

# INFORMATION PACKET

## Table of Contents

Friday, March 12, 2021



Item	Pages
Table of Contents	1
<b>City of Casper Documents &amp; Information</b>	
The Grid - Schedule of Council Meetings & Addendum	2
CAEDA Agreement and Amendments	5
COVID-19 Gov Gordon's 23rd Continuation of Statewide Order 1 (Closures) 03.12.21	27
COVID-19 Gov Gordon's 23rd Continuation of Statewide Order 2 (Gatherings) 03.12.21	32
FY21 Optional Sales Tax Report 03.05.21	37
FY21 Sales Tax Chart March 03.05.21	38
<b>WAM Documents &amp; Information</b>	
WAM Info Legislative Summary Week 1 March 5, 2021	39
<b>Agencies, Boards and Committees Documents &amp; Information</b>	
ARAJPB Minutes 02.19.21	45
Central WY Regional Water JPB packet 03.16.21	48
Downtown Development Authority Packet 03.10.21	97

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### March 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Aquatics Facility & Recreation Center Fees and Program Rates - Update					
Pre-Meeting: NAPA Integrated Business Solutions (IBS) Two Year Summary & Contract Renewal					
Pre-Meeting: SRO Program and NCSD Budget					
Public Hearing: Amending Section 13.04.060 of the Casper Municipal Code. 1st reading		N			
Public Hearing: Vacation and Replat Creating Central Services Addition No. 2. 1st reading		N			
Public Hearing: Adoption of fiscal year 2021 Budget Amendment #4		N			
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 3rd Reading - (postponed at March 2nd meeting to date certain)			N		
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 3rd Reading			N		
Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 3rd Reading (Exhibit for Carter to display)			N		
Authorizing a Memorandum of Agreement, Quitclaim Deed, and Drainage, Utility and Access Easement with the Wyoming Department of Transportation for Construction Activities for the South Poplar Street and West 1st Street				C	
Authorizing an Agreement with Installation and Service Company, Inc., in the Amount of \$294,300, for the 2021 CPU Asphalt Repair Project.				C	
Authorizing a Contract for Outside-City Water Service with L. L. Enterprises.				C	
Appointing New Board Member Larry Madsen to the Amoco Reuse Agreement Joint Powers Board.					C
Exec Session: Litigation & Security					

### March 23, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Second Sheet of Ice Feasibility Study	Direction Requested	30 min	4:35
Ford Wyoming Events Center Update	Information Only	20 min	5:05
Community Promotions Funding (Part 2)	Direction Requested	40 min	5:25
Capital Budget Review	Direction Requested	60 min	6:05
Agenda Review		20 min	7:05
Legislative Review		20 min	7:25
Council Around the Table		10 min	7:45
Approximate Ending Time:			7:55

## The Grid

A working draft of Council Meeting Agendas

### April 6, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting Parking on the Parkways					
Amending Section 13.04.060 of the Casper Municipal Code. 2nd reading			N		
Vacation and Replat Creating Central Services Addition No. 2. 2nd reading			N		

### April 13, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Fort Caspar Seasonal Hours/Closure	Direction Requested	40 min	4:35
2021 International Building Code	Direction Requested	30 min	5:15
Council Goals & Objective - Part 2	Direction Requested	60 min	5:45
Agenda Review		20 min	6:45
Legislative Review		20 min	7:05
Council Around the Table		10 min	7:25
Approximate Ending Time:			7:35

### April 20, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Amending Section 13.04.060 of the Casper Municipal Code. 3rd reading			N		
Vacation and Replat Creating Central Services Addition No. 2. 3rd reading			N		

### April 27, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Final Public Participation Plan	Direction Requested	30 min	4:35
			5:05
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

**Council Items:**

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			

**Staff Items:**

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Budget Review			May 17 & 19, 2021
GIS Demo			

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

Resolution for Removal of Majestic Trees?			
Handheld Device Use While Driving?			

**Future Regular Council Meeting Items:**

Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

**Retreat Items:**

Economic Development and City Building Strategy
---

JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY  
CASPER AREA ECONOMIC DEVELOPMENT JOINT POWERS BOARD

MAR 31 1987

156  
SECRETARY OF STATE

THIS AGREEMENT is made and entered into this 17<sup>th</sup> day of February, 1987, by and between the CITY OF CASPER, WYOMING, a Municipal Corporation, and NATRONA COUNTY, WYOMING, a body corporate and political subdivision of the State of Wyoming, hereinafter collectively referred to as "Participating Agencies".

436782

DEC 17 1987

COPY

1548AV

W I T N E S S E T H

(1) WHEREAS, Section 16-1-104(a), Wyoming Statutes, 1977, as amended, provides that:

"(a) Any power, privilege or authority exercised or capable of being exercised by any agency may be exercised and enjoyed jointly with any other agency having a similar power, privilege or authority. No costs shall be incurred, debts accrued, nor money expended by any contracting party which will be in excess of limits prescribed by law.";

and,

(2) WHEREAS, pursuant to the laws of the State of Wyoming, the participating agencies are each granted certain powers, privileges and authorities which are similar to the powers, privileges and authorities granted to the other parties, including among others, the powers, privileges and authorities granted pursuant to the Wyoming Statutes, 1977 as amended, which authorize:

Section 18-3-521

Each board of county commissioners may make appropriations from the county general fund for advertising the resources of the county, for furthering its industrial development or for encouraging exhibits at fairs, expositions and conventions. The appropriation shall not be for the express aid of any private citizen, firm or corporation.

Section 35-1-111

(a) The governing body of any city or town may make appropriations from the city or town general fund for:

- (i) Advertising the resources of the city or town;
- (ii) Furthering its industrial development; or
- (iii) Encouraging exhibits at fairs, expositions and conventions.

(b) No appropriation may be for the express aid of any private citizen, firm or corporation.

Section 15-1-701(b)

(b) In order to facilitate and promote the local health and general welfare, the sound economic growth of the state of Wyoming, the development of its natural resources, the protection of its natural environment, provision of health care services, and to promote employment opportunities for the citizens of Wyoming by creating or encouraging the expansion of manufacturing, industrial plants, processing facilities and all kinds of business which contribute payrolls and tax base to the state of Wyoming, and by attracting to and encouraging the location or the expansion within this state of such plants, facilities and businesses all of which are hereby declared to be and constitute public purposes, the counties and municipalities of the state of Wyoming are vested with the powers and privileges hereafter set forth in this article.

Section 15-1-702

(a) In addition to all other powers each municipality and county has without any other authority the power to:

(i) Acquire one (1) or more projects located within the territorial limits of the municipality or within the territorial limits of the county wherein the municipality is situated, if acquired by a municipality, or located within the county, if acquired by a county;

(ii) Lease any or all of its projects upon terms and conditions fixed by the governing body and consistent with the provisions of this article;

(iii) Issue revenue bonds to defray the cost of acquiring or improving any project and secure the payment of the bonds as provided in this article. Revenue bonds may be issued in two (2) or more series or issues, if necessary, and each series or issue may contain different maturity dates, interest rates, priorities on revenues available for payment, priorities on securities available for guaranteeing payment, and other terms and conditions deemed necessary and consistent with the provisions of this article; and

(iv) Sell and convey any property acquired under paragraph (a) (i) of this section and make any order respecting that property in the best interest of the municipality or county. The governing body of the municipality or county may establish terms and conditions as appear to be in the best interest of the municipality or county, including the deferment of payment of the purchase price for not to exceed ten (10) years. If payment of the purchase price is deferred, the municipality or county, at the time of completing the sale, shall take or retain a security interest in the property sold. The security interest, by vote of the governing body, may be subordinated to an obligation incurred by the purchaser for the construction of buildings or improvements on or in connection with the property sold, but the subordination agreement shall require that in the event of default by the purchaser in the payment of the deferred sale price, the holder of the obligation to which the payment of the deferred sale price is subordinated shall pay any unpaid deferred balance. The sale or conveyance of property is subject to the terms of any lease but free and clear of any other encumbrance.

(b) No municipality or county may operate any project referred to in this section as a business or in any manner except as the lessor or holder of a security interest, nor acquire any such project or any part thereof by condemnation.

(3) WHEREAS, the Corporate Limits of the City of Casper are encompassed within the boundaries of Natrona County, and the residents of Casper and of the unincorporated areas of the county (the "Residents") rely upon each of the participating agencies to perform certain necessary functions, and to provide necessary facilities and services; and

(4) WHEREAS, each of the participating agencies has agreed that the provision of necessary facilities to or for the benefit of the Residents, which are encompassed within the powers, privileges or authorities granted under the laws of the State of Wyoming, is of common concern to all such parties, and

(5) WHEREAS, the Governing Bodies of the city and the county have previously jointly participated in economic development activities, and

(6) WHEREAS, the city and the county desire to jointly participate in economic development activities in the future, and

(7) WHEREAS, a proposal to jointly fund city and county economic development activities was submitted to and approved by the qualified electors of Natrona County as a part of the 1987-88 One Cent Sales Tax (No. 7) Proposition, and

(8) WHEREAS, The Governing Bodies of the city and the county hereby find and determine that economic development activities and expenditures which benefits the residents of one of the participating agencies also benefits the other participating agency,

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, it is understood and agreed by and between the parties as follows:

SECTION ONE  
PURPOSE

1.0. The purpose of this Agreement is to provide an efficient, orderly, economical and feasible method of jointly financing and administering an Economic Development Program (the Program) and within the framework thereof to develop one or more projects as may, from time to time, be authorized by the participating agencies.

No other programs shall be undertaken by the Board without the specific written authorization of all the parties to do so.

SECTION TWO  
DURATION OF THE AGREEMENT

2.0. This Agreement and the Joint Powers Board (hereinafter created) shall be of perpetual duration; however, this Agreement and the Joint Powers Board may be dissolved and terminated as provided in Section Eight hereof.

SECTION THREE  
CREATION, ORGANIZATION AND  
COMPOSITION OF JOINT POWERS BOARD

3.0. There is hereby created, pursuant to Section 16-1-105, Wyoming Statutes, 1977 as amended, the CASPER AREA ECONOMIC DEVELOPMENT JOINT POWERS BOARD, hereinafter referred to as the "Joint Powers Board". The Joint Powers Board shall constitute a legal entity separate and distinct from the participating Agencies or any of them.

3.1. The Joint Powers Board shall consist of five (5) members, each of whom shall be a Resident of the jurisdiction making the appointment.

3.2. Two (2) of the members shall be appointed by the City Council of the City of Casper from its own membership. Two (2) of the members shall be appointed by the Board of County Commissioners of Natrona County at least one of whom shall be a County Commissioner. One (1) of the members shall be appointed jointly by the City Council of the City of Casper and the Board of County Commissioners of Natrona County, Wyoming.

3.3. The members shall be appointed within thirty (30) days of approval of this Agreement by the State Attorney General. Said appointment shall follow the following formula:

The initial appointment shall be by mutual agreement with staggered terms of one (1), Two (2) and three (3) years with right to reappointment. Thereafter, appointments for a full term shall be for three (3) years staggered terms. Vacancies for unexpired terms shall be filled by appointments by the governing bodies of the participating agencies. Members of the Board may be removed for cause by the governing body of the participating agencies making the appointment.

All appointments of successor members to the Board shall be made by the governing body which made the appointment of the retiring members. If a board member ceases to be a member of the agency making the appointment, or a resident of natrona county, then his or her membership on the Board shall terminate. In the event a vacancy should occur prior to the expiration of the retiring member's term, the successor shall be appointed for the unexpired portion of the retiring members's term and shall be made by the governing body which made the appointment of the retiring member.

3.4. Promptly following the appointment of its members, the Joint Powers Board shall meet, organize, and elect from its membership a chairman, a vice-chairman, a secretary, and a treasurer. The Joint Powers Board shall specify in its by-laws the powers, duties and responsibilities of the officers so elected and whether offices may be combined.

3.5. The secretary of the Joint Powers Board shall notify the participating agencies of the Joint Powers Board's organization and shall file a certificate showing its organization with the County Clerk of Natrona County and the Secretary of the State of Wyoming. Upon the filing of the certificate, the Joint Powers Board shall automatically become a body corporate and politic and a public corporation, with the powers hereinafter provided.

3.6. No individual member of the Joint Powers Board shall be personally liable for any actions or procedures of the Joint Powers Board. When actually



engaged in the performance of their duties, members of the Joint Powers Board shall receive no compensation except per diem and mileage allowances authorized for the State's employees.

3.7. The Joint Powers Board shall meet, in any event, not less than once each three (3) months, as provided by its own resolution, at the call of the chairman, upon oral or written request of a majority of the Joint Powers Board members, or within five (5) days after a request for a meeting is given by any participating agency.

3.8. A quorum shall consist of three (3) members of the Board and all matters submitted to the Board shall require an affirmative vote of at least three (3) members.

SECTION FOUR  
POWERS AND DUTIES OF THE JOINT POWERS BOARD

4.0. The Joint Powers Board may employ or contract for administrative and such other technical, legal, and clerical assistance as necessary, and engage the services of research and consulting agencies within the limits of it authorized and available funds as may be agreed upon from time to time. Upon request of the Joint Powers Board, participating agencies shall furnish pertinent information, statistics and reports under their control to the Joint Powers Board and shall otherwise cooperate with the Joint Powers Board.

4.1. The Joint Powers Board shall adopt such policies, by-laws and regulations, not inconsistent with this Agreement and the Wyoming Joint Powers Act, as it deems necessary to carry out the business of the Joint Powers Board.

4.2. The Joint Powers Board shall:

(a) Keep minutes of all meetings at which official action is taken, as well as financial records. Such minutes and records shall be public records

(b) Fix the time and place of regular meetings; provided that a regular meeting shall be held at least once each three (3) months.

(c) Cooperate with and solicit the advice, counsel, and recommendations of the governing bodies of the participating agencies.

(d) Keep the governing bodies of the participating agencies advised as to its progress, and make such written or formal reports concerning its activities and finances as may be required by said participating agencies.

4.3. The Joint Powers Board may:

(a) Sue and be sued in the name in which the Joint Powers Board is designated.

(b) Acquire, by capital contribution from a participating agency or by purchase, gift, or eminent domain, hold, convey, lease, rent, and manage property, real and personal, for the benefit of the participating

agencies, either alone or jointly with public or private agencies, institutions, persons, or corporations.

(c) Enter into agreements with any public or private agency, institution, person, or corporation for the performance of acts or the furnishing of services or facilities by or for the Joint Powers Board or the participating agencies as are authorized by law.

(d) Employ legal counsel and bear the costs of litigation.

(e) Accept or reject, any public or private gift, grant, bequest or device of money, property or services.

(f) Utilize the services of any officer, employee or department of a participating agency on a contributed or reimbursed basis, as the agency and the board may agree.

(g) Insure, either with commercial insurance policies or with self-insurance, against risks of loss.

(h) Subject to the approval of the participating agencies, employ such other persons as may be deemed by the Joint Powers Board necessary or convenient in carrying out the purposes of this Agreement.

(i) Additionally, the Joint Powers board shall have all other powers and duties enumerated in, or reasonably implied from, the Wyoming Joint Powers Act and the laws of the State of Wyoming.

(j) From time to time, submit to the participating agencies proposals for one or more projects, and no project shall be undertaken without the express written approval of those agencies.

#### SECTION FIVE FINANCES

5.0. Casper had earmarked the sum of \$1,250,000 from its share of the 1987-88 optional one cent sales tax for Economic Development activities. The County has earmarked the sum of \$300,000 from its share of the 1987-88 optional one cent sales tax for Economic Development activities. It is contemplated that these sums will be appropriated by Budget Resolution to the Casper Area Economic Development Joint Powers Board by the City and County respectively. Of the total \$1,550,000 not more than \$200,000 may be used by the Joint Powers Board for its operations during each of fiscal years 1987-88 and 1988-89. The remaining \$1,150,000 may be used for special economic development projects which have the specific approval in each case of both the City and the County."

#### SECTION SIX TERMINATION, DISSOLUTION AND DISTRIBUTION

6.0. The Joint Powers Board shall continue in existence until terminated by mutual agreement; provided, however, that the Joint Powers Board and this Agreement shall not be terminated and shall continue in existence until all outstanding obligations of the Joint Powers Board shall have been fully paid and satisfied or provision for such payment shall have been made.

6.1. Upon satisfaction of all debts and obligations, and prior to termination and dissolution, the Joint Powers Board shall convey all of its right, title, and interest in all projects, facilities, and property to the participating agencies in the ratio of their financial contributions to the Board. The agencies shall assume full ownership and title in all of the facilities, improvements, or other property of the Board. In the event any of the participating agencies, prior to the termination of the Joint Powers Board, have incurred any actual costs to which the other participating agencies have consented in writing, that participating agency shall be compensated, in a manner to be agreed upon between the other participating agencies at the time such costs are incurred. In the event that additional projects are authorized hereunder, through amendment of this Agreement, such amendment shall specifically state the ownership or percentage of ownership that the participating agencies will hold upon termination of the Joint Powers Board.

SECTION SEVEN  
SEVERABILITY

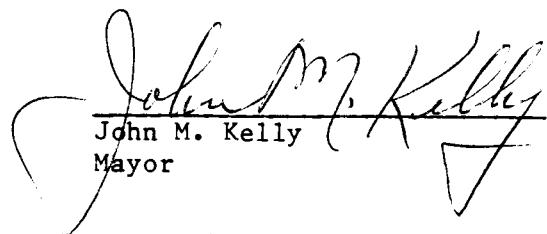
7.0. The terms, provisions and conditions of this Agreement are severable. If any term or provision of this Agreement or its application to any person or circumstance is determined by a Court of proper jurisdiction to be invalid, such invalidity shall be limited to such person, circumstance, term or provision and shall not affect other persons, circumstances, terms or provisions which can be given effect without the invalid provision or application.

SECTION EIGHT  
OWNERSHIP OF PROJECT

8.0. Title to any Project, and all property, whether real or personal, tangible or intangible, including all contract rights in connection therewith, and any improvements to be made thereto will remain with the Joint Powers Board while any obligations of the Joint Powers Board are outstanding. The interests of the participating agencies in the project and in the services of the project during the duration of the Joint Powers Board, shall be determined by action of the Joint Powers Board, subject to the approval of the governing bodies of the participating agencies at the time such Project is approved by the Joint Powers Board.

IN WITNESS WHEREOF the officers of the parties have executed this agreement, in accordance with the authorization for its execution by the City Council of the CITY OF CASPER, and the board of County Commissioners of NATRONA COUNTY, Wyoming, the resolutions of each of which are duly attached and incorporated herein by this reference.

CITY OF CASPER, WYOMING

  
John M. Kelly  
Mayor

ATTEST:

Calvin Chadsey  
Calvin Chadsey  
City Clerk

NATRONA COUNTY, WYOMING

Frank J. Ellis  
Chairman  
Board of County Commissioners

ATTEST:

John S. Tobin  
County Clerk

My Term of Office Expires January 7, 1991

APPROVAL BY ATTORNEY GENERAL

The undersigned, Attorney General of the State of Wyoming, hereby approves this Agreement this 31<sup>st</sup> day of March, 1987, because it "is compatible with the laws and constitution of Wyoming", as required by Section 16-1-105(a) (ii), Wyoming Statutes annotated, 1977 Republished Edition. In approving this Agreement, the Attorney General is not approving or disapproving any specific features of the financing of any Facilities.

STATE OF WYOMING

By Joseph B. Meyer  
Attorney General

In accordance with W.S. § 16-1-105(a)(ii), this joint powers agreement has been reviewed and the Attorney General has determined that the agreement is compatible with the laws and the constitution of the State of Wyoming. The approval of this agreement by the Attorney General is limited to the terms and conditions of the agreement itself and the approval does not extend to any individual project, nor the financing of any individual project, contemplated under the agreement.

APPROVED this 31<sup>st</sup> day of March, 1987.

STATE OF WYOMING

  
\_\_\_\_\_  
Attorney General

AMENDMENT NO. 1  
JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY  
CASPER AREA ECONOMIC DEVELOPMENT JOINT POWERS BOARD

AT \_\_\_\_\_

MAY 8 1996

293

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a body corporate and political subdivision of the State of Wyoming, entered into a Joint Powers Agreement establishing the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board; and,

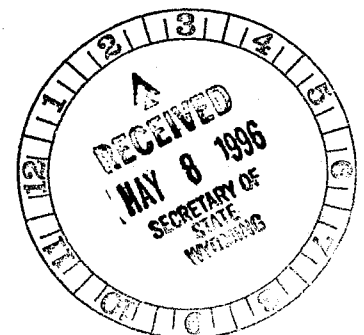
WHEREAS, said agreement was approved by the Attorney General for the State of Wyoming on March 31, 1987; filed with the Secretary of State for the State of Wyoming on March 31, 1987; and, filed with the Clerk of Natrona County on December 17, 1987; and,

WHEREAS, it is desirable and appropriate for the parties to enter into this Amendment No. 1 to said Joint Powers Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED, by and between the City of Casper, Wyoming, and the County of Natrona, in the State of Wyoming, that the parties' agreement of February 17, 1987, be amended to include the following subsection 5.1:

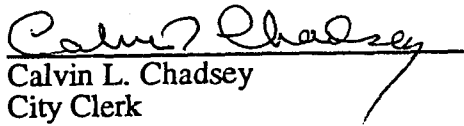
5.1 Casper has earmarked the sum of Forty-Eight Thousand Five Hundred Dollars (\$48,500) from its share of the 1989-90 Optional One Percent Sales Tax for economic development activities. The County has earmarked the sum of Eleven Thousand Five Hundred Dollars (\$11,500) from its share of the 1989-90 Optional One Percent Sales Tax for economic development activities. Also, Three Hundred Fifty-Nine Thousand Dollars (\$359,000) of excess 1%#7, or 1987-88 Optional Sales Tax Funds had been allocated by the City; and, Sixty-Eight Thousand Two Hundred Ten Dollars (\$68,210) of excess 1%#7 or 1987-88 Optional Sales Tax Funds, had been allocated by the County for economic development activities. The aforementioned sums have been appropriated by budget resolution to the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board by the City and County, respectively. Of this total of Four Hundred Eight-Seven Thousand Two Hundred Ten Dollars (\$487,210), Two Hundred Forty-Three Thousand Six Hundred Five Dollars (\$243,605) was allocated by said Joint Powers Board for its operation during each of the fiscal years 1989-90 and 1990-91.

Casper has earmarked an additional sum of Seven Hundred Twenty Thousand Dollars (\$720,000) from its share of the 1990-94 Optional One Percent Sales Tax for economic development activities. The County has earmarked the sum of One Hundred Eighty Thousand Dollars (\$180,000) from its share of the 1990-94 Optional One Percent Sales Tax for economic development activities. In addition, Seventy-Four Thousand Five Hundred Twenty Dollars (\$74,520) of excess 1%#7 and 1%#8, or 1987-88 and

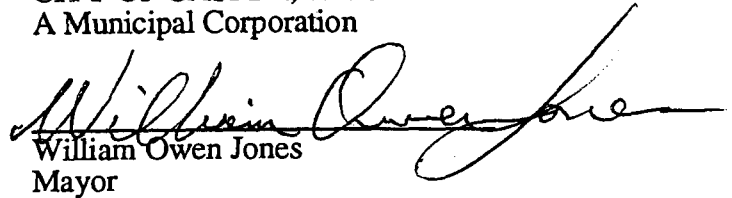


1989-90 Optional Sales Tax Funds were allocated by the City, and Seventeen Thousand Four Hundred Eight Dollars (\$17,480) of excess 1%#7 and 1%#8, or 1987-88 and 1989-90 Optional Sales Tax Funds were allocated by the County for economic development activities. These sums have been appropriated by budget resolution to the City of Casper, Natrona County Casper Area Economic Development Joint Powers Board by the City and County, respectively. Of this total of Nine Hundred Ninety-Two Thousand Dollars (\$992,000), Two Hundred Forty-Two Thousand Dollars (\$242,000) will be allocated by said Joint Powers Board for its operations during fiscal years 1991-92, and Two Hundred Fifty Thousand Dollars (\$250,000) during each of the fiscal years 1992-93, 1993-94, and 1994-95, subject to the terms of said budget resolutions.

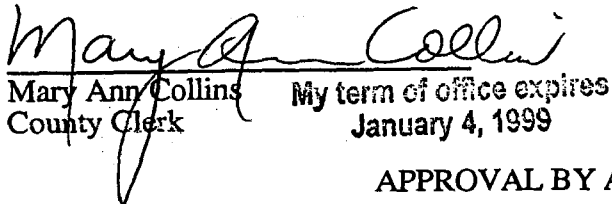
ATTEST:

  
Calvin L. Chadsey  
City Clerk

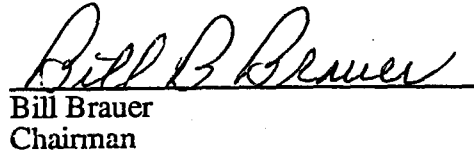
CITY OF CASPER, WYOMING  
A Municipal Corporation

  
William Owen Jones  
Mayor

ATTEST:

  
Mary Ann Collins      My term of office expires  
County Clerk              January 4, 1999

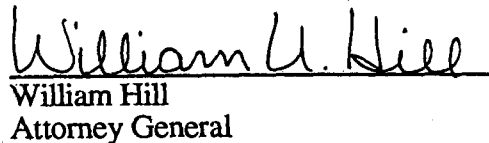
NATRONA COUNTY, WYOMING  
Board of County Commissioners

  
Bill Brauer  
Chairman

APPROVAL BY ATTORNEY GENERAL

The undersigned, Attorney General of the State of Wyoming, hereby approves this Agreement this 25<sup>th</sup> day of April, 1996, because it is compatible with the laws and Constitution of Wyoming, as required by Section 165-1-105(a)(ii), Wyoming Statutes annotated, 1977 Republished Edition. In approving this Agreement, the Attorney General is not approving or disapproving any specific features of the financing of any Facilities.

STATE OF WYOMING

  
William Hill  
Attorney General

AMENDMENT NO. 2  
JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY  
CASPER AREA ECONOMIC DEVELOPMENT JOINT POWERS BOARD

AT \_\_\_\_\_  
MAY 8 1996  
294  
SECRETARY OF STATE

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming, entered into a Joint Powers Agreement establishing the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board; and,

WHEREAS, said agreement was approved by the Attorney General for the State of Wyoming on March 31, 1987; filed with the Secretary of State for the State of Wyoming on March 31, 1987; and, filed with the Clerk of Natrona County on December 17, 1987; and,

WHEREAS, it is desirable and appropriate for the parties to enter into this Amendment No. 2 to said Joint Powers Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED, by and between the City of Casper, Wyoming, and the County of Natrona, in the State of Wyoming, that the parties' agreement of February 17, 1987, be amended to include the following new paragraph at the end of subsection 5.1:

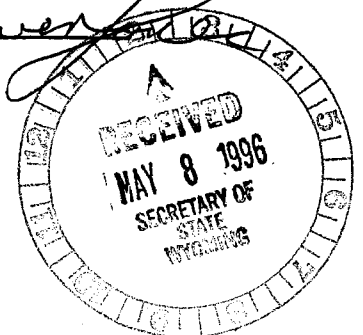
- 5.1 Casper has earmarked the sum of One Million Four Hundred Thirty-Two Thousand Dollars (\$1,432,000) from its share of the 1995-98 Optional One Percent Sales Tax for economic development activities, of which Six Hundred Thousand Dollars (\$600,000) shall be used for advanced educational projects to be undertaken by Casper College. The County has earmarked the sum of Two Hundred and Eight Thousand Dollars (\$208,000) from its share of the 1995-98 Optional One Percent Sales Tax for economic development activities. The aforementioned sums have been appropriated by budget resolution to the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board by the City and County, respectively. Of this total of One Million Six Hundred and Forty Dollars (\$1,640,000), Four Hundred and Ten Thousand Dollars (\$410,000) will be allocated by said Joint Powers Board for its operation during each of the fiscal years 1995-96, 1996-97, 1997-98, and 1998-99, of which One Hundred and Fifty Thousand Dollars (\$150,000) shall be used for advanced educational projects to be undertaken by Casper College.

ATTEST:

Calvin L. Chadsey  
Calvin L. Chadsey  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

William Owen Jones  
William Owen Jones  
Mayor





ATTEST:

Mary Ann Collins  
Mary Ann Collins  
County Clerk

NATRONA COUNTY, WYOMING  
Board of County Commissioners

Bill Brauer  
Bill Brauer  
Chairman

APPROVAL BY ATTORNEY GENERAL

The undersigned, Attorney General of the State of Wyoming, hereby approves this Agreement this 25<sup>th</sup> day of April, 1996, because it is compatible with the laws and Constitution of Wyoming, as required by Section 165-1-105(a)(ii), Wyoming Statutes annotated, 1977 Republished Edition. In approving this Agreement, the Attorney General is not approving or disapproving any specific features of the financing of any Facilities.

STATE OF WYOMING

William U. Hill  
William Hill  
Attorney General

WYOMING SECRETARY  
OF STATE

FILE NUMBER 373  
DATE FILED 9/9/02

AMENDMENT NO. 3 TO THE JOINT POWERS AGREEMENT CITY OF CASPER –  
NATRONA COUNTY CASPER AREA ECONOMIC DEVELOPMENT  
JOINT POWERS BOARD

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a municipal corporation, and Natrona County, Wyoming, a body corporate and political subdivision of the State of Wyoming, entered into a joint powers agreement establishing the City of Casper – Natrona County Casper Area Economic Development Joint Powers Board; and

WHEREAS, the agreement was approved by the Attorney General for the State of Wyoming on March 13, 1987, and filed with the Secretary of State for the State of Wyoming on March 31, 1987, and filed with the Natrona County Clerk on December 17, 1987; and

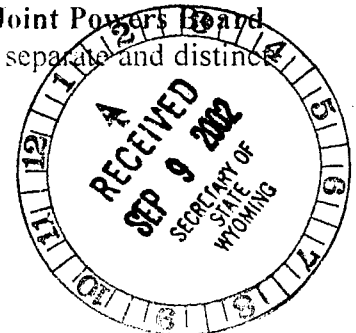
WHEREAS, Amendment No. 1 to the Joint Powers Agreement was entered into by the City of Casper and Natrona County and approved by the Attorney General on April 25, 1996, and filed with the Secretary of State on May 8, 1996; and

WHEREAS, Amendment No. 2 to the Joint Powers Agreement was approved by the City of Casper and Natrona County and approved by the Attorney General on April 25, 1996, and filed with the Secretary of State on May 8, 1996; and

WHEREAS, it is desirable and appropriate for the parties to enter into Amendment No. 3 to the Joint Powers Agreement,

NOW, THEREFORE, IT IS HEREBY AGREED by and between the City of Casper, Wyoming, and the Board of County Commissioners of Natrona County, Wyoming, that the joint powers agreement of February 17, 1987 be amended as follows:

- 3.0. There is created, pursuant to Section 16-1-105, Wyoming Statutes, 1997 as amended, the Casper Area Economic Development Joint Powers Board, hereafter referred to as the **Economic Development Joint Powers Board**. The Joint Powers Board shall constitute a legal entity separate and distinct from the participating agencies or any of them.



0700729

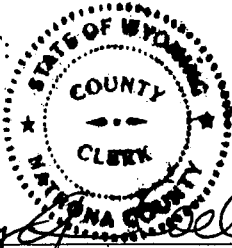
NATRONA CO. CLERK WY  
MARY ANN COLLINS  
RECORDED

2002 SEP 20 PM 12:44

This Amendment shall take effect upon approval by the participating parties, approval by the Wyoming Attorney General, and filing with the Wyoming Secretary of State.

THE BOARD OF COUNTY COMMISSIONERS  
NATRONA COUNTY, WYOMING

ATTEST:



*Mary Ann Collins*  
Mary Ann Collins, County Clerk

My term of office expires  
January 6, 2003

*Jon Campbell*  
Jon Campbell, Chairman

THE CITY OF CASPER  
A MUNICIPAL CORPORATION

ATTEST:

*V.H. MacDonald*  
V.H. MacDonald, City Clerk

*Kathleen B. Dixon*  
Kathleen Dixon, Mayor

APPROVAL BY ATTORNEY GENERAL

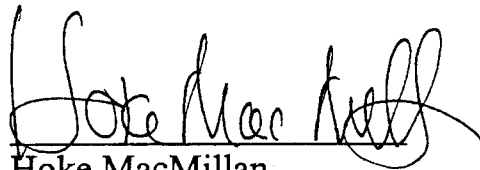
The undersigned, Attorney General of the State of Wyoming, hereby approved this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2002, because it "is compatible with the laws and constitution of Wyoming," as required by Section 16-1-105(a)(ii), Wyoming Statutes annotated, 1977 Republished Edition. In approving this Agreement, the Attorney General is not approving or disapproving any specific features of the financing of any Facilities.

\_\_\_\_\_  
Attorney General, State of Wyoming

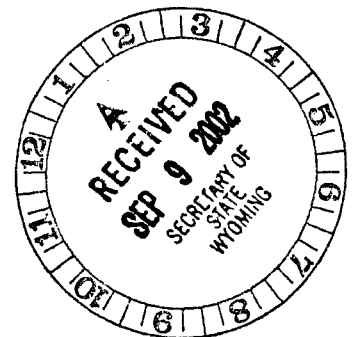
**APPROVAL BY ATTORNEY GENERAL**

In accordance with Wyo. Stat. § 16-1-105(a)(ii), the Wyoming Attorney General has reviewed Amendment No. 3 to the Joint Powers Agreement City of Casper-Natrona County Casper Area Economic Development Joint Powers Board and determined that the Amendment is compatible with the laws and constitution of the State of Wyoming. The approval of this Amendment by the Attorney General is limited to the terms and conditions of the Amendment itself, and the approval does not extend to any individual project nor the financing of any individual project contemplated under the Amendment or the Agreement itself.

Approved this 30<sup>th</sup> day of August, 2002.



Hoke MacMillan  
Attorney General  
State of Wyoming



700729

30F.3

AMENDMENT NO. 4  
JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY  
CASPER AREA ECONOMIC DEVELOPMENT JOINT POWERS BOARD

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming, entered into a Joint Powers Agreement establishing the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board; and,

WHEREAS, said agreement was approved by the Attorney General for the State of Wyoming on March 31, 1987, and filed with the Secretary of State for the State of Wyoming on March 31, 1987; and,

WHEREAS, on February 20, 1996, Amendment Nos. 1 and 2 to the Joint Powers Agreement were entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, said Amendment Nos. 1 and 2 were approved by the Attorney General for the State of Wyoming on April 25, 1996, and filed with the Secretary of State on May 8, 1996; and,

WHEREAS, on August 6, 2002, Amendment No. 3 to the Joint Powers Agreement was entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, said Amendment No. 3 was approved by the Attorney General for the State of Wyoming on August 30, 2002, and filed with the Secretary of State on September 9, 2002; and,

WHEREAS, it is desirable and appropriate for the parties to enter into this Amendment No. 4 to said Joint Powers Agreement.

NOW, THEREFORE, BE IT HEREBY AGREED, by and between the City of Casper, Wyoming, and the County of Natrona, in the State of Wyoming, that the parties' agreement of February 17, 1987, as amended by Amendment Nos. 1, 2 and 3, be amended to include the following new paragraph at the end of subsection 5.1:

- 5.1 Casper has earmarked the sum of One Million Six Hundred Thousand Dollars (\$1,600,00) from its share of the each of the Optional 1%#11, 1%#12 and 1%#13 Sales Taxes for economic development activities. The County has earmarked the sum of Four Hundred Thousand Dollars (\$400,000) from its share of each of the Optional 1%#11, 1%#12 and 1%#13 Sales Taxes for economic development activities. The aforementioned sums have been appropriated by budget resolution to the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board by the City and County, respectively.

ATTEST:

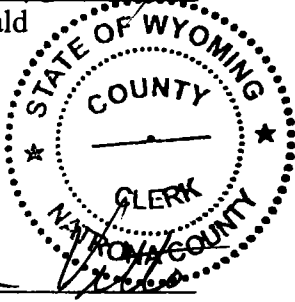
V.H. McDonald  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

Kenyne Schlager  
Kenyne Schlager  
Mayor

ATTEST:

Renea Vitto  
Renea Vitto  
County Clerk



NATRONA COUNTY, WYOMING  
Board of County Commissioners

Rob Hendry  
Rob Hendry  
Chairman

**My term of office expires**  
January 6, 2011

**APPROVAL BY ATTORNEY GENERAL**

In accordance with Wyo. Stat. § 16-1-105(a)(ii), the Wyoming Attorney General has reviewed the [name of agreement], and determined that the document is compatible with the laws and constitution of the State of Wyoming. The approval of the document by the Attorney General is limited to the terms and conditions of the document itself, and the approval does not extend to any individual project nor the financing of any individual project contemplated under these documents.

Approved this 3rd day of May, 2009.

Bruce A. Salzbueg  
Bruce A. Salzbueg  
Attorney General  
State of Wyoming

**AMENDMENT NO. 5  
JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY CASPER AREA  
ECONOMIC DEVELOPMENT JOINT POWERS BOARD**

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming, entered into a joint powers agreement establishing the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board; and,

WHEREAS, said agreement was approved by the Attorney General for the State of Wyoming on March 31, 1987, and filed with the Secretary of State for the State of Wyoming on March 31, 1987; and,

WHEREAS, on February 20, 1996, Amendment Nos. 1 and 2 to the joint powers agreement were entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment Nos. 1 and 2 were approved by the Attorney General for the State of Wyoming on April 25, 1996, and filed with the Secretary of State on May 8, 1996; and,

WHEREAS, on August 6, 2002, Amendment No. 3 to the joint powers agreement was entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment No. 3 was approved by the Attorney General for the State of Wyoming on August 30, 2002, and filed with the Secretary of State on September 9, 2002; and,

WHEREAS, on March 19, 2009, Amendment No. 4 to the joint powers agreement was entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment No. 4 was approved by the Attorney General for the State of Wyoming on May 3, 2009, and filed with the Secretary of State on May 14, 2009; and,

WHEREAS, it is desirable and appropriate for the parties to enter into this Amendment No. 5 to said joint powers agreement.

NOW, THEREFORE, BE IT HEREBY AGREED, by and between the City of Casper, Wyoming, and the County of Natrona, in the State of Wyoming, that the parties' agreement of February 17, 1987, as amended by Amendment Nos. 1, 2, 3 and 4, be amended to include the following new paragraph at the end of subsection 5.1:

5.1 Casper has earmarked the sum of One Million Six Hundred Thousand Dollars (\$1,600,000) from its share of the Optional 1%#14 Sales Tax funds set aside for economic development. The County has earmarked the sum of Four Hundred Thousand Dollars (\$400,000) from its share of the Optional 1%#14 Sales Tax funds set aside for economic development. The aforementioned sums have been appropriated by budget resolution to the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board by the County, and by this amendment, will be appropriated to the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board by the City of Casper.

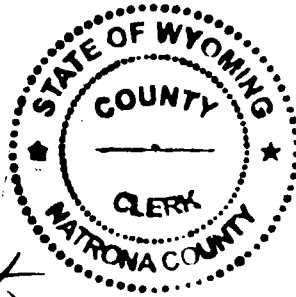
ATTEST:

V. H. McDonald  
V. H. McDonald  
City Clerk

My term of office expires  
January 5, 2015

ATTEST:

Renea Vitto  
Renea Vitto  
County Clerk



CITY OF CASPER, WYOMING  
A Municipal Corporation

Paul C. Bertoglio  
Paul C. Bertoglio  
Mayor

NATRONA COUNTY, WYOMING  
Board of County Commissioners

Ed Opella  
Ed Opella  
Chairman

**APPROVAL BY ATTORNEY GENERAL**

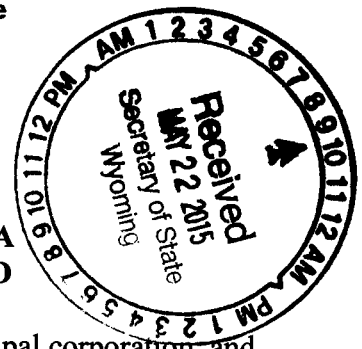
In accordance with Wyoming Statute §16-1-105(a)(ii), the Wyoming Attorney General has reviewed the Amendment No. ~~54~~ to the Joint Powers Agreement for the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board, and determined that the document is compatible with the laws and constitution of the State of Wyoming. The approval of the document by the Attorney General is limited to the terms and conditions of the document itself, and the approval does not extend to any individual project nor the financing of any individual project contemplated under these documents.

Approved this 17 day of September, 2011.

Gregory A. Phillips

Gregory A. Phillips, Attorney General  
State of Wyoming





**AMENDMENT NO. 6  
JOINT POWERS AGREEMENT  
CITY OF CASPER-NATRONA COUNTY CASPER AREA  
ECONOMIC DEVELOPMENT JOINT POWERS BOARD**

WHEREAS, on February 17, 1987, the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming, entered into a joint powers agreement establishing the City of Casper-Natrona County Casper Area Economic Development Joint Powers Board: and,

WHEREAS, said agreement was approved by the Attorney General for the State of Wyoming on March 31, 1987, and filed with the Secretary of State for the State of Wyoming on March 31, 1987; and,

WHEREAS, on February 20, 1996, Amendment Nos. 1 and 2 to the joint powers agreement were entered into by the City of Casper, Wyoming, a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendments Nos. 1 and 2 were approved by the Attorney General for the State of Wyoming on April 25, 1998 and filed with the Secretary of State on May 8, 1996; and,

WHEREAS, on August 6, 2002, Amendment No.3 to the joint powers agreement was entered into by the city of Casper, Wyoming a municipal corporation, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment No. 3 was approved by the Attorney General for the State of Wyoming on August 30, 2002, and filed with the Secretary of State on September 9, 2002; and,

WHEREAS, on March 19, 2009, Amendment No. 4 to the joint powers agreement was entered into by the City of Casper, Wyoming, a municipal corporations, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment No. 4 was approved by the Attorney General for the State of Wyoming on May 3, 2009, and filed with the Secretary of State on May 14, 2009; and,

WHEREAS, on September 17, 2011, Amendment No. 5 to the joint powers agreement was entered into by the City of Casper, Wyoming, a municipal corporations, and Natrona County, a body corporate and political subdivision of the State of Wyoming; and,

WHEREAS, Amendment No. 5 was approved by the Attorney General of the State of Wyoming on September 17, 2011, and filed with the Secretary of State on September 17, 2011; and,

WHEREAS, it is desirable and appropriate for the parties to enter into this Amendment No. 6 to said Joint Powers Agreement.

NOW, THEREFORE, BE IT HEREBY AGREED, by and between the City of Casper, Wyoming, and the County of Natrona, in the State of Wyoming that the parties' agreement of February 17, 1987, as amended by the Amendment Nos. 1,2,3,4 and 5 be amended to include the following new paragraph at the end of subsection 5.1:

5.1 The City of Casper has earmarked the sum of at least four hundred twelve thousand dollars (\$412,000) beginning in fiscal year 2016 with an escalation of 1% per fiscal year thereafter through fiscal year 2025 from its share of the Rocky Mountain Power Franchise Fee set aside for economic development on the following amortization:

<u>Year</u>	<u>Fiscal Year</u>	<u>Amount</u>
1	2016	\$ 412,000
2	2017	\$ 416,120
3	2018	\$ 420,281
4	2019	\$ 424,484
5	2020	\$ 428,729
6	2021	\$ 433,016
7	2022	\$ 437,346
8	2023	\$ 441,720
9	2024	\$ 446,137
10	2025	\$ 450,598

PROVIDED HOWEVER, the City obligation to fund the 1% escalation each year be limited to the full 1% or maximum amount available to the City from its share of the Rocky Mountain Power Franchise Fee attributable to each fiscal year, but in no case, less than the previous year's sum.

Natrona County has earmarked the transfer of all recapture revenues received from the Elkhorn Rehabilitation Hospital lease and the rail car fees from Bishop Rail Park to the Casper Area Economic Development Joint Powers Board as consideration for JPB providing and administering an Economic Development Plan.

The aforementioned sums have been appropriated by budget resolution to the Casper Area Economic Development Joint Powers Board by the County, and by this amendment, will be appropriated to the Casper Area Economic Development Joint Powers board by the City of Casper.

ATTEST:



*V.H. McDonald*  
 \_\_\_\_\_  
 V.H. McDonald  
 CLERK  
 CITY OF CASPER, WYOMING



CITY OF CASPER, WYOMING  
 A Municipal Corporation

*Charlie Powell*  
 \_\_\_\_\_  
 Charlie Powell  
 Mayor

ATTEST:

*Renea Vitto*  
 \_\_\_\_\_  
 Renea Vitto  
 County Clerk

My term of office expires  
 January 7, 2019

NATRONA COUNTY, WYOMING

*Forrest Chadwick*  
 \_\_\_\_\_  
 Forrest Chadwick  
 Chairman (4/7/15)

**TWENTY-THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE  
PUBLIC HEALTH ORDER REGARDING CHILD CARE FACILITIES, K-12  
SCHOOLS, COLLEGES, UNIVERSITIES, AND TRADE SCHOOLS**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions/requirements as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing certain provisions in the previous statewide public health orders through a measured and data-based approach (except Statewide Public Health Order #4 which will expire on March 15, 2021, and will not be renewed). As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions/requirements within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer.

This Order removes all restrictions and requirements for all businesses/entities previously outlined in statewide public health order #1 except for child care facilities and K-12 schools, colleges, universities, and trade schools.

This Order is effective on March 16, 2021, and shall remain in effect through March 31, 2021, unless the Wyoming Department of Health revokes or extends this Order before March 31, 2021.

**FINDINGS**

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 46,676 confirmed cases of COVID-19 in Wyoming as of March 11, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 691 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.

4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close theaters, schools, and other public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

### **ORDER**

1. As used in this Order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. In order to help protect the health and safety of children, child care centers or home daycares may operate only under the following conditions:

- a. The child care provider shall ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility;
  - b. The child care provider shall ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and may not allow any symptomatic individuals to enter the facility;
  - c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
  - d. In the event of a confirmed case of COVID-19 within the facility, the provider shall consult with health officials on next steps; the provider shall close the facility if determined necessary by health officials;
  - e. The child care provider shall require individuals dropping off or picking up children to stay 6 feet away from children that the individual is not dropping off or picking up; and
  - f. The child care provider shall ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls) or at least twice a day (e.g. doorknobs, light switches, toilet handles, sink handles, countertops).
3. In addition to the measures noted above, child care centers or home daycares are required to follow all health guidelines from the Centers for Disease Control and Prevention ("CDC") and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
  4. As child care is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services.
  5. K-12 schools, colleges, universities, and trade schools may provide on-site instruction to students and allow other use of their facilities under the following conditions:
    - a. Groups of students and teachers shall be limited to 50 in each separate room, however, 6 feet of separation between individuals should be maintained as much as possible;
    - b. Up to 250 people may be allowed in rooms where 6 feet of separation between individuals can be maintained (including, by way of example, cafeterias, auditoriums, large classrooms);

- c. **Students, teachers, school staff, and visitors (including parents, families, and members of the public) shall wear Face Coverings indoors where 6 feet of separation between individuals cannot be maintained;**
- d. **The following are excepted from the requirement to wear a Face Covering:**
  - 1. **Children who are younger than three years of age;**
  - 2. **Individuals with a medical condition, mental health condition, or disability that prevents wearing a Face Covering, including an individual with a medical condition for whom wearing a Face Covering could cause harm or dangerously obstruct breathing; K-12 schools shall require documentation from the student's parent/guardian, or the student's medical provider, that the student meets this exception;**
  - 3. **Individuals who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance;**
  - 4. **Individuals who are deaf or hard of hearing while communicating with others, or individuals who are communicating with an individual who is deaf or hard of hearing, where the ability to see the mouth is essential for communication, in which case it is recommended that a face shield or alternative protection such as a plexiglass barrier be used (a face shield is a personal protective equipment device which protects the person's entire face from potentially infectious materials);**
  - 5. **Individuals who have an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act, 20 U.S.C. § 1414, or an accommodation under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, that would necessitate exempting the individual from wearing a Face Covering;**
  - 6. **Children for whom a Face Covering may interfere with the ability to effectively participate in educational activities or may increase the risk of disease transmission because of increased hand to face contact;**
  - 7. **Individuals engaged in athletic activities or performances; or**
  - 8. **When an individual is eating or drinking.**
- e. **Six foot spacing of students during transportation to and from the facility shall be maintained as much as practicable; Face Coverings shall be worn during transportation when six feet of separation cannot be maintained, with the exceptions listed in paragraph d above;**
- f. **Indoor events attended by non-students (e.g., parents, families, or members of the public), must comply with the following provisions:**

1. Individuals must wear a Face Covering at all times during the indoor event subject to the exceptions in paragraph d, above.
  2. Social distancing should be maintained between individual groups of spectators/attendees to the greatest extent possible.
  3. An indoor event of more than five hundred (500) spectators/attendees must be held at no more than 50% of the venue's (or room's) capacity.
- g. Hand hygiene must be performed frequently within the facility; and
- h. Individuals with symptoms of COVID-19, or exposure to an individual with COVID-19 within the last 14 days, may not attend the institution unless otherwise directed by public health officials.
6. Specific exceptions to the restrictions/requirements in this Order may be granted, at the discretion of the County Health Officer under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented. Any specific exception under this paragraph must be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
  7. Countywide variances to the restrictions/requirements in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
  8. This Order is entered in conjunction with the statewide public health order titled "Twenty-Third Continuation, and Modification, of Statewide Public Health Order #2: Regarding Large Indoor Events of More than Five Hundred (500) People, with Exceptions", entered March 11, 2021.
  9. This Order does not alter but supplements the requirements outlined in the other statewide public health order.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 12 DAY OF March, 2021.

  
Alexia Harrist  
Wyoming State Health Officer

**TWENTY-THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE  
PUBLIC HEALTH ORDER #2: REGARDING LARGE INDOOR EVENTS OF MORE  
THAN FIVE HUNDRED (500) PEOPLE, WITH EXCEPTIONS**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions/requirements as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing certain provisions in the previous statewide public health orders through a measured and data-based approach (except Statewide Public Health Order #4 which will expire on March 15, 2021, and will not be renewed). As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions/requirements within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer.

This Order removes the personal gathering restriction but continues to apply restrictions/requirements to large indoor events of more than five hundred (500) people. There are no restrictions/requirements for outdoor events. This Order also maintains the exceptions outlined in the prior statewide public health order #2.

This Order is effective on March 16, 2021, and shall remain in effect through March 31, 2021, unless the Wyoming Department of Health revokes or extends this Order before March 31, 2021.

**FINDINGS**

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 46,676 confirmed cases of COVID-19 in Wyoming as of March 11, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 691 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.



4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

### **ORDER**

1. As used in this Order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.


2. "Event" is a planned or spontaneous gathering, public or private, bringing together, or likely bringing together people in a single room or a single confined space at the same time. Events include by way of example but are not limited to rodeos, concerts, organized sporting events, fairs, track and field races, farmer's markets, weddings, and any other event of a similar nature.
3. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1, the restrictions/requirements in that order govern those businesses or entities unless otherwise specifically noted herein.
4. The following are exempted from this Order:
  - a. Hotels and motels for lodging purposes;
  - b. Livestock auctions;
  - c. Groups of workers being transported to a location for their jobs;
  - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
  - e. Federal, State, and local government facilities, including government service centers;
  - f. Relief facilities, including food pantries and shelter facilities;
  - g. Residential buildings, excluding individual household residences;
  - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
  - i. Truck stops, gas stations, and auto-repair facilities;
  - j. Retail or business establishments, where more than five hundred (500) people may be present but are generally not within six (6) feet of one another;
  - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
  - l. Alcohol and drug treatment centers;
  - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
  - n. Religious or faith based organizations and funeral homes; and
  - o. Parades.

5. Indoor events of more than five hundred (500) people are subject to the following conditions, to be enforced by the host or organizer of the event.
  - a. The indoor event must be held at no more than 50% of the venue's capacity;
  - b. Social distancing should be maintained between individual groups to the greatest extent possible;
  - c. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event unless otherwise directed by public health officials;
  - d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to the Centers for Disease Control and Prevention ("CDC") guidelines for cleaning;
  - e. Staff, hosts, organizers, participants, and attendees/spectators must wear a Face Covering at all times during the event, however, participants are not required to wear a Face Covering when engaged in athletic activities or performances;
  - f. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies; and
  - g. For clarity, the 50% venue limitation is not calculated by adding participants and spectators/attendees together.
6. A Face Covering at an event is not required under the following circumstances:
  - a. Children who are under 12 years of age. However, children 3 to 11 years of age are encouraged to wear Face Coverings.
  - b. When a person is eating or drinking while at the event. However, individuals shall wear a Face Covering at all other times during the event.
  - c. If a person has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes, by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. A person is not required to provide any documentation demonstrating that the person cannot wear a Face Covering for any medical condition, mental health condition, or disability.
  - d. Individuals who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.

- e. Individuals who are purchasing a product or receiving a service at the event that requires identification may briefly remove a Face Covering as necessary, so that the retailer or service provider can verify identity.
  - f. When law enforcement asks an individual to remove a Face Covering for identification purposes.
  - g. Individuals for whom wearing a Face Covering would create a risk to the individual related to their work, as determined by local, state, or federal workplace safety guidelines.
7. Additional specific event exceptions to the restrictions/requirements in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that recommended public health precautions will be taken before, during, and after the event. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
8. Countywide variances to the restrictions/requirements mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
9. This Order is entered in conjunction with the other statewide public health order titled "Twenty-Third Continuation, and Modification, of Statewide Public Health Order Regarding Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered March 11, 2021.
10. This Order does not alter but supplements the requirements outlined in the other statewide public health order.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 12 DAY OF March, 2021.

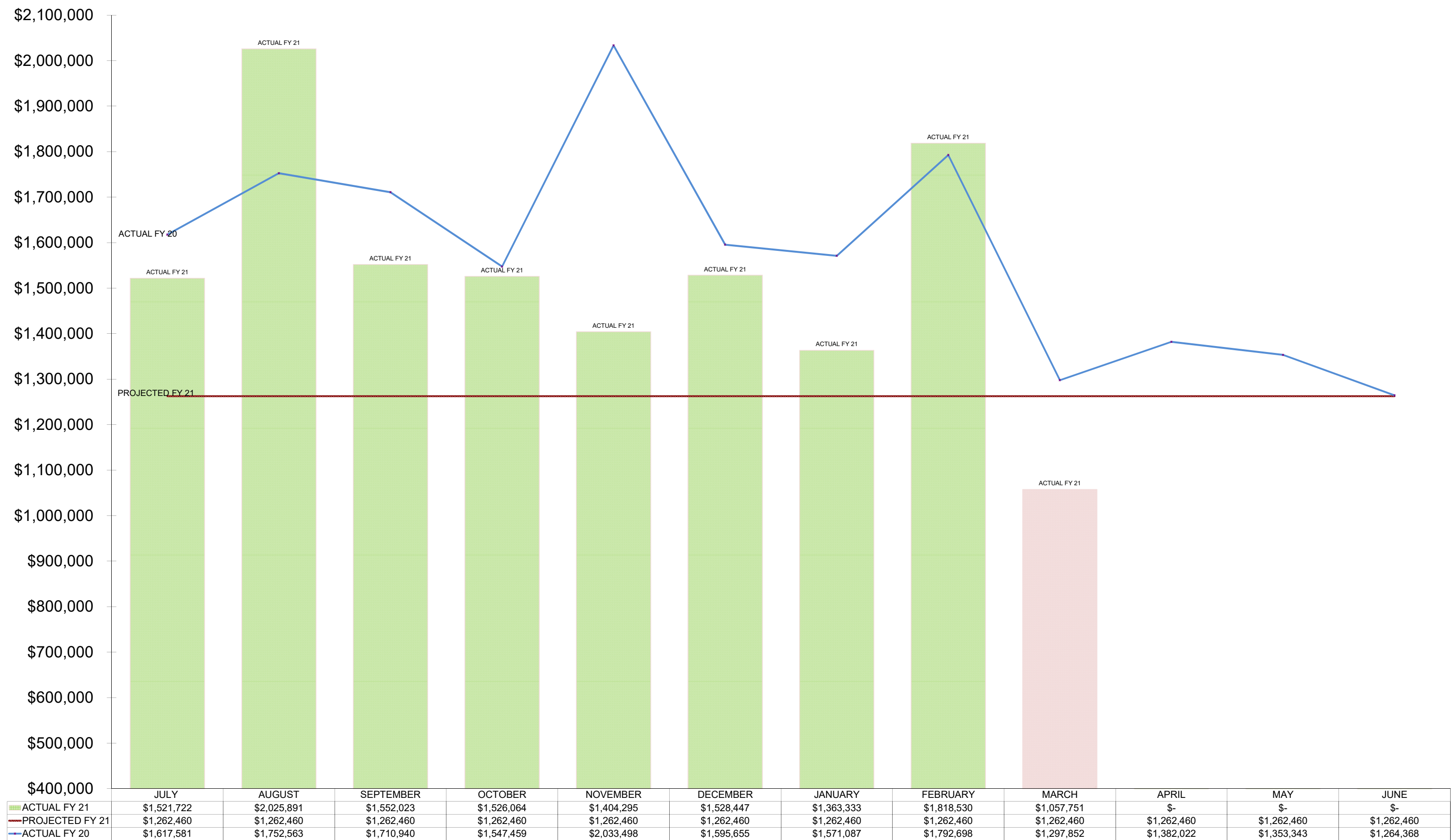
  
\_\_\_\_\_  
Alexia Harrist  
Wyoming State Health Officer

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**75% of Fiscal Year 2021 has Lapsed**

Below is the optional Sales tax report for FY21 we are currently at 75% of the budget year.  
 General Fund is up 21.44% from projected year to date which is at 91.08% of budget.  
 1%16 is up 23.97% from projected year to date which is at 92.98% of budget.

		<b>State Shared Sales Tax</b>			
	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>	<b>Percent of Annual Budget</b>
<b>FY 2020 General Fund</b>	7/6/2020	\$ 1,521,722	\$ 1,262,460	\$ 259,263	10.04%
	8/10/2020	2,025,891	1,262,460	763,431	23.42%
	9/9/2020	1,552,023	1,262,460	289,563	33.66%
	10/6/2020	1,526,064	1,262,460	263,604	43.74%
	11/5/2020	1,404,295	1,262,460	141,835	53.00%
	12/4/2020	1,528,447	1,262,460	265,987	63.09%
	1/7/2021	1,363,333	1,262,460	100,873	72.09%
	2/4/2021	1,818,530	1,262,460	556,070	84.10%
	3/5/2021	1,057,751	1,262,460	(204,709)	91.08%
	Apr			1,262,460	
	May			1,262,460	
	Jun			1,262,460	
	<b>Total FY 2021</b>		<b>\$ 13,798,057</b>	<b>\$ 15,149,519</b>	<b>\$ 2,435,918</b>
		<b>Optional 1% Tax</b>			
<b>FY 2020 1%16</b>	7/6/2020	\$ 1,265,670	\$ 1,033,333	232,336	10.21%
	8/10/2020	1,677,982	1,033,333	644,649	23.74%
	9/9/2020	1,299,470	1,033,333	266,136	34.22%
	10/6/2020	1,282,918	1,033,333	249,585	44.56%
	11/5/2020	1,184,279	1,033,333	150,946	54.12%
	12/4/2020	1,272,486	1,033,333	239,152	64.38%
	1/7/2021	1,136,779	1,033,333	103,446	73.55%
	2/4/2021	1,517,479	1,033,333	484,146	85.78%
	3/5/2021	892,575	1,033,333	(140,758)	92.98%
	Apr			1,033,333	
	May			1,033,333	
	Jun			1,033,333	
	<b>Total FY 2021</b>		<b>\$ 11,529,638</b>	<b>\$ 12,400,000</b>	<b>\$ 2,229,638</b>
<b>Total</b>		<b>\$ 25,327,694</b>	<b>\$ 27,549,519</b>	<b>\$ 4,665,555</b>	

# Sales Tax FY 2021 Versus Projection and Prior Year



	ACTUAL FY 20	PROJECTED FY 21	ACTUAL FY 21
YTD TOTAL	\$ 14,919,332	\$ 11,362,139	\$ 13,798,056
YTD VARIANCE			\$ 2,435,917
			<b>% Difference</b>
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			-16.22%
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			21.44%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			-18.50%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-7.52%
			<b>In Dollars</b>
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			-\$204,709
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			\$2,435,917
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			-\$240,101
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-\$1,121,275

## **WAM Week 1 Report: 2021 General Session of Wyoming Legislature**

*The first week of in-person session of 66<sup>th</sup> Wyoming Legislature concluded on Friday March 5<sup>th</sup>. As of Friday morning, 264 House Bills, 16 House Joint Resolutions, 157 Senate bills and 4 Senate Joint Resolutions have been introduced. A number of these bills passed during the zoom session held earlier, and other have already failed introduction. While many of these bills have no impact on WAM, or the cities and towns in Wyoming, there are several that will impact Wyoming Municipalities.*

*WAM is currently tracking 33 House Bills and 23 Senate Files.*

The WAM Website contains information on all the bills we are tracking. The following paragraphs identify the bills most significant to WAM. The bill tracking site may be found at <https://wyomuni.org/follow-legislation/>.

The following is a summary of the status of the bills WAM is tracking. Please note these are not all of the bills we are following, but the ones that most directly affect our members. As noted, the full legislative summaries and bill status are on the WAM website.

### **First Week Highlights**

The first week of the session has been extremely busy with bill filing, committee meetings, the Governor's State of the State Address and House and Senate Floor Sessions. The following paragraphs provide a brief summary of the week's activity and a preview of coming bills.

#### **House Bill 12 - Bond Elections**

This bill would provide that bond elections be held only be held during general elections. This would restrict a municipality's ability when it holds bond elections. WAM opposed this bill and it was tabled indefinitely by the House Corporations Committee.

#### **House Bill 13 - Alcoholic beverage regulation**

This bill included a number of technical changes to the statutes regulating the sale of alcoholic beverages. There are two aspects of this bill that affect cities and towns. The first removed the requirement that the town clerk physically post the renewal application on the premise and will save work for municipal clerks. The bill also changed the definition of dispensing room for restaurant liquor licenses to "dispensing area". This bill passed both the House and Senate.

#### **House Bill 26 – Fuel Tax**

This bill would increase the fuel tax by 9 cents per gallon. If passed, this bill would generate an additional \$6 million for cities and towns. The bill passed the House Transportation Committee and has been placed on the House General File.

### **House Bill 33 - Interference with public contracting**

This bill creates criminal offenses related to interference with public contracts such as bid rigging, accepting kickbacks, etc. It creates felonies for these offenses. WAM opposed this bill as the bill was poorly written and these activities are already illegal under federal statutes. The bill was amended to make the bill better. The amended bill passed the House Judiciary Committee and has been placed on the House General File.

### **HB 50 - Local Government Distributions**

This bill addresses reductions in the Direct Distributions to local governments. The Governor has recommended to the Legislature that the Direct Distribution be reduced by 10% (from \$105 million to 94.5 million). The Joint Appropriations Committee modified this cut to \$99,750,000. This bill reflects a direct distribution amount of \$99,750,000. WAM is opposing this bill. It has been placed on the House General File.

### **House Bill 55 - Tobacco Tax**

This bill increases the cigarette tax from \$0.60 per pack to \$0.84 per pack and the tax on moist snuff from \$0.60 per ounce. This bill is estimated to increase municipal revenues by \$830,000 in FY 22 and \$920,000 in FY 23. The bill passed the House Revenue Committee and is on the House General File. WAM supports this bill.

### **House Bill 65 – Political Subdivisions Deposits**

This bill authorizes political subdivisions to deposit public funds in financial institutions other than state and federal chartered banks. Specifically, it would allow public funds to be deposited in Credit Unions when there is no bank within a 10-mile radius of the city or town. The bill passed the House Corporations Committee and passed the House Committee of the Whole and is awaiting second reading. WAM is supporting this bill.

### **House Bill 72 – Transfer of Water and Sewer District Operations**

This bill authorizes the assumption of water and sewer district operations, assets and liabilities by cities and towns. It also addresses the dissolution of water and sewer districts as specified. This bill has been introduced and referred to the House Corporations Committee. WAM is neutral on this bill and at this time only monitoring it.

### **House Bill 74 - Elected Official Removal**

This bill would provide a process to remove local elected officials from office. The bill has been introduced and referred to the House Corporations Committee. WAM is opposing this bill.

### **House Bill 99 – Property Taxes**

This bill would limit the maximum taxable value increase for purposes of property taxes. The original bill limited the increase to 3%. The bill was amended in House Revenue Committee to limit the increase to 20%. The amended bill passed the House Revenue Committee and placed on the House General File. WAM is monitoring this bill.



### **House Bill 117 – Repeal of Gun Free Zones**

This bill would repeal all gun free zones currently established in the Wyoming Statutes. This is one of approximately 6 similar bills going through the legislative process. Because this is a preemption of local authority, WAM is opposing this bill.

### **House Bill 128 – County Option Real Estate Transfer Tax**

This bill would provide for a local option real estate transfer tax. The tax would impose, following a county voter, a 1% tax on transfers of property. All transaction under \$1 million would be exempt from this tax. The bill has been introduced and referred to the House Revenue Committee. WAM is supporting this bill.

### **House Bill 143 – Municipal Services Recovery Act**

The bill will preempt cities and towns who provide service (water, sewer, garbage, etc.) to seek payment from the property owner when a renter defaults on the payment. When a renter defaults on the fees, most of the cities will seek payment from the property owner. WAM was successful in defeating this bill in last year's session but it has been introduced again this year. Because this is a preemption of local authority WAM is opposing this bill.

### **House Bill 158 – Local Land Use Planning and Zoning**

This bill clarifies that a local comprehensive plan is a community vision and a guiding document and cannot be used to regulate land use. It specifies that land use regulations must be done through local zoning ordinances.

### **House Bill 168 - Sales and Use Tax Application**

This bill provides that sales taxes be collected on services as provided in the act. Specifically, the tax would be extended to cover landscaping and gardening services, beauty and barber services, financial and graphic artists. The is estimated to generate \$55 million to the state general fund and \$52 million for cities, towns and counties. The bill has been introduced and referred to the House Revenue Committee.

### **House Bills 173 & 174**

HB 173 is a School Finance Funding bill and HB 174 is a bill concerning Local Government Sales and Use Taxes. These are companion bills.

HB 173 implements one additional penny of statewide sales and use tax to fund education if the Legislative Stabilization Reserve Account dips below \$650 million. This would bring the statewide sales and use tax to five cents.

HB 174 is provides that the three pennies for local government funding with one permanent penny, a penny to be enacted by the local governing body or by ballot and the opportunity for another penny by the vote of the people. Both bills combined would raise the state and local maximum from seven cents to eight cents. HB 173 must be passed in order for HB 174 to become effective.

### **House Bill 179- Municipal Option Tax - Election**

This bill amends the Municipal Option tax passed during last year's session. Specifically, it removes the requirement that a municipal option tax be voted only during a general election. This amendment would allow a municipal option tax to be held in May, August or November of any year. This bill unanimously passed the House Corporations Committee and is on the House General File. WAM is supporting this bill.

### **House Bill 181- Specific Excise Tax Revisions**

This bill would remove limitation on the expenditure of tax revenues on the ordinary operations of local government for Specific Purpose Excise Taxes. This bill has been introduced and referred to the House Revenue Committee. WAM is supporting this bill.

### **House Bill 200- Sales and Use Taxes Exemptions Repeal**

This bill would repeal all the exemptions currently in the sales tax statutes. This bill has been introduced but has not been referred to a committee. WAM is supporting this bill.

### **House Bill 211- Property Taxes**

This bill incrementally increases the assessment percentage for the industrial property class and for all other property classes. HB 211 increases the taxable value of industrial property from 11.50% to 11.75% and provides increase of .25% annually in the following years. Residential taxable value increases from 9.5% to 9.75% and .25% increases in the following years. WAM is supporting this bill.

### **House Bill 247 – Law Enforcement Hiring Practices**

This bill prohibits the hiring of peace officers with who have been dismissed for serious misconduct; or resigned/retired while under investigation for serious misconduct. The bill has been introduced and referred to House Judiciary. WAM is supporting this bill.

### **House Bill 250 – Ban on Sanctuary Cities**

This bill prohibits the implementation of immigration sanctuary policies by cities, towns and counties. This bill was defeated last year and has been reintroduced this year. This bill is a preemption of local authority and is being opposed by WAM.

### **House Joint Resolution 09 – Local Government Investment in Equities**

This resolution proposes a constitutional amendment that would allow local government to invest in equities under terms established by the Wyoming Legislature. WAM is supporting this resolution.

### **House Joint Resolution 15 Taxpayers Bill of Rights**

This resolution proposes to amend the constitution by creating a new section establishing the taxpayer's bill of rights; prohibits any tax increase by the state or any local government or increase of debt unless approved by the voters; specifying ballot; provides for the refund of excess taxes; prohibits increasing state expenditures; and provides for distribution of surplus state funds. WAM is opposing this resolution.

### **Senate File 04 – Airport Districts**

This bill would authorize counties and municipalities to establish airport districts. This bill has passed 2<sup>nd</sup> reading in the Senate. WAM is monitoring this bill.

### **Senate File 06 – Public Works Contracting Requirements Amendments**

This bill requires the adoption of prequalification requirements for contractors to perform public works in cities, towns and counties. This bill has passed the Senate and is headed to the House. WAM opposed the bill but worked with Wyoming Contractors and Wyoming County Commissioners Association to amend the bill to make it workable for cities and towns.

### **Senate File 17 – Governmental Publications Requirements**

This bill would eliminate the requirement to publish the minutes of city council and county commission minutes in the official newspaper and allow the minutes to be published on the town or county website. This bill died on 3<sup>rd</sup> reading in Senate. WAM strongly supported this bill.

### **Senate File 20 – Public Records – Personnel Records**

This bill clarifies the right for the inspection for personnel records for specified public employees. This bill affects only the city managers in the state. This bill has been referred to the Senate Judiciary Committee. WAM is opposing this bill.

### **Senate File 23 – Public Meetings – Executive Session for Security Plans**

This bill adds security planning to the justifications for executive sessions. The bill has passed 2<sup>nd</sup> reading in the Senate. WAM is supporting this bill.

### **Senate File 44 – Solid Waste Cease and Transfer Funding**

This bill creates a prioritized list of cease and transfer projects for municipal solid waste facilities. It provides for funding these landfill projects. This bill has passed the Senate and has been received for introduction in the House.

### **Senate File 56 – Skill Based Amusement Games – Modifications and Corrections**

This bill makes technical changes to the statutes regulating skill-based amusement games. There was an attempt to reduce the share going to local government, but this amendment was defeated. This bill has passed the Senate and been received for introduction in the House.

### **Senate File 65 – Local Government Distributions**

The bill addresses the \$105 million direct distribution which was approved in the budget last year. The bill passed the Senate with a 10% reduction (\$94.5 million). It was amended by the House Appropriations Committee to \$99,750,000. The bill is now on the House General File.

### **Senate File 67 – Repeal of Gun Free Zones**

This bill is the Senate version of the repeal of gun free zones. It would repeal all gun free zones currently established in the Wyoming Statutes. This is one of approximately 6 similar bills going through the legislative process. Because this is a preemption of local authority, WAM is opposing this bill.

### **Senate 73 – Tolling Authority for I-80**

This bill would grant WYDOT the authority to create a tolling program for Interstate 80. The bill has been introduced and referred to the Senate Transportation Committee. WAM is monitoring this bill.

### **Senate File 82 – Local Impact Assistance Payments**

This bill reduces the amount of local assistance to cities and counties from project constructed under the oversight of the Industrial Siting Council from 2.77% to 2.25%. This bill has passed the Senate and has been received for introduction in the House. WAM opposed this bill.

### **Senate File 144 – Public Funds – Lobbying**

This bill would prohibit the use of tax funds for lobbying. WAM is opposed to this bill.

### **Senate 157 – Property Rights – Limitation on local authority.**

This bill limits local authority to manage local water and sewer systems. WAM is opposing this bill.

### Tracking Bills on Line

The WAM website contains all the information about all the bills and their status in the legislative process. If you prefer to see this data in the excel format, you can click the excel button and it will format the information into an excel spread sheet. A direct link can be found <https://wyomuni.org/follow-legislation>

If you have questions about any legislative issue, please do not hesitate to call Bob McLaurin (307) 413-3483 or David Fraser at (307) 414-0265.



## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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



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

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

6:00 p.m. Wednesday, February 10, 2021  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Bob Chynoweth, Reed Merschat, Terry Lane, Jim DeGolia, Amy Freye,  
(via Star Phone) Rob Hurless and Khrystyn Lutz

Absences: Brook Kaufman

Others Present: Matt Reams (Three Crowns), and Executive Director Renee Hahn.

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

#### **1. Minutes from January 13, 2021 Regular Meeting**

A motion was made by Mr. Merschat and seconded by Mr. DeGolia to approve the Minutes of the January 13, 2021 meeting with one correction, under Members Present, Mr. Belcher's name appeared twice and Mr. DeGolia's name had been omitted. With that correction being made and 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 February 10, 2021 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of February 10, 2021 were presented by Mr. Lane.

A motion was made by Ms. Freye and seconded by Mr. Merschat to approve the Treasurer's Report of February 10, 2021, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained and summarized the investments.

The January 2021 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He shared that the property sale had been corrected from the December Financials which had listed the sale incorrectly under the Platte River Commons (PRC) and was since moved to Property Sales Salt Creek Heights Business Center (SCHBC). He inquired if any of the Board had additional questions. No other questions were asked.

### **Investment/Financial Committee**

- Mr. Lane discussed the dates the securities will be maturing from the Davidson Funds in 2021. He shared that money market funds will be used in April to fund Three Crowns approved budget for 2021-2022.

### **3. Committee Reports**

#### **• Three Crowns**

Mr. Reams summarized the items occurring during the winter months for the golf course. "Maintenance continues to work and prepare their equipment for next season." Mr. Reams has prepared his final draft budget that will be presented next week to the Three Crowns Committee. The restaurant continues to struggle during Covid-19. The Academy doors are expected to be installed February 22<sup>nd</sup>. Mr. Reams shared that Marketing Sales had begun to advance. Another tournament was booked yesterday and 9 spots were sold on the GPS system in the carts. Ms. Freye inquired when the next Bingo Event will be scheduled. Mr. Reams replied "It will be on February 26<sup>th</sup>". Mr. Chynoweth inquired if he and Matt could meet this week to discuss the Receivables Report. Mr. DeGolia then asked to join that meeting. "Light Speed" is the new software that is being installed. Lightspeed will launch the website on March 1<sup>st</sup>. Ms. Hahn asked Mr. Reams to share that Mr. Altenburg is allowing Three Crowns the usage of his mobile watering unit. Mr. DeGolia also plans to meet with Mr. Reams separately to advance his education on the golf course.

#### **• Refined Properties**

Mr. Merschat summarized and highlighted the Status Report from Refined Properties. He shared the closing date on the purchased lot in Salt Creek occurred on 12/23/20 and the PUD had been modified and approved by the County. Mr. Merschat and Mr. DeGolia updated the Board with WYDOT's improvements planned to begin in June 2021 on Poplar Street. Mr. Merschat also shared that the public trail usage would not at all be compromised during the construction period.

#### **• PRC**

Ms. Hahn informed the Board that Ms. Freye had reported a Bollard light fixture had been knocked over on the trail. Ms. Hahn also conveyed that she would like to place a Taskforce Team together to help with new ventures on the PRC. The following Board Members volunteered to be placed on this:

Ms. Lutz, Ms. Freye, Mr. DeGolia, Mr. Merschat.

#### **• Architectural Review**

Ms. Hahn had nothing to report.

#### **• Executive Committee**

Ms. Hahn shared that there will be an office closure on February 15<sup>th</sup>, the upcoming meetings, and the upcoming classes being offered.

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

City Representative Lutz informed all attendees that the City is currently involved with the State Legislature Meetings.

### **5. Other**

No Report.

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

- Regular Board meeting - March 10<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room

- Three Crowns Management Committee - March 18<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

**Office Closures:**

February 15<sup>th</sup> - Presidents' Day

**7. Public Comment**

There was no public comment.

**8. Good of the Order**

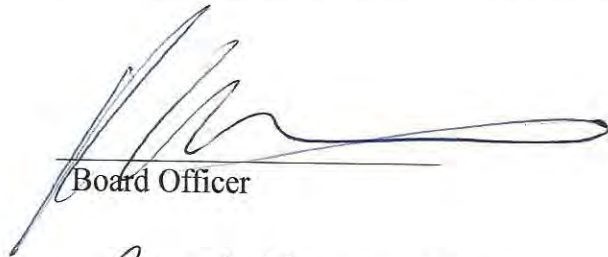
No Report.

**9. Adjournment**

There being no further action by the Board, a motion was made by Mr. DeGolia and seconded by Mr. Lane to adjourn the meeting at 6:46 p.m. The motion carried with all members in attendance voting aye.

03/10/21  
Date

3-10-21  
Date



\_\_\_\_\_  
Board Officer

Robert J. Chymowitz  
Presiding Officer



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Larry Keffer,  
Vice-Chairman

Ken Waters,  
Secretary

Paul Bertoglio,  
Treasurer

Steve Cathey

Steve Freel

Bruce Knell

Charlie Powell

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday                      March 16, 2021                      11:30 a.m.**

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

1. Announcements
2. Approve Minutes
  - a) February 23, 2021 Regular Meeting \*
  - b) February 23, 2021 Executive Meeting
3. Approve Vouchers – March 2021 \*
4. Approve Financial Report – February 2021 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Contract with Contract West Roofing, Inc. for the 2021 RWS Roof Replacements, Project No. 20-051 in the amount of \$77,700 \*
  - b) Consider Change Order No. 1 with Automation and Electronics, Inc. for the WTP Raw Water Building Motor Control Center and Switchgear Replacements, Project No. 18-078 in the amount of \$9,470 \*
  - c) Discuss FY2021 and FY2022 Audit Services
  - d) Runoff Forecast \*
  - e) Discuss FY2022 Capital Improvement Projects \*
  - f) Update of Annual Financial Disclosure Letters – Treasurer Bertoglio, and Board Members Cathey and Knell
  - g) Other
9. Executive Session – Discuss Potential Property Acquisition and Potential Litigation
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – April 20, 2021**

***\*Indicates Attachment***





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

**MEETING PROCEEDINGS**

February 23, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 23, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

**City of Casper –** Cathey (by phone), Freel, Powell, Andrew Beamer, Tom Pitlick, Bruce Martin, Brian Schroeder, Janette Brown, Andrew Colling, Ethan Yonker

**Natrona County –**

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

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

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

1. In Announcements., Mr. Martin stated that Board Member Cathey is participating in the

meeting by telephone.

2. Chairman King asked for a motion to approve the minutes from the January 27, 2021 Regular and Executive meetings. A motion was made by Board Member Freel and seconded by Secretary Waters to approve the minutes from the January 27, 2021 Regular and Executive meetings. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet. 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 February 2021 vouchers. A motion was made by Board Member Powell and seconded by Secretary Waters to approve the February 2021 voucher listing to include voucher numbers 8245 through 8250 in the amount of \$356,065.07.

Mr. Martin apologized to the Board and stated that there were in fact two vouchers added to the voucher listing; voucher 8252 for Automation & Electronics, Inc. in the amount of \$35,282.70 for the WTP Raw Water Building MCC's & Switchgear Project, and voucher 8253 for Computer Professionals Unlimited, Inc. in the amount of \$2,499.00 for a Security Camera Replacement.

A motion was made by Board Member Powell and seconded by Secretary Waters to amend the previous motion to approve the February 2021 voucher listing to include voucher numbers 8245 through 8253 in the amount of \$393,846.77, with voucher 8251 to be considered later in the meeting. 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 January 2021 was 156 MG, which is 10 MG less than the five-year average of 166 MG. Mr. Martin stated that year to date production is 2.54 BG, which is 96 MG more than the five-year average of 2.44 BG.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation.

Mr. Martin stated that Water Utility Charges for FY2021 is \$5.165 M, which is an increase of approximately \$333,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Accounting/Audit Services is \$36,000, which is \$6,000 more than last year. Mr. Martin stated that a billing error was made and Skogen and Cometto are refunding the \$6,000.

Mr. Martin stated that Reimbursable Contract Expense is \$2,133,813 which is approximately \$27,000 less than last year. Mr. Martin stated that this due to the timing of chemical purchases.

Chairman King asked for a motion to approve the January 2020 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Powell to approve the January 2020 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 the flooding that occurred on the 15<sup>th</sup> was during a time when the Operator was the only one on duty as it was a City recognized holiday. Mr. Schroeder stated that the main entry heating coil was frozen then thawed and dumped water everywhere. Mr. Schroeder stated that there was extensive damage done and the insurance adjuster will be out tomorrow to look at things. Mr. Schroeder stated that the heating coil will have to be replaced.

Mr. Schroeder stated that a Lead Operator was hired and is scheduled to start on March 15<sup>th</sup>. Mr. Schroeder stated that the new Lead Operator is moving from Washington. Mr. Schroeder stated that he thinks he will be a great benefit.

Mr. Schroeder stated that the Raw Water Building work continues. Mr. Schroeder stated that the lights were converted to LED. Mr. Schroeder stated that the MCC replacement will start this week. Mr. Schroeder stated that once the work is completed, staff will paint the building. Mr. Schroeder stated that the project should be completed in April.

Mr. Schroeder stated that plans for the HVAC Chiller Replacement should be completed soon.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner.

Mr. Schroeder stated that Water Distribution staff have aligned the pumps at the boosters, completed weekly sampling and checks, tested the backflow preventer at Salt Creek Booster, and serviced fire hydrants.

Mr. Schroeder stated that a crack was found in the Wardwell Tank roof during an inspection. Mr. Martin showed pictures of the roof and stated that it is still under warranty. Mr. Martin stated that HDR is in contact with the contractor to get the roof repaired. Mr. Martin stated that the new crack seems to be in the same area as the original roof. Board Member Powell asked if the crack was caused by the wind again. Mr. Schroeder stated that the crack is in the Southwest corner of the roof, so it is possible.

Mr. Schroeder stated that Water Distribution staff is getting quotes for pump seals at the Wardwell Booster, and Pioneer Tank drain repairs. Mr. Schroeder stated that the tank drain repairs are a requirement of the Bureau of Land Management.

Mr. Schroeder stated that chloramine residuals around town are looking good.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that a couple of months ago a letter was sent to EPA requesting a revised schedule for the UV Disinfection upgrades that they are requiring. Mr. Martin stated that EPA accepted the proposed schedule. Mr. Martin stated that the first step is to complete the preliminary design report by April 30, 2022. Mr. Martin stated that this will be included in the upcoming Capital Budget discussions.

b. In Other Old Business, Mr. Martin stated that the audit was completed for FY2020 by Skogen and Cometto a few months ago. Mr. Martin stated that a portion of the audit was reviewed by the City auditors, Porter, Muirhead, Cornia & Howard, and a discrepancy was found in the schedule of Expenditures of Federal Awards. Mr. Martin stated that the amounts previously reported included the federal portion of the highest loan balance. Mr. Martin stated that the correct amount reported on the restated Schedule of Expenditures of Federal Awards includes project expenditures incurred under this loan during the current audit period. Mr. Martin stated that Skogen and Cometto have updated their audit report, and they indicated that it does not need to be reapproved. Mr. Martin stated that he wanted to make the Board aware of the reissued report, and that it will be resubmitted to the State.

8. In New Business:

a. Mr. Martin stated that it is proposed that a change be made to the Regional Water Reserve Policy as it was last revised in 2007. Mr. Martin stated that each year there is a little bit of confusion on the auditors part, as well as for Finance Staff and himself, as it isn't really specific as to where the amounts in the policy come from.

Mr. Martin asked the Board to reference the comparison of the current policy to the proposed revised policy. Mr. Martin stated that the General Operating Reserve in the current policy is 45 days of operating expense from the most recent approved budget. Mr. Martin stated that it is the same for the Emergency Reserve. Mr. Martin stated that in the revised policy, the Operating Reserves and the Emergency Reserves have been combined into one line with a total of 90 days of operating expenses from the most recent approved budget. Mr. Martin stated that it is the same dollar amount in both policies.

Mr. Martin stated that in the current policy there is a line for Water Rights Fund with no specific dollar amount, as funds are contributed annually at the Board's discretion. Mr. Martin stated that funds have not been added to this line in several years. Mr. Martin stated that it is proposed to eliminate this line in the revised policy.

Mr. Martin stated that the Debt Service Fund is tied to loans referenced in the current policy. Mr. Martin stated that one of the loans referenced is for the Revenue Bonds, which are no longer in effect. Mr. Martin stated that the other loans referenced are for the WWDC New Construction and Rehabilitation loans. Mr. Martin stated that it is proposed in the revised policy to change the criteria for the Debt Service Reserve to the greater of one year annual principal payments or loan contract required. Mr. Martin stated that the amount in the current policy is \$381,685; in the proposed policy the amount is \$2,082,197. Mr. Martin stated that in the current policy, the amount changes each month, but with the proposed policy, the amount stays the same for the year.

Mr. Martin stated that the Capital Improvement Reserve in the current policy has no specific dollar amount specified. Mr. Martin stated that in the proposed policy it has been changed to Capital Reserve and the dollar amount is one year depreciation expense taken from the most recent audit. Mr. Martin stated that this changes the amount in the current policy from \$833,228 to \$2,026,703 in the proposed policy.

Mr. Martin stated that the WWDC Restricted amount of \$1,000,000 stays the same. Mr. Martin stated that he has heard from the WWDC that the Board may be able to do away with this requirement, however without anything in writing, staff does not feel comfortable removing it from the Reserve Policy.

Mr. Martin stated that overall, the FY2020 Current Net Assets of \$6,234,370 will not change. Mr. Martin stated that the Total Reserve Requirement in the current policy is \$3,585,360, and the proposed policy is \$5,992,834. Mr. Martin stated that the Undesignated/Unassigned Balance in the current policy is \$2,649,010, and the proposed policy balance of this line would be \$241,536.

Mr. Martin stated that the proposed policy is cleaning up the language in the policy and tying the amounts to a specific amount referenced in the policy. Mr. Martin stated that Mr. Pitlick is in attendance to help answer any questions the Board may have on the proposed policy.

Secretary Waters asked why the Water Rights Fund is being done away with in the proposed policy. Mr. Martin stated that there is no specific amount listed in the policy as to what should be in that line, and no funds have been added to it in several years so it is just sitting there. Mr. Martin stated that it is proposed that the Water Rights Fund be wrapped up in the overall Reserves amount. Mr. Martin stated that the dollar amount would stay in the Reserves Fund. Secretary Waters asked if some water rights become available if the Board would have to readjust the Reserve Funds to purchase them. Mr. Martin stated that funds could be taken from the Undesignated/Unassigned amount, or from Capital Reserve.

Chairman King asked if this policy is still in draft form, or if the Board needs to make a motion on it. Mr. Martin stated that if the Board has no more questions,

or would like any revisions to the proposed policy, staff would like the Board to consider it today.

A motion was made by Board Member Powell and seconded by Secretary Waters to approve the updated Reserve Policy. Motion put and carried.

- b. Mr. Martin stated that the last couple of months the Interest Earned is down significantly compared to the last couple of years. Mr. Martin stated that Mr. Pitlick has investigated other options for investments. Mr. Martin turned the time over to Mr. Pitlick.

Mr. Pitlick stated that the interest return on accounts has been very small lately. Mr. Pitlick stated that he has a couple of options for higher interest returns to present to the Board.

Mr. Pitlick stated that the largest RWS account at Hilltop is the Operations account, which has a return of 0.0007%. Mr. Pitlick stated that the Board earned \$48 in January on the \$6.7 M in the account.

Mr. Pitlick stated that the other accounts are in the same boat. Mr. Pitlick stated that the \$85,000 in the Rate Stabilization Fund earned \$0.61, and the General Reserve Fund with \$7,200 in it earned nothing. Mr. Pitlick stated that the WGIF accounts have \$535,000 and are earning 0.04%, or \$22.

Mr. Pitlick stated that the City of Casper started using WyoStar, which is managed by the State. Mr. Pitlick stated that WyoStar has an interest rate of 0.05%, and WyoStar-2 for long term investments, minimum of \$1,500 for three months, has an interest rate of 0.43%. Mr. Pitlick stated that there is some risk involved with WyoStar, but overall there have been good returns.

Mr. Pitlick stated that he did some comparisons and if the Board had the Hilltop account with WyoStar, they would have received \$333 in interest.

Mr. Pitlick stated that he wanted to bring these options to the Board's attention and see if the Board had any interest in them. Mr. Pitlick stated that the long term investment does not have a real great return. Mr. Pitlick stated that if the Board has any interest in this, he can get the paperwork on it.

Chairman King asked if the current interest rates are an effect of the times. Mr. Pitlick stated that it is, as it has affected the City as well. Mr. Pitlick stated that he prepared this information for last week, and the interest rates are even lower this week.

- c. Mr. Martin stated that last year two wells were rehabilitated. Mr. Martin stated that this year it was budgeted to rehabilitate Casper Well #10 and Casper Well #20 to improve water production from the wells.

Mr. Martin stated that Engineering Associates is the same consultant that has been used for many years for the well rehabilitation. Mr. Martin stated that Watson Well does the actual rehabilitation work on the wells.

Vice-Chairman Keffer arrived at 12:02 p.m.

Board Member Powell asked what is involved with rehabilitating the wells. Mr. Martin stated that the well house pump is removed, the well is surged, and a chemical is injected to remove encrustation on the screens. Mr. Martin stated that once it is completed, new well pumps from inventory will be installed.

Chairman King asked how long it takes to complete the well rehabilitation. Mr. Martin stated that it doesn't take them long at all to complete, usually within two weeks. Mr. Martin stated that this contract stipulates they must be completed by May 31, 2021. Mr. Martin stated that Mr. Colling with City Engineering is in attendance to answer any questions.

A motion was made by Secretary Waters and seconded by Board Member Powell to approve the contract with Engineering Associates for the 2021 Well Rehab, Project No. 20-032 in the amount of \$71,530. Motion put and carried.

- d. Mr. Martin stated that the Board entered into a contract with HDR Engineering for design and construction administration services for the WTP SCADA Improvements, Project No. 17-038 in May 2017. Mr. Martin stated that the contract time was 12 months, but the project took 16 months to complete. Mr. Martin stated that HDR had expended the available design and construction administration budget for the project several months before the completion of construction. Mr. Martin stated that HDR submitted a request to City Staff for a contract amendment in the amount of \$31,336.78 to cover additional costs beyond the original contract amount. Mr. Martin stated that staff was able to negotiate the cost down to \$24,244.78. Mr. Martin stated that most of the cost were associated with HDR's time. Mr. Martin stated that the price was negotiated down due to an agreement that the Instrumentation Engineer fees would not increase.

Secretary Waters asked if the SCADA project is complete. Mr. Martin stated that it is. Secretary Waters asked if this should be the final costs for the SCADA project. Mr. Martin stated that it should be.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve Amendment No. 1 to the contract with HDR Engineering for the WTP SCADA Improvements, Project No. 17-038 in the amount of \$24,244.78. Motion put and carried.

- i. Mr. Martin stated that with the approval of Amendment No. 1 for the SCADA Project, funds need reallocated to cover the cost. Mr. Martin stated that a recent estimate shows that there are adequate funds in the

FY21 Roof Replacement Project to accommodate this request without requiring a budget amendment to increase the FY21 budget.

Secretary Waters asked if there was that much excess budgeted for the Roof Project. Mr. Martin stated that based on the recent estimates for the Roof Project, there is that much excess in the budget.

A motion was made by Secretary Waters and seconded by Board Member Freel to approve the Budget Reallocation moving funds from the Roof Project to the WTP SCADA Improvements Project in the amount of \$24,245. Motion put and carried.

- e. Mr. Martin stated that Maguire Iron is under contract for the 2.6M Gallon Tank Roof Replacement. Mr. Martin stated that this change order is for a time extension only, with no increase in cost. Mr. Martin stated that the time extension is due to no DEQ permit to construct in place at this time. Mr. Martin stated that there is a little bit of ambiguity in their contract. Mr. Martin stated that before HDR could submit the final plans to DEQ for consideration of the permit, they needed finalized shop drawings in place and apparently Maguire Iron was not aware of that. Mr. Martin stated that there was a delay in getting the shop drawings to DEQ for the permit. Mr. Martin stated that Maguire Iron is requesting the completion date be moved from January 23<sup>rd</sup> to June 15<sup>th</sup>. Mr. Martin stated that this could be a better situation with not replacing the roof in the winter wind with a chance of the tank being caved in. Mr. Martin stated that the coating contractor will also need to come back once the roof is completed and this will put the timeframe into when the weather is a bit better. Mr. Martin stated that staff recommends approval of the change order, and Mr. Colling is in attendance to answer any questions the Board may have on this.

Board Member Powell asked if there were any concerns about working with a company that wouldn't know about the shop drawing submittal. Mr. Colling stated that he thinks that HDR's expectation of Maguire Iron submitting the shop drawings in a timely manner weren't expressed to them and Maguire Iron wasn't entirely clear on the process to get the DEQ permit. Mr. Colling stated that unfortunately, a recent event is that DEQ returned the permit for non-activity. Mr. Colling stated that the permit is in the process of being resubmitted for approval. Mr. Colling stated that Maguire Iron's bid was almost 50% of the bid that was received from the other company. Mr. Colling stated that Maguire Iron is a reputable company, and he thinks it was just a miscommunication between HDR and Maguire Iron. Mr. Colling stated that nevertheless, the project cannot move forward without the permit.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve Change Order No. 1 with Maguire Iron, Inc., for a time extension of 143 days for the 2.6M Gallon Tank Roof Replacement Project. Motion put and carried.



- f. Mr. Martin stated that the WTP SCADA Improvements Project is completed, and of the \$1.6 M State SRF loan there was \$173,170.23 not used. Mr. Martin stated that in order to clean up the loan and relinquish the remaining funds to the State to get the loan into repayment status and to apply the loan forgiveness, it is necessary for the Board to relinquish the excess loan funds and pay the interest of \$27,886.64.

Secretary Waters asked with the relinquishment of the remaining balance, and the payment of the interest, the State will give the Board 25% loan forgiveness. Mr. Martin stated that was correct, the State will apply 25% principal forgiveness on this loan once they receive the relinquishment and the interest payment.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve relinquishing \$173,170.23 in remaining funds of Loan Number DWSRF #213. Motion put and carried.

- i. Mr. Martin stated that the interest payment for DWSRF #213 could not be placed on the voucher listing for approval as the relinquishment of the excess funds had to be approved first.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve voucher 8251 for the Office of State Lands & Investments for DWSRF #213 Loan Interest Payment for the WTP SCADA Improvements Project No. 17-038 in the amount of \$27,886.64. Motion put and carried.

- g. Ms. Brown handed out the annual financial disclosure letters to the Board. Ms. Brown informed the Board the letters must be signed in open session. The financial disclosure letters were completed and signed by the Board members in attendance at the meeting.
- h. There was no Other New Business.

9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Powell to adjourn into Executive Session at 12:18 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Board Member Freel and seconded by Vice-Chairman Keffer to adjourn from Executive Session at 12:55 p.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to open the Regular Session at 12:55 p.m. Motion put and carried.

Chairman King stated that the Board discussed sending a letter regarding what was discussed in Executive Session.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to have staff compose a response letter for the Chairman's signature as discussed in Executive Session. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on March 16, 2021.

A motion was made by Secretary Waters and seconded by Board Member Freel to adjourn the meeting at 12:56 p.m. Motion put and carried.

---

Chairman

---

Secretary

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

**UNAPPROVED VOUCHER LISTING  
March 10, 2021**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8254	Xylem Water Solutions USA, Inc.	Capital Expense – Ozone Generator Digital Controller	\$16,321.00
8255	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – Advertisement for Bid – 2021 RWS Roof Replacements Project No. 20-051	\$634.40
8256	City of Casper	Operations Reimbursement – Feb2021	\$216,836.31
8257	City of Casper	Loan Payment	\$127,960.40
8258	Immense Impact, LLC	RWS Website Annual Subscription	\$417.45
8259	Wyoming Department of Transportation	Capital Expense – West Belt Loop Project	\$114.98
8260	Hitek Communications, Inc.	Capital Expense – Install Replacement Security Camera	\$836.00
8261	Williams, Porter, Day & Neville, P.C.	Legal Expense – Feb2021	\$577.50
8262	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#35	\$24,244.78
		<b>Total</b>	<b>\$387,942.82</b>

8256

General Billing



City of Casper
200 North David Street
Casper, WY 82601

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

Table with 6 columns: CUSTOMER, INVOICE DATE, INVOICE NUMBER, AMOUNT PAID, DUE DATE, INVOICE TOTAL DUE. Includes summary rows for last payment and account balance.

Table with 8 columns: DESCRIPTION, QUANTITY, PRICE, UOM, ORIGINAL BILL, ADJUSTED, PAID, AMOUNT DUE. Includes an Invoice Total row.

February 2021 Operations Reimbursement

Table titled 'February 2021 Total Reimbursement Invoice' with columns for code, description, and amount. Includes a total row for 300-6257.

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing
Remit Portion

Table with 2 columns: Field Name, Value. Includes Invoice Date, Invoice Number, Customer Number, Amount Paid, Due Date, and Invoice Total Due.

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

000001&2021400001293000216&36312

City of Casper Wyoming  
Expenditure Reimbursement Request  
February 28, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
All-Out Fire	Materials & Supplies	01/21/2021	25497	120.00	Booster fire extinguisher
ALSCO	Laundry/Towel	01/07/2021	1381267,1383864,1386	195.27	Professional Laundry Services
ALSCO	Laundry/Towel	02/19/2021	LCAS1394026	61.55	Professional Laundry Services
ALSCO	Laundry/Towel	02/24/2021	LCAS1396584	61.55	Professional Laundry Services
ATLAS OFFICE PRODUCT	Materials & Supplies	02/23/2021	65633-0	189.82	Office Supply
BLACK HILLS ENERGY	Natural Gas	02/11/2021	RIN0030397	6,218.03	Natural Gas
Casper Contractors Supply	Materials & Supplies	01/21/2021	1532126	63.83	Gasket for Ammonia Meter
Casper Contractors Supply	Materials & Supplies	01/27/2021	1532451	15.96	GW Ozone Contactor gaskets
Casper Star-Tribune	Advertising	01/25/2021	71562	49.86	Advertising - RWS Meeting Notice
Casper Star-Tribune	Advertising	02/23/2021	72216	49.86	Advertising - RWS Meeting Notice
CENTURYLINK	Communication	02/09/2021	34544	19.73	P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	02/17/2021	603227	2,991.78	Actiflo sludge taken to the Landfill
CITY OF CASPER	Refuse Collection	02/17/2021	602938	5,956.44	Actiflo sludge taken to the Landfill
CITY OF CASPER	Refuse Collection	02/19/2021	34820	124.50	Utilities account 519101
CITY OF CASPER	Sewer	02/19/2021	34820	24.56	Utilities account 519101
Coastal Chemical	Materials & Supplies	02/01/2021	0122382	44.67	Vehicle Fuel
Coastal Chemical	Materials & Supplies	02/01/2021	0122326	40.24	Vehicle Fuel
Coastal Chemical	Materials & Supplies	02/17/2021	0122436	57.75	Vehicle Fuel
CRUM ELECTRIC SUPPLY	Materials & Supplies	01/25/2021	2242683-00	21.70	Thermostat in heat gallery
DPC INDUSTRIES, INC.	Chemicals	02/23/2021	737000360-21	6,892.36	Sodium Hypohlorite 2/1/21
EMPLOYEE REIMBURSEME	Materials & Supplies	02/03/2021	RIN0030389	150.00	Boot Reimbursement
ENERGY LABRATORIES I	Testing	01/25/2021	370246	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	01/29/2021	371421	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	02/12/2021	370317	2,722.00	DBP testing 1st quarter 2021
ENERGY LABRATORIES I	Testing	02/04/2021	372892	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	02/11/2021	373669	22.00	Lab Test Bct
ENERGY LABRATORIES I	Testing	02/17/2021	374890	57.00	Lab Test Well Mix
ENERGY LABRATORIES I	Testing	02/17/2021	374889	306.00	Lab Test Well Mix
ENERGY LABRATORIES I	Testing	02/23/2021	375386	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	02/23/2021	375437	670.00	Lab Test CWGG Home Test
Eurofins Eaton Analytical	Testing	01/21/2021	L0550775	100.00	Lab Test Bromate
FERGUSON ENTERPRISES	Materials & Supplies	01/21/2021	CC062476	5.78	Ammonia meter parts
GRAINGER, INC.	Materials & Supplies	02/03/2021	1405444383	386.44	Well Heaters
HITEK COMMUNICATIONS	Professional Services	02/12/2021	4034	135.00	Security camera trouble shoot
Home Depot	Materials & Supplies	02/02/2021	008499/4614871	34.97	Hand Sprayer
Home Depot	Materials & Supplies	02/04/2021	056455/0073691	34.97	Spare Sprayer
HYDRO OPTIMIZATION & IDEXX	Professional Services	02/02/2021	9178	200.00	SCADA System Cord Set
IDEXX	Lab Supplies	02/09/2021	3078361482	1,433.00	Lab Supplies
Insurance/Bonds	Insurance/Bonds	01/31/2021	FY'21 INS	2,513.83	FY'21 INS
INTERMOUNTAIN MOTOR	Maintenance/Repairs	02/02/2021	35793	832.26	Air Handler Motor
Internal Services	Internal Services	01/31/2021	FY'21 ID	22,459.59	FY'21 ID
Internal Services	Internal Services	01/31/2021	FY'21 IT	1,402.96	FY'21 IT
Internal Services	Internal Services	01/31/2021	FY'21 OPAG	16,255.42	FY'21 OPAG
LONG BUILDING TECHNO	Maintenance/Repairs	02/22/2021	SRVCE0115482	494.95	Repair on titan ahu

City of Casper Wyoming  
Expenditure Reimbursement Request  
February 28, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
LONG BUILDING TECHNO	Maintenance Agreements	01/29/2021	SCPAY005126C	2,885.00	HVAC maintenance agreement
LOWER & CO PC	Maintenance/Repairs	02/23/2021	01-31-21	600.00	Engineering Services
Michaels Fence	Maintenance/Repairs	01/25/2021	061099	400.54	Photocell for front gate
Other Insurance	Other Insurance	2/4/2021		228.39	Other Insurance Benefits
Payroll	Personnel	2/4/2021		36,808.33	2/4/2021 Payroll
Payroll	Personnel	2/11/2021		12,866.53	2/11/2021 Payroll
Payroll	Personnel	2/18/2021		39,104.63	2/18/2021 Payroll
ROCKY MOUNTAIN POWER	Electricity	02/12/2021	RIN0030377	39,397.90	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	02/12/2021	RIN0030377	7,838.93	Electricity - Boosters, Tanks, Meters
Smith's	Materials & Supplies	01/21/2021	013176	8.48	Donuts for Staff Meeting
Smith's	Materials & Supplies	02/09/2021	001643	61.21	Pop, coffee JPB
Staples	Materials & Supplies	02/01/2021	042300	30.99	IRS 1099-NEC forms for RWS end of year
Transfers Out	Transfers Out	01/31/2021	FY21TRX	15.19	Additional Health Insurance Transfer
TYLER TECHNOLOGIES I	Consulting	02/01/2021	045-328298	7.00	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	Consulting	02/17/2021	045-329933	79.20	Tyler conversion
UPS	Maintenance/Repairs	02/03/2021	00008F045W051	51.68	Ship Equipment repair
UPS	Testing	02/11/2021	00008F045W061	146.81	Ship Lab Test
USPS	Postage	01/25/2021	069861	7.60	Certified Letter - DEQ
Walmart	Materials & Supplies	02/23/2021	038769	59.64	Fans - dry out from flood
WARDWELL WATER & SEW	Materials & Supplies	02/02/2021	RIN0030364	32.65	Booster Irrigation Water
WARDWELL WATER & SEW	Materials & Supplies	02/03/2021	RIN0030388	30.03	Booster Irrigation Water
WYCOMP, INC.	Testing	02/09/2021	1052	1,129.75	CWGG Testing
Xerox Corporation	Materials & Supplies	01/21/2021	012299418	201.94	Copier Lease
Xerox Corporation	Materials & Supplies	02/11/2021	012548426	204.26	Copier Lease
<b>Total</b>				<b><u>\$216,836.31</u></b>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2020-2021

Entity	Gallons of Water Produced								
	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	1,530,293.878	1,421,197.959	2,000,391.837	2,417,363.265	3,081,829.592	3,946,861.224	6,349,170.408	6,526,368.367	27,273,476.531
Wardwell W&S	7,403,762.245	7,332,762.245	8,102,334.694	8,073,981.633	13,512,352.041	26,549,672.449	40,724,741.837	45,505,286.735	157,204,893.878
Pioneer	3,965,691.837	3,169,194.898	2,600,203.061	4,045,538.776	4,567,135.714	6,338,637.755	8,923,956.122	10,229,624.490	43,839,982.653
Poison Spider	718,826.531	602,397.959	636,275.510	617,295.918	728,469.388	1,113,877.551	2,154,285.714	2,771,836.735	9,343,265.306
33 Mile Road	933,775.510	763,673.469	627,142.857	922,142.857	775,000.000	999,591.837	1,541,428.571	1,594,846.939	8,157,602.041
Sandy Lake	576,936.735	511,419.388	782,880.612	837,366.327	971,097.959	1,277,796.939	2,415,355.102	2,618,221.429	9,991,074.490
Lakeview	116,156.122	118,098.980	118,098.980	191,061.224	242,033.673	457,433.673	910,136.735	1,006,235.714	3,159,255.102
Mile-Hi	177,289.796	159,268.367	154,638.776	194,705.102	321,000.000	489,945.918	1,129,656.122	1,046,403.061	3,672,907.143
City of Casper	136,512,164.347	141,759,538.735	150,325,755.673	148,482,127.898	200,275,371.633	341,727,526.653	654,189,861.388	667,333,140.531	2,440,605,486.857
Regional Water	(437,331.000)	(19,391.000)	(8,607.000)	(1,441,975.000)	(936,702.000)	(1,539,000.000)	(1,400,400.000)	(1,525,300.000)	(7,308,706.000)
<b>TOTAL</b>	<b>151,497,566.000</b>	<b>155,818,161.000</b>	<b>165,339,115.000</b>	<b>164,339,608.000</b>	<b>223,537,588.000</b>	<b>381,362,344.000</b>	<b>716,938,192.000</b>	<b>737,106,664.000</b>	<b>2,695,939,238.000</b>

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED:

3,933,039,105.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2020-2021

Entity	Water Rates Billed								
	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	\$ 3,106.50	\$ 2,885.03	\$ 4,060.80	\$ 4,907.25	\$ 6,256.11	\$ 8,012.13	\$ 12,888.82	\$ 13,248.53	\$ 55,365.16
Wardwell W&S	\$ 15,029.64	\$ 14,885.51	\$ 16,447.74	\$ 16,390.18	\$ 27,430.07	\$ 53,895.84	\$ 82,671.23	\$ 92,375.73	\$ 319,125.93
Pioneer	\$ 8,050.35	\$ 6,433.47	\$ 5,278.41	\$ 8,212.44	\$ 9,271.29	\$ 12,867.43	\$ 18,115.63	\$ 20,766.14	\$ 88,995.16
Poison Spider	\$ 1,459.22	\$ 1,222.87	\$ 1,291.64	\$ 1,253.11	\$ 1,478.79	\$ 2,261.17	\$ 4,373.20	\$ 5,626.83	\$ 18,966.83
33 Mile Road	\$ 1,895.56	\$ 1,550.26	\$ 1,273.10	\$ 1,871.95	\$ 1,573.25	\$ 2,029.17	\$ 3,129.10	\$ 3,237.54	\$ 16,559.93
Sandy Lake	\$ 1,171.18	\$ 1,038.18	\$ 1,589.25	\$ 1,699.85	\$ 1,971.33	\$ 2,593.93	\$ 4,903.17	\$ 5,314.99	\$ 20,281.88
Lakeview	\$ 235.80	\$ 239.74	\$ 239.74	\$ 387.85	\$ 491.33	\$ 928.59	\$ 1,847.58	\$ 2,042.66	\$ 6,413.29
Mile-Hi	\$ 359.90	\$ 323.31	\$ 313.92	\$ 395.25	\$ 651.63	\$ 994.59	\$ 2,293.20	\$ 2,124.20	\$ 7,456.00
City of Casper	\$ 277,119.69	\$ 287,771.86	\$ 305,161.28	\$ 301,418.72	\$ 406,559.00	\$ 693,706.88	\$ 1,328,005.42	\$ 1,354,686.28	\$ 4,954,429.14
Regional Water	\$ (887.78)	\$ (39.36)	\$ (17.47)	\$ (2,927.21)	\$ (1,901.51)	\$ (3,124.17)	\$ (2,842.81)	\$ (3,096.36)	\$ (14,836.67)
<b>TOTAL</b>	<b>\$307,540.06</b>	<b>\$316,310.87</b>	<b>\$335,638.41</b>	<b>\$333,609.40</b>	<b>\$453,781.30</b>	<b>\$774,165.56</b>	<b>\$1,455,384.53</b>	<b>\$1,496,326.53</b>	<b>\$5,472,756.66</b>

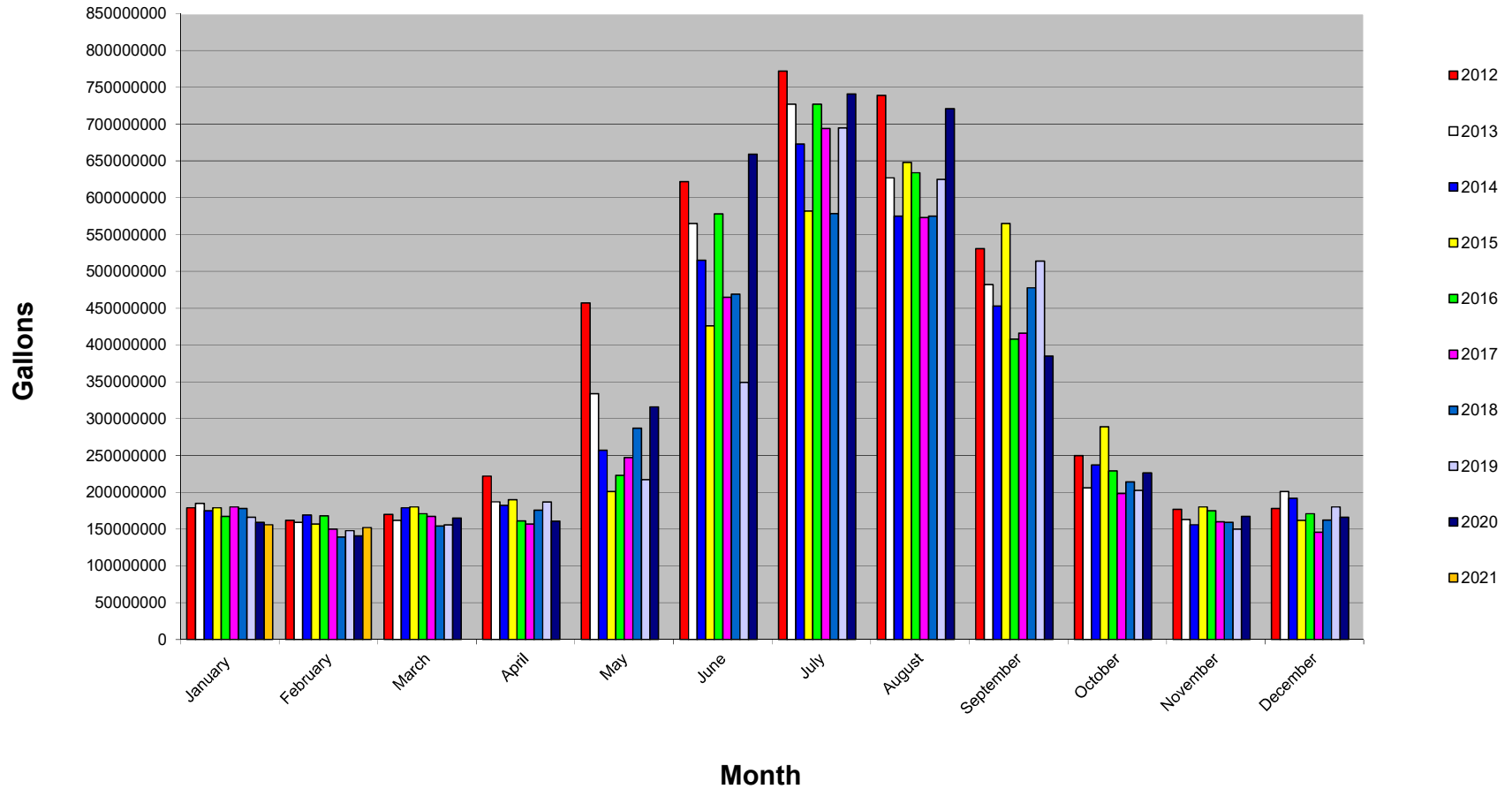
**TOTAL PRIOR YEAR (FY2020) BILLING:**

**\$ 7,590,424.53**

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



# WTP PRODUCTION



**Board Officers:**

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



**Board Members:**

Steve Cathey  
Steve Freel  
Bruce Knell  
Charles Powell

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

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

March 2, 2021

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

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

SUBJECT: Authorizing an Agreement with Contract West Roofing, Inc., in the Amount of \$73,300.00, for the 2021 RWS Roof Replacements, Project No. 20-051.

**Recommendation**

That the Central Wyoming Regional Water System (CWRWS) Joint Powers Board authorize an agreement with Contract West Roofing, Inc. (CWR) in the amount of \$73,700.00, for the 2021 RWS Roof Replacements, Project No. 20-051. Furthermore, it is recommended that CWRWS Joint Powers Board authorize a construction contingency account, in the amount of \$4,000.00, for a total project amount of \$77,700.00.

**Summary**

On Tuesday, March 2, 2021, four (4) bids were received for the 2021 RWS Roof Replacements, Project No. 20-051. The base bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
<b>CWR</b>	<b>Salt Lake City, Utah</b>	<b>\$73,300.00</b>
Limmer Roofing, Inc.	Mills, WY	\$78,700.00
Lowe Roofing of Wyoming LLC	Gillette, WY	\$82,800.00
Dave Loden Construction	Buffalo, WY	\$89,885.00

The 2021 RWS Roof Replacements Project includes the replacement of the filtration gallery roofing system at the CWRWS Water Treatment Plant. The existing roofing system is nearing the end of its operational life. The new roofing system will carry a twenty (20) year warranty after installation. Work is scheduled to be completed by October 22, 2021. The estimate prepared by the City of Casper Engineering Division was \$84,000.00.

As required by State Statute, in-state bidders receive a five percent (5%) bid preference. No bid preference was granted due to the lowest bid received by a Wyoming Resident Contract not being within five percent (5%) of the low bid. A notice was published in the local newspaper once a week

for two consecutive weeks as required by State Statute, and the project was advertised on the City of Casper's website ([www.casperwy.gov](http://www.casperwy.gov)).

Financial Considerations

Funding will be from the CWRWS reserves fund allocated to roof replacements.

Oversight/Project Responsibility

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

Attachments

Agreement

STANDARD FORM OF  
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82601, hereinafter referred to as the "Owner," and Contract West Roofing, Inc., 7597 Country Manor Road, Salt Lake City, Utah 84121, hereinafter referred to as the "Contractor."

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board desires to replace the membrane roofing system on the Filtration Gallery at the Central Wyoming Regional Water System Water Treatment Plant; and,

WHEREAS, Contract West Roofing, Inc., is able and willing to provide those services specified as the 2021 RWS Roof Replacements, Project No. 20-051.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the 2021 RWS Roof Replacements, Project No. 20-051, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Casper, 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 **October 22, 2021** and completed and ready for final payment in accordance with Article 14 of the General Conditions by **October 29, 2021**.
- 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 Five Hundred Dollars (\$500.00) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if 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 Two Hundred Dollars (\$200.00) 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 Seventy-Three Thousand Three Hundred Dollars (\$73,700.00), 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, included as Exhibit "A" (pages BF-1 through BF-4, Bid Form) and Itemized Bid Schedule, included as Exhibit "B" (page 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 monthly meeting of the Central Wyoming Regional Water System Joint Powers Board. 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 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
  - 5.1.1 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.
  - 5.1.2 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 Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the Owner. 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 \$50,000.00 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 tests 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 tests 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 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" - Bid Form (Pages BF-1 to BF-4, inclusive).
- 8.4 Exhibit "B" - Bid Schedule (Page BS-1, inclusive).
- 8.5 Addenda No. (1).
- 8.6 Performance and Labor and Payment Bonds.
- 8.7 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.8 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.9 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.10 Division 01 - General Requirements, consisting of six (6) sections.
- 8.11 Division 02 - Site Construction, consisting of one (1) section.
- 8.12 Division 07 - Thermal and Moisture Protection, consisting of three (3) sections.
- 8.13 Notice of Award.
- 8.14 Notice to Proceed.
- 8.15 Minutes of the Pre-Bid Conference, if any.
- 8.16 Contract Drawings, with each sheet bearing the following general title:

**2021 RWS Roof Replacements, Project No. 20-051**
- 8.17 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.18 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.

8.19 Notice of Substantial Completion.

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

The Central Wyoming Regional Water System Joint Powers Board 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 Central Wyoming Regional Water System Joint Powers Board 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 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. Whether the Contractor determines that the identified Act is applicable, the Contractor shall be 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](http://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.



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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED AS TO FORM:  
(2021 RWS Roof Replacements, Project No. 20-051)

\_\_\_\_\_

CONTRACTOR:

Contract West Roofing, Inc.

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

OWNER:

Central Wyoming Regional Water System  
Joint Powers Board

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Kenneth L. Waters

H.H. King, Jr.

Title: Secretary

Title: Chairman

EXHIBIT "A"  
STANDARD  
BID FORM

(Approved by Central Wyoming Regional Water System Attorney, 1995)

PROJECT IDENTIFICATION: Central Wyoming Regional Water System  
**2021 RWS Roof Replacements**  
**Project No. 20-051**

THIS BID SUBMITTED TO: Central Wyoming Regional Water System  
c/o Central Wyoming Regional Water System 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 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 **October 22, 2021** and completed and ready for final payment not later than **October 29, 2021** 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 Central Wyoming Regional Water System's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, 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>2/24/21</u>
Addendum No. _____	Dated _____
  - 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 Central Wyoming Regional Water System.
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: \$ 73,300.00

TOTAL BASE BID, IN WORDS: Seventy Three Thousand Three Hundred  
DOLLARS.

- 6. Bidder agrees that the work for the Central Wyoming Regional Water System 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 Central Wyoming Regional Water System.)
  - B. Exhibit "B" - Itemized Bid Schedule.
  - C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.
- 9. Communications concerning this Bid shall be addressed to:

Address of Bidder: Contract West Roofing, Inc.  
7597 Country Manor Road  
Salt Lake City, UT 84121

- 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.

Submitted on March 2nd, 2021.

Bidder is bidding as a Non - 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: \_\_\_\_\_

A CORPORATION OR LIMITED LIABILITY COMPANY


By: Contract West Roofing, Inc. (seal)  
(Corporation's or Limited Liability Company's Name)

Utah  
(State of Incorporation or Organization)

By: Dean Hamilton - President  (seal)

(Title)

(Seal)

Attest: Matt Hamilton - Project Manager 

Business Address: 7597 Country Manor Road  
Salt Lake City, UT 84121

Phone Number: 801-943-2427

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.)

**EXHIBIT "B"**  
**BID SCHEDULE**

**2021 RWS Roof Replacements**  
**PROJECT NO. 20-051**  
**Bid Date: March 2, 2021**

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

**Bid Schedule**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Water Treatment Plant Filtration Gallery Vacuum Membrane Roofing System	LS	1	\$ 73,300.00	\$ 73,300.00
<b>TOTAL BID – BASE PROJECT</b>					\$ 73,300.00

• **BID IN WORDS:**

Seventy Three Thousand Three Hundred Dollars

---

---

This bid submitted by: Contract West Roofing, Inc.  
(Individual, partnership, corporation, or joint venture name)

March 10, 2021

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, Casper Public Utilities Manager  
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 1 with Automation & Electronics, Inc., in the Amount of \$9,470, for the WTP Raw Water Building Motor Control Center (MCC) and Switchgear Replacements, Project No. 18-078.

Meeting Type & Date

Regular Joint Powers Board Meeting  
March 16, 2021

Action type

Authorization

Recommendation

That the Joint Powers Board authorize Change Order No. 1 with Automation & Electronics, Inc., for a change in electrical breakers and associated equipment for the WTP Raw Water Building MCC and Switchgear Replacements, Project No. 18-078.

Summary

Automation & Electronics is under contract to replace the MCC's and Switchgear at the Raw Water Intake Pump Station. The Raw Water Intake Pump Station pumps raw water from the North Platte River to the surface water treatment plant. The pump station consists of trash racks, sluice gates, wet wells, traveling screens, screen wash pump and six raw water vertical turbine pumps. The pump station is a critical component of the surface water treatment plant and critical to meeting summertime water demands. The pump station is in need of electrical upgrades in the form of new Motor Control Centers, Electrical Switchgear, and Variable Frequency Drives (VFD's). The existing electrical components were installed in 1974. This project was recommended in the Preliminary Facilities Plan completed in 2016.

Plans for the project include replacement of the motor control centers, switchgear, and VFD's, as well as lighting replacements that were included as an Add Alternate Bid Item. Construction of the improvements is to be complete by April 30, 2021.

Change Order No. 1 is proposed due to misinformation that was listed for two pumps on the original as-built drawings. Two pumps were listed as 60HP pumps but had been replaced at some point and are actually 100HP pumps. These pumps require a change in the associated electrical equipment that is to be replaced. The change order amount includes the upsizing of breakers and all associated electrical equipment (saddles, mechanical handle, stabilizer assembly, door, etc.)

as well as additional freight and upsizing of wire. No change is proposed for the completion deadline.

Financial Considerations

Funding for the project is from Regional Water Fund Reserves and contingency funds will be reduced from \$13,955 to \$4,485.

Oversight/Project Responsibility

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

Attachments

Change Order #1 Form  
Contractor's Change Order Proposal  
Consultant's Recommendation



CITY OF CASPER  
CHANGE ORDER

NO. One (1)

PROJECT: WTP Raw Water Bldg. MCC's & Switchgear Replacement DATE OF ISSUANCE: 2/2/2021  
Project No. 18-078

OWNER: City of Casper, Wyoming

CONTRACTOR: Automation & Electronics, Inc. (A&E)

ENGINEER: City of Casper

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

Description: Two existing pumps were larger than shown, need to upsize electrical breakers & buckets for each.

Attachments: Memo

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>116,045.00</u>	Original Contract Time: (days or date) <u>Substantial completion: April 16, 2021</u> <u>Final completion: April 30, 2021</u>
Previous Change Orders No. <u>---</u> to <u>---</u> \$ <u>00.00</u>	Net change from previous Change Orders (days): <u>-- 0 --</u>
Contract Price prior to this Change Order: \$ <u>116,045.00</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: April 16, 2021</u> <u>Final completion: April 30, 2021</u>
Net Increase/Decrease of this Change Order: \$9470.00	Net Increase/Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>125,515.00</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: April, 16, 2021</u> <u>Final completion: April 30, 2021</u> <i>SRB</i>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: *Ron Ken*

BY: *Bob Upd*

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

Contractor

Engineer

Owner



**Automation  
Electronics**

Andrew,

Here is the reason for the new buckets. On drawings sheet E1 and E2 it shows pump #2 and pump #6 to be 60 HP it found to be both are 100HP. Talking with Schneider Electric they said the whole bucket needs to be changed see below.

“These units cannot be modified in the field to change from 60HP to 100HP. The 60HP starter units have B-frame breakers and the 100HP starter units require J-frame breakers. Because of the different type breakers, the saddles, mech handle, stab assembly, door, back pan are different. The only options is to order new units.”

Hope this helps.

Please contact me at 307-234-9311 or email [ron\\_keeran@autoelect.com](mailto:ron_keeran@autoelect.com) if I may be of further assistance or answer any questions.

Best regards;

AUTOMATION AND ELECTRONICS

Ron Keeran

## CWRW Raw Water Building MCC Replacement

	Contractor Name:	Automation & Electronics						
	Contact: (Name and Phone Number)	Ron Keeran 307-234-9311						
SOW Item #	Item Description	Bid Qty	Units	Payment	Unit Price	Price (unit price*Qty)	Work Order	PO Line item
	MCC	1	EA			\$51,051.00		
	VFD	1	EA			\$24,116.00		
	Material	1	EA			\$6,526.00		
	Install MCC and two VFD's	1	EA			\$21,020.00		
	Infrared Studies	1	EA			\$3,500.00		
	Light Fixtures	1	EA			\$6,939.00		
	Install Light Fixtures	1	EA			\$2,893.00		
	MCC 100 HP replacement buckets	2	EA		\$4,250.00	\$8,500.00		
	Freight	1	EA		\$500.00	\$500.00		
	Up size of wire (difference from bid size)	2	EA		\$235.00	\$470.00		
	<b>Total Pricing</b>					<b>\$125,515.00</b>		



# MEMORANDUM

CASPER

145 S. Durbin, Suite 205 ■ Casper, WY 82601  
Ph: (307) 234-9484 ■ Fax (307) 234-5494

**Date:** February 4, 2021  
**To:** Scott Baxter, City of Caper Engineer  
**From:** Andrew Maxwell, West Plains Engineering, Inc.  
**Re:** CWRWS Raw Water Building MCC Replacement  
WPE Project No. BC19042  
Change Order #1

---

Scott,

This change order was a result of the existing wire and breakers, that were matched in design, being undersized for the equipment being served. The equipment was not properly protected and the material included in this change order will ensure proper protection. The change order is for material only and the Contractor did not include any additional cost for labor.

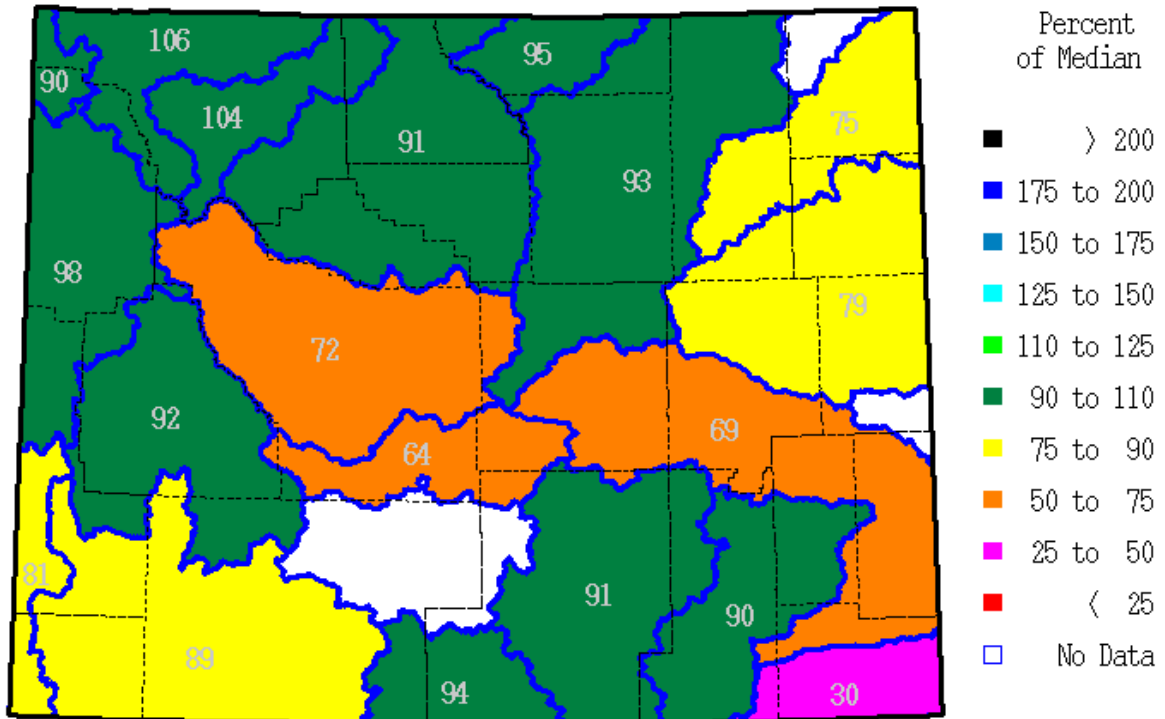
West Plains Engineering, Inc. has reviewed Automation & Electronics, Inc's pricing for Change Order #1 and we feel the amount indicated is appropriate for the additional work being done.

WPE recommends acceptance of this Change Order of \$9,470.00.

Please call if you have any questions.

END OF MEMO - ASM

SWE % of Median as of Tuesday, 09 March 2021



Produced by the Wyoming Water Resources Data System: <http://www.wrds.uwyo.edu>  
\* = Data may not provide a valid measure of conditions

**Central Wyoming Regional Water System**  
**FY22 Preliminary Capital Improvement Projects**

<b>Project</b>	<b>Budget</b>	<b>Comments</b>
Filter Monorail Hoist Safety System	\$50,000	Entrant Hoist Safety System for Confined Space Entry
Plant Landscaping	\$20,000	Landscape Around New Tank and Generator Site
Ground Water Well VFD's	\$32,000	Install VFD's on 5 Wells
Shop Tools	\$10,000	Tool and Equipment Purchase for WTP Maintenance
Roof Replacements	\$300,000	Actiflo Area
Security Improvements	\$25,000	On-going Security Improvements
Pipe Gallery Lighting Upgrades	\$15,000	Upgrade Lighting to LED
Pipe Chase #2 Concrete Sealing	\$25,000	Reseal Concrete to Stop Leaks
Annual Equipment Replacement Allocation	\$100,000	Unanticipated Equipment and Valve Replacement
Groundwater Well Turbidimeters	\$30,000	On-going Project to Replace Failing Turbidimeters
Actiflo Sand Pump Replacements	\$45,000	Purchase 3 Spare Pumps
Well Pump Replacements	\$65,000	Spare Well Pumps (3)
Magnetic Water Meter Replacements	\$50,000	On-going Project to Replace Failing Mag Meters
Well Rehabilitation	\$350,000	Rehabilitate Caisson No. 2
High Service Pump VFD Replacement	\$100,000	Replace One High Service Pump VFD
Ozone Contactor Actuated Control Valve Replacement	\$6,000	Replace Failing Valve
Decant Pump Station Check Valve Replacement	\$24,000	Replace Failing Check Valves
SW High Service Valve Actuator Replacement	\$75,000	Replace Failing Actuator
Disinfection System Upgrade Design Report	\$80,000	UV System Design Report (EPA)
Service Truck	\$100,000	Service Truck w/Snow Plow, Air Compressor, and Crane
<b>Total</b>	<b>\$1,502,000</b>	

**CITY OF CASPER  
LICENSING AND APPEALS BOARD  
CITY HALL, DOWNSTAIRS MEETING ROOM  
MARCH 18, 2021  
4:00 P.M.**

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

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

**AGENDA**

**I. APPROVAL OF THE FEBRUARY 18, 2021 MEETING MINUTES**

**II. MONTHLY REPORT**

**III. NEW BUSINESS**

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

**GENERAL CONTRACTORS**

**RANDY REESE, BLACKWING ELITE BUILDERS** – Applying for a Class I General Contractor's License.

**CHANCE GAMBREL** – Applying for a Class I General Contractor's License.

**KURTIS FRAILEY, MYERS & SONS CONSTRUCTION, LLC** – Applying for a Class I General Contractor's License.

**MICHAEL LUNDGREN, SHAMES CONSTRUCTION** – Applying for a Class I General Contractor's License.

**RAFAEL RUIZ, SKYLINE CONSTRUCTION** - Applying for an upgrade to a Class II General Contractor's License.

**MISAEEL YANEZ JR., K & M CONSTRUCTION LLC** – Applying for an upgrade to a Class II Contractor's License.

**KAMMI SHAW, SHAW INVESTMENTS, LLC** – Applying for a Class III General Contractor's License.

**V. COMPLAINTS**

**VI. COMMUNICATIONS FROM PERSONS PRESENT**

**VII. ADJOURNMENT**

**CITY OF CASPER  
CONTRACTORS' LICENSING AND APPEALS BOARD  
FEBRUARY 18, 2021**

**MEMBERS PRESENT:**     **SCOTT WARREN**                     **JASON HUBER**  
                                  **STEVEN WALKIN**                     **ADAM HALL**  
                                  **ANDREW ELSTON**                     **ZAC HORNER**

**CITY STAFF:**                     **DAN ELSTON**                     **KELLY SHANLEY**

**CALL MEETING TO ORDER:** Chairperson Scott Warren called the regular meeting to order at 4:05 p.m.

**APPROVAL OF MEETING MINUTES FROM JANUARY 21, 2021 -** Zac Horner moved to approve the January 21, 2021 meeting minutes. Jason Huber seconded the motion. Motion approved.

**MONTHLY REPORT:** Dan Elston reported for the month of January, 4 building permits were issued for construction of single family homes, compared to 5 permits pulled for the same time last year. The Building Division issued 55 building, 71 electrical, 51 mechanical, and 83 plumbing permits during January. Overall, the Building Division's value of construction for January was \$2,817,261 with fees collected of \$85,620. The inspectors completed 460 inspections in January, which includes consults and plan reviews.

Below is a breakdown of 11 commercial projects that are in progress:

- State Office Building – Exterior masonry is complete; interior framing is complete; drywall is in process in Areas B and C. They are on target with a completion date of December 2021.
- Boyd Avenue Gym – This project is ongoing.
- Wyoming Retina Center Remodel – Final finishes are in process.
- Meadowlark Vista Senior Apartments – The exterior is complete, drywall has begun.
- NCHS Natatorium – Exterior CMU walls are going up.
- Fuzzy Tacos – Foundation and structural steel are complete.
- Rocky Mountain Car Wash – The plumbing is in process.
- Rescue Mission Discipleship Housing – The footing/foundation are complete for the Men's Building.
- YMCA Natatorium – Rebar is in process.
- Frank's Butcher Shop and Liquor – The framing and exterior sheathing is in process.
- Sam's Remodel – This small remodel is in process.

Completed Projects:

Wyoming Medical Center Triage Remodel  
McGinley's Office – 2<sup>nd</sup> Floor Only (Onion Building)  
Wells Fargo Bank – CY Avenue location



Anticipated Upcoming Projects:

Old Ridley's on CY Avenue – ACE Hardware is one of the businesses going into this location.  
McGinley's Office – 124 E A Street - 1<sup>st</sup> floor and basement. They are planning to put in an operating room in the basement.

VA Building – 5000 E 2<sup>nd</sup> Street - 2<sup>nd</sup> floor – Multiple retail spaces are planned.

Parkridge Medical Center – 2<sup>nd</sup> floor remodel

Nolan Townhouses – This project should be coming up this year.

Casper College Visual Arts Building

Women's Discipleship Building at the Rescue Mission

## LICENSE APPLICATIONS

**JOHN J FRAUSTO, BLUE AND J CUSTOM REMODELING AND RENOVATION –** Applying for a Class II General Contractor's License. After discussion and review of the application and affidavit, Zac Horner moved to deny John Frausto a Class II General Contractor's License. However, the Board approved John to test for a Class III General Contractor's License. Jason Huber seconded the motion. Motion approved.

**SCOTT PADILLA, PADILLA ENTERPRISES INC. –** Applying for a Class II General Contractor's License. After discussion and review of the application and affidavit, Adam Hall moved to approve Scott Padilla to test for a Class II General Contractor's License. Zac Horner seconded the motion. Motion approved.

**ALICIA BELL – Resubmittal –** Applying for a Class II General Contractor's License. After discussion and review of the application, affidavits, and documentation, Adam Hall moved to deny Alicia Bell a Class II General Contractor's License. However, the Board approved Alicia to test for a Class III General Contractor's License. Zac Horner seconded the motion. Motion approved.

**KENA BLAIS, AMERICAN REMODELING, INC. – Resubmittal –** Applying for a Class III General Contractor's License. After discussion and review of the application and affidavit, Jason Huber moved to approve Kena Blais to test for a Class III General Contractor's License. Zac Horner seconded the motion. Motion approved.

**JORDAN RICHMOND, DABELLA EXTERIORS LLC dba DABELLA -** Applying for a Class III General Contractor's License. After discussion and review of the application and affidavit, Zac Horner moved to approve Jordan Richmond to license as a Class III General Contractor. Steven Walkin seconded the motion. Motion approved.

**MATTHEW HUELSMAN, LIMITLESS CONSTRUCTION SERVICES –** Applying for a Class III General Contractor's License. After discussion and review of the application and affidavits, Andrew Elston moved to deny Matthew Huelsman a Class III General Contractor's License due to a lack of documented experience. Adam Hall seconded the motion. Motion approved.

**JOE ALEXANDER** – Applying for a Master Plumbing License. After discussion and review of the application and documentation, Adam Hall moved to approve Joe Alexander to license as a Master Plumber. Zac Horner seconded the motion. Motion approved.

**DON APPANAITIS** – Applying for a Master Plumbing License. After discussion and review of the application and affidavit, Jason Huber moved to approve Don Appanaitis to test for a Master Plumbing License. Steven Walkin seconded the motion. Motion approved.

**TRAVIS ST. JOHN, BME COMPANIES** – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavits, Jason Huber moved to approve Travis St. John to test for a Class I General Contractor's License. Adam Hall seconded the motion. Motion approved.

## **COMMUNICATIONS**

2021 Code Change Update – The International Residential Code (IRC) books are backordered. Dan Elston stated he will, hopefully, have an update on the significant code changes by our next Board Meeting. The goal is to have City Council adopt these code changes by July 1<sup>st</sup>.

Year-End Report - Dan Elston distributed the preliminary year-end report for the Building Division. The total value of construction for 2020 was \$85,468,220, which exceeded the previous year's value of construction. This year doesn't look so promising. However, we are hearing that construction of new residential homes looks like it will be steady again this year. A typical year for the City of Casper is \$65 million for construction valuation.

**ADJOURN** – The meeting adjourned at 5:30 p.m.

Respectfully submitted,



Dan Elston, Secretary



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
 200 N David Street, Phone: (307) 235-8264



**Building Department**

February 2021 Report

Type of Permit	Number of Permits	Fees	Valuations
Rem-Residential	4	\$2,171.00	\$217,000.00
New-Residential	7	\$14,203.00	\$1,832,775.00
Rem-Basement	7	\$1,349.00	\$75,000.00
Rep-Res-Misc	4	\$3,248.00	\$447,750.00
New-Storage Bldg	1	\$174.00	\$8,787.45
Rep-Re-Roof	12	\$1,810.00	\$79,229.72
Add-Other	4	\$8,726.02	\$823,582.00
Rem-Garage	1	\$104.00	\$2,500.00
Rem-Commercial	9	\$8,213.25	\$613,000.00
Rem-Bathroom	1	\$174.00	\$8,500.00
Rem-Kitchen	1	\$647.00	\$65,000.00
Dem-Residential	1	\$200.00	\$0.00
<b>52</b>		<b>\$41,019.27</b>	<b>\$4,173,124.17</b>

Electrical Permits Issued	Fees Invoiced
65	\$12,713.20

Mechanical Permits Issued	Fees Invoiced
49	\$12,869.60

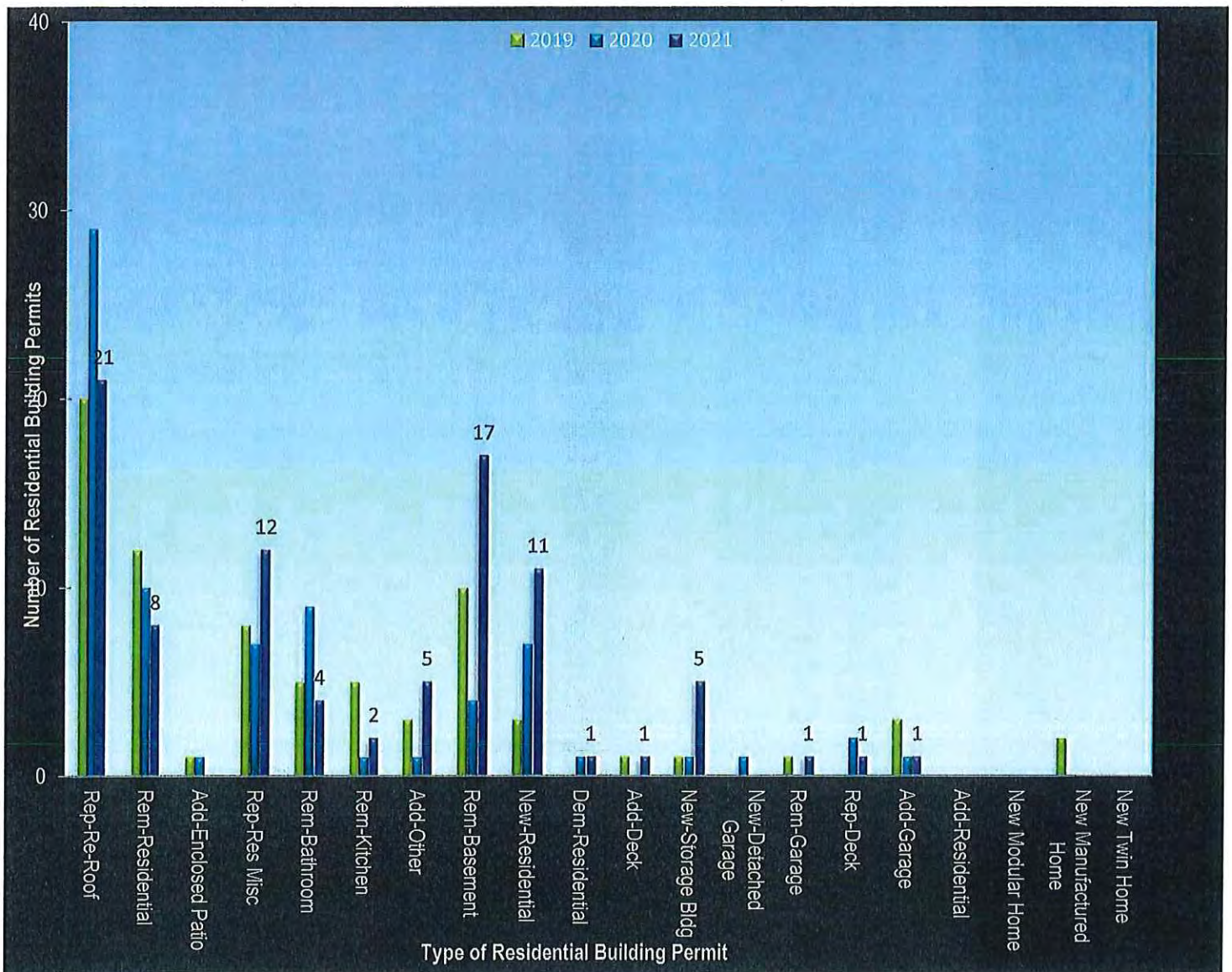
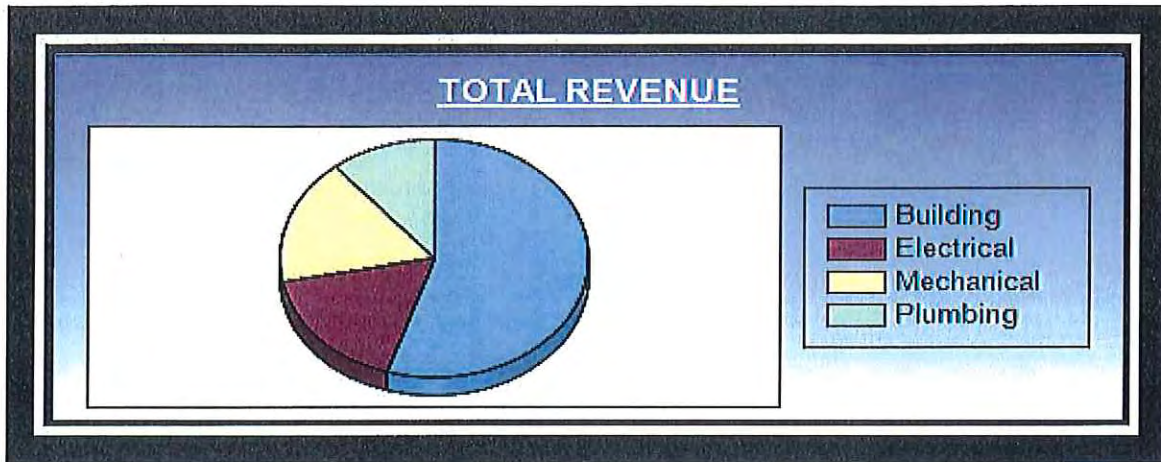
Plumbing Permits Issued	Fees Invoiced
72	\$8,174.00

Single Family Houses YTD		February Single Family Houses	
2020	7	2020	2
2021	11	2021	7



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 February 2021 Report





COMMUNITY DEVELOPMENT  
DEPARTMENT

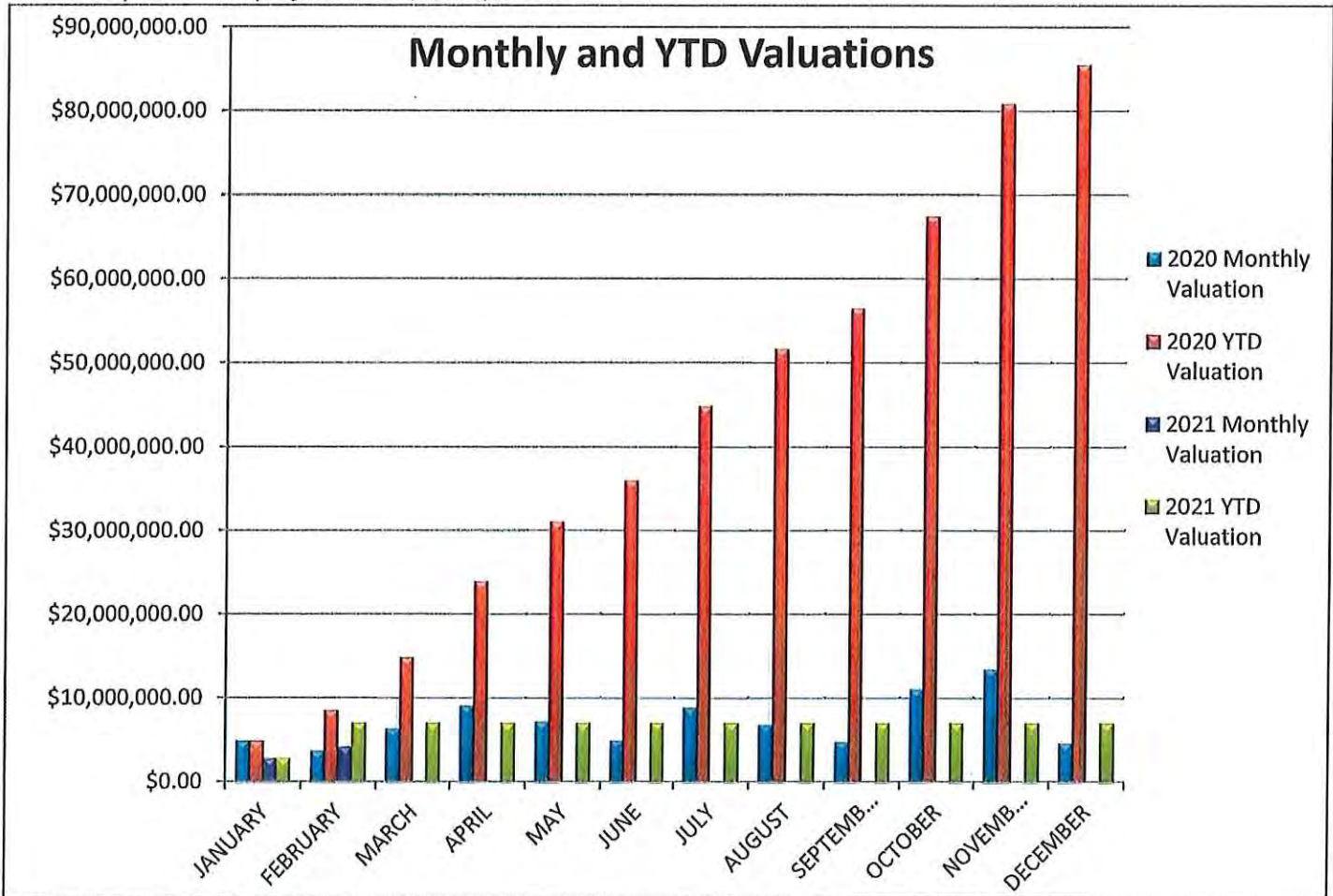
State of Wyoming  
**City of Casper**  
 200 N David Street, Phone: (307) 235-8264  
**Building Department**  
 February 2021 Report



MONTH	2020 Monthly Valuation	2020 YTD Valuation	2021 Monthly Valuation	2021 YTD Valuation
JANUARY	\$4,816,153.00	\$4,816,153.00	\$2,817,261.95	\$2,817,261.95
FEBRUARY	\$3,662,654.68	\$8,478,807.68	\$4,173,124.17	\$6,990,386.12
MARCH	\$6,335,044.95	\$14,813,852.63		\$6,990,386.12
APRIL	\$9,080,830.76	\$23,894,683.39		\$6,990,386.12
MAY	\$7,155,704.08	\$31,050,387.47		\$6,990,386.12
JUNE	\$4,914,024.14	\$35,964,411.61		\$6,990,386.12
JULY	\$8,881,976.97	\$44,846,388.58		\$6,990,386.12
AUGUST	\$6,777,177.06	\$51,623,565.64		\$6,990,386.12
SEPTEMBER	\$4,784,846.18	\$56,408,411.82		\$6,990,386.12
OCTOBER	\$11,035,218.95	\$67,443,630.77		\$6,990,386.12
NOVEMBER	\$13,439,794.55	\$80,883,425.32		\$6,990,386.12
DECEMBER	\$4,586,294.70	\$85,469,720.02		\$6,990,386.12
	<u>\$85,469,720.02</u>	<u>\$85,469,720.02</u>	<u>\$6,990,386.12</u>	<u>\$6,990,386.12</u>

**LARGE VALUATIONS:**

February 2021 - No projects over \$1,000,000.00





COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department  
Fees Collected

February 2021 Report



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 34,456.75
ELECTRICAL PERMITS	\$ 12,491.20
MECHANICAL PERMITS	\$ 12,869.60
PLUMBING PERMITS	\$ 7,955.00
ELECTRICAL LICENSES	\$ 1,403.00
PLUMBING LICENSES	\$ 655.50
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 300.00
UTILITY LICENSES	\$ 480.00
GENERAL CONTRACTORS LICENSES	\$ 1,575.00
SIGN PERMITS	\$ 438.00
C-CAN PERMITS	\$ 125.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 7,442.47
PLANNING FEES	\$ 5,800.00
<b>Totals:</b>	<b>\$ 85,991.52</b>

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
155	154	131	68

CONSULTS	PLAN REVIEW
12	22

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
274	287	236	105

CONSULTS	PLAN REVIEW
46	42

**2021 Monthly Inspections  
February 2021**

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	1		118	64		3	186
Justin Scott	124	1			10		135
Shawn Barrett	3	66			4		73
Dan Elston	27		13	4	6	9	59
Russ Lutz		87			2		89
							0
<b>Monthly Total</b>	<b>155</b>	<b>154</b>	<b>131</b>	<b>68</b>	<b>22</b>	<b>12</b>	<b>542</b>
<b>YTD Totals</b>	<b>274</b>	<b>287</b>	<b>236</b>	<b>105</b>	<b>42</b>	<b>46</b>	<b>990</b>

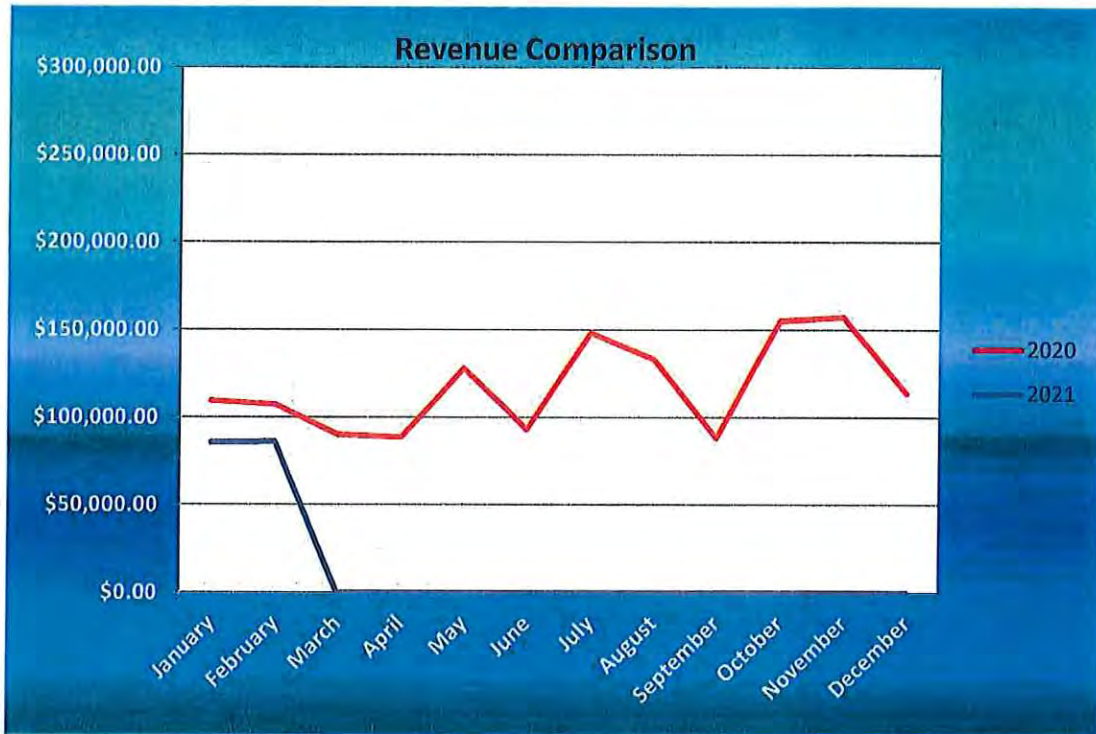


State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264



**Building Department**  
**Revenue Collected**  
**February 2021 Report**

Month	TOTAL REVENUE FOR 2020	TOTAL REVENUE FOR 2021
January	\$109,416.68	\$85,620.34
February	\$107,177.97	\$85,991.52
March	\$90,004.50	\$0.00
April	\$88,497.80	\$0.00
May	\$128,060.26	\$0.00
June	\$93,064.71	\$0.00
July	\$148,329.84	\$0.00
August	\$133,261.75	\$0.00
September	\$88,036.55	\$0.00
October	\$154,948.22	\$0.00
November	\$157,050.16	\$0.00
December	\$113,491.57	\$0.00
	<b>\$1,411,340.01</b>	<b>\$171,611.86</b>



**Dan Elston: Building Official**





DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, March 10, 2021  
11:30AM – 12:30PM  
AGENDA

- |       |   |                      |
|-------|---|----------------------|
| I.    | Establish Quorum and Call Meeting to Order  | N. Grooms            |
| II.   | Public Comments   |                      |
| III.  | City Report   | K. Gamroth           |
| IV.   | Approval of Minutes<br>Feb 2021 Board Minutes   | N. Grooms            |
| V.    | Financials (DDA & David Street Station)<br>A) Feb 2021 Reports<br>B) March 2021 Payments<br>C) Motion to Approve Financials   | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Ice Rink Chiller<br>250-300k Cali: met with Trane factory rep<br>-Fundraising Plan<br>Spring Ring call + digital<br>Will need board help -<br>Sept Golf tourney – 20k<br>-Summer Planning Underway<br>Securing sponsorships<br>Abbey & I are meeting with Corp partners & donors (FIB, First State) | K.Hawley             |
| VII.  | Committee Reports   |                      |
| VIII. | Executive Session (if needed)   |                      |
| VIX.  | Action Items  |                      |
| X.    | Adjourn   |                      |

Next Meeting April 14, 2021

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

**Downtown Development Authority**

**Board Meeting Minutes**

**February 10, 2021**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present through Zoom:** Tim Schenk, Deb Clark, Kyle Gamroth, Kerstin Ellis, Nicholas Grooms, Tony Hager, Ryan McIntyre

**Staff:** Kevin Hawley, Jackie Landess, Brooke Montgomery, Abbey Kersenbrock

**Guests:** Megan Bratton, Liz Belcher

**Excused:** Pete Fazio, Critter Murray, Shawn Houck, Will Reese

**II. Public Comments:**

- Megan Bratton from the Natrona County Library - Is interested in getting involved with the DDA to position the library to become more involved with community. Would like to increase awareness of the services the library provides, as they plan to launch a business package this summer in conjunction with some construction projects. Personally, Megan is a downtown business owner with her husband, and would like to get involved in that aspect as well. Megan is interested in any feedback on how to market these new changes for the library through the DDA.

**III. City Report:**

**A. Liz Belcher**

- Goodstein parking lot is going to be completely re-done, which will make the lot not accessible for festivals, etc. This project is scheduled to begin in March, and will hopefully be done by end of July, but the contractor of the project has asked for it to be extended to August. Will provide updates on the project as they arise.

**IV. Approval of January 2021 Board Meeting Minutes**

*Motion, Second, Passed (Nicholas Grooms, Kerstin Ellis) (All Approved)*

**V. Financials – Nicholas Grooms**

- Financials are in packet to show where we currently stand.
- The first financials that we have is our general fund/mill levy fund, for the month we've had our payroll expenses, along with the payments for January that came out and upcoming payments.
- Then we have our plaza account, that fund you can see where we are at, we had a good month in January. We had some expenses like chiller removal that were not normal monthly costs.
  - Kevin – the Aggreko bill shown for \$10,000 is the final payment of a three-payment plan.

**Approval of January 2021 DDA & DSS Financial Reports & Payments**

*Motion, Second, Passed (Deb Clark, Ryan McIntyre) (All Approved)*

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

- Ice Skating Review – we cut off a month of ice skating this year to save on rental costs. Happy to report we did about 9,500 skaters which resulted in a 17,000 net in ice skating. If we were to have a permanent chiller, the ice skating would bring in about an estimated \$25,000 dollars per year. Our skating numbers went up during the VisitCasper free skating timeline.

- Ice Rink Chiller purchase – We are working with a few connections to explore possibilities of purchasing a chiller. If we take the route of purchasing it through a loan we would need to go before city council to get approval.
- The 300K fundraising plan – We have brainstormed and one route we discussed was doing a spring ring fundraising event. We would need help from the board to bring in connections and teams to create a network of people to reach out to for donations.
  - We have also discussed how to bring in donations digitally. We could activate the group of \$25 - \$500 donors by sharing how to support the station through social media platforms and create a small army of people to spread the word.
  - Staff have talked about doing a golf tournament to connect with donors/sponsor group. Anticipating a \$20,000 net gain on golf tournament.
- We are moving forward with planning like it will be any other summer, but we will have clauses for COVID/governmental shutdowns. In the next 30 days we will be in front of our typical sponsors for major events.
- We will start requesting reports on fundraising efforts from board members.
- Mill levy boundary expansion is an opportunity specifically around Ash Street to expand with more property owners.

**VII. Committee Reports –**

- A.) **Executive Committee** – Tim Schenk
- B.) **MARCOM Committee** – Shawn Houck
- C.) **David Street Station** – Jackie Landess
- D.) **Finance Committee** – Nick Grooms
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese

**Comments:**

**Motion to adjourn at approximately 12:22 PM**

*Motion, Second, Passed (Ryan McIntyre, Nicholas Grooms)*

**Action Items:**

Approved by:

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

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

# Casper Downtown Development Authority

## Balance Sheet

As of February 28, 2021

Feb 28, 21

DDA-Balance

### ASSETS

#### Current Assets

##### Checking/Savings

CHECKING 31,635.59

NOW Acct 197,778.48

Total Checking/Savings 229,414.07

##### Accounts Receivable

Due To/Due From -65,000.00

Total Accounts Receivable -65,000.00

##### Other Current Assets

Due from Parking Garage -5,035.12

Total Other Current Assets -5,035.12

Total Current Assets 159,378.95

**TOTAL ASSETS 159,378.95**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Payroll Liabilities 8,028.21

Total Other Current Liabilities 8,028.21

Total Current Liabilities 8,028.21

Total Liabilities 8,028.21

#### Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -168,351.43

Net Income -62,622.27

Total Equity 151,350.74

**TOTAL LIABILITIES & EQUITY 159,378.95**

# Casper Downtown Development Authority

## Profit & Loss

February 2021

DDA-PL	Feb 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	1.80
ASSESSMENTS	18,027.86
<b>Total Income</b>	<u>18,029.66</u>
<b>Expense</b>	
<b>ADMINISTRATIVE</b>	
Incentives	0.00
Director's Salary	6,250.02
Social Security	1,319.62
Unemployment Insurance	114.67
Cell Phone Reimbursement	75.00
<b>Total ADMINISTRATIVE</b>	<u>7,759.31</u>
<b>MISCELLANEOUS</b>	
Service Chg	29.50
<b>Total MISCELLANEOUS</b>	<u>29.50</u>
<b>OPERATIONS</b>	
Accountant/Bookkeeper	1,360.00
Office Automation	139.89
Music Service	100.00
Office Rent	2,650.00
<b>Total OPERATIONS</b>	<u>4,249.89</u>
<b>Payroll Expenses</b>	<u>11,000.02</u>
<b>Total Expense</b>	<u>23,038.72</u>
<b>Net Ordinary Income</b>	<u>-5,009.06</u>
<b>Net Income</b>	<u><u>-5,009.06</u></u>

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July 2020 through February 2021

DDA-Budget	TOTAL										Budget	\$ Over Budget	% of Budget
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Feb 21				
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
DSS Fund Transfer	0.00	0.00	0.00	20,000.00	0.00	15,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.0%	
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%	
ACCT. INTEREST	1.88	1.79	1.72	1.72	1.76	2.04	1.95	1.80	14.66	250.00	-235.34	5.86%	
ASSESSMENTS	6,571.29	445.94	0.00	2,071.27	20,004.71	48,519.87	24,995.35	18,027.86	120,636.29	157,595.00	-36,958.71	76.55%	
Misc.	0.00	0.00	0.00	0.00	0.00	723.50	0.00	0.00	723.50	0.00	723.50	100.0%	
<b>Total Income</b>	<b>6,573.17</b>	<b>2,447.73</b>	<b>1.72</b>	<b>22,072.99</b>	<b>20,006.47</b>	<b>64,245.41</b>	<b>24,997.30</b>	<b>18,029.66</b>	<b>158,374.45</b>	<b>159,845.00</b>	<b>-1,470.55</b>	<b>99.08%</b>	
<b>Expense</b>													
<b>ADMINISTRATIVE</b>													
Payroll Expense	0.00	0.00	0.00	104.53	0.00	0.00	745.04	0.00	849.57	0.00	-15,000.00	100.0%	
Payroll Allocation to DSS	0.00	0.00	0.00	0.00	-15,000.00	0.00	0.00	0.00	-15,000.00	0.00	-15,000.00	100.0%	
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%	
Incentives	0.00	0.00	0.00	0.00	0.00	3,000.00	4,000.00	0.00	7,000.00	0.00	7,000.00	100.0%	
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	50,000.16	75,000.00	-24,999.84	66.67%	
Social Security	1,227.39	1,560.56	1,396.48	1,344.87	1,330.81	1,837.52	2,307.47	1,319.62	12,324.72	8,000.00	4,324.72	154.06%	
Unemployment Insurance	50.57	82.49	72.01	32.17	27.45	68.29	264.04	114.67	711.69	0.00	711.69	100.0%	
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	600.00	900.00	-300.00	66.67%	
<b>Total ADMINISTRATIVE</b>	<b>7,602.98</b>	<b>7,968.07</b>	<b>7,793.51</b>	<b>7,806.59</b>	<b>-7,316.72</b>	<b>11,230.83</b>	<b>13,641.57</b>	<b>7,759.31</b>	<b>56,486.14</b>	<b>90,300.00</b>	<b>-33,813.86</b>	<b>62.55%</b>	
<b>MARKETING-COMMUNICATIONS</b>													
Media Expenditures	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00	16,000.00	-15,950.00	0.31%	
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%	
PR - Director	28.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.66	3,000.00	-2,971.34	0.96%	
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%	
Sponsorships/PR	0.00	0.00	1,489.91	0.00	4,000.00	0.00	0.00	0.00	5,489.91	7,500.00	-2,010.09	73.2%	
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%	
<b>MARKETING-COMMUNICATI</b>	<b>158.86</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>208.86</b>	<b>0.00</b>	<b>-208.86</b>	<b>100.0%</b>	
<b>Total MARKETING-COMMUNIC.</b>	<b>187.52</b>	<b>50.00</b>	<b>1,489.91</b>	<b>50.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,777.43</b>	<b>33,000.00</b>	<b>-27,222.57</b>	<b>17.51%</b>	
<b>MISCELLANEOUS</b>													
Service Chg	0.00	0.00	0.00	0.00	3.00	56.50	43.50	29.50	132.50	0.00	132.50	100.0%	
<b>Total MISCELLANEOUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>56.50</b>	<b>43.50</b>	<b>29.50</b>	<b>132.50</b>	<b>0.00</b>	<b>132.50</b>	<b>100.0%</b>	
<b>OPERATIONS</b>													
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%	
Accountant/Bookkeeper	0.00	610.00	0.00	0.00	867.50	0.00	0.00	1,360.00	2,837.50	2,500.00	337.50	113.5%	
Board Mtg. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%	
Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%	
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%	
Dues/Subscriptions	0.00	0.00	378.00	0.00	500.00	0.00	0.00	0.00	878.00	1,600.00	-722.00	54.88%	
Planters	0.00	16,430.60	0.00	0.00	0.00	0.00	0.00	0.00	16,430.60	10,500.00	5,930.60	156.48%	
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%	
Insurance/Bonding	4,425.63	0.00	0.00	-546.00	0.00	0.00	0.00	0.00	3,879.63	4,000.00	-120.37	96.99%	
Office Automation	139.89	283.64	139.89	139.89	139.89	139.89	644.79	139.89	1,767.77	3,000.00	-1,232.23	58.93%	
Music Service	100.00	0.00	50.00	0.00	50.00	50.00	0.00	100.00	350.00	600.00	-250.00	58.33%	
Office Equipment	96.83	0.00	0.00	112.71	0.00	0.00	195.10	0.00	404.64	3,500.00	-3,095.36	11.56%	
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	21,200.00	31,800.00	-10,600.00	66.67%	
Office Supplies	0.00	0.00	4.41	0.00	0.00	0.00	0.00	0.00	4.41	2,000.00	-1,995.59	0.22%	
Pigeon Control	0.00	0.00	0.00	0.00	1,642.64	0.00	0.00	0.00	1,642.64	5,000.00	-3,357.36	32.85%	
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%	
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%	
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
<b>OPERATIONS - Other</b>	<b>199.16</b>	<b>0.00</b>	<b>4,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,899.16</b>	<b>0.00</b>	<b>4,899.16</b>	<b>100.0%</b>	
<b>Total OPERATIONS</b>	<b>7,611.61</b>	<b>19,974.24</b>	<b>7,922.30</b>	<b>2,356.60</b>	<b>5,850.03</b>	<b>2,839.89</b>	<b>3,489.89</b>	<b>4,249.89</b>	<b>54,294.35</b>	<b>77,300.00</b>	<b>-23,005.65</b>	<b>70.24%</b>	
Payroll Expenses	9,794.03	14,149.79	12,004.72	11,330.02	11,146.02	14,770.01	19,912.69	11,000.02	104,107.30	0.00	104,107.30	100.0%	
<b>Total Expense</b>	<b>25,196.04</b>	<b>42,142.10</b>	<b>29,210.44</b>	<b>21,543.21</b>	<b>13,682.33</b>	<b>28,897.23</b>	<b>37,087.65</b>	<b>23,038.72</b>	<b>220,797.72</b>	<b>200,600.00</b>	<b>20,197.72</b>	<b>110.07%</b>	
<b>Net Ordinary Income</b>	<b>-18,622.87</b>	<b>-39,694.37</b>	<b>-29,208.72</b>	<b>529.78</b>	<b>6,324.14</b>	<b>35,348.18</b>	<b>-12,090.35</b>	<b>-5,009.06</b>	<b>-62,423.27</b>	<b>-40,755.00</b>	<b>-21,668.27</b>	<b>153.17%</b>	
<b>Other Income/Expense</b>													
<b>Other Expense</b>													
Bank Service Charge	0.00	159.00	30.00	10.00	0.00	0.00	0.00	0.00	199.00	0.00	199.00	100.0%	
<b>Total Other Expense</b>	<b>0.00</b>	<b>159.00</b>	<b>30.00</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>199.00</b>	<b>0.00</b>	<b>199.00</b>	<b>100.0%</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>-159.00</b>	<b>-30.00</b>	<b>-10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-199.00</b>	<b>0.00</b>	<b>-199.00</b>	<b>100.0%</b>	
<b>Net Ordinary Income</b>	<b>-18,622.87</b>	<b>-39,853.37</b>	<b>-29,238.72</b>	<b>519.78</b>	<b>6,324.14</b>	<b>35,348.18</b>	<b>-12,090.35</b>	<b>-5,009.06</b>	<b>-62,622.27</b>	<b>-40,755.00</b>	<b>-21,867.27</b>	<b>153.66%</b>	

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
February 2021

DDA-Feb Trans						
Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Check	02/05/2021	6056	Charter Communications		-139.89	-139.89
Bill Pmt -Check	02/05/2021	6057	MOOD		-100.00	-239.89
Bill Pmt -Check	02/05/2021	6058	PMCH	1099's, Quarterly Payroll reporting	-1,360.00	-1,599.89
Bill Pmt -Check	02/05/2021	6059	Walsh Property Management	Feb Rent	-2,650.00	-4,249.89
Liability Check	02/09/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-6,164.51
Paycheck	02/15/2021		Kevin Hawley		-2,626.45	-8,790.96
Paycheck	02/15/2021		Abbey Kersenbrock		-1,389.17	-10,180.13
Paycheck	02/15/2021		Brooke C. Montgomery		-1,438.17	-11,618.30
Paycheck	02/15/2021		Jaclyn A Landess		-1,953.92	-13,572.22
Deposit	02/16/2021			Deposit	18,027.86	4,455.64
Paycheck	02/28/2021		Kevin Hawley		-2,626.45	1,829.19
Paycheck	02/28/2021		Abbey Kersenbrock		-1,389.17	440.02
Paycheck	02/28/2021		Brooke C. Montgomery		-1,438.17	-998.15
Paycheck	02/28/2021		Jaclyn A Landess		-1,953.92	-2,952.07
Check	02/28/2021			Service Charge	-29.50	-2,981.57
Deposit	02/28/2021			Interest	0.28	-2,981.29
Total CHECKING					-2,981.29	-2,981.29
<b>NOW Acct</b>						
Deposit	02/28/2021			Interest	1.52	1.52
Total NOW Acct					1.52	1.52
<b>TOTAL</b>					<b>-2,979.77</b>	<b>-2,979.77</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**

March 2021

DDA-March Trans

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>						
Liability Check	03/02/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-1,914.62
Bill Pmt -Check	03/05/2021	6060	Charter Communications		-139.89	-2,054.51
Bill Pmt -Check	03/05/2021	6061	MOOD		-50.00	-2,104.51
Bill Pmt -Check	03/05/2021	6062	Walsh Property Management	March Rent	-2,650.00	-4,754.51
Bill Pmt -Check	03/05/2021	6063	FIB - MASTERCARD		-131.24	-4,885.75
Paycheck	03/15/2021		Kevin Hawley		-2,626.45	-7,512.20
Paycheck	03/15/2021		Abbey Kersenbrock		-1,389.17	-8,901.37
Paycheck	03/15/2021		Brooke C. Montgomery		-1,438.17	-10,339.54
Paycheck	03/15/2021		Jaclyn A Landess		-1,953.92	-12,293.46
Liability Check	03/16/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-14,208.08
Total CHECKING					<u>-14,208.08</u>	<u>-14,208.08</u>
<b>TOTAL</b>					<b><u>-14,208.08</u></b>	<b><u>-14,208.08</u></b>



Downtown Development Authority  
**Balance Sheet**

As of February 28, 2021

DSS- Balance

Feb 28, 21

**ASSETS**

Current Assets

Checking/Savings

Plaza Checking 158,391.49

Special Events 31,776.56

Total Checking/Savings 190,168.05

Accounts Receivable

Accounts Receivable 7,625.00

Total Accounts Receivable 7,625.00

Other Current Assets

Due To/From Clearinghouse -113.00

Undeposited Funds 225.00

Total Other Current Assets 112.00

Total Current Assets 197,905.05

**TOTAL ASSETS 197,905.05**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 778.74

Total Accounts Payable 778.74

Total Current Liabilities 778.74

Total Liabilities 778.74

Equity

Unrestricted Net Assets 220,596.30

Net Income -23,469.99

Total Equity 197,126.31

**TOTAL LIABILITIES & EQUITY 197,905.05**

Downtown Development Authority  
**Profit & Loss**

February 2021

Feb 21

DSS-PL

Ordinary Income/Expense

Income

ACCT. INTEREST 1.36

Investments

Endowment 30,704.00

Total Investments 30,704.00

Other Types of Income

Miscellaneous Revenue 925.00

Total Other Types of Income 925.00

Program Income

Friends of Station 253.00

Partners In Progress 12,000.00

Total Program Income 12,253.00

Total Income 43,883.36

Gross Profit 43,883.36

Expense

Contract Services

Construction Expense 1,153.50

Total Contract Services 1,153.50

Facilities and Equipment

Building Repairs/Maint 418.50

Equip Rental and Maintenance 10,208.55

Rent, Parking, Utilities

Ash Street 1,661.67

DSS 5,704.15

Rent, Parking, Utilities - Other 100.00

Total Rent, Parking, Utilities 7,465.82

Total Facilities and Equipment 18,092.87

Marketing

Advertising/Media 40.00

Fundraising Expense 75.88

Marketing - Other 397.03

Total Marketing 512.91

Operations

Books, Subscriptions, Reference 471.26

Event Expense 24.11

Overnight Security 1,500.00

Postage, Mailing Service 171.00

Service Charge 27.52

Supplies 484.06

Total Operations 2,677.95

Total Expense 22,437.23

Net Ordinary Income 21,446.13

Net Income 21,446.13

## Downtown Development Authority Profit & Loss

July 2020 through February 2021

DSS-Tracking	Jul '20 - Feb 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	10.82
<b>Direct Public Support</b>	
Operational Grants	10,000.00
<b>Total Direct Public Support</b>	10,000.00
<b>Investments</b>	
Endowment	30,704.00
<b>Total Investments</b>	30,704.00
<b>Other Types of Income</b>	
Miscellaneous Revenue	7,479.17
Other Types of Income - Other	271.00
<b>Total Other Types of Income</b>	7,750.17
<b>Program Income</b>	
Beverage Sales	14,631.08
Event Sponsorship	96,300.00
Facility Rental	6,290.00
<b>Friends of Station</b>	
Treedition	3,490.80
Friends of Station - Other	3,973.00
<b>Total Friends of Station</b>	7,463.80
Ice Skating Fees	43,550.80
Partners In Progress	49,121.00
Vendor Fees	3,050.00
<b>Total Program Income</b>	220,406.68
<b>Total Income</b>	268,871.67
<b>Gross Profit</b>	268,871.67
<b>Expense</b>	
<b>Business Expenses</b>	
Business Registration Fees	27.00
<b>Total Business Expenses</b>	27.00
<b>Contract Services</b>	
Construction Expense	2,407.00
Legal Fees	750.00
Contract Services - Other	7,956.59
<b>Total Contract Services</b>	11,113.59
<b>Facilities and Equipment</b>	
Building Repairs/Maint	8,461.02
Equip Rental and Maintenance	35,715.89
FF&E	2,599.88
Landscaping, Repairs/Maint.	75.75
<b>Rent, Parking, Utilities</b>	
Ash Street	13,883.19
DSS	20,079.22
Rent, Parking, Utilities - Other	2,392.57
	2,392.57

**Downtown Development Authority**  
**Profit & Loss**

July 2020 through February 2021

DSS-Tracking	Jul '20 - Feb 21
Total Rent, Parking, Utilities	36,354.98
Facilities and Equipment - Other	13.71
<b>Total Facilities and Equipment</b>	<b>83,221.23</b>
<b>Marketing</b>	
Advertising/Media	3,476.11
Fundraising Expense	251.58
Marketing - Other	1,826.25
<b>Total Marketing</b>	<b>5,553.94</b>
<b>Operations</b>	
Books, Subscriptions, Reference	4,151.45
Entertainment/Talent	1,250.00
Equip/Supplies	1,269.23
<b>Event Expense</b>	
AV	10,650.00
Bands	13,147.52
Insurance	8,457.00
Security	1,825.00
Event Expense - Other	10,848.91
<b>Total Event Expense</b>	<b>44,928.43</b>
Overnight Security	17,800.00
Postage, Mailing Service	884.43
Service Charge	227.30
Supplies	5,716.96
Operations - Other	997.69
<b>Total Operations</b>	<b>77,225.49</b>
Payroll Expenses	115,000.00
Travel and Meetings	200.41
<b>Total Expense</b>	<b>292,341.66</b>
<b>Net Ordinary Income</b>	<b>-23,469.99</b>
<b>Net Income</b>	<b>-23,469.99</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
February 2021

SS-Feb Trans	Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>							
	Deposit	02/01/2021			Deposit	10.00	10.00
	Bill Pmt -Check	02/05/2021	2204	aggreko	13572216	-10,000.00	-9,990.00
	Bill Pmt -Check	02/05/2021	2205	Ahern Rentals	Invoice #23043121-001	-53.55	-10,043.55
	Bill Pmt -Check	02/05/2021	2206	Alliance Electric	10567 - Disconnect electrical for chillers	-70.00	-10,113.55
	Bill Pmt -Check	02/05/2021	2207	AMBI Mail & Marketing	Station Celebration posters	-40.00	-10,153.55
	Bill Pmt -Check	02/05/2021	2208	Black Hills Energy		-179.29	-10,332.84
	Bill Pmt -Check	02/05/2021	2209	Casper Fire Extinguisher Service Inc.	VOID: Ash Street Inspections	0.00	-10,332.84
	Bill Pmt -Check	02/05/2021	2210	Charter Communications	Invoice # 1113376013121	-126.97	-10,459.81
	Bill Pmt -Check	02/05/2021	2211	City of Casper - Finance Division	Zamboni Lease	-400.00	-10,859.81
	Bill Pmt -Check	02/05/2021	2212	GW Mechanical	Capture Glycol & Removal of Chiller Invoice 642	-418.50	-11,278.31
	Bill Pmt -Check	02/05/2021	2213	Hawkins Inc	Rebuild extra chemical pump	-231.12	-11,509.43
	Bill Pmt -Check	02/05/2021	2214	High Country Crane Service	Chiller removal	-1,153.50	-12,662.93
	Bill Pmt -Check	02/05/2021	2215	Mastercard	VOID: JL -- Mastercard Lost check	0.00	-12,662.93
	Bill Pmt -Check	02/05/2021	2216	Rocky Mountain Power	DSS	-4,897.89	-17,560.82
	Bill Pmt -Check	02/05/2021	2217	Secure Gunz LLC		-1,500.00	-19,060.82
	Bill Pmt -Check	02/05/2021	2218	The Lyric		-200.00	-19,260.82
	Bill Pmt -Check	02/05/2021	2219	Black Hills Energy	ASH	-769.85	-20,030.67
	Bill Pmt -Check	02/05/2021	2220	Mastercard	AK	-234.30	-20,264.97
	Bill Pmt -Check	02/05/2021	2221	Rocky Mountain Power	Ash	-891.82	-21,156.79
	Bill Pmt -Check	02/05/2021	2222	Mastercard	KH	-379.18	-21,535.97
	Bill Pmt -Check	02/05/2021	2223	Ahern Rentals	19629398-031	-85.00	-21,620.97
	Deposit	02/11/2021			Deposit	373.00	-21,247.97
	Deposit	02/11/2021			Deposit	700.00	-20,547.97
	Deposit	02/12/2021			Deposit	7,000.00	-13,547.97
	Deposit	02/16/2021			Deposit	70.00	-13,477.97
	Deposit	02/17/2021			Deposit	30,704.00	17,226.03
	Deposit	02/23/2021			Deposit	5,000.00	22,226.03
	Deposit	02/23/2021			Deposit	25.00	22,251.03
	Check	02/28/2021			Service Charge	-27.52	22,223.51
	Deposit	02/28/2021			Interest	1.12	22,224.63
	Total Plaza Checking					<u>22,224.63</u>	<u>22,224.63</u>
<b>TOTAL</b>						<u><b>22,224.63</b></u>	<u><b>22,224.63</b></u>

**Downtown Development Authority  
 Transaction Detail by Account  
 March 2021**

March Tran	Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>							
	Deposit	03/01/2021			Deposit	225.00	225.00
	Bill Pmt -Check	03/05/2021	2224	AMBI Mail & Marketing	DSS Sponsorship packets	-24.00	201.00
	Bill Pmt -Check	03/05/2021	2225	Charter Communications		-126.97	74.03
	Bill Pmt -Check	03/05/2021	2226	City of Casper - Water Services	ash	-95.76	-21.73
	Bill Pmt -Check	03/05/2021	2227	Mastercard		-7.75	-29.48
	Bill Pmt -Check	03/05/2021	2228	Rocky Mountain Power	DSS	-3,389.51	-3,418.99
	Bill Pmt -Check	03/05/2021	2229	The Lyric	Storage	-100.00	-3,518.99
	Bill Pmt -Check	03/05/2021	2230	City of Casper - Water Services	DSS	-75.13	-3,594.12
	Bill Pmt -Check	03/05/2021	2231	Rocky Mountain Power	Ash	-641.60	-4,235.72
	Bill Pmt -Check	03/05/2021	2232	City of Casper - Water Services	DSS water	-8.46	-4,244.18
	Bill Pmt -Check	03/05/2021	2233	Mastercard		-391.10	-4,635.28
	Deposit	03/05/2021			Deposit	75.00	-4,560.28
	Bill Pmt -Check	03/08/2021	2234	Black Hills Energy	Ash	-812.80	-5,373.08
	Bill Pmt -Check	03/08/2021	2235	Black Hills Energy	DSS	-97.87	-5,470.95
	Bill Pmt -Check	03/08/2021	2236	Mastercard		-1,465.50	-6,936.45
Total Plaza Checking						<u>-6,936.45</u>	<u>-6,936.45</u>
<b>TOTAL</b>						<u><b>-6,936.45</b></u>	<u><b>-6,936.45</b></u>