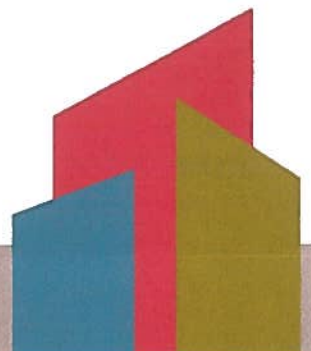
DATE: April 9, 2018

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Mineral Royalties Tax

Attached is the *quarterly distribution of the Mineral Royalties Tax* to Cities and Towns. The deposit should go out today.

If you have any questions, please do not hesitate to contact me.



CITY/TOWN	AMOUNT	CITY/TOWN	AMOUNT
Afton	\$32,655.19	LaGrange	\$4,618.17
Albin	\$2,023.43	Lander	\$112,540.27
Alpine	\$14,111.95	Laramie	\$178,207.60
Baggs	\$3,687.42	Lingle	\$4,824.34
Bairoil	\$1,113.37	Lost Springs	\$48.13
Bar Nunn	\$20,481.38	Lovell	\$36,605.75
Basin	\$19,931.52	Lusk	\$36,799.71
Bear River	\$6,342.18	Lyman	\$25,710.89
Big Piney	\$11,431.69	Manderson	\$1,768.25
Buffalo	\$55,378.15	Manville	\$2,231.00
Burlington	\$4,467.14	Marbleton	\$22,009.05
Burns	\$3,364.93	Medicine Bow	\$2,380.06
Byron	\$9,197.97	Meeteetse	\$3,705.13
Casper	\$511,960.36	Midwest	\$3,739.03
Cheyenne	\$666,914.78	Mills	\$32,087.18
Chugwater	\$2,299.27	Moorcroft	\$17,390.79
Clearmont	\$1,516.77	Mountain View	\$15,763.80
Cody	\$107,867.86	Newcastle	\$37,481.60
Cokeville	\$9,118.23	Opal	\$1,636.18
Cowley	\$10,159.65	Pavillion	\$3,451.62
Dayton	\$8,164.73	Pine Bluffs	\$12,621.26
Deaver	\$2,760.94	Pine Haven	\$8,445.48
Diamondville	\$12,561.00	Pinedale	\$41,211.04
Dixon	\$812.91	Powell	\$71,541.77
Douglas	\$73,562.51	Ranchester	\$9,218.93
Dubois	\$14,547.13	Rawlins	\$77,595.02
East Thermopolis	\$2,293.49	Riverside	\$435.79
Edgerton	\$1,804.73	Riverton	\$159,885.11
Elk Mountain	\$1,600.67	Rock River	\$1,416.87
Encampment	\$3,771.22	Rock Springs	\$241,956.88
Evanston	\$151,369.17	Rolling Hills	\$5,269.94
Evansville	\$23,461.50	Saratoga	\$14,163.04
Fort Laramie	\$2,370.93	Sheridan	\$187,713.37
Frannie	\$2,355.79	Shoshoni	\$9,614.14
Gillette	\$394,179.16	Sinclair	\$3,628.75
Glendo	\$2,223.35	South Superior	\$3,508.14
Glenrock	\$31,018.02	Star Valley Ranch	\$25,616.26
Granger	\$1,459.98	Sundance	\$20,372.55
Green River	\$131,450.35	Ten Sleep	\$3,060.20
Greybull	\$28,648.66	Thayne	\$6,237.89
Guernsey	\$12,439.89	Thermopolis	\$27,169.69
Hanna	\$7,048.00	Torrington	\$67,014.97
Hartville	\$672.43	Upton	\$11,669.90
Hudson	\$6,829.15	Van Tassell	\$352.26
Hulett	\$6,584.02	Wamsutter	\$4,737.04
Jackson	\$127,629.34	Wheatland	\$39,336.95
Kaycee	\$3,176.54	Worland	\$64,582.00
Kemmerer	\$45,267.32	Wright	\$23,886.84
Kirby	\$830.71	Yoder	\$1,556.57
LaBarge	\$9,390.92		
		TOTAL	\$4,291,125.00
			\$4,291,125.00
			4,291,125.00

Frannie:
 Big Horn County=\$2,355.79
 Park County=\$215.28
 Total=\$2,355.79



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

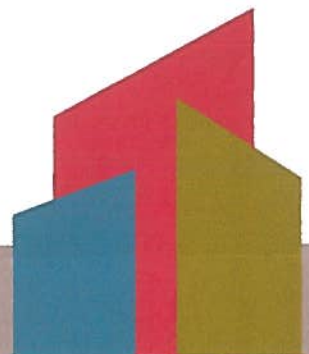
DATE: April 9, 2018

FROM: Earla Checchi

SUBJECT: Distribution of Lottery Amounts

Attached is the ***distribution of the Lottery Amounts*** to Cities and Towns. The distribution should be sent today.

If you have any questions, please do not hesitate to contact me.



WYOMING STATE TREASURER
Lottery Amount for Cities and Towns
W.S. 9-17-111 (b)(ii)

Page 4

April 2018

Alphabetically by City

City/Town	Amount	City/Town	Amount
Afton	\$3,214.08	LaGrange	\$725.06
Albin	\$401.63	Lander	\$9,916.16
Alpine	\$1,388.96	Laramie	\$36,169.24
Baggs	\$1,246.45	Lingle	\$757.43
Bairoil	\$331.30	Lost Springs	\$10.21
Bar Nunn	\$5,094.80	Lovell	\$2,182.98
Basin	\$1,188.61	Lusk	\$3,989.87
Bear River	\$7,911.73	Lyman	\$32,073.77
Big Piney	\$916.46	Manderson	\$105.45
Buffalo	\$8,752.93	Manville	\$241.89
Burlington	\$266.40	Marbleton	\$1,764.43
Burns	\$667.90	Medicine Bow	\$804.53
Byron	\$548.52	Meteetse	\$453.66
Casper	\$127,351.58	Midwest	\$930.09
Cheyenne	\$132,375.94	Mills	\$7,981.78
Chugwater	\$461.23	Moorcroft	\$1,733.89
Clearmont	\$258.72	Mountain View	\$19,665.00
Cody	\$13,207.61	Newcastle	\$6,799.47
Cokeville	\$897.46	Opal	\$161.04
Cowley	\$605.87	Pavillion	\$304.13
Dayton	\$1,392.71	Pine Bluffs	\$2,505.20
Deaver	\$164.65	Pine Haven	\$842.03
Diamondville	\$1,236.31	Pinedale	\$3,303.82
Dixon	\$274.79	Powell	\$8,759.76
Douglas	\$15,613.47	Ranchester	\$1,572.53
Dubois	\$1,281.78	Rawlins	\$26,229.27
East Thermopolis	\$442.98	Riverside	\$147.31
Edgerton	\$448.93	Riverton	\$14,087.81
Elk Mountain	\$541.07	Rock River	\$287.57
Encampment	\$1,274.78	Rock Springs	\$71,999.25
Evanston	\$188,829.75	Rolling Hills	\$1,118.53
Evansville	\$5,836.11	Saratoga	\$4,787.50
Fort Laramie	\$372.24	Sheridan	\$32,019.40
Frannie	\$154.01	Shoshoni	\$847.12
Gillette	\$66,868.73	Sinclair	\$1,226.62
Glendo	\$446.00	South Superior	\$1,043.92
Glenrock	\$6,583.50	Star Valley Ranch	2,521.27
Granger	\$434.45	Sundance	\$2,031.17
Green River	\$39,115.76	Ten Sleep	\$386.63
Greybull	\$1,708.46	Thayne	\$613.96
Guernsey	\$2,495.44	Thermopolis	\$5,247.74
Hanna	\$2,382.42	Torrington	\$10,521.44
Hartville	\$134.89	Upton	\$2,117.01
Hudson	\$601.73	Van Tassell	\$38.19
Hulett	\$656.44	Wamsutter	\$1,409.60
Jackson	\$13,426.33	Wheatland	\$7,890.97
Kaycee	\$502.08	Worland	\$8,159.31
Kemmerer	\$4,455.42	Wright	\$4,052.18
Kirby	\$160.45	Yoder	\$244.38
LaBarge	\$924.30		
		TOTAL @SUM	\$1,008,629.73

Frannie:

Big Horn County=\$127.65
 Park County=\$26.36
 Total=\$154.01

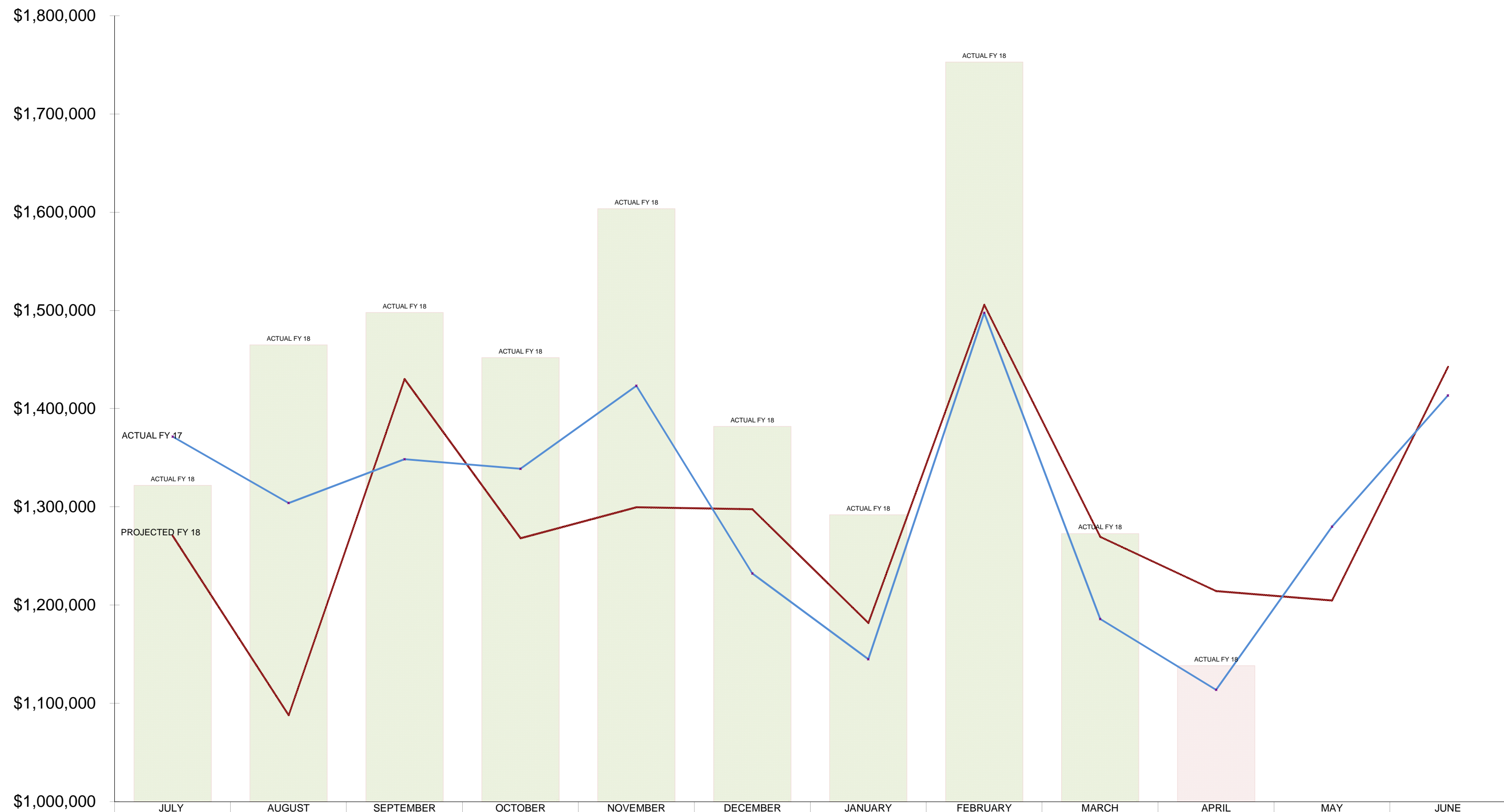
City of Casper
Optional 1% and State Shared Sales Tax Receipts
83% of Fiscal Year 2018 has Lapsed

Attached is the optional Sales tax report for FY18 we are currently at 83% of the budget year.
 General Fund is up 10.54% from projected year to date which is at 91.63% of budget.
 1%15 is up 18.42% from projected year to date which is at 98.68% of budget.

State Shared Sales Tax

	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2018 General Fund	7/10/2017	\$ 1,322,069	\$ 1,270,691	\$ 51,378	8.54%
	8/7/2017	1,465,061	1,088,067	376,994	18.01%
	9/8/2017	1,497,903	1,430,154	67,749	27.69%
	10/6/2017	1,452,050	1,268,267	183,783	37.07%
	11/6/2017	1,603,526	1,299,777	303,749	47.44%
	12/8/2017	1,381,944	1,297,685	84,259	56.37%
	1/5/2018	1,292,009	1,182,023	109,986	64.72%
	2/8/2018	1,752,835	1,505,871	246,964	76.04%
	3/8/2018	1,272,931	1,269,679	3,252	84.27%
	4/9/2018	1,138,351	1,214,471	(76,120)	91.63%
	May	-	1,204,861		
	June	-	1,442,749		
	Total FY 2018		\$ 14,178,678	\$ 15,474,295	\$ 1,351,993
Optional 1% Tax					
FY 2018 1%15	7/10/2017	\$ 1,101,169	\$ 1,000,000	101,169	9.18%
	8/7/2017	1,222,018	1,000,000	222,018	19.36%
	9/8/2017	1,253,016	1,000,000	253,016	29.80%
	10/6/2017	1,215,361	1,000,000	215,361	39.93%
	11/6/2017	1,340,517	1,000,000	340,517	51.10%
	12/8/2017	1,154,841	1,000,000	154,841	60.72%
	1/5/2018	1,079,606	1,000,000	79,606	69.72%
	2/8/2018	1,460,621	1,000,000	460,621	81.89%
	3/8/2018	1,063,414	1,000,000	63,414	90.75%
	4/9/2018	951,222	1,000,000	(48,778)	98.68%
	May	-	1,000,000		
	June	-	1,000,000		
	Total FY 2018		\$ 11,841,786	\$ 12,000,000	\$ 1,841,786
Total		\$ 26,020,464	\$ 27,474,295	\$ 3,193,779	



Sales Tax FY 2018 Versus Projection and Prior Year



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ACTUAL FY 18	\$1,322,069	\$1,465,061	\$1,497,903	\$1,452,050	\$1,603,526	\$1,381,944	\$1,292,009	\$1,752,835	\$1,272,931	\$1,138,351	\$1,204,861	\$1,442,749
PROJECTED FY 18	\$1,270,691	\$1,088,067	\$1,430,154	\$1,268,267	\$1,299,777	\$1,297,685	\$1,182,023	\$1,505,871	\$1,269,679	\$1,214,471	\$1,204,861	\$1,442,749
DIFFERENCE ACTUAL VS PROJECTED FY18	\$51,378	\$376,994	\$67,749	\$183,783	\$303,749	\$84,259	\$109,986	\$246,964	\$3,252	\$(76,120)		
ACTUAL FY 17	\$1,371,581	\$1,303,947	\$1,348,548	\$1,338,806	\$1,423,295	\$1,232,310	\$1,144,978	\$1,497,558	\$1,185,949	\$1,113,879	\$1,279,855	\$1,413,465

	ACTUAL FY 17	PROJECTED FY 18	ACTUAL FY 18
YTD TOTAL	\$ 12,960,852	\$ 12,826,685	\$ 14,178,678
YTD VARIANCE	\$ 1,217,826	\$ (134,167)	\$ 1,351,993
		% Difference	In Dollars
CHANGE FROM FY18 PROJECTED TO FY18 ACTUAL-SAME MONTH		-6.27%	-\$76,120
CHANGE FROM FY18 PROJECTED TO FY18 ACTUAL-YEAR TO DATE		10.54%	\$1,351,993
CHANGE FROM FY17 ACTUAL TO FY18 ACTUAL-SAME MONTH		2.20%	\$24,472
CHANGE FROM FY17 ACTUAL TO FY18 ACTUAL-YEAR TO DATE		9.40%	\$1,217,826

April 12, 2018

TO: J. Carter Napier, City Manager 
FROM: Tim Cortez, Parks and Recreation Director 
Carolyn Griffith, Recreation Manager
SUBJECT: Ice Arena Ice Making System Replacement Update

Action Type
Information only

Recommendation

Bid the ice making system replacement project early in the fall of 2018. Begin the project in April, 2019 with anticipated completion expected in September, 2019.

Summary

Provided adequate funding is secured to complete the ice making system replacement project at the Casper Ice Arena by July 1, 2018, it is anticipated that the ice making system project will be able to be completed with minimal impact on users of the facility and the public. The goal is to complete the project, within budget, during a time that realizes the least utilization of the facility by the public, hockey, and figure skating user groups.

Regardless of the availability of current funding sources, staff does not recommend beginning this project any later than April of any year as the ice will not be accessible for nearly five months once the project gets underway. A start date later than April will negatively impact the start of the traditional skating seasons for hockey and figure skating.

Aside from funding, two significant factors prohibit this project from proceeding immediately. Factors include timing and vendor availability. This project is subject to the bidding process which will consume a few months. The bidding time, combined with the expected length of construction, will make the ice unavailable until December at the earliest. Additionally, it is unlikely that competitive bids would be received as potential contractors for such a project are already scheduled elsewhere and unavailable.

Save the Date

HABITAT FOR HUMANITY, THE HEART OF WYOMING
PRESENTS

AN EVENING OF VINTAGE CELEBRATION

FOURTH ANNUAL

BUILDING HAVEN GALA



OCTOBER 7 — TWO THOUSAND EIGHTEEN

WOLCOTT GALLERIA

GUARANTEED TO BE A ROARING
GOOD TIME!



Habitat for Humanity,
The Heart of Wyoming
232 E 2nd Street, Suite 204
Casper, WY 82601

Save the Date

OCTOBER 5, 2018

6:00 PM

WOLCOTT GALLERIA



JOIN US IN CELEBRATION OF THE LIVES
CHANGED THROUGH HABITAT FOR
HUMANITY. EVENT PROCEEDS SUPPORT THE
DEVELOPMENT OF THE HARRIS CROSSING
SUBDIVISION.

Non-Profit Org
U.S. POSTAGE
PAID
Casper, WY
Permit No. 145

Kenyne Humphrey
200 N. David Street
Casper, WY 82601



To purchase tickets or sponsor a table
visit heartofwyoming.org



We build strength, stability, self-reliance *and* shelter.

April 11, 2018

Dear Ms. Humphrey,

This Mother's Day season, we are asking for your help in supporting Habitat for Humanity, The Heart of Wyoming's participation in a nationwide Habitat for Humanity initiative uniting thousands of women in creating affordable housing in partnership with low-income families across the United States. During Habitat for Humanity's National Women Build Week in May, in every state in the nation, we are encouraging women to join us for one day working with Habitat in their communities. Locally, we will be building on Saturday, May 5, and we would be honored if you would consider attending as our guest, encouraging women, to lend their power, their resources and their dedication to creating decent, affordable and safe shelter in our community.

In Natrona County, 10 percent of the population is in need of affordable housing. Habitat's Women Build program recruits, educates and nurtures women to build – and advocate for – simple, decent and affordable houses in their communities. In Natrona County, dedicated volunteers have helped build 34 Habitat houses – with two more under construction on Women Build day.

Please feel free to call me at 234-1348 or e-mail me at kelly@heartofwyoming.org If you are able to attend. We are more than happy to share further details surrounding National Women Build Week.

Thank you so very much for your consideration.

Sincerely,

Kelly Cooper
Program Manager



**Habitat
for Humanity®**
the Heart of Wyoming

Are you ready to
build with us?

Space is limited.
Register your team today!

[www.heartofwyoming.org/
women-build](http://www.heartofwyoming.org/women-build)

(307) 234-1348

Saturday, May 5th

WOMEN BUILD 2018

Together we are
stronger!

Any woman who wants to learn how to build and construct a home is invited to join us. No experience is necessary. Volunteers work under the guidance of construction professionals, and also alongside other volunteers and future Habitat homeowners. Whether you are learning new skills or simply adding a few to your tool belt, this is a rewarding experience for all involved, and improves the community that you share.





JOIN US TO CELEBRATE!

MARCIA PATTON

Marcia has been bringing the gift of music to Casper's children for 39 years. Her dedication and drive for excellence is reflected in the passion kids have for singing with the Casper Children's Chorale.





259 South Center Street, Ste. 317
Casper, WY 82601

CASPER AREA

CATE PRIZE AWARDS

May 1, 2018

5:30 pm

The Lyric

230 W. Yellowstone Hwy

Refreshments and cash bar

For more information:

Vickery Fales Hall

vickery@wycf.org

307-250-6808

**2018 Riverfest Planning Meeting – Wednesday, April 18, noon, Pumphouse
Eric Easton/Chris Smith - Chairmen**

Dedicated Webpage – upgrade our website

- Saturday, August 18, 2018 - Overall event discussion
- Site Plan – Crossroads Park
- Beer Cups – All you can drink for \$30 day of, \$25 ahead?
- Sponsors
 - Foss Motors
 - Williams, Porter, Day & Neville (Beer Tent)
 - Lincoln Financial
- Music
- Power Needs
 - Generators?
 - Moser Energy – small natural powered generator
- Food Vendors
- Craft Brew Tasting
 - Email sent to all Distributors
- Active Things for Adults
- Activities for Kids
- Duck Ticket Sales
- Set up and tear down - **Need Chair**
- Get a photographer/videographer for the Event
- Organization – Angela Emery
 - Publicity – Linsey, Nancy Witzeling (poster, CST Ads,)
 - Rotary to do their own CST ads?
 - KCWY & Townsquare Media Ads (Angela)
 - Malt Beverage Permit– Angela
 - Security
 - Tubs from Fairgrounds – ?
 - Pick up Pepsi products – ?
 - Confirm with City re: dumpsters etc. – Angela
 - R & R Rest Stops - Porta Potties & Hand Washing Stations – Angela
 - Rent tent and tables and chairs from Kistler
 - Cleaning supplies

**Platte River Trails Trust
Board Meeting Minutes
Wednesday March 21, 2018**

January Board Meeting Minutes Approval

Bart Rea made a motion seconded by Kendall Bryce to approve the January 2018 Board Meeting Minutes. Motion passed.

Welcome – President Bruce English

Election of Officers

Nancy Witzeling, a member of the 2018 Nominating Committee, reported that the Committee is recommending the following slate of officers.

Clarke Turner – President

Eric Easton – Vice President

Chris Smith – Treasurer

David Hough – Secretary

Bart Rea made a motion seconded by Heidi Walker to accept the Nominating Committee's slate of officers. Motion passed.

Old Business /Committee Reports

Management and Legal – Chris Smith & Eric Easton

- Land Trust Alliance Standards & Practices
 - *Bruce English made a motion seconded by David Hough to adopt the Land Trust Alliance revised Standards and Practices. Motion passed.*

Capital Construction – Clarke Turner

- Casper Mountain Rd. to Rotary Park Phase II
 - Check into painting our logo on the trail
 - Mile Markers will be installed for Phase I and II as part of Phase II construction

Maintenance & Enhancement– Bruce English

- Major River Trail Maintenance
 - Working with the City to put this project out to bid.
- Complete and Open Dylan's Park
 - Grand Opening on Wednesday, May 16th at noon.
- Install Sign and Bulletin Board at Amoco Park

Marketing - Nancy Witzeling

- Trail Map Update
- New Website
- Spring Clean-up – Saturday, May 19
- 2018 Food Truck Friday Presented By First Interstate Bank Schedule
 - **June 22, July 13, August 3, September 7**

New Business

2018 Riverfest Meeting

We will send out an email to determine the best date and time.

**Platte River Trails Trust
Board Meeting Agenda
Wednesday April 18, 2018**

March Meeting Minutes Approval

Old Business /Committee Reports

Management and Legal – Chris Smith & Eric Easton

- Conflict of Interest & Whistleblower Policy
- City Overhead Funding

Capital Construction – Clarke Turner

- Casper Mountain Rd. to Rotary Park Phase II
- One Cent #16 Planning Committee

Marketing - Nancy Witzeling

- Mile Marker Renewal Effort
- Spring Clean-up – Saturday, May 19
- 2018 Food Truck Friday Presented By First Interstate Bank Schedule
 - **June 22, July 13, August 3, September 7**

New Business

2018 Riverfest Presented By Foss Motors – Saturday, August 18th, noon – 5 p.m.
See Attached Agenda

Upcoming Meetings and Events

- May Exec. Meeting - Wednesday, May 2, noon, Pumphouse
- Dylan's Park Ribbon Cutting – Wednesday, May 26, 2018, Noon
- **NO MAY BOARD MEETING**
- Spring Clean-up - Saturday, May 19, 9 a.m. - noon, Pumphouse
- June Exec. Meeting - Wednesday, June 6, noon, Pumphouse
- Food Truck Friday - Friday, June 22, 5- 8 p.m., Pumphouse? May reschedule
- June Board Meeting - Wednesday, June 20, noon, Pumphouse
- July Exec. Meeting - Wednesday, July 11, noon, Pumphouse
- Food Truck Friday - Friday, July 13, 5- 8 p.m., Pumphouse
- July Board Meeting - Wednesday, July 18, noon, Pumphouse
- August Exec. Meeting - Wednesday, August 1, noon, Pumphouse
- Food Truck Friday - Friday, August 3, 5- 8 p.m., Pumphouse
- **NO AUGUST BOARD MEETING**
- Riverfest - Saturday, August 18, noon – 5:30
- Food Truck Friday - Friday, September 7, 5- 8 p.m., Pumphouse
- September Exec. Mtg. - Wednesday September 12, noon, Pumphouse
- **NO September BOARD MEETING**
- October Exec. Meeting - Wednesday, October 3, noon, Pumphouse
- October Board Meeting - Wednesday, October 17, noon, Pumphouse
- November Exec. Meeting - Wednesday, November 7. Noon, Pumphouse
- November Board Meeting – Wednesday, November, 21, Noon, Pumphouse
- December Exec. Meeting - Wednesday, December 5, noon, Pumphouse
- December Board Lunch- Wednesday, December 19, noon, Pumphouse

Executive Director Report
April 13, 2018

Management and Legal – Chris Smith & Eric Easton

- **City of Casper FY 2019 Funding Request**
 - We submitted a funding request to the City for overhead support for FY 2019. City staff has recommended that we no receive overfunding going forward.

Capital Construction – Clarke Turner

- **Casper Mountain Rd. to Rotary Park Phase II/III**
 - Andreen-Hunt was the apparent low bidder for Phase II at \$395,000. We will consider how much further we can extend the trail with our available funds.
 - **NCS D Rec Board Grant** – We received a grant for \$49,900 for this project. We will
- **River Trail Major Maintenance:**
 - Pre-bid for the major repair occurred on April 12th. Construction this summer. PRTT will handle the overlay project that will pick up where the concrete ends and extend to the Pedestrian Bridge.

Maintenance & Enhancement– Bruce English

- **Dylan’s Park**
 - Grand Opening is scheduled for Wednesday, May 16th at noon.
- **Interpretive Sign and Bulletin Board in Amoco Park**
 - We will install this new sign and bulletin board shortly.

Marketing - Nancy Witzeling

We are actively working on the following Community Engagement/marketing/fundraising tasks.

- **New Website**
 - In process
- **Trail Map Update**
 - In process
- **Spring Clean-up – Saturday, May 19, 2018**

We have 2 confirmed sponsors for this event, Wyoming Machinery and Hilltop National Bank. We will also be partnering with Keep Casper Beautiful to make the Clean-up part of an event called Kids to Parks Day, <https://www.parktrust.org/kids-to-parks-day/host-an-event/>
- **2018 Sponsorship**
 - **Mile Markers** – We still have lots of Mile Markers available. This is the easiest fundraiser we do. It would be great if every board member could find at least 1 Mile Marker sponsor. **Most businesses have a marketing budget and Mile Markers are a wonderful way to market a business!**
 - **Food Truck Friday Presented By First Interstate Bank – A SPECIAL THANK YOU** to Albon Shaw for helping us bring in a Presenting Sponsor for Food Truck Friday! We look forward to hosting 4 momentous events this summer. **June 22, July 13, August 3, September 7(Angela will not be here on**

9/7)

- **June 22 Food Truck Friday Details**
 - Presenting Sponsor = First Interstate Bank
 - Small Sponsor = Respect Our River - \$600 will have a booth focused on life jacket fitting, river safety, a kayak demo and maybe the County airboat
 - Local Music – 11:30 – 2:00 & 4:00 – 5:00
 - Cory McDaniel band at 5 p.m.
 - Beer will arrive at 10:30 ish and we'll start to serve at noon? I've talked to Western Distributing about featuring a Wyoming brewery at each FTF. We may get some donated beer that way. Fingers crossed.
 - Local Young Artists will have a 10 X 10 tent and display their art
 - Chamber of Commerce Wellness Committee will kick off their 10 week wellness challenge and have a booth and encourage folks to walk the 3 Crowns trail as the kick-off
- **2018 Riverfest Presented By Foss Motors** – We have 2 other confirmed sponsors, Williams, Porter, Day & Neville for the Beer Tent and Lincoln Financial. Riverfest will be back in the parking lot at Crossroads Park in 2018.

New Business

- **Respect Our River 2018 Plans**
 - The committee met on March 26th and made the following plans. 1) Will help with Safe Kids day in May 2) will work on installing 2 new small life jacket loaner stations in Amoco Park and at the Westech boat launch, 3) will arrange for volunteer groups to stock the life jacket stands June – August 4) will consider running an ad on K2Radio.
- **Chamber of Commerce Wellness Committee**
 - The Chamber has created a wellness committee and asked me to join. We're considering a summer Walking Wellness campaign that would result in a "prize" for the team who gets the most steps within a 10-week time frame. I've suggested we highlight 1 section of our community trail system each week for 10 weeks. People can walk/run whenever they want and log the steps. This is a more flexible spin on the Walk It effort the CINCH group organized for a few years.
- **Bike/Ped Task Force Report**
 - The Report is out. There is valuable information in here about biking and walking opportunities and challenges for Wyoming.
<http://wyomingbusiness.org/bicycle>
- **2018 Trails Summit** -May 21-23, Jackson, WY

- **Upcoming Meetings and Dates** - PER OUR TRAINING WITH ANN RUBLE OF THE WYOMING NONPROFIT ASSOCIATION; **BOARD MEMBERS ARE ASKED TO PARTICIPATE IN MEETINGS AND EVENTS AS OFTEN AS POSSIBLE. PLEASE LET ANGELA KNOW IF YOU CANNOT MAKE A MEETING. ONLY OFFICERS ATTEND EXEC. MTG.**

2018 Meetings and Events

- May Exec. Meeting - Wednesday, May 2, noon, Pumphouse
- Dylan's Park Ribbon Cutting – Wednesday, May 16, Noon
- **NO MAY BOARD MEETING**
- **Spring Clean-up - Saturday, May 19, 9 a.m. - noon, Pumphouse**
- June Exec. Meeting - Wednesday, June 6, noon, Pumphouse
- **Food Truck Friday - Friday, June 22, 5- 8 p.m., Pumphouse? May reschedule**
- June Board Meeting - Wednesday, June 20, noon, Pumphouse
- July Exec. Meeting - Wednesday, July 11, noon, Pumphouse
- **Food Truck Friday - Friday, July 13, 5- 8 p.m., Pumphouse**
- July Board Meeting - Wednesday, July 18, noon, Pumphouse
- August Exec. Meeting - Wednesday, August 1, noon, Pumphouse
- **Food Truck Friday - Friday, August 3, 5- 8 p.m., Pumphouse**
- **NO AUGUST BOARD MEETING**
- **Riverfest - Saturday, August 18, noon – 5:30**
- **Food Truck Friday - Friday, September 7, 5- 8 p.m., Pumphouse**
- September Exec. Mtg. - Wednesday September 12, noon, Pumphouse
- **NO September BOARD MEETING**
- October Exec. Meeting - Wednesday, October 3, noon, Pumphouse
- October Board Meeting - Wednesday, October 17, noon, Pumphouse
- November Exec. Meeting - Wednesday, November 7. Noon, Pumphouse
- November Board Meeting – Wednesday, November 21, Noon, Pumphouse
- December Exec. Meeting - Wednesday, December 5, noon, Pumphouse
- December Board Lunch- Wednesday, December 19, noon, Pumphouse

April 18, 2018

Ms. Marilyn Dymond Wagner
Procurement Services
800 Werner Court, Suite 210
Casper, WY 82601

Certified Mail, Return Receipt Requested #7016 1370 0000 1626 2556

RE: Funding Agreement Dated June 2, 2015

Dear Ms. Dymond Wagner:

Your agency and the City of Casper entered into a "Funding Agreement" dated June 2, 2015. Please be advised that the City of Casper, Wyoming is exercising its right, under Part I paragraph 7, - "Terms and Conditions" and Part II - General Terms and Conditions, paragraph 1.1 – "Termination of Contract." The City, by this letter, gives you the required thirty (30) days written notice of its termination of the referenced agreement.

The agreement shall cease on June 30, 2018. Accordingly, the payments for the fiscal year commencing on July 1, 2018, and thereafter shall not be disbursed.

Sincerely,

Ray Pacheco
Mayor

April 18, 2018

Ms. Martha Miller, Manager
Procurement Services
University of Wyoming Cooperative Extension Services
1000 East University Avenue, Dept. 3354
Laramie, WY 82071

Certified Mail, Return Receipt Requested #7016 1370 0000 1626 2549

RE: Contract for Professional Services Dated January 16, 2018

Dear Ms. Miller:

The City of Casper entered into a "Contract for Professional Services" dated January 16, 2018, with the University, for the services of an Extension Professional to provide services through June 30, 2018.

For your planning purposes, please be advised that it is unlikely that the City of Casper, Wyoming, will enter into such an agreement in the foreseeable future. We hope you can use this information in your planning.

Sincerely,

Ray Pacheco
Mayor