

INFORMATION PACKET

Table of Contents

Friday, June 19, 2020



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings & Addendum	2
Casper Utilities Advisory Board Minutes 04.22.20	5
Casper Utilities Advisory Board Packet 06.24.20	26
Central WY Regional Water System 201 Oversight Committee minutes 04.21.20	66
Central WY Regional Water System 201 Oversight Committee minutes 06.13.19	79
Downtown Development Authority Packet 06.17.20	88
Invitation Country Golf Classic to Benefit Boys & Girls Clubs	112
WAM Info Word from WAM 06.12.20	114

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

June 23, 2020
Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Natrona County Assessor - Property Tax	Information Only	30 min	4:35
Trails Trust - PV to Robertson Project	Direction Requested	30 min	5:05
Animal Control Ordinance Update	Direction Requested	30 min	5:35
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

July 7, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting: Parking RFP					
EPH for Animal Ordinance					
Public Hearing: Consideration of an Ordinance to Vacate West 8th Street, from South David to South Center Street. 1st reading		N			
Public Hearing: Adoption of Revisions to the Current Rate Resolution for Residential and Commercial Solid Waste Collection, Recycling, and Disposal at the Casper Solid Waste Facility.		N			
Golf Pump Station					

July 14, 2020 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
Cowboy Skills Demo	Information Only	15 min	4:35
Utility Business Plan	Direction Requested	30 min	4:50
Wayfinding Plan Implementation Recommendation	Direction Requested	45 min	5:20
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

July 21, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Vacate West 8th Street, from South David to South Center Street. 2nd reading			N		

July 28, 2020 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
			4:35
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2020
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
Golf Course Guidelines			
LAD Followup			August
TOPOL Addition Release of Zoning Restrictions (tentative)			

Staff Items

Limo Amendment			
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Community Relations Spec Update		30 min	

Future Council Meeting Items

Retreat Items

Economic Development and City Building Strategy

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

MEETING PROCEEDINGS

April 22, 2020

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 22, 2020 at 7:00 a.m. by Video Conference.

Present: President Michael Bell
 Vice President Jim Jones
 Member Richard Jay
 Member Bruce English
 Council Liaison Bates

Absent: Secretary John Lawson

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 Administrative Technician, Janette Brown

Others: Lisa Ogden – Natrona County Conservation District

The regular meeting was called to order at 7:04 a.m. by President Bell.

Due to the meeting being conducted by video conference, Ms. Brown took roll call as follows:

President Bell – Present
Vice President Jones – Present
Secretary Lawson – Absent
Board Member English – Present
Board Member Jay – Present
Council Liaison Bates - Absent
Mr. Beamer – Present
Mr. Martin – Present
Ms. Brown - Present
Ms. Ogden - Present

1. President Bell asked for a motion to approve the minutes from the February 26, 2020 meeting. A motion was made by Board Member English and seconded by Vice President Jones to approve the February 26, 2020 minutes. Motion passed.

2. Mr. Martin asked the Board to reference the March 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in March was 147 MG, compared to the five-year average of 146 MG. Mr. Martin stated that fiscal year to date water purchased is 2.387 BG.

Mr. Martin stated that there were no water main or service line breaks in March. Mr. Martin stated there is a total of 16 water main breaks for the fiscal year compared to 13 water main breaks last fiscal year and three service line breaks for the fiscal year compared to 20 last fiscal year.

Mr. Martin stated that there were two sewer main stoppages in March with a total of eight for the year compared to eleven sewer stoppages at the same time last fiscal year.

Mr. Martin stated that there are 22,801 active accounts.

3. Mr. Martin turned time over to Ms. Lisa Ogden with the Natrona County Conservation District.

Ms. Ogden stated there has been quite a change due to the COVID-19 pandemic. Ms. Ogden stated that in February, the NCCD Board instructed her to request an increase in funding, but have since decided to keep the amount requested for operations, \$35,000, the same. Ms. Ogden stated that the NCCD has quite a bit of grant funds for projects, but can only use approximately 10% for operations.

Ms. Ogden reviewed the following NCCD projects from 2012 – 2019:

- 56 Projects Completed / Obligated
- 1,332 Acres Converted from Flood to Sprinkler
- 73,477 Feet of Irrigation Pipeline Installed
- 84,463 Feet of Dirt Ditch Replaced by Pipeline
- 7 Lined Irrigation Ponds Installed
- 224 Acres under Irrigation Water Management
- 1 Spring Development
- 13 Wildlife / Stock Wells Installed
- 29 Wildlife / Stock Tanks Installed
- 38,972 Feet of Wildlife / Stock Pipelines Installed
- 59,180 Acres with New Wildlife / Stock Water Access

Ms. Ogden stated that 15,495 feet of pipeline has been installed as part of the Selenium Projects to Date, which serve 27 irrigators and 1,021 acres.

Ms. Ogden stated that Selenium Levels in the Oregon Trail Drain are stable, but are on the high end of stable.

Ms. Ogden stated that the Mean Annual Selenium Levels have dropped quite a bit.

Ms. Ogden stated that the NCCD lost two testing sites on Poison Spider Creek and are working on getting new sites.

Ms. Ogden stated that the NCCD has two new projects with landowners right now for pivots and pipelines. Ms. Ogden stated that the NCCD is still working on a pipe line on Garbutt Road.

Ms. Ogden stated that she knows everyone will be in a bind financially this year, and that's why she backed off on the funding request this year.

A motion was made by Board Member Jay and seconded by Board Member English to continue with the level of base funding for the Natrona County Conservation District. Motion passed.

Ms. Ogden thanked the Board for their support.

President Bell asked if the base funding is \$35,000 or \$50,000. Mr. Martin stated that the base funding is \$35,000.

Council Liaison Bates joined the meeting at 7:18 a.m.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water and Sewer Service with Jereco Cleaning Systems, LLC, 1720 Bryan Stock Trail. Mr. Martin stated that this property will not be required to annex, but a Commitment to Annex has been signed. Mr. Martin stated that the additional contract language is included in the contract. Mr. Martin recommended approval of the contract and offered to answer any questions the Board might have on the contract.

Board Member Jay asked if the property will be able to connect to water and sewer mains in Bryan Stock Trail. Mr. Martin stated that was correct.

Board Member Jay asked if the property is developed. Mr. Martin stated that there is a shop on the property.

President Bell asked how close the property is to City limits. Mr. Martin stated that the City limits is across the road, but since it is unplatted, annexation is not required. Mr. Martin stated that there is something with zoning that won't work for the business to be inside City limits. Mr. Martin stated that if a property is not contiguous, it won't have to be annexed immediately, but a Commitment to Annex must be signed. Mr. Martin stated that the outside-City contracts now have additional language regarding annexation.

Vice President Jones stated that he understood with the updated annexation policy, that to get direct service, they had to annex. Mr. Martin stated that annexation is only required right away if the property is contiguous; however a commitment to annex is required, and additional annexation language is added to the contract.

Board Member Jay asked that given the nature of the business, if there were concerns about what would be going down the sewer. Mr. Martin stated that there are no concerns as the business must still meet the Industrial Pre-Treatment Regulations.

Board Member English stated that if this business use is not allowed within City limits, he is hesitant to move forward. Mr. Martin stated that as the property is still in the County, the business use is fine. Mr. Martin stated that if the property owner sells the property and it is annexed, it could have a different use. Mr. Martin stated that in item 7 b of the contract, it states that the property owner will not oppose zoning requirements.

President Bell asked if the property is considered contiguous as it is across the street from the Landfill. Mr. Martin stated that he met with the Planning Department and this property will not be required to annex at this time as it does not meet the requirements of being contiguous. Board Member English asked if the road made the property contiguous. Mr. Martin stated that the City Planner stated that this property is not considered contiguous and will not be required to annex at this time. Vice President Jones stated that this discussion should default to Planning as land use is outside the Board's purview. Vice President Jones stated that he feels the contract should be approved.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water and Sewer for Jereco Cleaning Systems, LLC, 1720 Bryan Stock Trail.

Board Member Jay stated that he would like to know what the zoning issue is for this business not being in City limits. Board Member English agreed with Board Member Jay, but stated that he also agrees with Vice President Jones that the land use is not in the purview of the Board.

Motion passed with Board Member Jay voting against.

5. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Ashton J. and Joanna Wilson, 5665 Bordeaux Road. Mr. Martin stated that this property will be able to connect to the new West Casper Zone 2 12-inch waterline. Mr. Martin stated that this property is not contiguous to City limits, but the owners did sign a Commitment to Annex.

President Bell asked if this property provided an easement for the new waterline. Mr. Beamer stated that the waterline goes down the County roadway easement. Mr. Martin stated that the waterline is contiguous to the property.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water Service with Ashton J. and Joanna Wilson, 5665 Bordeaux Road. Motion passed.

6. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Steven M. Carter, 3709 Squaw Creek Road. Mr. Martin stated that this contract is

also for water service from the West Casper Zone 2 waterline. Mr. Martin stated that the property is adjacent to the waterline. Mr. Martin stated that this property is not contiguous to City limits, but the owner did sign a Commitment to Annex.

President Bell asked if these contracts are for ¾-inch taps. Mr. Martin stated that 1-inch taps will be made on the water main with ¾-inch meters.

Council Liaison Bates asked if there were sewer mains in this area. Mr. Martin stated that there are not sewer mains in this area, septic systems are in use.

Vice President Jones asked if there will be more contracts for service from this water main. Mr. Martin stated that there will be more of these contracts discussed at future meetings.

Vice President Jones asked if Mr. Martin anticipated any extensions to the water main. Mr. Martin stated that staff anticipates there may be a couple of extensions made to the water line.

Board Member English asked if the properties in this area can subdivide. Mr. Martin stated that this area is platted into single lots and if they are subdivided, then they would have to come back to the Board for approval of water service.

A motion was made by Board Member English and seconded by Vice President Jones to approve the Contract for Outside-City Water Service with Steven M. Carter, 3709 Squaw Creek Road. Motion passed.

7. Mr. Martin reviewed the Fiscal Year 2021 budgets for Water Distribution, Wastewater Collection, and Wastewater Treatment (WWTP) with the Board. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that serious efforts were made to minimize increases in the FY21 operations budgets. Mr. Martin stated that the Water, Sewer, and WWTP budgets are driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans.

Water Budget

Revenue

- a) User Fees - \$11,553,468 – This number is based on a five-year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in January 2020 and the 3.0% increase granted for January 2021.

- b) Other Revenue - \$414,000 – This includes Lease Fees from cell tower sites, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections and Miscellaneous Revenue.
- c) Interdepartmental Services - \$169,097 – This amount is unchanged from the FY20 Budget. This line item covers the salary and benefits for two Utility Worker II's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.

Personnel Services

- a) Personnel Costs - \$2,559,356 – This represents an increase of \$522,140 from the FY20 budget. Many line items have increased as the result of merging Meter Services into Water Distribution in FY21. In the past few years Meter Services was paid through Interdepartmental Services.

Board Member English asked why Meter Services is being merged into Water Distribution. Mr. Martin stated that the City Manager thinks it will be a better fit in Utilities, and it makes good operational sense.

Materials and Supplies

- a) General Supplies and Materials - \$175,140 – This is an increase of \$129,840 over the FY20 budget. The increase is a result of merging Meter Services with Water Distribution. General Supplies and Materials includes the following:
 - \$44,340 – Miscellaneous materials and supplies
 - \$120,000 – Meter repair parts
 - \$4,800 – Building supplies
 - \$6,000 – Vehicle supplies
- b) Postage and Printing - \$3,050 – This amount is an increase of \$400 from FY20.
- c) Bulk Water - \$6,659,431 – This represents an increase of \$63,417 from FY20. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- d) Electricity - \$352,300 – This amount is unchanged from the FY20 budget.
- e) Natural Gas - \$9,000 – This is an increase of \$2,500 from the FY20 budget. The increase is due to an anticipated rate increase, and the line was under-budgeted in FY20.
- f) Gas/Fuel - \$66,800 – This is an increase of \$1,800 from the FY20 budget. The increase is due to Meter Services merging with Water Distribution.

- g) Water/Sewer Line Materials - \$95,000 – This is a \$10,000 decrease from the FY20 budget. Contractors now supply tapping materials.
- h) Street Repairs - \$190,000 – This amount is unchanged from last year. This covers street repairs needed from water main break damages.
- i) Booster Station Supplies - \$10,000 – This is a \$100 increase over the FY20 budget.

Contractual Services

- a) Investment Services - \$30,387 – This is an increase of \$9,490 over the FY20 budget. This figure is provided by the City Finance Department.
- b) Other Contractual - \$180,700 – This line item increased by \$12,500 from the FY20 budget due to increased CAID annual betterment charges and URCCR wetlands monitoring. Other Contractual contains the following:
 - \$12,000 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
 - \$50,000 – Laboratory Testing – Lab Test Fees – Testing required by EPA
 - \$ 750 – Bureau of Reclamation – CAID Administration Charges
 - \$75,000 – CAID – Yearly rehabilitation and betterment charge
 - \$ 5,000 – NCCD – Yearly funding for workshops, water conservation
 - \$20,000 – PMP Readiness – Pathfinder Water Standby Charges
 - \$ 5,500 – URCCR Wetlands – Monitoring of URCCR Wetlands per ACOE – Required
 - \$ 3,000 – AVL Support Services – Charge for automated vehicle location
 - \$ 2,000 – Dispatch Services – Water Fund share of PSCC
 - \$ 4,000 – Locate Services – Charge for Locate Services (One-Call)
 - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 750 – Meter Services – Equipment Inspections
- c) Interdepartmental Services - \$900,894 – This represents a decrease of \$620,256 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees. The decrease is from reallocating Meter Services costs from Interdepartmental to designated line items.
- d) Professional Services - \$8,000 – This amount is unchanged from the FY20 budget. This line is for compaction testing.
- e) Maintenance Agreements - \$14,900 – This represents an increase of \$13,900 over the FY20 budget. This line is for software licenses. The increase is mainly due to Meter Services merging with Water Distribution.

- f) Laundry and Towel Service - \$500 – This amount is unchanged from the FY20 budget.

Debt Service

- a) Principal Payments - \$637,104 – This reflects the Principal for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	– \$	89,350
• SRF Loan #025 (2003 Mains)	– \$	87,171
• SRF Loan #036 (2004 Mains)	– \$	82,971
• SRF Loan #046 (Downtown Mains)	– \$	80,947
• SRF Loan #051 (Meter Replacements)	– \$	30,598
• SRF Loan #055 (2006 Mains)	– \$	78,973
• SRF Loan #062 (Zone II–Phase II)	– \$	60,561
• SRF Loan #089 (2.5% Area Wide Water)	– \$	119,925
• SRF Loan #089 (0% Area Wide Water)	– \$	6,608

- b) Interest Expense - \$118,118 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	– \$	6,870
• SRF Loan #025 (2003 Mains)	– \$	9,049
• SRF Loan #036 (2004 Mains)	– \$	13,250
• SRF Loan #046 (Downtown Mains)	– \$	15,274
• SRF Loan #051 (Meter Replacements)	– \$	5,773
• SRF Loan #055 (2006 Mains)	– \$	17,248
• SRF Loan #062 (Zone II–Phase II)	– \$	13,227
• SRF Loan #089 (2.5% Area Wide Water)	– \$	37,427
• SRF Loan #089 (0% Area Wide Water)	– \$	0

Other Costs

- a) Bad Debt - \$7,000 – This amount is unchanged from the FY20 budget.
- b) Travel/Training – \$19,945 – This represents an increase of \$3,445 over the FY20 budget. The increase is due to merging Meter Services with Water Distribution.
- c) Insurance and Bonds - \$41,551 – This represents a decrease of \$503 from the FY20 budget. This number is provided by the City Finance Department.
- d) Dues and Subscriptions - \$5,600 – This represents an increase of \$700 over the FY20 budget and is due to increased fees.

Utility Expense

- a) Communication - \$24,472 – This represents an increase of \$6,472 over the FY20 budget. The increase is due to increased field data usage for GIS and from Meter Services merging with Water Distribution. This line includes telephone, internet, and GIS data.
- b) Refuse Collection - \$3,000 – This amount is unchanged from the FY20 budget.

Capital Revenue

- a) State Grants and Loans - \$750,000 – This reflects grant funding anticipated to be received for the CY Booster Station project in FY21. This project is getting underway now.
- b) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY20 budget. The full amount budgeted may not be realized due to the current economic situation.
- c) Operating Transfers In - \$2,500,000 – This represents \$2,500,000 of 1%#16 monies. With the anticipated drop in Sales Tax Revenue, this figure could drop as well.

Capital – New Mr. Martin stated that if there is a decrease in Revenue, some of the following Capital Projects could be cut.

- a) Buildings - \$1,000,000 – This project is to put an addition on the existing Water Distribution Garage building or build a new building. The existing facility is 50 years old and undersized for the current operation, especially with relocating Meter Services to the Water Garage. Additionally, heavy equipment is currently stored outside rather than in a building.
- b) Improvements Other Than Buildings - \$116,500 – This includes the following:
 - Oversizing Reimbursements for Developers - \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan. This line item is not used every year.
 - Tank Mixer - \$31,050 – This project will include the purchase and installation of one water storage tank mixer. This is an on-going project to improve water quality.
- c) Light Equipment - \$98,000 – This is for new water meters with automatic meter reading systems.
- d) Heavy Equipment – No expenditures are budgeted for FY21.
- e) Intangibles - \$75,000 – This expense is for water rights supply and analysis – continuing services by water rights consultant for water rights and supply issues.

- f) Technologies - \$2,500 – This expense is for two new field tablets for GIS use.

Council Liaison Bates asked if staff has determined which projects have a higher priority. Mr. Martin stated that they have as the City Manager requested that all Capital projects be prioritized. Council Liaison Bates stated that he was unsure if with the change in tax revenues if more projects would be cut.

Capital Replacement

- a) Buildings - \$25,000 – This is for roof replacements at two booster stations.
- b) Improvements Other Than Buildings - \$2,800,000 – This represents the following:
- Pavement - \$150,000 – Internal Public Utilities Water Main Replacement Program
 - Water Line Materials - \$100,000 – Internal Public Utilities Water Main Replacement Program
 - Miscellaneous Water Main Replacement Program - \$2,500,000 – Contracted Water Main Replacements.
 - Pumps & Control Valves - \$50,000 – Pump, valve, and meter replacements at various City booster stations.
- c) Light Equipment - \$41,000 – This represents:
- Signs and Barricade Replacements - \$4,000
 - Inventory Shelving - \$20,000
 - Walk Behind Concrete Saw - \$17,000
- d) Heavy Equipment \$280,000 – This is for the following equipment replacements:
- Tandem Axle Dump Truck - \$135,000
 - Flat Bed Dump Truck - \$55,000
 - Hydraulic Truck Replacement - \$90,000
- e) Technologies - \$39,350 – This includes the following:
- Computer Replacements - \$2,000
 - ERT's - \$31,500 (Electronic Meter Reading Devices)
 - iPads for Meter Services Use - \$5,850

Summary

Budgeted operating revenue for the Water Distribution Fund decreased by \$383,087 from the FY20 budget. The decrease is due to adjustments made in user fees, hydrant usage fees, meter sales and installations, and construction connections. FY21 Water

Distribution operations expenses are 0.9% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to the Interdepartmental Charges and Bulk Water purchase.

Major capital projects for FY21 include the \$1 M building/addition at the Water Garage site, the \$2.5 M Miscellaneous Water Main Replacement Project, and \$0.28 M in Heavy Equipment Replacements. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding each year for the next three years. This is an increase of \$1.5 M per year than the Water Fund has received in previous years.

The FY21 total budget indicates a deficit of approximately \$800,000. Subtracting out grant/loan funding anticipated to be received in FY21 (\$750,000) allocated to prior projects leaves a deficit of \$1.55 M. Close attention will need to be paid to cash flow projections, and capital projects may have to be adjusted accordingly. Based on the most recent rate model, Water Fund Reserves will be approximately \$9.6 M at the end of FY21. Minimum required reserves in the Water Fund per the CPU Minimum Fund Reserve Policy is \$6.6 M. Mr. Martin stated that reserve funds will be used on projects in order to spend them down.

Board Member Jay asked what the repercussions would be of not doing water main replacements due to the possibility of lower tax revenue. Mr. Martin stated that there would be more water main breaks in the system. Mr. Martin stated that the water distribution system mains would be prioritized for replacement.

Sewer Budget

Revenue

- a) User Fees - \$5,628,302 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in January 2020 and a 6% rate increase for January 2021.
- b) Administrative Fees - \$215,789 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

Personnel Services

- a) Personnel Costs - \$937,394 – This represents an increase of \$27,185 from the FY20 budget. This increase is the result of health insurance costs.

Materials and Supplies

- a) General Supplies and Materials - \$13,950 – This amount is unchanged from the FY20 budget. General Supplies and Materials includes the following:

- \$13,050 – Miscellaneous materials and supplies
 - \$ 900 – Vehicle Supplies
- b) Postage and Printing - \$1,000 – This amount is unchanged from the FY20 budget.
- c) Electricity - \$6,500 – This amount is unchanged from the FY20 budget.
- d) Natural Gas - \$250 – This is a \$10 increase from the FY20 budget.

Board Member English asked what runs on Natural Gas in the Sewer system. Mr. Martin stated there is a small generator the runs on Natural Gas.

- e) Gas/Fuel - \$20,000 – This amount is unchanged from the FY20 budget.
- f) Water and Sewer Line Materials - \$4,000 – This is a \$2,000 decrease from the FY20 budget. History shows that this line has been slightly over-budgeted.
- g) Lift Station Supplies - \$6,200 – This represents a \$2,000 increase from the FY20 budget.
- h) Maintenance/Repair - \$6,500 – This amount is unchanged from the FY20 budget.

Contractual Services

- a) Investment Services - \$11,608 – This is an increase of \$4,105 from the FY20 budget.
- b) Other Contractual - \$22,500 – This line item increased by \$2,500 from the FY20 budget due to increased software support charges. Other Contractual contains the following:
- \$1,500 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
 - \$3,500 – Railroad Easements
 - \$1,800 – AVL Support Serv. – Charge for automated vehicle location
 - \$5,500 – Software Support – Sewer Model, Pipelogix, etc.
 - \$2,000 – Dispatch Services – Sewer Fund share of PSCC
 - \$4,000 – Locate Service – Charge for Locate Services (One-Call)
 - \$2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$1,500 – 33 Mile Flushing – Sewer System Flushing
- c) Interdepartmental Services - \$408,807 – The FY21 budget represents an increase of \$125,292 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Building & Grounds, Central Records, Central Garage, and City Administration Fees.

Mr. Martin stated that Interdepartmental Services increased in all Funds. Board Member Jay asked why the Interdepartmental Services increased so much. Mr. Martin stated that the Finance Department says that the General Fund budgets increased and was broken out to all departments. Mr. Martin stated that he requested a breakdown of the charges for this line item from the Finance Department.

- d) Laundry and Towel Service - \$3,100 – This represents an increase of \$100 over the FY20 budget.

Other Costs

- a) Bad Debt - \$2,500 – This amount is unchanged from the FY20 budget.
- b) Travel/Training - \$10,100 – This amount is unchanged from the FY20 budget.
- c) Insurance and Bonds - \$22,014 – This represents an increase of \$2,061 from the FY20 budget. This figure is provided by the City Finance Department.
- d) Dues and Subscriptions - \$1,045 – This amount is unchanged from the FY20 budget.
- e) Stormwater Operations & Education - \$16,000 – This is a decrease of \$6,000 from the FY20 budget. Past years expenses show that this line can be decreased and still meet contractual needs of the program.
- f) Stormwater Programs and Projects - \$20,000 – This is a decrease of \$21,000 from the FY20 budget. Past years expenses show that this line can be decreased and still meet the needs of the program.

Utility Expense

- a) Communication - \$5,000 – This represents an increase of \$1,000 over the FY20 budget. The increase is due to increased field data usage for GIS.
- b) Sewer Treatment - \$963,550 – This is an increase of \$226,765 from the FY20 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater System. The budgeted expense is based upon the “Interagency Agreement” cost accounting formula.

Debt Service

- a) There is no debt service in the Sewer Fund.

Capital Revenue

- a) System Development Charges - \$40,000 – This fee, charged to all new connections, is \$1,277 less than the FY20 budget. This line is dependent upon the economy.

b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

Capital – New

a) Improvements Other Than Buildings - \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Sewer Master Plan. This line item is not used every year.

Capital – Replacement

a) Improvements Other Than Buildings - \$720,000 – This includes the following:

- Manhole and Main Replacements - \$650,000 – Contracted Sewer Main Rehabilitation/Replacement.
- Izaak Walton Generator Replacement - \$70,000

b) Light Equipment - \$295,000 – This includes the following:

- CCTV Van and Equipment \$280,000 – This is to replace the existing van and the CCRV equipment that is inside.
- Vactor Equipment - \$15,500 – This is to replace vactor nozzles, hoses, and misc. vactor tools.

c) Technologies - \$27,300 – This includes the following:

- Computer Replacements - \$2,300
- Sewage Lift Station Communication Upgrade -\$25,000 – This is to upgrade five sewage lift stations to radio communication. As the lift stations are upgraded, communication costs decrease.

Summary

Budgeted operating revenue for the Sewer Fund decreased by \$280,783 from the FY20 budget. The decrease is due to adjustments made in the user fee calculation. FY21 Sewer Fund operations expenses are 5.5% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to the Interdepartmental Charges and RWWS charges.

The major capital project expense in FY21 will be the \$650,000 Miscellaneous Sewer Main Rehabilitation/Replacement Project and the purchase of a new CCTV van and equipment. The Sewer Fund anticipates receiving \$500,000 of 1%#16 funds each year for the next three years.

The FY21 total Sewer Budget indicates a deficit of approximately \$1.0 M. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. Based on the most recent rate model, Sewer Fund Reserves will be

approximately \$3.6 M at the end of FY21. Minimum required reserves in the Sewer Fund per the CPU Minimum Fund Reserve Policy is \$2.3 M. Mr. Martin stated that Reserves are being spent down.

President Bell asked when the last time the CCTV was replaced. Mr. Martin stated that the van is 20 years old, and the equipment is nine years old.

Board Member Jay stated that the sewer rate was increased 6%, and asked why Revenues are decreased. Mr. Martin stated that sewer usage is down, so we are not meeting Revenues. Board Member Jay asked what will be done due to the deficit. Mr. Martin stated that projects will be adjusted, and it was anticipated to spend down reserves.

Board Member Jay asked if the Sewer Rate will need to be increased this year. Mr. Martin stated that not at this time as the rates were set for two years.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$120,000 – This represents a \$40,000 increase for Septic Tank Waste Charge revenue and status quo for Sump Waste Charge revenue. These projections have been made based on FY20 budget actuals. Mr. Martin stated that if the oil field shops are still closed, this revenue will decline.
- b) Intergovernmental User Charges - \$5,944,371 – This represents an increase of \$116,247 from the FY20 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

Personnel Services

- a) Personnel Costs - \$1,647,691 – This is an increase of \$201,791 from the FY20 Budget. The increase can be attributed to health insurance, social security, workers comp, and retirement costs. Additionally, a portion of the Public Utilities Manager and Administrative Technician salary now come directly out of this fund rather than through the Interdepartmental Charge.

Materials and Supplies

- a) General Supplies and Materials - \$138,500 –This amount is unchanged from the FY20 budget. General supplies and materials includes the following:
 - \$ 3,000 – Office Supplies
 - \$ 5,000 – Misc. Supplies
 - \$10,000 – Safety Equipment and Supplies

- \$ 8,500 – Lubricants
 - \$60,000 – Machinery Supplies
 - \$ 5,000 – Small Tools and Supplies
 - \$12,000 – Lab Supplies
 - \$35,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$1,500 – This amount is unchanged from the FY20 budget.
- c) Electricity - \$350,000 – This amount is unchanged from the FY20 budget.
- d) Natural Gas - \$71,000 – This amount is unchanged from the FY20 budget.
- e) Gas/Fuel - \$16,000 – This amount is unchanged from the FY20 budget.
- f) Chemicals - \$348,000 – This represents a decrease of \$84,000 from the FY20 budget. This reduction is due to the better price on chemicals for the Chemical Feed Facility for the North Platte Sanitary Sewer (NPSS).

President Bell asked if this cost will decrease again when the NPSS Project is completed. Mr. Martin stated that it will not, as this project is to install a liner and repair damages to the NPSS. President Bell asked if the whole NPSS is lined if the chemical costs go away. Mr. Martin stated that it would, but that will not happen for 10 – 15 years.

- g) Lift Station Supplies - \$14,000 – This represents a \$6,000 decrease from the FY20 budget.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY20 budget. This line is for instrumentation repair.
- b) Investment Services - \$14,516 – This is an increase of \$3,792 from the FY20 budget.
- c) Maintenance Agreements - \$21,160 – This amount is unchanged from the FY20 budget. This line includes the following:
- \$4,560 – CMMS Software
 - \$2,400 – Operations Data Tracking Software
 - \$1,000 – Laser Alignment Tool Calibration
 - \$1,000 – Fire Sprinkler System Inspection
 - \$1,200 – Fire Extinguisher Inspection/Exchange
 - \$3,000 – HVAC Service
 - \$3,500 – Crane Inspections
 - \$1,500 – Copier Maintenance/Lease
 - \$1,000 – Lab Equipment Certification

- \$2,000 – Instrumentation - Contractual
- d) Other Contractual - \$39,500 – This amount is unchanged from the FY20 budget. Other Contractual contains the following:
- \$ 1,000 – Legal Services
 - \$30,000 – NCCD Funding Agreements
 - \$ 1,500 – Railroad Easements
 - \$ 4,000 – Other Misc. Contractual
 - \$ 3,000 – Public Outreach
- e) Interdepartmental Services - \$415,753 – The FY21 budget represents an increase of \$95,477 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Structures, Central Records, Central Garage, and City Administration Fees.

Board Member Jay stated that this is a 30% increase to this line item. Mr. Martin stated that a request has been made to the Finance Department for a breakdown on these charges.

- f) Laundry and Towel Service - \$8,000 – This amount is unchanged from the FY20 budget.
- g) Testing - \$30,000 – This amount is unchanged from the FY20 budget and is for DEQ/EPA lab testing requirements.

Other Costs

- a) Travel/Training - \$7,500 – This amount is unchanged from the FY20 budget.
- b) Insurance and Bonds - \$28,265 – This represents a decrease of \$981 from the FY20 budget.

Utility Expense

- a) Communication - \$28,800 – This amount is unchanged from the FY20 budget. This is for the remote lift stations with phone lines.

Debt Service

- a) Principal Payment - \$715,931 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) - \$552,810
 - CWSRF Loan #128 (Biosolids Turner) - \$ 13,737

- CWSRF Loan #127 (Phase I WWTP Imp) - \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582
- b) Interest Expense - \$344,967 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) - \$120,735
 - CWSRF Loan #128 (Biosolids Turner) - \$ 0
 - CWSRF Loan #127 (Phase I WWTP Imp) - \$122,278
 - CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Board Member English stated that the interest amounts for Loans #127 and #127S are higher than the principal amounts. Mr. Martin stated that the interest amounts for these two loans includes the accumulated interest from the project that has to be paid when the loans go into repayment in order to receive the 25% loan forgiveness.

Mr. Martin stated that when the NPSS project is completed and the loan goes into repayment, the Principal Payment and Interest Expense line item totals will increase.

Capital Revenues

- a) State Loans - \$8,000,000 – This is the CWSRF Loan for the NPSS Rehabilitation.
- b) System Development Charges - \$190,000 – This amount is unchanged from the FY20 budget. Due to the current economic situation, this revenue amount may be lower.

Capital – New

- a) Intangibles - \$50,000 – Based on recommendations from the March 2019 Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District. Mr. Martin stated that the City funded the NCCD \$35,000 base funding and \$50,000 capital funding for the last four years. Mr. Martin stated that the capital funding has ended. Mr. Martin stated that if the Board would like to remove this it can be based on the Board’s recommendation. Mr. Martin stated that the idea was to leave \$50,000 in the budget in case the NCCD brought forth projects that the Board wished to participate in. Mr. Martin stated that the funding in FY20 will not be used. Mr. Martin stated that if it is the Board’s consensus, this amount can be removed from the Budget. It was the consensus of the Board to remove the \$50,000 from the budget.

Capital – Replacement

- a) Buildings - \$80,000 – This is for the following:
- Lighting Renovations - \$10,000 – This will upgrade lighting fixtures in several areas of the facility.

- Security Improvements - \$30,000 – The installation of security enhancements for several City owned facilities including the WWTP took place in FY14. This will cover additional needs including secure doors to several of the buildings.
- Digester Control Building Roof Replacement - \$40,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY21.

b) Improvements Other Than Buildings - \$1,985,000 – This includes:

- Sludge Grinder - \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
- UV Disinfection Equipment - \$50,000 – The UV Disinfection System has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
- Plant Valves and Piping - \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements - \$10,000 – This would cover improvements at one meter station to be identified by priority.
- Strainer for PW2 Water System - \$50,000 – The existing strainer is 30 years old and worn out.
- Airport Lift Station No. 2 – Generator Replacement - \$90,000 – The existing emergency generator located at the Airport Lift Station is 32 years old and requires replacement.
- Primary Sludge Pump Replacement - \$15,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
- Aeration Basin Air Piping Recoating - \$70,000 – The existing coating system on the external piping is failing. This project is re-budgeted from FY20.
- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the Dewatering Building.
- Grit System No. 2 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of Grit System No. 2.
- Sewage Lift Station Communication Upgrade - \$25,000 – This project is to upgrade five lift stations to radio communication.
- Centrifuge Sludge Feed Pump Rebuild - \$10,000
- RAS Room Piping Replacement - \$1,200,000 – This project is re-budgeted from FY20 and is to replace the piping in the RAS room.
- Gas Compressor #2 Replacement - \$10,000
- Turblex Blower Service - \$40,000 – Scheduled Manufacturer Service
- Centrifuge #1 Rehabilitation - \$90,000 – Rehab damaged centrifuge. This is a critical piece of equipment.

c) Light Equipment - \$179,000 – This is for the following:

- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
- Utility Cart Replacement - \$12,000
- Compost Aerator - \$30,000 – Skidsteer attachment for aerating the drying beds
- Roll-off Box Replacement - \$12,000

d) Technologies - \$10,000 – This is for computer replacements.

Summary

Budgeted operating revenue for the WWTP Fund increased by \$163,125 from the FY20 budget, but it may not be realized. The increase is due to user fee increases and an increase in Septic Waste Charges. FY21 WWTP fund operations expenses are 3.2% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to Personnel and Interdepartmental Charges.

Major capital projects for FY21 include the RAS Room Piping Replacement Project and the Secondary Building Concrete Repairs.

The total FY21 WWTP Budget shows a surplus of approximately \$8.0 M. The budget is break-even after subtracting out grant/loan funding anticipated to be received in FY21 (\$8.0 M) allocated to prior year projects. Based on the most recent rate model, WWTP Fund Reserves will be approximately \$5.3 M at the end of FY21. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$3.9 M.

Vice President Jones stated that the Investment Fees broke out in each budget total \$56,000. Mr. Martin stated that figure is provided by the Finance Department.

Board Member Jay asked if there is a line item for revenue from investments. Mr. Martin stated that each Fund has a line item named Misc. Revenue Interest Earned.

Vice President Jones stated that the Interest Revenue is \$258,000 and the Investment Fee is \$56,000. President Bell asked if this is for investments and not interest earned. Mr. Martin stated that was correct. Vice President Jones stated that is a large investment fee. Mr. Jay stated that it is probably for conservative investments.

Council Liaison Bates left the meeting at 8:54 a.m.

A motion was made by Board Member Jay and seconded by Vice President Jones to conceptually approve the FY21 Budgets as presented. Motion passed.

8. In Other Business, Mr. Martin thanked the Board for their willingness to meet by video conference during the COVID-19 pandemic.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:59 a.m. Motion passed.



Secretary

**CASPER UTILITIES ADVISORY BOARD
CITY OF CASPER
MEETING AGENDA**

Casper City Hall
Video Conference

Wednesday, June 24, 2020 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the May 27, 2020 Meeting Minutes
- * 2. Discuss Statistical Report
 - a. May 2020
- * 3. Discuss Annexation Policy, Resolution No. 20-69
- * 4. Discuss Contract for Outside-City Water Service with Roger A. and Sheryl Garling, 4495 Squaw Creek Road
- * 5. Consider Outside-City Water Agreement with Thomas L. Davenport, 5255 CY Avenue
- 6. Other Business
- 7. Adjournment

Additional Information:

Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, www.wyowater.com, under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

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

MEETING PROCEEDINGS

May 27, 2020

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, May 27, 2020 at 7:00 a.m. by Video Conference.

Present: President Michael Bell
Vice President Jim Jones
Secretary John Lawson
Member Richard Jay
Member Bruce English
Council Liaison Bates

Absent:

Staff Present: Public Services Director, Andrew Beamer
Public Utilities Manager, Bruce Martin
Administrative Technician, Janette Brown

Others:

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

Due to the meeting being conducted by video conference, Ms. Brown took roll call as follows:

President Bell – Present
Vice President Jones – Present
Secretary Lawson – Present
Board Member English – Present
Board Member Jay – Present
Council Liaison Bates - Present
Mr. Beamer – Present
Mr. Martin – Present
Ms. Brown - Present

1. President Bell asked for a motion to approve the minutes from the April 22, 2020 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the April 22, 2020 minutes. Motion passed.

2. Mr. Martin asked the Board to reference the April 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in April was 143 MG, 8 MG less than the five-year average. Mr. Martin stated that fiscal year to date water purchased is 2.556 BG.

Mr. Martin stated that there were three water main breaks and 2 service line breaks in April. Mr. Martin stated there is a total of 19 water main breaks for the fiscal year compared to 13 water main breaks last fiscal year and five service line breaks for the fiscal year compared to 21 service line breaks last fiscal year.

Mr. Martin stated that there was one sewer main stoppage in April with a total of nine for the year compared to thirteen sewer stoppages at the same time last fiscal year.

Mr. Martin stated that there are 22,811 active accounts compared to 22,734 one year ago.

3. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Arlo and Deborah See, 3900 Squaw Creek Road. Mr. Martin stated that this property is adjacent to the new West Casper Zone II waterline. Mr. Martin stated that this property is not contiguous to City limits and a Commitment to Annex has been signed as it is within the City's growth boundaries.

Board Member English asked if this waterline is now in service. Mr. Martin stated that the waterline is in service at this time.

Vice President Jones asked if this waterline goes down Squaw Creek. Mr. Martin stated that was correct.

President Bell asked what size tap is being requested. Mr. Martin stated that a ¾-inch meter has been requested.

Secretary Lawson asked if more taps on this waterline are anticipated. Mr. Martin stated that he anticipates a few more requests for taps on this waterline.

Council Liaison Bates asked if this is the same waterline that was discussed at the last meeting. Mr. Martin stated that this is the same waterline.

A motion was made by Board Member English and seconded by Vice President Jones to approve the Contract for Outside-City Water Service with Arlo and Deborah See, 3900 Squaw Creek Road. Motion passed.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Gilbert and Jannette Van Patten, 4171 Squaw Creek Road. Mr. Martin stated that this property is not contiguous to the City, but a Commitment to Annex will be signed. Mr. Martin stated that this property is adjacent to the waterline.

President Bell asked if this service will also be ¾-inch. Mr. Martin stated that was correct.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water Service for Gilbert and Jannette Van Patten, 4171 Squaw Creek Road. Motion passed.

5. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Roger and Sheryl Garling, 4495 Squaw Creek Road. Mr. Martin stated that this property is quite a distance south of the waterline. Mr. Martin stated that the Garlings approached the County for a permit/license to run a service line down the road right of way, and the County approved the license. Mr. Martin stated that the license is attached to the agreement. Mr. Martin stated that with this license in place to run the service line down Squaw Creek Road, he and Mr. Beamer felt it was good to go to bring this agreement to the Board. Mr. Martin stated that the owners will sign a Commitment to Annex as part of this agreement.

Board Member English asked if this is a paved road. Mr. Martin stated that he did not believe the road is paved down that far, but was unsure. Board Member English asked if the property owner will be responsible for the restoration of the road. Mr. Martin stated that the property owner will be responsible for the restoration of the road after the service line is installed.

Board Member Jay asked if the service line will be $\frac{3}{4}$ -inch. Mr. Martin stated that the property owner will use a $\frac{3}{4}$ -inch meter, but they may run a 1-inch – 2-inch service line. Mr. Martin stated that he needs to get back with the property owner on this.

Vice President Jones asked if the new policy was put in place so mains would be extended in a situation such as this. Mr. Martin stated that was correct; in the new policy it states that the water service line cannot extend in the right of way beyond the property line. Mr. Martin stated that in this case, the property owner approached the County and received a license to run the service line down Squaw Creek Road. Mr. Martin stated that the policy states that this service line can be put in place with the approval of the County and the City Engineer. Mr. Martin stated that with the license from the County, he and Mr. Beamer felt it could be brought forward for consideration by the Board.

Board Member English stated that someone else will want to connect to the service line for this property. Mr. Martin stated that would not be allowed, only this lot can connect to the water main with this service line.

Vice President Jones stated that there are properties between the new water main and this property and asked if it will end up the same deal as Sunlight Acres where there are multiple service lines running down the road. Mr. Martin stated that is what staff was trying to avoid with the new policy. Mr. Martin stated that if someone else was to go to the County, he was unsure if the County would approve the license.

President Bell asked if the service line is expected to be 1800 feet long. Mr. Martin stated that it is 1600 to 1800 feet to the property from the water line. President Bell asked if there was a long service line on Wolf Creek Road. Mr. Martin stated that was correct, there is a long 2-inch service line in Wolf Creek Road. President Bell stated that

he would feel better if the two waterlines were looped together somehow even if they are small lines. Mr. Martin stated that they are private water services, so that won't be done. Mr. Martin stated that it would be nice to have a water main loop through there. President Bell stated that a main would be ideal.

Board Member English stated that it seems that the other people along Squaw Creek Road are being precluded from having the service if they so desire in the future. Mr. Martin stated that he doesn't know if any of the other properties along Squaw Creek Road would approach the County for a similar type of license. Board Member English stated that he thinks they would approach the City for water service and then run up against a brick wall. Mr. Martin stated that is what happened with 4495 Squaw Creek. Mr. Martin stated that they then went to the County to get the license.

Vice President Jones asked why the new policy was put in place if long service lines are still going to be allowed. Mr. Martin stated that most property owners won't go through the hassle of getting easements or a license; there have already been a couple of property owners that said they were not going to go through the hassle of trying to get easements or a license. Mr. Martin stated that the Garlings have pushed for many years to get water service. Mr. Martin stated that he was surprised that the County approved the license, but this is what came back to the City.

President Bell asked if a 6-inch line would be appropriate in this area. Mr. Beamer stated that the minimum size allowed by the City for a water distribution line is 8-inches.

Vice President Jones asked what the background is for the new policy that was enacted fairly recently for extending a main and why it arose. Mr. Martin stated that the policy was enacted to avoid the potential of several private service lines running down a road right of way that could in the future become a City road if it was annexed.

Mr. Beamer stated that the City was under the impression that the County was no longer going to issue these types of permits to allow these types of extensions. Vice President Jones stated that he understands that, but was under the impression that it was to encourage extensions of water systems that were more appropriately sized so that other people could tie onto it, instead of the multiple service lines. Vice President Jones stated that he thought it would apply in a case like this.

President Bell stated that he counts six potential services between this proposed site and the water main; which would be six additional services running down the road. President Bell stated that if the County approved one license, they would approve the others.

Secretary Lawson stated that if someone came forward to the County requesting a license, he doesn't see them refusing it since they approved this one. Secretary Lawson stated that he doesn't think this is very well thought out with regard to future requests.

Board Member English stated that he agreed and stated that it would be a better solution for the area to form an improvement district and put an 8-inch water main down Squaw Creek Road. Mr. Martin stated that there was an improvement district in this area for

many years, but it dissolved a few years ago. Mr. Martin stated that he agreed there are probably properties to the west that will want water.

Vice President Jones stated that if the Board approves this water service connection it will be setting a precedence for other properties.

A motion was made by Board Member English and seconded by Vice President Jones to not approve the Contract for Outside-City Water Service with Roger and Sheryl Garling, 4495 Squaw Creek Road.

Secretary Lawson asked if part of the motion is going to be to make any recommendations as to why it wasn't approved. President Bell asked Board Member English if he had any recommendations to add to his motion. Board Member English stated that he didn't think it was in the Board's prevue to give them direction as to what they should do and that it is denied due to future conflict. President Bell stated that it can be denied based on existing regulation. Vice President Jones stated he believes that it doesn't comply with the policy on services away from the main. Vice President Jones stated that he would like to review the policy. Secretary Lawson stated that he wasn't suggesting that the Board provide direction, he stated that if it is denied, the owners would ask why it was denied.

Motion passed. President Bell stated that this will be passed to the Council with a do not approve recommendation.

Mr. Martin stated that he will speak to the owners to see what they want to do. President Bell stated that he thinks that an 8-inch water line should be installed and looped. Mr. Martin stated that it would be ideal if there was a looped waterline.

Vice President Jones asked that a copy of the new approved policy be sent out to the Board for review. Mr. Martin stated that the new policy would be sent out to the Board.

6. In Other Business, President Bell stated that the he saw that the Tower Tank was open, and asked if the tank has to be re-blasted. Mr. Martin stated that the one year warranty inspection was completed and there are a couple of spots that need repaired. Mr. Martin stated that the repairs are being completed now, and when they are finished, the tank will be put back in service.

Board Member English asked what the status is of the Wardwell Tank. Mr. Martin stated that the rood was replaced, leaks were repaired, and the tank was put back in service.

President Bell asked how the interview process went for the North Platte Sanitary Sewer Rehabilitation Project. Mr. Martin stated that interviews went well; there were three interviews with Jacobs being chosen. Mr. Martin stated that Jacobs will be working with CEPI on the design. Mr. Martin stated that the contract is being prepared for approval by Council. President Bell stated that hopefully when this is completed the ferrous chloride will no longer be needed. Mr. Martin stated that this project will only be to line or

replace sections of the sewer line, but not the entire line. Mr. Martin stated that for the foreseeable future the chemical feed facility will stay in operation.

7. In Other Business, President Bell thanked everyone for attending and asked if there will be a June meeting. Mr. Martin stated that there is a possibility there will be a meeting in June to discuss more Outside-City Contracts, but he is not sure it will be in person. Secretary Lawson stated that he saw in the paper that the City has a plan for reopening. Mr. Martin stated that there will be phased openings of City facilities based on how the virus goes. Council Liaison Bates stated that Council is waiting on what the Governor says on June 1st; City Hall won't open until Phase 2, which is when the coronavirus threat level is yellow. Council Liaison Bates stated that we are currently in the orange threat level for the coronavirus.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 7:33 a.m. Motion passed.

Secretary

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
MAY 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	284,189,805	143,293,560	197,968,780	2,984,596,999	2,754,141,047
NEW SERVICES	10	12	8	96	95

** Billed to Casper by Central Wyoming
Regional Water System Joint Powers
Board starting October 1, 1997.*

PRECIPITATION (Inches)	0.30	1.28	3.62	9.92	12.68
-------------------------------	------	------	------	------	-------

REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	0	3	2	19	15
SERVICE LINE BREAKS	0	2	1	5	22
SEWER MAIN STOPPAGES	1	1	2	10	15

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	20,164	20,158	20,071
COMMERCIAL (WATER & SEWER)	1,739	1,738	1,732
OUTSIDE CITY (WATER RES)	500	500	518
OUTSIDE CITY (WATER-COMM)	134	134	135
IRRIGATION ONLY	281	281	281
TOTAL NUMBER OF ACCOUNTS	22,818	22,811	22,737

RESOLUTION NO. 20-69

A RESOLUTION ESTABLISHING ANNEXATION POLICY
FOR PROVIDING CITY SERVICES TO OUTSIDE PROPERTY.

WHEREAS, the City of Casper ("City") provides water, sanitation, and/or sanitary sewer services ("City Services") to those within its corporate limits; and,

WHEREAS, owners of real property outside the corporate limits of the City ("Outside Property), but within reach of City Services exist; and,

WHEREAS, it is sometimes more practical for Outside Property owners to provide their own water and/or sanitary services; and,

WHEREAS, other times, Outside Property owners request the City of Casper to provide City Services; and,

WHEREAS, when the City agrees to provide City Services to Outside Property, it requires the execution of a contract therefor ("Contract"); and,

WHEREAS, it is a substantial benefit to Outside Property Owners and their successors in interest ("Outside Property Owners") to receive City Services; and,

WHEREAS, when a property is eligible for annexation under Wyoming Statutes, it may benefit the City to annex the Outside Property; and,

WHEREAS, significant costs may be incurred in bringing the off-site improvements of a property into compliance with City codes and ordinances; and,

WHEREAS, City Council wants to set a basic policy about annexation requirements for receiving City Services for Outside Property.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following annexation policy for providing City Services to Outside Property is hereby established and any previous annexation policy is hereby rescinded.

1. Before the City provides any City Services to Outside Property, it shall require the Outside Property Owner, on behalf of itself and its successors to execute a Contract that runs with the Outside Property and which addresses annexation requirements.

2. City staff shall include provisions in the Contract that address the following:

(a) The Outside Property Owner must annex its property to the City upon request of City Council in accordance with the Contract and Wyoming Statutes; and,

(b) Upon annexation and thereafter, off-site improvements (as defined by Casper Municipal Code Section 16.08.280) must be made and brought up to City Code, and Outside Property Owners

must agree to pay for their and/or their pro-rata share of such improvements should Council require such; and,

(c) Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements ; and,

(d) Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code; and,

(e) Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code; and,

(f) Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements; and,

(g) The costs referenced above for off-site improvements must be funded or paid by the Outside Property Owners, and/or where reasonable, by:

(1) Local Assessment Districts (LAD), for which Outside Property Owners shall not object or protest; and/or,

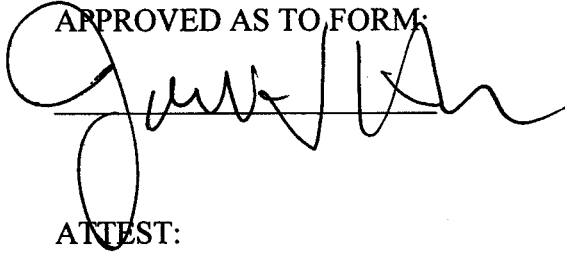
(2) Other methods approved by the Casper Municipal Code, Wyoming State Statute and the City Council;

(h) Payment of reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of the Contract in a court of law; and, at the option of the City, discontinuance of City Services if the Outside Property Owner fails to meet the requirements of the Contract.

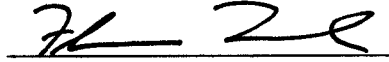
3. For good and substantial cause, the City Manager may allow exceptions to provisions that are required in the Contract. By way of example, and not as a limitation, an exception to the requirement of an Outside Property Owner to annex its property upon request of City Council could be allowed if the Outside Property Owner provides an easement for a City public improvement project (e.g., provides a new easement in its property for a City water main) in exchange for receiving City Services to water its horses.

PASSED, APPROVED, AND ADOPTED this 7th day of April, 2020.

APPROVED AS TO FORM:




ATTEST:



Fleur Tremel
City Clerk



CITY OF CASPER, WYOMING
A Municipal Corporation



Steven K. Freel
Mayor

May 19, 2020

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Roger and Sheryl Garling

Meeting Type & Date

CPU Advisory Board Meeting
May 27, 2020

Action Type

Approval

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Roger and Sheryl Garling.

Summary

This contract provides Outside-City water service for 4495 Squaw Creek Road, a parcel of land located west of Casper in the Squaw Creek Area. The property will obtain water service by connecting to the new 12-inch West Casper Zone II water main located in Squaw Creek Road. The property is located approximately 1,600 feet south of the water main. The Natrona County Board of Commissioners have authorized a License to the Owners for installation of the water service line in the Squaw Creek Road Right of Way. A curb stop and meter pit will be located near the water main with City ownership and responsibility ending at the curb stop. The Owners will furnish, install, own, and maintain the meter pit and water service line from the curb stop to the residence.

This property is not contiguous to the Casper City limits and a Commitment to Annex has been signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Roger A. & Sheryl Garling
Contract for Outside-City Water Service

Attachments

Agreement

Commitment to Annex

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Roger A. Garling and Sheryl Garling, 4495 Squaw Creek Road, Casper, Wyoming 82604; hereinafter referred to as “Owner.”

RECITALS

- A. Owner is the owner of certain land as described in Exhibit “A” being a tract of land, located in the NW1/4 of the NE1/4 of Section 25, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 4495 Squaw Creek Road, Casper Wyoming 82604, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 12-inch water main located in Squaw Creek Road; and,
- D. Owner has obtained License 29-20-08, attached as Exhibit “B”, from Natrona County Board of Commissioners authorizing the water service to be placed in the Squaw Creek Road right of way; and,
- E. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

1. Service

- a. The property served shall be limited to that described in Exhibit “A.” No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit “A.” No other properties may be served from this connection.
- c. The water service line curb box shall be installed approximately ten (10) feet from the transmission line located in Squaw Creek Road. A meter pit and water meter shall be installed by Owner immediately downstream of the curb box.

The City shall own, operate, and maintain the individual 1-inch service line to the curb stop. The Owner shall own, operate, and maintain the meter pit.

The Owner shall, at Owner's sole cost and expense, install a 1½ or 2-inch water service line from the meter pit to the Owner's property.

The Owner shall own, operate and maintain the 1½-inch or 2-inch water service line beyond the curb box located on Squaw Creek Road.

- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines or within the water line easement.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to

satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.

- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.
- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary

improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.
- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner

further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.

- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.
- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert

any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by

certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info
Roger A. and Sheryl Garling
4495 Squaw Creek Road
Casper, Wyoming 82604

City of Casper
Attn: Public Services Director
200 North David
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

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

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

OWNER:

OWNER:

Roger A. Garling

Sheryl Garling

The undersigned mortgagee for Roger A. and Sheryl Garling hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Roger A. Garling.

(seal)

NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Sheryl Garling.

(seal)

NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020, by

_____ as _____
of _____ the Mortgagee.

(seal)

NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal
corporation.

(seal)

NOTARY PUBLIC

My commission expires: _____

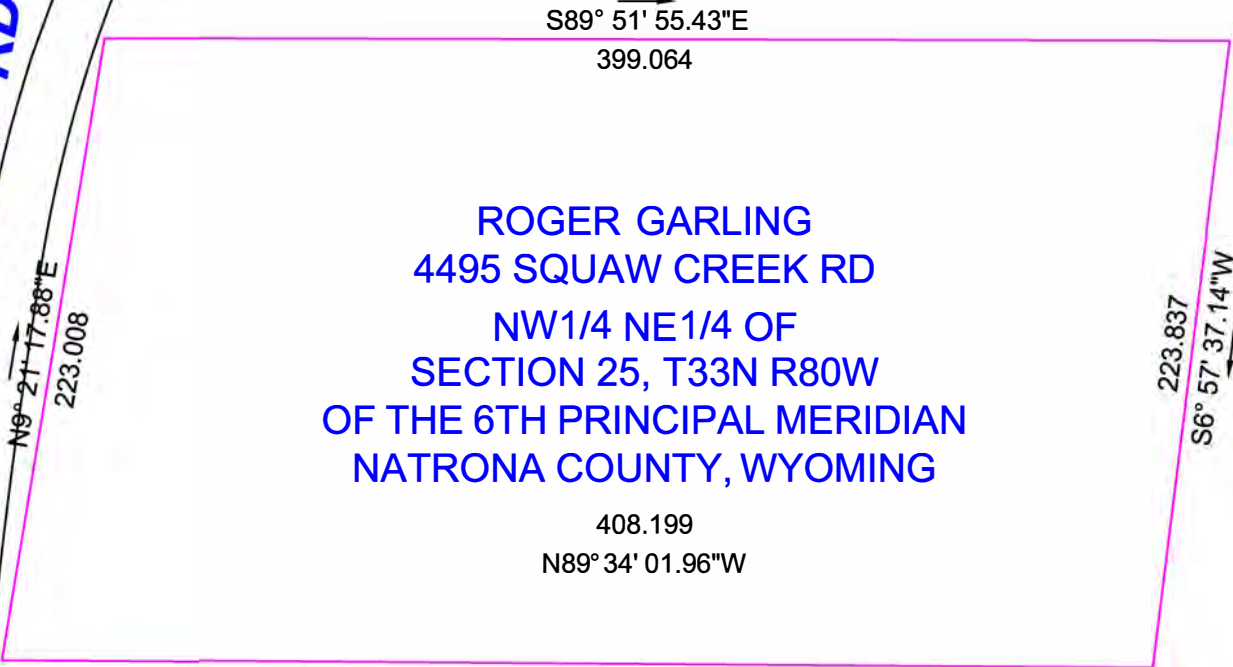


VICINITY MAP
NOT TO SCALE

LOCATION MAP EXHIBIT "A"



SQUAW CREEK RD



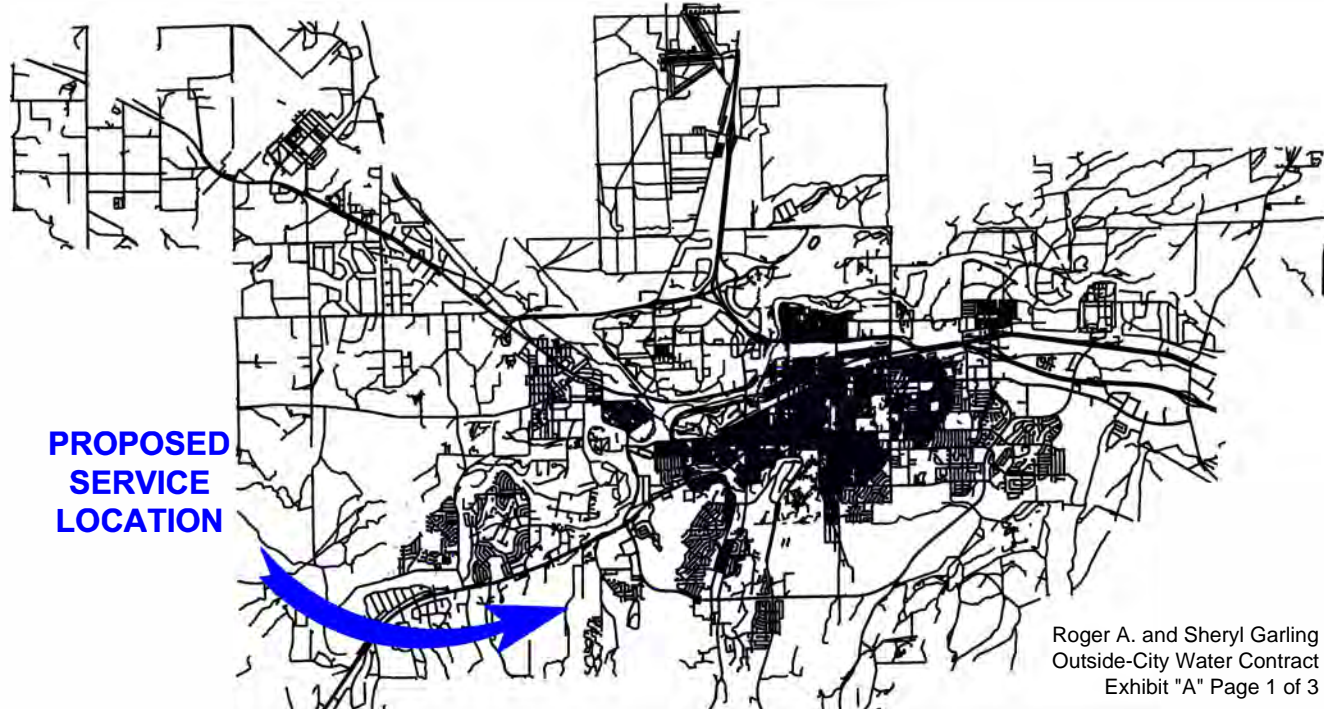
**ROGER GARLING
4495 SQUAW CREEK RD
NW1/4 NE1/4 OF
SECTION 25, T33N R80W
OF THE 6TH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING**

408.199
N89° 34' 01.96"W



VICINITY MAP
NOT TO SCALE

VICINITY MAP



**PROPOSED
SERVICE
LOCATION**

Roger A. and Sheryl Garling
Outside-City Water Contract
Exhibit "A" Page 1 of 3

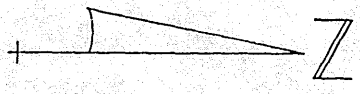
EXHIBIT "A"

A TRACT OF LAND IN THE NW $\frac{1}{4}$ NE $\frac{1}{4}$ SECTION 25, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWESTERLY CORNER OF SAID NW $\frac{1}{4}$ NE $\frac{1}{4}$ SECTION 25; THENCE ALONG THE NORTHERLY LINE OF SAID NW $\frac{1}{4}$ NE $\frac{1}{4}$ SECTION 25, S. 89°43' E., 231.90 FEET TO A POINT IN AND INTERSECTION WITH THE EASTERLY LINE OF COUNTY ROAD, SQUAW CREEK ROAD; THENCE ALONG THE EASTERLY LINE OF SAID SQUAW CREEK ROAD AND INTO SAID NW $\frac{1}{4}$ NE $\frac{1}{4}$ SECTION 25, S. 30°57'37" W., 284.19 FEET TO A POINT AND NORTHWESTERLY CORNER OF THE PARCEL BEING DESCRIBED AND THE TRUE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING AND ALONG THE NORTHERLY LINE OF SAID PARCEL, S. 89°43' E., 400.69 FEET TO THE NORTHEASTERLY CORNER OF SAID PARCEL; THENCE ALONG THE EASTERLY LINE OF SAID PARCEL, S. 6°43'05" W., 224.32 FEET TO THE SOUTHEASTERLY CORNER OF SAID PARCEL; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL, N. 89°43' W., 406.56 FEET TO THE SOUTHWESTERLY CORNER OF SAID PARCEL AND A POINT IN AND INTERSECTION WITH THE EASTERLY LINE OF SAID SQUAW CREEK ROAD; THENCE ALONG THE WESTERLY LINE OF SAID PARCEL AND THE EASTERLY LINE OF SAID SQUAW CREEK ROAD, N. 8°12'19" E., 225.05 FEET TO THE POINT OF BEGINNING.

SQUAW CREEK ROAD
 ROW LINE 7
 N8°12'19"E - 225.05'



SCALE: 1" = 60'
 O - PROP. COR.

DESCRIPTION

A tract of land located in the NW 1/4 NE 1/4 of Section 25, Township 33 North, Range 80 West of the 6th P.M., Natrona County, Wyoming, and more particularly described as follows:

Commencing at the Northwestern Corner of said NW 1/4 NE 1/4 of Section 25, thence along the Northerly line of said NW 1/4 NE 1/4 of Section 25, S89°43'E a distance of 231.90 feet to a point in and intersection with the Easterly line of Squaw Creek Road; thence along the Easterly line of said Squaw Creek Road S30°57'37"W a distance of 284.19 feet to the Northwestern Corner of the tract being described and the point of beginning;

Thence from said point of beginning and along the Northerly line of said tract S89°43'E a distance of 400.69 feet; thence S6°43'05"W a distance of 224.32 feet; thence N89°43'W a distance of 406.56 feet to the Easterly line of said Squaw Creek Road; thence N8°12'19"E along the Easterly line of said Squaw Creek Road a distance of 225.05 feet to the point of beginning.

1. The house upon the described property is wholly within the boundary lines of the above described property.
2. No side line of the house is less than 74 feet from any of the said boundary lines.
3. The front wall of the house is 29 feet from the front lot line.
4. There are no encroachments upon the lot from any buildings located upon the adjoining lots.
5. The described property is located at 4495 Squaw Creek Road, Natrona County, Wyoming.

SURVEYOR'S CERTIFICATE

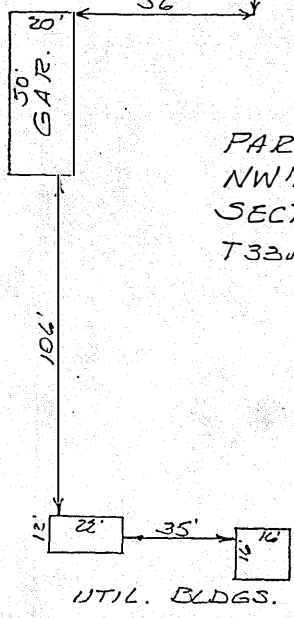
I hereby certify that this plat is from an accurate survey to the best of my knowledge and belief.

EDWARD G. BRADY
E. Gene Brady
 E. Gene Brady, P.E. & L.S. NO. 605
 STATE OF WYOMING

N89°43'W - 406.56'

S89°43'E - 400.69'

PART OF THE
 NW 1/4 NE 1/4
 SECTION 25
 T33N - R80W



Title: House location survey and plat
 October 14, 1986

Date _____ Drawn By _____

Scale _____ Job No _____

Brady Engineering Co., Inc.

Roger A. and Royl Gading 90035
 Outside-City Water Contract
 Exhibit "A" Page 3 of 3 Wyo.

LICENSE

Date April 7, 2020 Road SQUAW CREEK ROAD #502

The BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF NATRONA, STATE OF WYOMING, (hereinafter called the "Board"), hereby grants a license to ROGER AND SHERYL GARLING 4495 SQUAW CREEK ROAD CASPER, WY 82404

(hereinafter called the "Licensee"), to construct, maintain, use and operate PRIVATE HOME WATERLINE (hereinafter called the "Facility"), located in Section 25 Township 33 - 80 N, Range W, upon the property of the County of Natrona, acquired for and utilized in the operation and maintenance of a county road in the locations and positions and in strict accordance with the specifications shown on the print dated _____, attached hereto, marked Exhibit "A", and by this reference specifically made a part hereof.

This license is granted upon such express terms and conditions as are inserted below, and should the Licensee at any time violate any of the said terms or conditions herein contained or use or attempt to use said facility for any other or different purpose than that above specified, or refuse or fail to comply with any rule or direction of the County Road and Bridge Superintendent, made by said Superintendent under his general supervisory powers of control and supervision of county roads for the use and safety of the general public, then the Board may, at its option, immediately revoke this license.

This license is subject to the following conditions:

FIRST. The work of constructing, altering and maintaining of the Facilities shall be prosecuted and completed in a good and workmanlike manner at the sole expense of the Licensee and under supervision of, and to satisfactorily meet the specifications of the County Road and Bridge Superintendent. Such work of construction, alteration and maintenance of the Facility shall be done in such a manner as to in no way interfere with the use, operation and maintenance by the County of Natrona of a county road for county road purposes, and in such manner as to in no way endanger the general public in use of said county road right-of-ways.

SECOND. The said Licensee shall give to the Board, through the County Road & Bridge Superintendent, at least ten days notice, in writing, before entering upon the county road right-of-way for the purpose of construction or alteration of the Facility or to make necessary repairs, except in case of genuine emergency requiring immediate repair, then in that event, the Licensee shall notify the Board, through the County Road & Bridge Superintendent, or local maintenance authority immediately enter upon the county road right-of-way and make necessary repairs. Licensee shall be responsible for any repairs necessary to road or right-of-way for 180 days after completion of construction.

THIRD. The said Licensee agrees to forever indemnify and defend the Board, their agents or employees, against and save them harmless from all liability for damage to property or injury to or death of persons, including all costs and expenses incident hereto, arising wholly or in part from or in connection with the existence of, construction, alteration, maintenance, repair, renewal, reconstruction, operation, use or removal of the said Facility as it pertains to county road property.

FOURTH. The Board reserves the right to use, occupy and enjoy its right-of-way for a county road and for county road purposes, in such manner and at such times as it shall desire, the same as if the instrument had not been executed by it. If any such use shall at any time necessitate any change in the location or manner of use of said Facility, or any part thereof, such change or alteration shall be made by the Licensee, at the sole expense of said Licensee, upon the demand of the Board, through the County Road & Bridge Superintendent, and neither the Board nor the County of Natrona shall be liable to the said Licensee on account thereof, or on account of any damage growing out of any use which the County of Natrona or the Board, or either of them, may make of its said right-of-way.

FIFTH. The Board shall have the right at any time to revoke this license by the giving of thirty (30) days notice in writing to the said Licensee, and at the expiration of the time limited by said notice, or upon the express revocation of this license for any of the causes enumerated herein, the Licensee shall promptly and in the manner directed by the Board, through the County Road & Bridge Superintendent, remove said Facility and each and every part thereof, hereby authorized, from the premises of the county road right-of-way and leave said premises in the same condition in which they were before the installation of said Facility. Upon the refusal or failure of the Licensee so to do, the Board may remove the Facility and each and every part thereof and restore the county road right-of-way to the same condition as before the granting of this license, and the Licensee hereby agrees promptly to pay to the County of Natrona the cost of said removal of the Facilities, and each and every part thereof.

SIXTH. The County of Natrona and the Board, for the purpose of this licensee, hereby disclaims any representation or implication that it retains any title in any county road right-of-way other than a perpetual easement for road purposes for so much land as described by the instrument conveying such easement. The Licensee by these present accepts notice and agrees that any expenses or damages incurred by said Licensee as a result of this disclaimer shall be borne by said Licensee at no expense whatsoever to the Board or the County of Natrona. It shall be also understood that on Access Facility Highways, ingress and egress shall be limited to those locations as designated by the Board, or their Designated Representative, and shown on plans on file in the office of the County Road Department and County Surveyor

SEVENTH. The waiver of any breach of any of the terms or conditions of this Licensee shall be limited to the act or acts constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such term or condition, all of which shall be and remain in full force and effect, as to the future acts or happenings, notwithstanding any such individual waiver or any breach thereof.

EIGHTH. The said Licensee agrees to locate underground facilities when needed by the County or other users for future construction and maintenance activities. This location information will include the marking of the facility on the ground, as specified by W.S. §37-12-301 et seq., with the appropriate color and including the nature and elevation of the utility and shall be tied both horizontally and vertically, by coordinates, by a licensed land surveyor to a public land survey corner. This information shall be shown on plans created by the utility company or facility owner and a copy will be sent to the Natrona County Surveyor's Office in Casper, Wyoming. Costs for identifying and locating the facility will be the responsibility of the utility company or facility owner on County right-of-ways.

No official or employee of the County of Natrona, other than the Board of County Commissioners, shall have authority to waive any term or condition herein contained. Any amendments to this license agreement shall be in writing, signed by the licensee and designated representative of the county commissioners.

Date of Commencement UPON APPROVAL FROM COUNTY & CITY
(Five (5) day notice must be given County Road & Bridge Superintendent before start of construction)

Date of Completion JAN 1 2021 (DEPENDENT UPON NATRONA COUNTY & CITY OF CASPER)
(County Road & Bridge Superintendent must be notified within five (5) days after construction)

IN WITNESS WHEREOF, the Board of County Commissioners, has caused this license to be executed on the 21st day of April, A.D., 2020



My term of office expires **January 3, 2023**

ATTEST: [Signature]
County Clerk

COUNTY OF NATRONA
By [Signature] 4/14/2020
Road & Bridge Superintendent
By _____
County Surveyor
By [Signature]
Chairman of the Board of County Commissioners.

The undersigned, the Licensee mentioned in the forgoing License, hereby accepts the same, subject to the terms and conditions contained therein.

ATTEST: _____
Secretary
[Signature]
President X

COUNTY OF NATRONA

APPLICATION FOR WATER LINE EASEMENT ALONG SQUAW CREEK ROAD

Applicant: ROGER & SHERYL GARLING

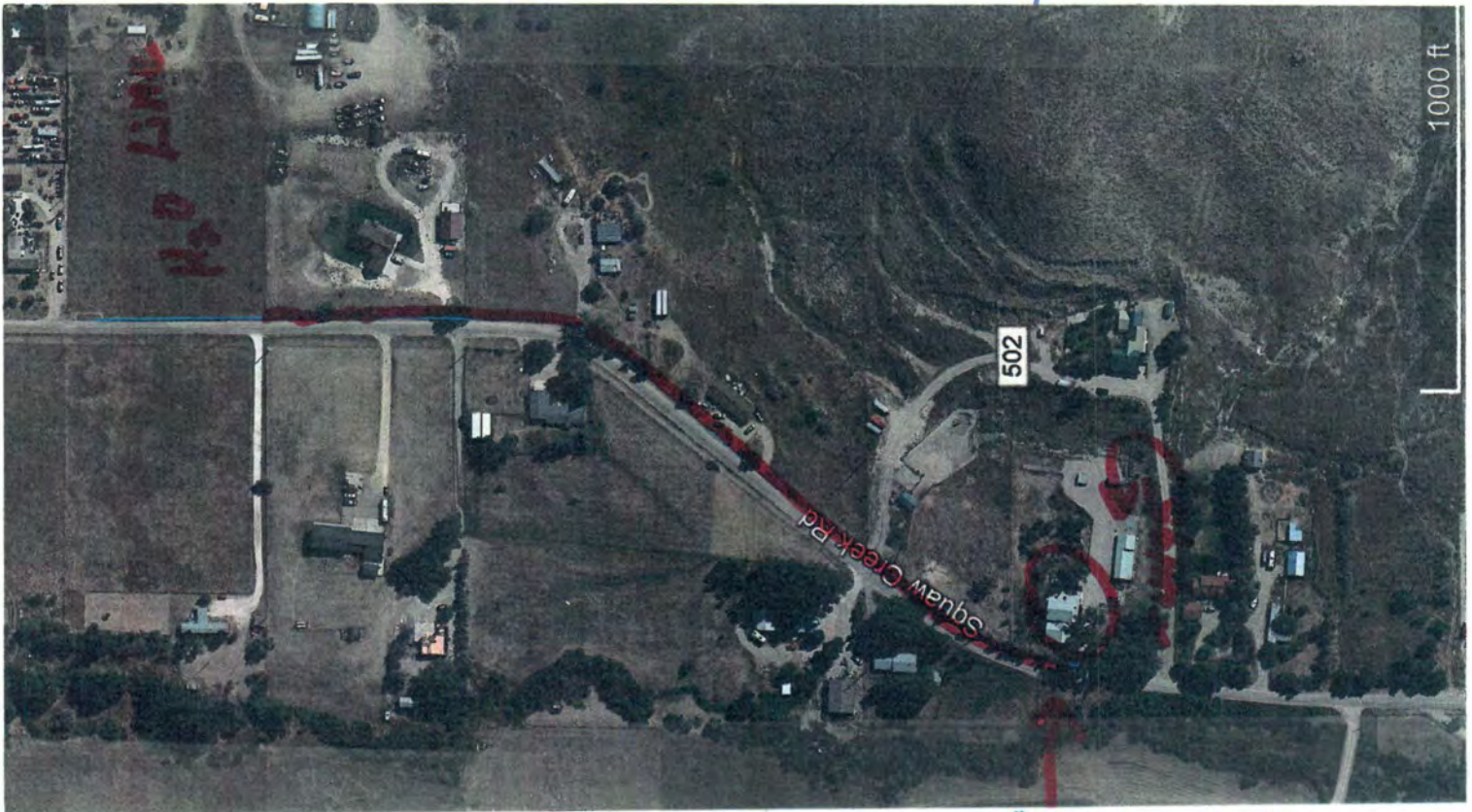
Address: 4495 SQUAW CREEK ROAD CASPER, WY 82604 Phone: 307 277 3861

Furnish the Following Information:

- 1) Location: Section _____, Township _____ North, Range _____ West.
- 2) County Road Designation SQUAW CREEK ROAD
- 3) Surface of County Road PAVED
- 4) Soils Type where applicable PRIVATE HOUSE WATER LINE FROM CITY OF CASPER (OUTSIDE CITY WATER SERVICE)
- 5) Reason for Application

6) Specifications: (Attach 3 copies where applicable)

1800' water line on the East/SE side of Squaw Creek Road. within the 60 ROW. Line will be 6' Deep



4495 Squaw Creek

Approved:

Michael R. [Signature] 4/14/2020
Road and Bridge Superintendent

Sheryl Garling [Signature] 4/7/2020 X
Applicant or Agent Date

County Engineer [Signature]
County Commissioner

Wyo. Reg. P.E. _____ Date _____

Approval Date: 4-21-2020

Completion Date: _____

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Thomas L. Davenport, 118 Valley Circle, Riverton, Wyoming 82501; hereinafter referred to as “Owner.”

RECITALS

- A. Owner is the owner of certain land as described in Exhibit “A” being a portion of Tract 17, Swingle Ranch Tracts, located in the S1/2 of Section 24, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 5255 CY Avenue, Casper Wyoming 82604, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 12-inch water main located in Tavares Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

1. Service

- a. The property served shall be limited to that described in Exhibit “A.” No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit “A.” No other properties may be served from this connection.
- c. The Owner shall install one, ¾-inch or 1-inch water service line from the building to be served to the curb box or meter pit at the property line at the Owner’s sole cost and expense. The water service line curb box shall be installed approximately ten (10) feet from the transmission line.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.

- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide

that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees,

and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.

- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info
Thomas L. Davenport
118 Valley Circle
Riverton, Wyoming 82501

City of Casper
Attn: Public Services Director
200 North David
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

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

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

WITNESS:

OWNER:

Thomas L. Davenport

The undersigned mortgagee for Thomas L. Davenport hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____



LOCATION MAP EXHIBIT "A"

VICINITY MAP
NOT TO SCALE

TAVARES RD

N0° 00' 57.94"E
222.500

N88° 22' 03.25"E
238.409

TOM DAVENPORT
5255 CY AVE
SWINGLE RANCH TRACTS
A PORTION OF TRACT #17
1.2044 ACRES +/-
SOUTH 1/2, SECTION 24
T33N R80W
OF THE 6TH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING

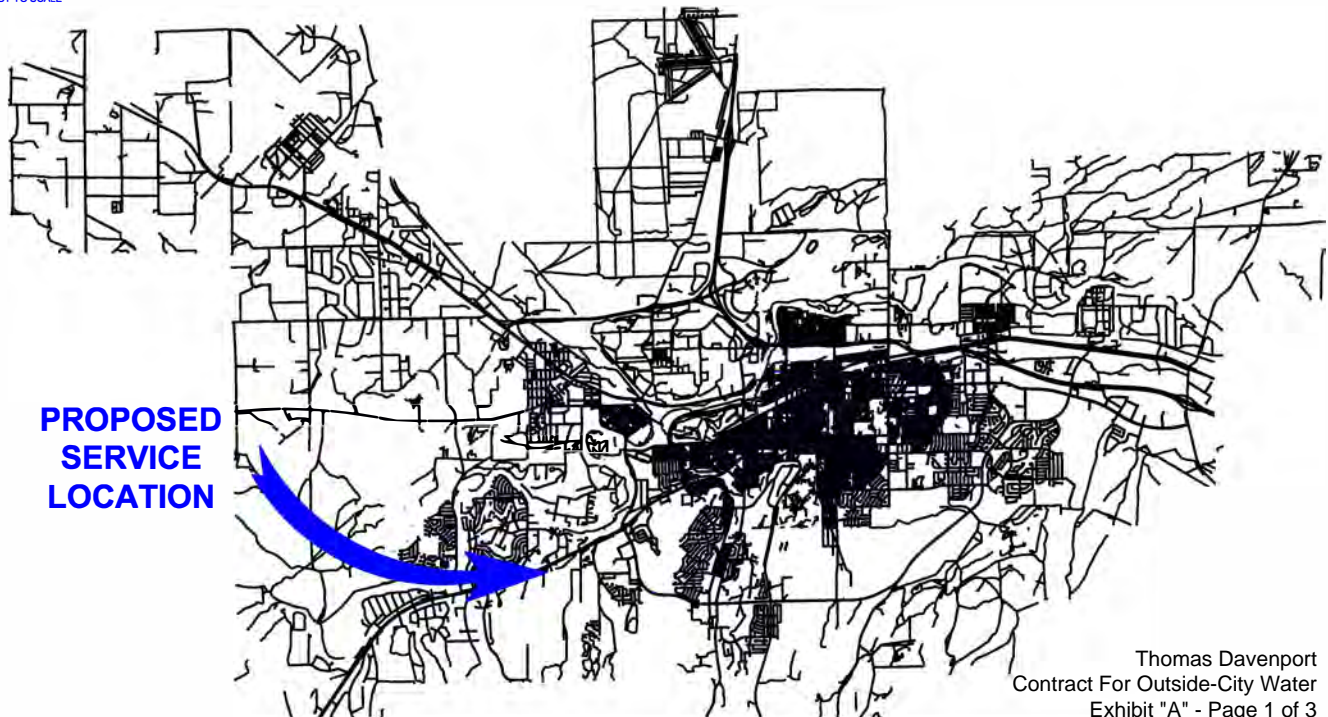
225.296
S0° 51' 10.95"E

N89° 08' 49.05"E
241.762

VICINITY MAP

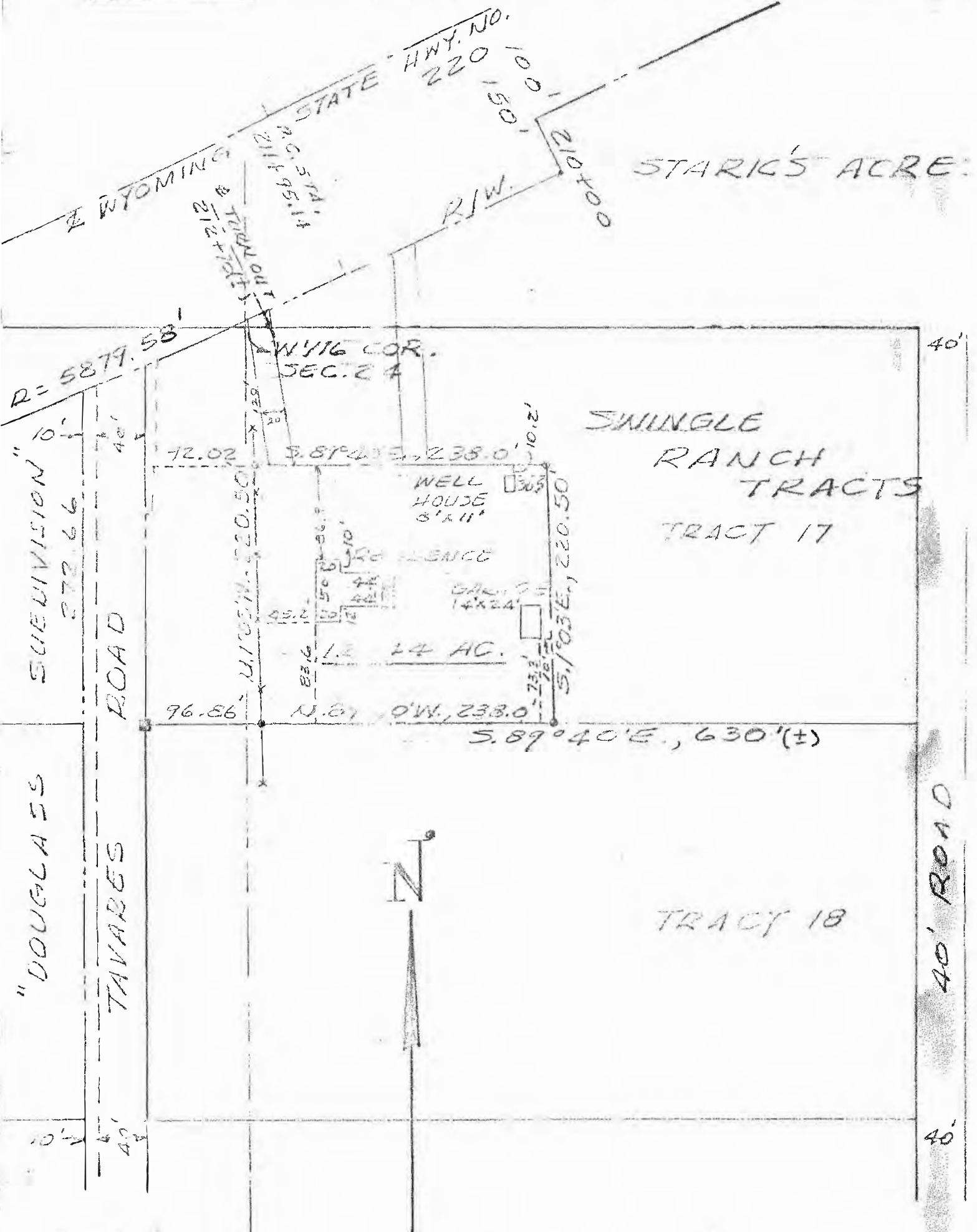
VICINITY MAP
NOT TO SCALE

PROPOSED
SERVICE
LOCATION



PROPERTY LOCATION PLAT

Owner Tom Davenport Address 5200 CY Avenue
 City: Casper County: Natrona State: Wyoming
 (N. SW.) Section 24, T. 33 N., R. 80 W. of 6th Principal Meridian, Wyoming
 Lot: PT. Tract 17 Block: ----- Subdivision: Swingle Ranch Tracts



Scale: 1" = 100
 Date: 11-13-78
 W.O. No. 11-6-07
 Book No. -----

Details by:
Thomas Davenport
 WYOMING REGISTRATION NO. 570 L.S.

November 13, 1978

Tom Davenport
P.O. Box 631
Casper, Wyoming 82602

WORK ORDER NUMBER: 11-6-C8

DESCRIPTION: Part Tract 17
Swingle Ranch Tracts

A Parcel located in and being a portion of "Tract 17, Swingle Ranch Tracts", a subdivision of portions of the S $\frac{1}{2}$, Section 24, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the southwest corner of said Parcel and a point in the south line of said Tract 17, Swingle Ranch Tracts, located at S.89⁰40'E., 96.86 feet from the southwest corner thereof; thence from said Point of Beginning and along the westerly line of said Parcel and the line of a now existing fence, N.1⁰03'W., 220.50 feet to a point and northwest corner of said Parcel; thence S.89⁰40'E., 238.00 feet to the northeast corner of said Parcel; thence along the easterly line thereof S.1⁰03'E., 220.50 feet to the southeast corner of said Parcel and a point in the south line of said Tract 17; thence along the south line of said Tract 17 and the Parcel being described N.89⁰40'W., 238.00 feet to the southwest corner of said Parcel and the Point of Beginning and containing 1.2044 acres, more or less.

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

MEETING PROCEEDINGS

April 21, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 21, 2020 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, Treasurer Bertoglio, and Board Members Cathey and Freel. Board Members Huber and Powell were absent.

City of Casper – Cathey, Freel, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

Natrona County – Bertoglio

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 – Williams, Porter, Day & Neville, P.C.; Mark Pepper – Wyoming Association of Rural Water Systems

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, as the meeting is being conducted by video conference, Ms. Brown

took roll call as follows:

Chairman King – By Phone/Video
Vice-Chairman Keffer – By Phone/Video
Secretary Waters – By Phone/Video
Treasurer Bertoglio – By Phone/Video
Board Member Cathey – By Phone/Video
Board Member Freel – By Phone/Video
Board Member Huber – Absent
Board Member Powell – Absent
Mr. Chapin – In Person
Mr. Beamer – By Phone/Video
Mr. Martin – In Person
Mr. Schroeder – In Person
Ms. Brown – In Person
Mr. Mark Pepper – By Phone/Video

Mr. Martin announced that Mr. Mark Pepper with Rural Water will be added to the agenda under Item 7 a.

Mr. Martin asked the Board Officers to stay on the line after the meeting to schedule times with Ms. Brown to sign various documents.

2. Chairman King asked for a motion to approve the minutes from the March 17, 2020 meeting. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the minutes from the March 17, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8145 for Great Plains Structures in the amount of \$30,637.50 for the Wardwell Tank Repairs. 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 April 2020 vouchers. A motion was made by Board Member Cathey and seconded by Secretary Waters to approve the April 2020 voucher list to include voucher numbers 8134 through 8145 in the amount of \$620,237.22. 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 March 2020 was 164 MG, which is 2 MG more than the five-year average of 162 MG. Mr. Martin stated that year-to-date production is 2.81 BG, which is approximately 48 MG more than the five-year average of 2.76 BG.

Mr. Martin asked the Board to reference page 2 of the monthly compilation. Mr. Martin stated that Water Sales is \$5,421,147, which is \$605,976, or 12.6% more than last year due to the rate increase and slightly above average water sales.

Mr. Martin stated that Total Operating Expenses are 1% less than last fiscal year. Mr.

Martin stated that Total Operating Expenses are bouncing just above, to just below what expenses were last year.

Chairman King asked for a motion to approve the March 2020 Financial Report as presented. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the March 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 SCADA contractor is on site and is pulling fiber optic cable from the Raw Water Building to the WTP, approximately 1,500 feet. Mr. Schroeder stated that there were some issues with the utility vaults they are working in flooding, but that has been taken care of and things are going well.

Mr. Schroeder stated that the rehabilitation of two wells, Casper 22 and Morad 5, by Watson Well Service, started this week and will go into next week. Mr. Schroeder stated that the rehabilitation of the wells will hopefully increase their groundwater production.

Mr. Schroeder stated that the Operators ran the Surface Water through to the high service pumps with the new SCADA system. Mr. Schroeder stated that there were still a few issues with the new SCADA, but it is going well. Mr. Schroeder stated that the issues with the SCADA not working quite right with the surface water plant were anticipated and the contractor is getting them worked out.

Mr. Schroeder stated that the Water Distribution staff has been working on replacing the Ozone Contactor drain valves, which are fifteen feet deep near the Ozone Tower. Mr. Schroeder stated that one drain valve has been replaced, and the other should be completed today. Mr. Schroeder stated that once the drain valve replacement is completed there will be some plumbing issues to take care of, and then the system will be flushed.

Mr. Schroeder stated that due to COVID-19, neither the public, nor other City staff is allowed in the WTP. Mr. Schroeder stated that this change is to try to keep the Operators healthy so they can run the WTP.

Mr. Schroeder stated that Mr. Conner is not in attendance today and asked him to give the Transmission System Update.

Mr. Schroeder stated that the rebuilt motor for Pioneer Booster Station has been installed and aligned.

Mr. Schroeder stated that Great Plains will be doing a leak test on the roof of the Wardwell Zone IIIB water storage tank today.

Mr. Schroeder stated that Distribution staff cleaned out one each of the Actiflo and backwash lagoons.

Mr. Schroeder stated that Distribution staff is doing spring cleanup at the boosters, and they also built ramps for the well rehabilitation contractor.

Vice-Chairman Keffer asked how the test on the Emergency Power Generator turned out. Mr. Schroeder stated that the test failed. Mr. Schroeder stated that the contractor wanted to redo the test a few weeks ago, but the people from Florida couldn't travel back to Casper because of the COVID-19 restrictions.

6. There was no Public Comment. Mr. Martin stated that a conference line was set up for the public to be able to call in and listen to the meeting, but there were no requests from the Public to listen the meeting.

7. In Old Business:

a. The time was turned over to Mr. Mark Pepper, Executive Director for the Wyoming Association of Rural Water Systems. Mr. Pepper stated that calls may be received from a company that has a robot they want to put in the wastewater facilities to test and see if there is COVID-19 in the wastewater. Mr. Pepper stated that Pinedale, Cody, and a few other communities have been contacted. Mr. Pepper stated that Jackson has agreed to the test. Mr. Pepper stated that the company has not been very forthcoming with how they are going to utilize the information, so he cautioned the Board about using this service.

Mr. Pepper stated that Wyoming Rural Water Association, in concert with the National group and the Senate Environment Public Works Committee is working on the fourth stimulus. Mr. Pepper stated that a survey was sent out to the Rural Water members about a week or so ago looking at the economic injury aspect of water systems. Mr. Pepper stated that he was pleased to see the production increase for the Board as a lot of places in the country are not seeing an uptick in water usage, they are seeing usage go down due to the closures of restaurants and other businesses. Mr. Pepper stated that it is anticipated that water systems will have a revenue loss due to customers not being able to pay their bill. Mr. Pepper stated that a stimulus is being created that local governments and special districts will have access to in order to fill revenue gaps. Mr. Pepper stated that some states have passed legislation to place a moratorium on shut-offs, waiving late fees, etc. Mr. Pepper stated that in those states, people just quit paying their bill and the utilities are having cash flow issues. Mr. Pepper stated that this is part of what is being worked out with Congress for the economic injury stimulus for government's revenue losses.

Mr. Pepper stated that it has been approximately a couple of years since the Board had the cryptosporidium hit on a river sample, with no hits before, or after. Mr. Pepper stated that the aspects of the EPA requiring or suggesting being very expensive. Mr. Pepper stated that he works very closely with EPA Region 8 as well as with DEQ and others, and two other places in the State have similar types of issues going on. Mr. Pepper stated that as of late last week, the EPA accepted a watershed management plan, which is basically additional monitoring. Mr.

Pepper stated that the watershed management plan was accepted as a remedy by the EPA instead of Options 1 and 2, which were millions of dollars.

Mr. Pepper stated that the Star Valley area is fed by natural springs, but EPA has made springs their new target and want the towns to get rid of the springs and go to wells. Mr. Pepper stated that a meeting was held with the mayors, Governor, and DEQ engineers and they were able to stop EPA from going forth with this in Afton.

Mr. Pepper stated that work is being done with Congress on the Safe Drinking Water Act and the Clean Water Act on anomaly testing. Mr. Pepper stated that under EPA guidance, additional filtration and other remedies are required for anomalous tests under the current rules. Mr. Pepper stated that it is felt that additional testing should be the requirement until a testing trend is established. Mr. Pepper encouraged the Board to push back on EPA to just do additional testing since nothing has been found in the wellfield or the distribution system. Mr. Pepper stated that the Board could work with Todd Parfitt, Kevin Fredrick, Rich Cripe, and DEQ and ask for their assistance in addressing EPA and utilizing some of their expertise.

Treasurer Bertoglio asked if there is legislation that Senator Barrasso is trying to get out to address anomalous test results. Mr. Pepper stated that legislation is being worked on. Mr. Pepper stated that there is legislation being worked that aims to add a remedy for additional testing before going forth with other remedies under the Clean Water Act and Safe Drinking Water Act. Mr. Pepper stated that he is in the process of reviewing 462 pages of a bill for a hearing today and tomorrow.

Chairman King thanked Mr. Pepper for sharing this information.

- b. There was no Other Old Business.
8. In New Business:
- a. Mr. Martin stated that it is the time of year for the Choice Gas selection. Mr. Martin asked the Board to reference the Choice Gas information spreadsheet that was compiled by Ms. Brown. Mr. Martin stated that the spreadsheet shows that most of the fixed rates are higher than the Pass-On Rate. Mr. Martin stated that the Board has gone with the Pass-On Rate for many years. Mr. Martin turned the decision for the Choice Gas Selection over to the Board.

Treasurer Bertoglio stated that he recommends the Pass-On Rate as the Index Rates use an add-on for their profit margin. Treasurer Bertoglio stated that the Choice Gas Program has been going for a long time, and since that time, the Pass-On Rate has had a savings range of 14% - 71% over the fixed rates, except for during the 2013 – 2014 year when the Pass-on Rate was 5% more. Treasurer

Bertoglio stated that the Index Rates are priced per month, and fluctuate with the CIG. Treasurer Bertoglio stated that the Pass-On Rate has worked very well.

Chairman King stated that he would abstain from voting on the Choice Gas Selection as he is the Chair of Wyoming Community Gas.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Freel to continue with the Pass-On Rate for the 2020 Choice Gas Selection. Motion put and carried.

- b. Mr. Martin stated that at the meeting last month, capital projects for the FY21 budget were discussed. Mr. Martin stated that today the preliminary budget will be discussed, next month the Wholesale Water Rate model will be discussed, and then in June the Board will consider and approve the final budgets and wholesale water rate.

Mr. Martin informed the Board they could ask questions any time during the discussion of the WTP Operations and Agency budgets.

Mr. Martin stated that only critical and higher dollar line items will be discussed. Mr. Martin stated that many Operations Budget line items will be status quo, or close to the FY20 budget.

Mr. Martin stated that the new and replacement capital expenditures in the Agency Budget generally follow the WTP Capital Improvement Plan (CIP). Mr. Martin stated that there have been many projects added to the CIP following the WTP Facilities Plan and from staff recommended projects.

Mr. Martin reviewed the following preliminary budgets:

WTP Operations Budget

Personnel Services

- a) Personnel Costs - \$1,061,622 – This represents a decrease of \$24,524 over the FY20 budget. The decrease is mainly due to no COLA or one time bonuses budgeted for FY21.

Treasurer Bertoglio asked if the City is expecting an increase to the Health Insurance. Mr. Martin stated that the City is expecting a little bit of an increase to the Health Insurance.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This represents an increase of \$19,715 over the FY20 budget. The General Supplies and Materials line

includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies. The majority of the increases in this line include \$17,000 for booster station supplies (pump rebuild at Wardwell Booster) and \$2,500 for safety supplies (OSHA compliance).

- b) Chemicals - \$750,000 – This amount is unchanged from the FY20 budget. This line item was increased by \$120,000 in FY17. Current projections show that, even with a slight increase in chemical costs, \$750,000 is sufficient.
- c) Postage and Printing - \$1,950 – This is a \$250 increase over the FY20 budget.
- d) Electricity - \$855,500 – This represents a \$740 increase over the FY20 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$50,000 – This amount is unchanged from the FY20 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY20 budget. This fuel is for the Emergency Generator.
- g) Maintenance/Repair (non-contract) - \$50,000 – This amount is unchanged from the FY20 budget.
- h) Employee Uniforms - \$1,000 – This amount is unchanged from the FY20 budget.

Contractual Services

- a) Professional Services - \$8,000 – This amount is unchanged from the FY20 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$28,400 – This represents a decrease of \$2,650 from the FY20 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the WTP staff. The fire sprinkler system testing was over budgeted last year.
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY20 budget.
- d) Laundry and Towel Service - \$2,000 – This represents a decrease of \$500 from the FY20 budget as there are less floor mats.
- e) Interdepartmental Services - \$399,938 – This is an increase of \$129,437 from the FY20 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the WTP Operations Budget. Also covered in this line are costs associated with Information

Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services. Mr. Martin stated that this amount is paid to the City General Fund.

Treasurer Bertoglio asked why there is such a large increase in this line item. Mr. Martin stated that Mr. Pitlick and Mr. Condelario with the City Finance Department said there is a large increase in the General Fund, and this is the WTP share. Treasurer Bertoglio asked Mr. Martin to request a breakdown so it can be reviewed by the Board. Mr. Martin stated that he has requested a breakdown but has not received it yet. Mr. Martin stated that as soon as he receives the breakdown, he will share it with the Board.

Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY20 budget.
- b) Insurance & Bonds - \$27,359 – This is a \$5,260 decrease from the FY20 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees. Mr. Martin stated that this figure came from City Finance.
- c) Advertising - \$900 – This amount is unchanged from the FY20 budget.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY20 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY20 budget. This is for telephone, internet access, and email services.
- b) Refuse Collection - \$40,000 – No change from the FY20 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly.
- c) Sewer - \$400 – This represents an increase of \$100 over the FY20 budget.

Summary

This budget is a break-even budget in that it covers reimbursement to the City from the Regional Water System for operation, maintenance, and management of the Regional Water System.

The FY21 Operations Budget is 3.5% greater than the FY20 Operations Budget. In large part, the increase is a result of increased booster station supplies (Wardwell Booster), interdepartmental costs, and a slight increase in electricity costs.

CWRWS Agency Budget

Revenue

- a) Water Rate Revenue - \$7,319,864 – This reflects an increase of \$213,353 over the FY20 budget. These revenues are proportioned to each wholesale entity based on the July 2018 – June 2019 percentage of RWS production based on a five-year average of total RWS production. Mr. Martin stated that this includes a 5% rate increase to be discussed at the May Board meeting.
- b) Interest on Investments - \$80,000 – This is an increase of \$10,000 from FY20 based on data from previous years. Mr. Martin stated that he expects this line item amount to change due to the current state of the economy because of the COVID-19 pandemic.
- c) System Development Charges - \$245,000 – This amount is unchanged from the FY20 budget.

Personnel Services

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

Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY20 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY20 budget.
- c) Accounting & Auditing - \$32,000 – This amount is unchanged from the FY20 budget and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2019 and FY2020.
- d) Insurance & Bonds - \$100,000 – This is an increase of \$2,456 from the FY20 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY20 budget.

Debt Service

- a) Principal Payments - \$2,144,286 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:

- City Loan \$1,429,176
- WWDC (New Construction) \$ 348,434
- WWDC (Rehabilitation) \$ 111,281
- DWSRF Loan #115 (Emergency Power) \$ 98,583
- DWSRF Loan #129 (Zone IIB Imp.) \$ 23,624
- DWSRF Loan #153 (Backwash Tank) \$ 68,367
- DWSRF Loan #213 (PLC/SCADA) \$ 64,822

b) Interest Expense - \$441,361 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

- City Loan \$106,349
- WWDC (New Construction) \$147,496
- WWDC (Rehabilitation) \$ 47,106
- DWSRF Loan #115 (Emergency Power) \$ 53,942
- DWSRF Loan #129 (Zone IIB Imp.) \$ 11,247
- DWSRF Loan #153 (Backwash Tank) \$ 37,408
- DWSRF Loan #213 (PLC/SCADA) \$ 37,813

Capital – New

a) Buildings - \$150,000 – Filter Monorail Hoist Safety System – This project will install a hoist safety system for confined space entry into the filters for maintenance. This is an OSHA requirement.

b) Improvements Other Than Buildings - \$302,000:

- Plant Landscaping - \$20,000 – This project will install an irrigation system and landscaping at the WTP.
- Groundwater Well Variable Frequency Drives - \$32,000 – This project will be to install VFD’s on five ground water wells to allow for optimized flow control directly from the WTP control room.
- North Platte River Restoration - \$250,000 – Treasurer Bertoglio stated that he spoke to Ms. Martinez a few days ago and she stated that the River Project doesn’t need these funds this upcoming fiscal year. Treasurer Bertoglio stated that he explained to Ms. Martinez the capital needs at the WTP and how this will affect the wholesale water rate.

c) Light Equipment - \$10,000 – Shop Tools and equipment needed for in-house WTP maintenance and repair.

Capital – Replacement

a) Buildings - \$260,000 – This includes the following;

- Security - \$15,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long-range cameras, external light replacements, and fire alarm installations. This line item will be used for additional security upgrades and door replacements at the Raw Water and Ozone buildings.
- Roof Replacement - \$225,000 – This is to replace the roofing systems over the filter gallery that are currently leaking.
- Coating System Rehabilitation - \$20,000 – This will be for building and external pipe recoating.

b) Improvements Other Than Buildings - \$1,402,000 – This includes:

- Major Equipment Replacements - \$100,000 – This is for unanticipated equipment and valve replacements during the year. WTP and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation. Mr. Martin stated that the increase is due to critical valve replacements.
- Groundwater Well Turbidimeter Replacement - \$30,000 – The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
- Well Pumps - \$45,000 – This will purchase three spare well pumps for the wellfield.
- Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported.
- Well Rehabilitation - \$350,000 – The RWS has 29 wells in the Ft. Caspar and Dempsey Acres wellfields. Every two to three years monies are allocated to rehabilitate two wells to achieve higher yields and clean the well screens of incrustation.
- Pipe Restraint - \$16,000 – This project is to install pipe restraints on plant piping where movement has been identified.
- Actiflo Hydrocyclone Improvements - \$56,000 – This project is to refurbish the Actiflo Hydrocyclone system.
- Ozone Heat Rejection and Cooling Water Pump Replacements - \$33,000 – There are three heat rejection, and three cooling water pumps on the ozone system. This will be a three year project to replace one of each pump per year.
- Raw Water Switch Gear and VFD Replacements - \$200,000 – This will replace the electrical switchgear in the raw water pump station as well as add VFD's for pump control. This project has been re-budgeted from FY20.
- Ground Water High Service Pump VFD Replacement - \$100,000 – This will replace the existing 20 year old VFD. This project has been re-budgeted from FY20.

- HVAC System Chiller Replacement - \$180,000 – This project is to replace the chiller unit and failing pumps and valves on the WTP building HVAC system. This project has been re-budgeted from FY20.
- Gravity Filter Particle Counter Replacements - \$30,000 – This project is to replace the six existing particle counters that have failed.
- Gravity Filter Level Indicators - \$15,000 – This projects is to replace the six existing level indicators that have failed. This upgrade will aid in optimizing filter performance.
- GW System Hydrogen Peroxide Pumps and VFD's - \$10,000 – This project is to upgrade the hydrogen peroxide system with new pumps and VFD's.
- Wardwell Tank Lining - \$175,000 – This project is to spray line the floor and walls of the Wardwell Tank to seal existing leaks and prevent future leaks.
- West Hypo Tank Repairs - \$6,000 – This project is to make repairs to the fiberglass sodium hypochlorite tank that is leaking.
- Actiflo Poly Line Replacement - \$6,000 – This project is to replace the Actiflo PVC polymer lines with stainless steel lines and supports.

c) Light Equipment - \$100,000 – This project is to replace the F-450 Service Truck to include a crane and snowplow.

d) Technologies - \$6,000 – Computer replacements at the WTP.

Mr. Martin stated that the capital projects list has \$800,000 to \$1 M of projects that will either necessitate a rate increase, or projects will have to be put off to future years, or funds will have to be used from Reserves. Mr. Martin stated that this list will most likely be revised; projects have already been identified that could be moved out to future years, including the River Restoration Project and the Wardwell Tank Lining Project. Mr. Martin stated that staff will do their best to trim down the capital project list.

Mr. Martin stated that the FY21 capital budget is aggressive and close attention will have to be paid to the cash flow as the fiscal year progresses as there may be difficulties with revenue as mentioned by Mr. Pepper.

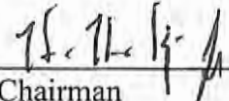
Mr. Martin stated that he will have a couple of different options for the rate model at the Board meeting next month.


Chairman King thanked Mr. Martin for his hard work on the preliminary budget and for keeping the Board informed of what is going on.

- c. In Other New Business, Mr. Martin thanked the Board for meeting by video/phone in order to protect the WTP staff from the COVID-19 virus.

9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on May 19, 2020. Chairman King stated that the Board would be informed if the May meeting will be held in this same manner with the video/phone.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to adjourn the meeting at 12:34 p.m. Motion put and carried.


Chairman


Secretary

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

REPRESENTATIVES:

City of Casper: Bruce Martin – Member, City of Casper Public Utilities
Andrew Beamer – Public Services Director
Megan Lockwood – WWTP Manager
Krista Johnston – Wastewater Collection/Stormwater Manager
Janette Brown – Administrative Technician

Evansville: Ron Emond – Member

Mills: Mike Coleman – Chairman – Member

Natrona County: Mike Haigler – Member

Wardwell: James Bogart – Member

Bar Nunn: Ray Catellier – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

ABSENT: Liz Becher – Secretary – Member, City of Casper P & CD

TIME, DATE: 10:00 a.m., June 13, 2019
Sam Hobbs Regional Wastewater Treatment Plant

AGENDA:

- * 1. Consider minutes of the June 6, 2018 meeting
- * 2. Regional Wastewater System 2018-2019 Cost Schedule – July 2018 – March 2019
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY 18-19 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. New and Replacement Capital Improvement Projects
- 5. WWTP Operations Update
- 6. Update of Projects (Not covered in FY20 Budget)
 - a. WWTP Emergency Power Project – Under Construction
 - b. MCC Replacement Project – Under Design by Jacobs
 - c. Boiler Installation Project – Out to Bid
 - e. Secondary Rehabilitation Project – Under Design by Jacobs
- 7. Adjournment

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

Chairman Coleman called the meeting to order at 10:01 a.m.

1. Chairman Coleman asked for a motion to approve the minutes from the June 6, 2018 meeting. A motion was made by Vice Chairman Catellier and seconded by Board Member Bogart to approve the minutes of the June 6, 2018 meeting. Motion passed.
2. Mr. Martin asked the Committee to reference the 2018-2019 Cost Schedule as of March 31, 2019. Mr. Martin stated that the Cost Schedule shows the actual budget spent for the first three quarters of the fiscal year, which were all less than the anticipated Quarterly Budget. Mr. Martin stated that since the 4th Quarter is not over yet, no expense totals are shown. Vice Chairman Catellier asked if this is standard procedure to leave the 4th Quarter showing no expenses. Mr. Martin stated that it is, as it is difficult to estimate the 4th Quarter expenditures.
3. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that each meter station has an ultrasonic flow meter that is monitored continuously by the WWTP Operators. Mr. Martin stated that the flows are recorded daily and the meter is calibrated monthly. Mr. Martin stated that if anything doesn't look right on the readings, the meter is checked.
4. Mr. Martin asked the Committee to reference the Budget Narrative for Fiscal Year 2020. Mr. Martin stated that staff has made serious efforts to minimize increases in the FY20 WWTP Operations budget. Mr. Martin stated due to these efforts, most minor operational line items are unchanged from FY19; however, increases will be seen in Personnel, Contractual Services, and Debt Service Costs.

Mr. Martin stated that the WWTP Budget is driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the WWTP Fund 10-year Capital Improvement Plan (CIP). Mr. Martin stated that the CIP has been updated to contain projects identified in the recent WWTP Preliminary Facilities Plan.

Mr. Martin reviewed the Preliminary WWTP FY20 Budget:

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$310,000 and \$120,000 – This is a \$10,000 increase for Septic Tank Waste Charge revenue and an increase of \$48,000 for Sump Waste Charge revenue. There has recently been an increase in hauled waste received at the WWTP.
- b) Intergovernmental User Charges - \$5,754,359 – This represents an increase of \$302,081 from the FY19 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement.”

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

Committee Member Haigler arrived at 10:08 a.m.

Personnel Services

- a) Personnel Costs - \$1,426,328 – This is an increase of \$45,576 from the FY19 budget. The increase can mainly be contributed to reinstated step increases and elimination of interdepartmental transfer of personnel fees as they are now a direct line item charge.

Contractual Services

- a) Refuse Collection - \$50,000 – This amount is unchanged from the FY19 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services - \$486,870 – The FY20 budget represents an increase of \$182,162 from the FY19 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees.
- c) Administration and Management Fees - \$123,515 – These fees (Sewer Collection Charges, Sewer Administration Charges, and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.”
- d) Energy – Natural Gas - \$71,000 – This line item is unchanged from FY19.
- e) Energy – Electricity - \$350,000 – This line item is unchanged from FY19.

Materials and Supplies

- a) Chemicals - \$432,000 – This line item is unchanged from FY19.
- b) Other Materials and Supplies - \$138,500 – This amount is unchanged from the FY19 budget. This covers the following:
- Office Supplies – \$ 3,000 – Paper, Toner, Etc.
 - Other Materials & Supplies – \$ 5,000 – General Expenses
 - Safety Equipment/Supplies – \$10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
 - Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
 - Machinery Supplies – \$60,000 – Filters, Bearings, Seals, Etc.
 - Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
 - Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

- Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures
- c) Instrumentation - \$25,000 – This amount is unchanged from the FY19 budget.

Other Expenses

- a) Depreciation - \$750,000 – This amount is unchanged from FY18.

Debt Service

- a) Principal Payment - \$702,447 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$539,326
- CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
- CWSRF Loan #127 (Phase I WWTP Imp) - \$ 90,802
- CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582

- b) Interest Expense - \$358,450 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$134,218
- CWSRF Loan #128 (Biosolids Turner) - \$ 0
- CWSRF Loan #127 (Phase I WTP Imp) - \$122,278
- CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Capital Revenues

- a) State Loans - \$9,500,000 – This represents the following:

- CWSRF Loan #127 (WWTP Improvements Phase I – Emergency Power) This is carryover From the existing loan. - \$1,000,000
- CWSRF Supplemental Loan – Emergency Power This is carryover from the existing loan. - \$ 500,000
- CWSRF Loan – NPSS Rehabilitation - \$8,000,000

- b) System Development Charges – \$190,000 – This is an increase of \$103,000 from the FY19 budget. Projections are based on the new system investment charges implemented in January.

Capital – New

- a) Improvements Other Than Buildings – None for FY20.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- b) Intangibles – \$50,000 – Based on recommendations from the March CPU Advisory Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District, which aid in selenium reductions and delisted the river.
- c) Light Equipment – \$5,000 – This is for specialized tools and equipment needed for the WWTP equipment and unit processes.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

Capital – Replacement

- a) Buildings – \$155,000 – This is for the following:
 - Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility to LED lights.
 - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities, including the WWTP, took place in FY14. This will cover additional needs including secure doors to several of the buildings.
 - Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings would take place. In most cases the work would be accomplished by WWTP personnel.
 - Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY20. There have been roof replacements done for the past several years.
- b) Improvements Other Than Buildings – \$9,432,000 – This includes:
 - NPSS Rehabilitation Project – \$8,000,000 – This project is to rehabilitate several severely corroded sections of the NPSS based off of the condition assessment completed in 2012. The project is to be funded with an SRF loan with 25% Principal Forgiveness, 2.5% Interest.
 - Sludge Grinder - \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
 - Lab Equipment – \$12,000 – Standard lab equipment replacements.
 - UV Disinfection Equipment – \$50,000 – The UV disinfection system has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP and is maintenance intensive.
 - Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
 - Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out. PW1 was replaced in FY19.
 - Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at the Bar Nunn No. 2 Lift Station is 31 years old and requires replacement. Riverwest generator was replaced in FY19.
 - Primary Sludge Pump Replacement – \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds. Staff is investigating different types of pumps for the replacement such as screw pumps or piston pumps.
 - Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing.
 - HVAC System Replacements - \$125,000 – This is to replace HVAC units on the dewatering building. \$50,000 was budgeted in FY19 for this project, but bids came in way over the expected amount for a stainless steel unit.
 - Secondary Building Concrete Repair - \$300,000 – Concrete repair identified in the WWTP Facilities Plan.
 - MCC Replacements - \$500,000 – Additional Funding for the MCC replacement project designed in FY18. Fire Code issues will be addressed.
 - Grit System No. 1 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of grit system No. 1. There are two grit systems, the second will be replaced in FY21.
- c) Intangibles – None this year.
- d) Light Equipment – \$145,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
 - Utility Cart Replacement - \$10,000 – There are four utility carts used at the WWTP. This is to replace one utility cart.
 - Mower - \$10,000 – Riding mower replacement
- e) Heavy Equipment – None this year.
- f) Technologies – \$9,285 – This represents
- Computer Replacements - \$7,500.
 - Munis Compatible Time Clock - \$1,785 – The City is switching financial software and the current time clock is not compatible with the new software.

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

Summary

The WWTP FY20 operations budget is 13.1% greater than the FY19 operations budget due to increased costs in Interdepartmental Services, Personnel, and Debt Service.

Major capital projects for FY20 include the North Platte Sanitary Sewer Rehabilitation Project and the Secondary Building Concrete Repairs.

The total FY20 WWTP budget shows a surplus of approximately \$1.8 M. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.5 M) allocated to prior projects leaves a surplus of \$300,000.

On the horizon, in the next 10 – 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

Vice Chairman Catellier asked how the river was delisted. Mr. Martin stated that the Natrona County Conservation District did years of sampling and assisted farmers in changing from flood irrigation to sprinkler irrigation.

Vice Chairman Catellier asked why the MCC Replacement Project was not completed this year. Mr. Martin stated that issues were discovered with the secondary treatment that were of a higher priority.

Mr. Martin reviewed the FY20 Budget Computation of 201 Regional Wastewater System Charges with the Committee.

Mr. Martin stated that Other Capital Requirements includes loan payments.

Mr. Martin stated that Direct Costs for Operation & Maintenance increased from FY19 due to Personnel and Interdepartmental Charges.

Mr. Martin stated that Wastewater Collection expenses increased \$83,000 over FY19.

Mr. Martin stated that Replacement Capital Expenses increased \$150,000 over FY19.

Mr. Martin stated that the Percent of Administration Costs allocated to RWWS decreased from FY19 due to a change in the allocation of budget funding.

Mr. Martin stated that the Total 201 Charges to be Allocated is \$5,729,439, which is an increase of \$277,000, or 5.1%.

Mr. Martin stated that the anticipated costs to each Agency for FY20 are based on percentage of flows from January 2018 – December 2018.

5. Mr. Martin turned the time over to Ms. Megan Lockwood, WWTP Manager, for the WWTP Operations Update.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

Ms. Lockwood stated that WWTP Operations is down one employee, the advertised position just closed and interviews will be held next week. Ms. Lockwood stated that a night operator will move to days, and the new operator will be on nights.

Ms. Lockwood stated that the newest operator recently passed his DEQ Level III Operator License.

Ms. Lockwood stated that the WWTP had an upset in February and March but returned to full compliance in April.

Ms. Lockwood stated that the WDEQ Audit inspection was earlier this week; it went very well and there were no issues.

Ms. Lockwood stated that the Maintenance Staff rebuilt one DAFT tank with new flights and will rebuild the other tank.

Ms. Lockwood stated that one of the low pressure blowers is out of service and a replacement is in the process of being procured.

Ms. Lockwood stated that parts for the UV system are also in the process of being procured.

Ms. Lockwood stated that the Industrial Pretreatment Supervisor is reviewing the Local Limits as part of the new WDEQ Discharge Permit. Mr. Martin stated that this was also done a couple of years ago. Mr. Martin stated that if there are changes that need made, it will be done by Ordinance which will be sent to all the RWWS entities.

Ms. Lockwood stated that the Industrial Pretreatment Supervisor is working with the FireRock on a grease issue they have had. Ms. Lockwood stated that they may have to replace their grease interceptor.

Ms. Lockwood stated that the WWTP produced 1,200 dry metric tons of biosolids in 2018 which was used by the Landfill as cover.

Committee Member Bogart asked for an update on Shawn's Johns. Ms. Lockwood stated that they are currently not allowed to dump at the WWTP due to nonpayment of their bill.


6. In Project Updates:

- a) Mr. Martin stated that the WWTP Emergency Power Project has been awarded to ITC Electrical Technologies and is under construction. Mr. Martin stated that this project is for one generator at the head of the WWTP and will replace three old generators. Mr. Martin stated that there have been delays with the project construction.

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

- b) Mr. Martin stated that the design of the MCC Replacement Project is underway by Jacobs (CH2M). Mr. Martin stated that this project will be completed after the Secondary Process Project.
 - c) Mr. Martin stated that the Boiler Installation Project is to install a new boiler to heat the digesters. Mr. Martin stated that this project is having the same issues with the updated Fire Code. Mr. Martin stated that the Digester Control Building must have six air changes per hour and a new HVAC system may be required. Mr. Martin stated that bids came in at \$834,000, which is significantly over budget. Mr. Martin stated that all bids were rejected for the project. Mr. Martin stated that the project will be rebid, and it might be combined with another project.
 - d) Mr. Martin stated that the Secondary Rehabilitation Project is under design by Jacobs. Mr. Martin stated that this project includes replacing RAS Room piping and valves in the secondary treatment building, and installation of isolation gates in the aeration basins. Mr. Martin stated that a section of the steel pipe is in poor condition and needs replaced. Mr. Martin stated that this is a critical replacement and design estimates the project to be \$2.4 M. Mr. Martin stated that the project should be completed in October 2020.
7. A motion was made by Vice Chairman Catellier and seconded by Committee Member Haigler to adjourn the meeting at 10:42 a.m. Motion passed.


Secretary



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, June 17, 2020
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| IV. | Approval of May 2020 Board Minutes | T.Schenk |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) May 2020 Reports | N.Grooms |
| | B) June 2020 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| | -Operational Update | |
| | -State Grant Request | |
| | -Chamber of Commerce | |
| | -Budget prep | |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting July 15, 2020

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 12, 2020, 2020

11:30 a.m.

I. Call Meeting to Order

Present: Tim Schenk, Will Reese, Charlie Powell, Deb Clark, Ryan McIntyre, Kerstin Ellis, Tony Hagar, Shawn Houck

Staff: Kevin Hawley, Julie Schmitt, Brooke Montgomery

Guests: Liz Becher, Craig Collins

Excused: Nicholas Grooms, Pete Fazio, Critter Murray

II. Public Comments: -

A. Liz Becher

- Wayfinding is a system of signage that will be placed throughout county. 176 signs total in the Casper area, and each sign will have 4 destinations on it. Project is aimed to be wrapped up in March to start implementing in July fiscal year 2021.
- Current signs will be taken down to put new signs up to consolidate destinations.
- DOT will not allow signs to be put up along I-25, signs are allowed on exit ramps and within county.
- City of Casper is looking into security cameras for parking garage, card readers for monthly users and a different ticketing machine for daily/hourly. Also looking into updating the exterior signage of the garage, as well as internal flow signage improvements.

III. City Report:

A. Charlie Powell:

- Wayfinding is moving forward, graphics/signs/fonts are in progress.
- Liquor license ordinances are in discussion and are putting together a proposal that will change special malt beverage annual permit requirements to make it so David Street Station could apply for one per year, instead of having to apply for single day permits per event.
- Municipal option tax is moving forward, would help finish paying for the police station to be completed.

IV. Approval of January 2020 Board Meeting Minutes

Motion, Second, Passed (Ryan McIntyre, Will Reese) (All Approved)

V. Financials – Kevin Hawley

- Financials will be reported and approved in March.

VI. Director's Report - Kevin Hawley

- History of development of David Street Station (DSS) / capital campaign funding.
 - Discussed origins of state office call center/Ash Street lease payments. Looking for ways to reduce associated costs for final year.
- David Street Station needs more advocates, and creative solutions are needed to raise funds for DDA.

VII. Committee Reports –

A.) Executive Committee – Tim Schenk – update on wayfinding.

B.) MARCOM Committee – Shawn Houck

- Wanted to get feedback on placement on Wayfinding signage. Signage location proximity to destinations has been identified, depending on underground capability.

C.) **David Street Station** – DDA keeps office locked and takes appointments through phone or email. This is an effort to maximize efficiency and schedules of employees.

D.) **Infrastructure** – Tim Schenk

E.) **Governance** – Will Reese

Comments: N/A

Motion to adjourn at approximately 12:27 PM

Motion, Second, Passed (Shawn Houck, Ryan McIntyre) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of May 31, 2020

DDA - Balance Sh	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	2,014.33
NOW Acct	<u>202,463.55</u>
Total Checking/Savings	204,477.88
Other Current Assets	
Due from Parking Garage	<u>-5,035.12</u>
Total Other Current Assets	<u>-5,035.12</u>
Total Current Assets	199,442.76
TOTAL ASSETS	<u>199,442.76</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	<u>7,189.17</u>
Total Other Current Liabilities	<u>7,189.17</u>
Total Current Liabilities	<u>7,189.17</u>
Total Liabilities	7,189.17
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-162,966.17
Net Income	<u>-27,104.68</u>
Total Equity	192,253.59
TOTAL LIABILITIES & EQUITY	<u>199,442.76</u>

Casper Downtown Development Authority
Profit & Loss

May 2020

DDA - PL	<u>May 20</u>
Ordinary Income/Expense	
Income	
DSS Fund Transfer	20,000.00
ACCT. INTEREST	1.66
ASSESSMENTS	<u>3,926.44</u>
Total Income	23,928.10
Expense	
ADMINISTRATIVE	
Payroll Allocation to DSS	-10,000.00
Director's Salary	6,250.02
Social Security	994.56
Unemployment Insurance	28.21
Cell Phone Reimbursement	<u>75.00</u>
Total ADMINISTRATIVE	-2,652.21
MISCELLANEOUS	
Service Chg	<u>30.00</u>
Total MISCELLANEOUS	30.00
OPERATIONS	
Dues/Subscriptions	726.20
Office Automation	139.89
Music Service	50.00
Office Equipment	983.52
Office Rent	<u>2,650.00</u>
Total OPERATIONS	4,549.61
Payroll Expenses	<u>6,750.68</u>
Total Expense	<u>8,678.08</u>
Net Ordinary Income	15,250.02
Other Income/Expense	
Other Expense	
Bank Service Charge	<u>2.00</u>
Total Other Expense	<u>2.00</u>
Net Other Income	-2.00
Net Income	<u><u>15,248.02</u></u>

**Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through May 2020**

DDA-Budget				
	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
DSS Fund Transfer	62,000.00			
Donation - Adopt A Planter	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	110.27	250.00	-139.73	44.11%
ASSESSMENTS	116,669.22	165,000.00	-48,330.78	70.71%
Misc.	3.00	0.00	3.00	100.0%
Total Income	<u>180,782.49</u>	<u>167,250.00</u>	<u>13,532.49</u>	<u>108.09%</u>
Expense				
ADMINISTRATIVE				
Payroll Allocation to DSS	-45,000.00			
Incentives	7,900.00			
Operations Manager Salary	0.00	0.00	0.00	0.0%
Administrative Services	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.0%
Director's Salary				
Performance Incentives	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	68,750.22	75,000.00	-6,249.78	91.67%
Total Director's Salary	<u>68,750.22</u>	<u>71,600.00</u>	<u>-2,849.78</u>	<u>96.02%</u>
Social Security	12,595.06	9,000.00	3,595.06	139.95%
Unemployment Insurance	534.79	0.00	534.79	100.0%
Worker's Compensation	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	825.00	900.00	-75.00	91.67%
Total ADMINISTRATIVE	<u>45,689.47</u>	<u>81,500.00</u>	<u>-35,810.53</u>	<u>56.06%</u>
MARKETING-COMMUNICATIONS				
Media Expenditures	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	3,000.00	-3,000.00	0.0%
PR - Director	366.73	3,000.00	-2,633.27	12.22%
Recognition Awards	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	8,346.60	7,500.00	846.60	111.29%
Strategic Plan	1,500.00	4,000.00	-2,500.00	37.5%
MARKETING-COMMUNICATIONS - Other	10,422.97	0.00	10,422.97	100.0%
Total MARKETING-COMMUNICATIONS	<u>20,771.16</u>	<u>35,000.00</u>	<u>-14,228.84</u>	<u>59.35%</u>
MISCELLANEOUS				
Service Chg	30.00			
Total MISCELLANEOUS	<u>30.00</u>			
OPERATIONS				
Employee Development	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	2,109.00	2,500.00	-391.00	84.36%
Board Mtg. Expense	349.45	500.00	-150.55	69.89%
Conference Registration	520.00	2,400.00	-1,880.00	21.67%
Copier Maintenance Plan	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	2,163.02	1,200.00	963.02	180.25%
Planters	4,800.00	10,500.00	-5,700.00	45.71%
Graffiti	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	4,000.00	-4,000.00	0.0%
Office Automation	2,153.63	3,000.00	-846.37	71.79%
Music Service	500.00	600.00	-100.00	83.33%
Office Equipment	3,368.36	3,500.00	-131.64	96.24%
Office Rent	29,150.00	31,800.00	-2,650.00	91.67%
Office Supplies	445.35	3,000.00	-2,554.65	14.85%
Pigeon Control	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	800.00	-800.00	0.0%
Travel	1,330.48	5,000.00	-3,669.52	26.61%
Operation Alloc. to PKG Gar	5,000.00	-7,200.00	12,200.00	-69.44%
OPERATIONS - Other	2.30			
Total OPERATIONS	<u>53,375.05</u>	<u>71,600.00</u>	<u>-18,224.95</u>	<u>74.55%</u>
Payroll Expenses	87,991.61			
Total Expense	<u>207,857.29</u>	<u>188,100.00</u>	<u>19,757.29</u>	<u>110.5%</u>
Net Ordinary Income	<u>-27,074.80</u>	<u>-20,850.00</u>	<u>-6,224.80</u>	<u>129.86%</u>
Other Income/Expense				
Other Expense				
Bank Service Charge	29.88			
Total Other Expense	<u>29.88</u>			
Net Other Income	<u>-29.88</u>			
Net Income	<u><u>-27,104.68</u></u>	<u><u>-20,850.00</u></u>	<u><u>-6,254.68</u></u>	<u><u>130.0%</u></u>

Casper Downtown Development Authority
 Transaction Detail by Account
 May 2020

DDA- May Trans	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
CHECKING										
	Deposit	05/04/2020			Deposit		√	DSS Fund Transfer	10,000.00	10,000.00
	Liability Check	05/05/2020		IRS USA TAXPYMNT	83-0286881		√	-SPLIT-	-4,651.56	5,348.44
	Bill Pmt -Check	05/07/2020	5990	Advance Casper			√	Grants Payable	-500.00	4,848.44
	Bill Pmt -Check	05/07/2020	5991	Casper Star-Tribune			√	Grants Payable	-160.24	4,688.20
	Bill Pmt -Check	05/07/2020	5993	FIB - MASTERCARD	KH		√	Grants Payable	-65.96	4,622.24
	Bill Pmt -Check	05/07/2020	5994	MOOD			√	Grants Payable	-50.00	4,572.24
	Bill Pmt -Check	05/07/2020	5995	Ricoh USA, Inc			√	Grants Payable	-983.52	3,588.72
	Bill Pmt -Check	05/07/2020	5996	Walsh Property Management			√	Grants Payable	-2,650.00	938.72
	Bill Pmt -Check	05/11/2020	5997	Charter Communications			√	Grants Payable	-139.89	798.83
	Deposit	05/13/2020			Deposit		√	DSS Fund Transfer	10,000.00	10,798.83
	Paycheck	05/15/2020		Kevin Hawley			√	-SPLIT-	-2,624.44	8,174.39
	Paycheck	05/15/2020		Brooke C. Montgomery			√	-SPLIT-	-1,335.73	6,838.66
	Paycheck	05/15/2020		Julie Schmitt			√	-SPLIT-	-1,488.61	5,350.05
	Deposit	05/18/2020			Deposit		√	ASSESSMENTS	3,926.44	9,276.49
	Liability Check	05/18/2020		IRS USA TAXPYMNT	83-0286881		√	-SPLIT-	-1,541.12	7,735.37
	Paycheck	05/29/2020		Abbey Kersenbrock			√	-SPLIT-	-77.58	7,657.79
	Paycheck	05/31/2020		Kevin Hawley				-SPLIT-	-2,624.44	5,033.35
	Paycheck	05/31/2020		Brooke C. Montgomery				-SPLIT-	-1,335.73	3,697.62
	Paycheck	05/31/2020		Julie Schmitt				-SPLIT-	-1,488.61	2,209.01
	Check	05/31/2020			Service Charge		√	Service Chg	-30.00	2,179.01
	Deposit	05/31/2020			Interest		√	ACCT. INTEREST	0.05	2,179.06
Total CHECKING									2,179.06	2,179.06
NOW Acct										
	Bill Pmt -Check	05/13/2020		FIRST INTERSTATE BANK	Paper Statement fee		√	Grants Payable	-2.00	-2.00
	Deposit	05/31/2020			Interest		√	ACCT. INTEREST	1.61	-0.39
Total NOW Acct									-0.39	-0.39
TOTAL									2,178.67	2,178.67

Casper Downtown Development Authority
Transaction Detail by Account
 June 2020

DDA-June Trans

CHECKING

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Deposit	06/01/2020			Deposit			Undeposited Funds	15,000.00	15,000.00
Bill Pmt -Check	06/08/2020	5998	Charter Communications				Grants Payable	-139.89	14,860.11
Bill Pmt -Check	06/08/2020	5999	COMPUTER LOGIC	Remote support			Grants Payable	-57.50	14,802.61
Bill Pmt -Check	06/08/2020	6000	MOOD				Grants Payable	-50.00	14,752.61
Bill Pmt -Check	06/08/2020	6001	Walsh Property Management	June Rent			Grants Payable	-2,650.00	12,102.61
Bill Pmt -Check	06/08/2020	6002	FIB - MASTERCARD				Grants Payable	-43.04	12,059.57
Paycheck	06/15/2020		Kevin Hawley				-SPLIT-	-2,624.45	9,435.12
Paycheck	06/15/2020		Brooke C. Montgomery				-SPLIT-	-1,335.73	8,099.39
Paycheck	06/15/2020		Julie Schmitt				-SPLIT-	-1,488.60	6,610.79
Liability Check	06/15/2020		IRS USA TAXPYMNT	83-0286881			-SPLIT-	-3,095.12	3,515.67
								<u>3,515.67</u>	<u>3,515.67</u>
Total CHECKING								<u>3,515.67</u>	<u>3,515.67</u>
TOTAL								<u>3,515.67</u>	<u>3,515.67</u>

Downtown Development Authority

Balance Sheet

As of May 31, 2020

	PG - Balance Sh	<u>May 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
FIB - Parking Garage		2,544.06
Total Checking/Savings		<u>2,544.06</u>
Accounts Receivable		
Accounts Receivable		33.00
Total Accounts Receivable		<u>33.00</u>
Total Current Assets		<u>2,577.06</u>
TOTAL ASSETS		<u>2,577.06</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Due to DDA		-16,252.15
Payroll Liabilities		570.70
Total Other Current Liabilities		<u>-15,681.45</u>
Total Current Liabilities		<u>-15,681.45</u>
Total Liabilities		-15,681.45
Equity		
Unrestricted Net Assets		21,251.65
Net Income		-2,993.14
Total Equity		<u>18,258.51</u>
TOTAL LIABILITIES & EQUITY		<u>2,577.06</u>

**Downtown Development Authority
Profit & Loss**

	PG - PL	<u>May 2020</u> May 20
Income		
Parking Fees		
Parking Garage		6,302.00
1st & Center		1,790.00
Daily Parking		<u>305.35</u>
Total Parking Fees		8,397.35
Interest Income		<u>0.05</u>
Total Income		<u>8,397.40</u>
Gross Profit		<u>8,397.40</u>
Expense		
Bank Service Charges		2.07
Administrative		
Office Staff		
Administrative Office		<u>4,333.34</u>
Total Office Staff		4,333.34
Garage Staff Payroll Expense		
Payroll Expense		3,100.10
Payroll Taxes - FICA & Medicare		568.66
Payroll Expenses - WC/SUTA/FUTA		<u>107.48</u>
Total Garage Staff Payroll Expense		<u>3,776.24</u>
Total Administrative		8,109.58
OPERATIONS		
Bank Fees		132.30
Office Automation		316.80
Utilities		1,772.03
Equip. & Supplies		
Parking Garage		<u>73.50</u>
Total Equip. & Supplies		73.50
Parking Structure Rent		<u>363.00</u>
Total OPERATIONS		<u>2,657.63</u>
Total Expense		<u>10,769.28</u>
Net Income		<u><u>-2,371.88</u></u>

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through May 2020**

PG - Budget				
	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
Income				
Returned Check Charges	15.00	0.00	15.00	100.0%
Uncategorized Income	5,000.00	0.00	5,000.00	100.0%
Parking Fees				
Parking Garage	78,309.00	100,000.00	-21,691.00	78.31%
1st & Center	20,137.00	23,000.00	-2,863.00	87.55%
Daily Parking	3,602.50	6,000.00	-2,397.50	60.04%
Parking Fees - Other	2,015.21	0.00	2,015.21	100.0%
Total Parking Fees	104,063.71	129,000.00	-24,936.29	80.67%
Validation Incentive Program				
Parking Validations	272.50	500.00	-227.50	54.5%
Total Validation Incentive Program	272.50	500.00	-227.50	54.5%
Commission (Vending Machines)	90.13	200.00	-109.87	45.07%
Interest Income	4.93	20.00	-15.07	24.65%
Total Income	109,446.27	129,720.00	-20,273.73	84.37%
Gross Profit	109,446.27	129,720.00	-20,273.73	84.37%
Expense				
Bank Service Charges	46.60	0.00	46.60	100.0%
Administrative				
Office Staff				
Exec.Director - Alloc. from DDA	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	39,000.06	52,000.00	-12,999.94	75.0%
Total Office Staff	39,000.06	61,800.00	-22,799.94	63.11%
Garage Staff Payroll Expense				
Payroll Expense	25,578.63	32,000.00	-6,421.37	79.93%
Staff Incentives	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	5,865.88	6,500.00	-634.12	90.24%
Payroll Expenses - WC/SUTA/FUTA	1,318.34	2,000.00	-681.66	65.92%
Garage Staff Payroll Expense - Other	12,100.00	1,600.00	10,500.00	756.25%
Total Garage Staff Payroll Expense	44,862.85	45,100.00	-237.15	99.47%
Total Administrative	83,862.91	106,900.00	-23,037.09	78.45%
OPERATIONS				
Bad Debt Expense	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	114.00	500.00	-386.00	22.8%
Software Subscriptions	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	2,430.15	1,800.00	630.15	135.01%
Bad Debt	0.00	1,000.00	-1,000.00	0.0%
Office Automation	2,320.55	2,000.00	320.55	116.03%
Utilities	18,287.08	17,000.00	1,287.08	107.57%
Landscaping, Repairs / Maint.	3,275.00	3,000.00	275.00	109.17%
Equip. & Supplies				
Office	42.29	0.00	42.29	100.0%
Parking Garage	1,184.88	0.00	1,184.88	100.0%
Equip. & Supplies - Other	255.71	1,750.00	-1,494.29	14.61%
Total Equip. & Supplies	1,482.88	1,750.00	-267.12	84.74%
Special Projects	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	1,908.00	2,500.00	-592.00	76.32%
Parking Structure Rent	3,630.00	3,993.00	-363.00	90.91%
DDA Oper Costs - Allocated	0.00	7,200.00	-7,200.00	0.0%
OPERATIONS - Other	-4,917.76	0.00	-4,917.76	100.0%
Total OPERATIONS	28,529.90	48,543.00	-20,013.10	58.77%
Total Expense	112,439.41	155,443.00	-43,003.59	72.34%
Net Income	-2,993.14	-25,723.00	22,729.86	11.64%

Downtown Development Authority
Transaction Detail by Account
May 2020

PG - May Trans	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
FIB - Parking Garage	Paycheck	05/01/2020		Sharon A Elsberry		√	-SPLIT-	-616.23	-616.23
	Paycheck	05/01/2020		Tevin C Reams		√	-SPLIT-	-323.50	-939.73
	Deposit	05/01/2020			Deposit	√	-SPLIT-	16.00	-923.73
	Deposit	05/01/2020			Deposit	√	-SPLIT-	2,166.00	1,242.27
	Deposit	05/01/2020			Deposit	√	-SPLIT-	3,824.00	5,066.27
	Bill Pmt -Check	05/07/2020		First Interstate Bank		√	Accounts Payable	-2.00	5,064.27
	Bill Pmt -Check	05/07/2020	1675	Century Link		√	Accounts Payable	-5.34	5,058.93
	Bill Pmt -Check	05/07/2020	1676	Charter		√	Accounts Payable	-106.51	4,952.42
	Bill Pmt -Check	05/07/2020	1677	City of Casper Business Services		√	Accounts Payable	-363.00	4,589.42
	Bill Pmt -Check	05/07/2020	1678	City of Casper Water and Sewer		√	Accounts Payable	-75.42	4,514.00
	Bill Pmt -Check	05/07/2020	1679	Computer Logic			Accounts Payable	-204.95	4,309.05
	Bill Pmt -Check	05/07/2020	1680	Mastercard		√	Accounts Payable	-2.07	4,306.98
	Bill Pmt -Check	05/07/2020	1681	Rocky Mountain Power		√	Accounts Payable	-1,696.61	2,610.37
	Bill Pmt -Check	05/11/2020	1682	Sharon Elsberry	Purchases cleaning supplies	√	Accounts Payable	-73.50	2,536.87
	Deposit	05/13/2020			Deposit	√	-SPLIT-	1,763.00	4,299.87
	Deposit	05/13/2020			Deposit	√	-SPLIT-	53.00	4,352.87
	Paycheck	05/15/2020		Jaclyn A Landess		√	-SPLIT-	-1,816.92	2,535.95
	Paycheck	05/15/2020		Sharon A Elsberry		√	-SPLIT-	-591.14	1,944.81
	Paycheck	05/15/2020		Tevin C Reams		√	-SPLIT-	-251.97	1,692.84
	Liability Check	05/18/2020		United States Treasury	83-0286881	√	-SPLIT-	-740.28	952.56
	Deposit	05/27/2020			Deposit	√	-SPLIT-	236.35	1,188.91
	Paycheck	05/29/2020		Sharon A Elsberry		√	-SPLIT-	-592.92	595.99
	Paycheck	05/29/2020		Tevin C Reams		√	-SPLIT-	-254.18	341.81
	Paycheck	05/31/2020		Jaclyn A Landess			-SPLIT-	-1,816.92	-1,475.11
	Deposit	05/31/2020			Deposit	√	-SPLIT-	2,268.00	792.89
	Check	05/31/2020			Service Charge	√	Bank Fees	-130.30	662.59
	Deposit	05/31/2020			Interest	√	Interest Income	0.05	662.64
Total FIB - Parking Garage								662.64	662.64
TOTAL								662.64	662.64

Downtown Development Authority
Transaction Detail by Account
 June 1 - 16, 2020

PG - June Trans	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
FIB - Parking Garage	Deposit	06/01/2020			Deposit		-SPLIT-	3,586.00	3,586.00
	Bill Pmt -Check	06/08/2020	1683	AAA Landscaping			Accounts Payable	-375.00	3,211.00
	Bill Pmt -Check	06/08/2020	1684	Century Link			Accounts Payable	-89.26	3,121.74
	Bill Pmt -Check	06/08/2020	1685	Charter			Accounts Payable	-106.53	3,015.21
	Bill Pmt -Check	06/08/2020	1686	City of Casper Business Services	June		Accounts Payable	-363.00	2,652.21
	Bill Pmt -Check	06/08/2020	1688	Rocky Mountain Power			Accounts Payable	-1,469.98	1,182.23
	Deposit	06/10/2020			Deposit		-SPLIT-	140.00	1,322.23
	Bill Pmt -Check	06/10/2020	1689	Mastercard			Accounts Payable	-49.29	1,272.94
	Paycheck	06/12/2020		Sharon A Elsberry			-SPLIT-	-545.43	727.51
	Paycheck	06/12/2020		Tevin C Reams			-SPLIT-	-386.42	341.09
	Deposit	06/12/2020			Deposit		-SPLIT-	3,221.00	3,562.09
	Paycheck	06/15/2020		Jaclyn A Landess			-SPLIT-	-1,816.92	1,745.17
	Bill Pmt -Check	06/15/2020	1690	City of Casper Water and Sewer			Accounts Payable	-75.42	1,669.75
	Liability Check	06/15/2020		United States Treasury	83-0286881		-SPLIT-	-1,509.90	159.85
Total FIB - Parking Garage								<u>159.85</u>	<u>159.85</u>
TOTAL								<u>159.85</u>	<u>159.85</u>

Downtown Development Authority A/R Aging Summary

As of May 31, 2020

PG- Aging	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
Backwards	0.00	0.00	0.00	-7.00	0.00	-7.00
C85@ The Branding Iron	200.00	200.00	200.00	0.00	0.00	600.00
Chuck Henderson	0.00	43.00	0.00	0.00	0.00	43.00
Davey Rael	0.00	0.00	0.00	20.00	40.00	60.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Diamonds & Dolls	0.00	78.00	0.00	0.00	0.00	78.00
Edward Jones						
Edward Jones	70.00	70.00	0.00	0.00	0.00	140.00
Total Edward Jones	70.00	70.00	0.00	0.00	0.00	140.00
First Interstate Bank-Emp.						
Kim Coyle	0.00	6.00	0.00	0.00	0.00	6.00
Total First Interstate Bank-Emp.	0.00	6.00	0.00	0.00	0.00	6.00
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
Ide, Land and Leasing	1,128.00	1,023.00	0.00	0.00	0.00	2,151.00
James Fong	43.00	0.00	0.00	0.00	0.00	43.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
John Harold	20.00	0.00	0.00	0.00	0.00	20.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	35.00	35.00	35.00	0.00	35.00	140.00
Kimberly Taylor	0.00	0.00	0.00	35.00	111.00	146.00
Lisa Knapp	35.00	0.00	0.00	0.00	0.00	35.00
Lowell Lund	35.00	0.00	0.00	0.00	0.00	35.00
Main Street Corporation	280.00	0.00	0.00	0.00	0.00	280.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nicole Miller	0.00	385.00	0.00	0.00	0.00	385.00
Nona Goodrich	43.00	0.00	0.00	0.00	0.00	43.00
Okes Jewelers*						
Okes Jewelers - #1	148.00	148.00	0.00	0.00	0.00	296.00
Total Okes Jewelers*	148.00	148.00	0.00	0.00	0.00	296.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mountain Real Estate-1	8.00	0.00	0.00	0.00	0.00	8.00
Total Rocky Mountain Real Estate	8.00	0.00	0.00	0.00	0.00	8.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rea	43.00	0.00	0.00	0.00	0.00	43.00
Tom Rogers	35.00	35.00	35.00	0.00	0.00	105.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Ugly Bug Fly Shop	78.00	0.00	0.00	0.00	0.00	78.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
Wolcott Galleria	0.00	0.00	0.00	385.00	0.00	385.00
TOTAL	2,201.00	2,023.00	270.00	433.00	2,701.00	7,628.00

Downtown Development Authority
Balance Sheet
As of May 31, 2020

DSS- Balance Sh	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	199,358.14
Special Events	<u>33,997.62</u>
Total Checking/Savings	233,355.76
Accounts Receivable	
Accounts Receivable	<u>13,125.00</u>
Total Accounts Receivable	<u>13,125.00</u>
Total Current Assets	<u>246,480.76</u>
TOTAL ASSETS	<u><u>246,480.76</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	233,013.72
Net Income	<u>13,467.04</u>
Total Equity	<u>246,480.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>246,480.76</u></u>

Downtown Development Authority
Profit & Loss

	DSS- PL	May 2020 May 20
Ordinary Income/Expense		
Income		
ACCT. INTEREST		1.91
Other Types of Income		
Miscellaneous Revenue		925.00
Total Other Types of Income		925.00
Program Income		
Friends of Station		50.00
Salute to Service		1,025.00
Total Program Income		1,075.00
Total Income		2,001.91
Gross Profit		2,001.91
Expense		
Facilities and Equipment		
Building Repairs/Maint		50.00
Equip Rental and Maintenance		0.00
FF&E		83.23
Rent, Parking, Utilities		
Ash Street		1,644.88
DSS		2,076.98
Rent, Parking, Utilities - Other		2,600.00
Total Rent, Parking, Utilities		6,321.86
Total Facilities and Equipment		6,455.09
Marketing		25.90
Operations		
Bank Fees		37.22
Books, Subscriptions, Reference		609.87
Entertainment/Talent		-5,000.00
Event Expense		
Security		2,175.00
Total Event Expense		2,175.00
Service Charge		14.74
Supplies		43.94
Total Operations		-2,119.23
Other Types of Expenses		36.45
Payroll Expenses		20,000.00
Total Expense		24,398.21
Net Ordinary Income		-22,396.30
Net Income		-22,396.30

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through May 2020**

DSS- Budget

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
ACCT. INTEREST	120.85	0.00	120.85	100.0%
Direct Public Support				
Operational Grants	145,312.33	65,000.00	80,312.33	223.56%
Direct Public Support - Other	39,836.34	0.00	39,836.34	100.0%
Total Direct Public Support	185,148.67	65,000.00	120,148.67	284.84%
Investments				
Endowment	31,182.00	32,000.00	-818.00	97.44%
Total Investments	31,182.00	32,000.00	-818.00	97.44%
Other Types of Income				
Miscellaneous Revenue	15,752.50	0.00	15,752.50	100.0%
Other Types of Income - Other	0.00	20,000.00	-20,000.00	0.0%
Total Other Types of Income	15,752.50	20,000.00	-4,247.50	78.76%
Program Income				
Beverage Sales	40,556.30	40,000.00	556.30	101.39%
Event Sponsorship	111,000.00	130,000.00	-19,000.00	85.39%
Facility Rental	22,395.16	20,000.00	2,395.16	111.98%
Friends of Station				
Giving Tuesday 2018	0.00	0.00	0.00	0.0%
Treedition	3,210.00			
Treedition 2018	0.00	0.00	0.00	0.0%
Friends of Station - Other	1,755.00	30,000.00	-28,245.00	5.85%
Total Friends of Station	4,965.00	30,000.00	-25,035.00	16.55%
Ice Skating Fees	37,639.94	60,000.00	-22,360.06	62.73%
Membership Dues	0.00	0.00	0.00	0.0%
Partners In Progress	35,621.00	140,000.00	-104,379.00	25.44%
Program Service Fees	0.00	0.00	0.00	0.0%
Salute to Service	1,025.00	0.00	1,025.00	100.0%
Taco Fest Tickets	0.00	0.00	0.00	0.0%
TIPS Training	120.00			
Vendor Fees	5,020.67	0.00	5,020.67	100.0%
Total Program Income	258,343.07	420,000.00	-161,656.93	61.51%
Total Income	490,547.09	537,000.00	-46,452.91	91.35%
Gross Profit	490,547.09	537,000.00	-46,452.91	91.35%
Expense				
Contract Services				
Accounting Fees	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	2,291.68	0.00	2,291.68	100.0%
Event Help (Contract)	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	1,328.00	3,000.00	-1,672.00	44.27%
Contract Services - Other	25,118.25	27,000.00	-1,881.75	93.03%
Total Contract Services	28,737.93	58,000.00	-29,262.07	49.55%
Facilities and Equipment				
Building Repairs/Maint	9,455.25	10,000.00	-544.75	94.55%
Equip Rental and Maintenance	50,280.34	40,000.00	10,280.34	125.7%
FF&E	19,358.65	60,000.00	-40,641.35	32.26%
Landscaping, Repairs/Maint.	325.35	10,000.00	-9,674.65	3.25%
Property Insurance	3,000.00	20,000.00	-17,000.00	15.0%
Rent, Parking, Utilities				
Ash Street	17,646.35	36,000.00	-18,353.65	49.02%
DSS	18,757.73	24,000.00	-5,242.27	78.16%
Rent, Parking, Utilities - Other	26,397.87	0.00	26,397.87	100.0%
Total Rent, Parking, Utilities	62,801.95	60,000.00	2,801.95	104.67%
Facilities and Equipment - Other	319.58	10,000.00	-9,680.42	3.2%
Total Facilities and Equipment	145,541.12	210,000.00	-64,458.88	69.31%
Marketing				
Advertising/Media	12,771.53	30,000.00	-17,228.47	42.57%
Fundraising Expense	178.69	10,000.00	-9,821.31	1.79%
Website	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	29,771.00	0.00	29,771.00	100.0%
Total Marketing	42,721.22	42,500.00	221.22	100.52%
Operations				
Bank Fees	393.14	0.00	393.14	100.0%
Books, Subscriptions, Reference	5,412.97	0.00	5,412.97	100.0%
Entertainment/Talent	400.00	0.00	400.00	100.0%
Equip/Supplies	2,576.78	6,000.00	-3,423.22	42.95%
Event Expense				
A/V	22,225.00	25,000.00	-2,775.00	88.9%

Downtown Development Authority
Profit & Loss Budget vs. Actual
 July 2019 through May 2020

DSS- Budget				
	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Bands	20,250.00	0.00	20,250.00	100.0%
Insurance	24,239.68	0.00	24,239.68	100.0%
Security	34,577.50	40,000.00	-5,422.50	86.44%
Event Expense - Other	<u>27,245.46</u>	<u>121,500.00</u>	<u>-94,254.54</u>	<u>22.42%</u>
Total Event Expense	128,537.64	186,500.00	-57,962.36	68.92%
Office Automation	87.13	2,400.00	-2,312.87	3.63%
Postage, Mailing Service	184.80	2,500.00	-2,315.20	7.39%
Printing and Copying	0.00	0.00	0.00	0.0%
Service Charge	240.02	0.00	240.02	100.0%
Software/Subscriptions	479.68	3,500.00	-3,020.32	13.71%
Supplies	10,299.02	0.00	10,299.02	100.0%
TIPS Training	34.97			
Utilities	1,110.89			
Operations - Other	<u>631.10</u>	<u>0.00</u>	<u>631.10</u>	<u>100.0%</u>
Total Operations	150,388.14	200,900.00	-50,511.86	74.86%
Other Types of Expenses				
Other Costs	0.00	0.00	0.00	0.0%
Other Types of Expenses - Other	<u>76.88</u>	<u>0.00</u>	<u>76.88</u>	<u>100.0%</u>
Total Other Types of Expenses	76.88	0.00	76.88	100.0%
Payroll Expenses	107,000.00			
Travel and Meetings				
Conference, Convention, Meeting	505.11	0.00	505.11	100.0%
Travel	64.60	0.00	64.60	100.0%
Travel and Meetings - Other	<u>2,045.05</u>	<u>0.00</u>	<u>2,045.05</u>	<u>100.0%</u>
Total Travel and Meetings	2,614.76	0.00	2,614.76	100.0%
Total Expense	<u>477,080.05</u>	<u>511,400.00</u>	<u>-34,319.95</u>	<u>93.29%</u>
Net Ordinary Income	<u>13,467.04</u>	<u>25,600.00</u>	<u>-12,132.96</u>	<u>52.61%</u>
Net Income	<u>13,467.04</u>	<u>25,600.00</u>	<u>-12,132.96</u>	<u>52.61%</u>

**Downtown Development Authority
Transaction Detail by Account
May 2020**

DSS_ May Trans	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Plaza Checking	Deposit	05/04/2020			Deposit		√	Friends of Station	10.00	10.00
	Bill Pmt -Check	05/04/2020		Casper DDA Transfer	DSS to DDA to account for employee payroll of DSS paid by DD		√	Accounts Payable	-10,000.00	-9,990.00
	Bill Pmt -Check	05/04/2020		Casper DDA Transfer	DSS to DDA to account for employee payroll of DSS paid by DD		√	Accounts Payable	-10,000.00	-19,990.00
	Deposit	05/04/2020			Deposit		√	Undeposited Funds	700.00	-19,290.00
	Bill Pmt -Check	05/07/2020		FIB			√	Accounts Payable	-2.00	-19,292.00
	Bill Pmt -Check	05/07/2020	1996	Ahern Rentals	VOID:		√	Accounts Payable	0.00	-19,292.00
	Bill Pmt -Check	05/07/2020	1997	Black Hills Energy			√	Accounts Payable	-60.04	-19,352.04
	Bill Pmt -Check	05/07/2020	1998	City of Casper - Water Services	DSS		√	Accounts Payable	-8.21	-19,360.25
	Bill Pmt -Check	05/07/2020	1999	Mastercard	KH		√	Accounts Payable	-357.93	-19,718.18
	Bill Pmt -Check	05/07/2020	2000	Rocky Mountain Power	DSS		√	Accounts Payable	-1,797.48	-21,515.66
	Bill Pmt -Check	05/07/2020	2001	Secure Gunz LLC			√	Accounts Payable	-2,175.00	-23,690.66
	Bill Pmt -Check	05/07/2020	2002	The Lyric			√	Accounts Payable	-100.00	-23,790.66
	Bill Pmt -Check	05/07/2020	2003	Wyoming Department of Agriculture	Splash Pad renewal		√	Accounts Payable	-50.00	-23,840.66
	Bill Pmt -Check	05/07/2020	2004	Black Hills Energy			√	Accounts Payable	-605.71	-24,446.37
	Bill Pmt -Check	05/07/2020	2005	City of Casper - Finance Division			√	Accounts Payable	-2,500.00	-26,946.37
	Bill Pmt -Check	05/07/2020	2006	City of Casper - Water Services			√	Accounts Payable	-32.28	-26,978.65
	Bill Pmt -Check	05/07/2020	2007	Mastercard	JL		√	Accounts Payable	-391.45	-27,370.10
	Bill Pmt -Check	05/07/2020	2008	Rocky Mountain Power	ASH		√	Accounts Payable	-966.62	-28,336.72
	Bill Pmt -Check	05/07/2020	2009	City of Casper - Water Services	ASH		√	Accounts Payable	-72.55	-28,409.27
	Bill Pmt -Check	05/07/2020	2010	City of Casper - Water Services			√	Accounts Payable	-97.00	-28,506.27
	Bill Pmt -Check	05/11/2020	2011	Charter Communications			√	Accounts Payable	-81.97	-28,588.24
	Bill Pmt -Check	05/11/2020	2012	Hood's Equipment & Sprinkler			√	Accounts Payable	-83.23	-28,671.47
	Deposit	05/13/2020			Deposit		√	Undeposited Funds	225.00	-28,446.47
	Deposit	05/13/2020			Deposit		√	Salute to Service	51.50	-28,394.97
	Deposit	05/13/2020			Deposit		√	Salute to Service	51.50	-28,343.47
	Deposit	05/13/2020			Deposit		√	-SPLIT-	297.50	-28,045.97
	Deposit	05/13/2020			Deposit		√	Entertainment/Talent	5,000.00	-23,045.97
	Deposit	05/21/2020			Deposit		√	-SPLIT-	664.50	-22,381.47
	Check	05/31/2020			Service Charge		√	Service Charge	-14.74	-22,396.21
	Deposit	05/31/2020			Interest		√	ACCT. INTEREST	1.64	-22,394.57
Total Plaza Checking									-22,394.57	-22,394.57
TOTAL									-22,394.57	-22,394.57

**Downtown Development Authority
Transaction Detail by Account
June 2020**

DSS- June Trans	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Plaza Checking	Deposit	06/01/2020			Deposit			Friends of Station	10.00	10.00
	Bill Pmt -Check	06/08/2020	2013	Ahern Rentals	Scissor Lift			Accounts Payable	-485.63	-475.63
	Bill Pmt -Check	06/08/2020	2014	Atlas Reproductions	Salute to Service signs			Accounts Payable	-168.00	-643.63
	Bill Pmt -Check	06/08/2020	2015	Black Hills Energy				Accounts Payable	-366.96	-1,010.59
	Bill Pmt -Check	06/08/2020	2016	Charter Communications				Accounts Payable	-126.97	-1,137.56
	Bill Pmt -Check	06/08/2020	2017	City of Casper - Finance Division	Ash			Accounts Payable	-2,500.00	-3,637.56
	Bill Pmt -Check	06/08/2020	2018	CK Mechanical	Black flow test, plumbing repair			Accounts Payable	-1,323.75	-4,961.31
	Bill Pmt -Check	06/08/2020	2019	Cowdin Cleaning	Deep Clean			Accounts Payable	-1,400.00	-6,361.31
	Bill Pmt -Check	06/08/2020	2020	Don Gatlin Music	August 8th Concert deposit			Accounts Payable	-1,000.00	-7,361.31
	Bill Pmt -Check	06/08/2020	2022	Hawkins Inc	Chemicals for Splash pad and extra pump			Accounts Payable	-1,114.74	-8,476.05
	Bill Pmt -Check	06/08/2020	2023	High Country Crane Service	Chiller Removal			Accounts Payable	-1,253.50	-9,729.55
	Bill Pmt -Check	06/08/2020	2024	Mastercard				Accounts Payable	-358.73	-10,088.28
	Bill Pmt -Check	06/08/2020	2025	Overhead Door	Fix north door			Accounts Payable	-90.00	-10,178.28
	Bill Pmt -Check	06/08/2020	2026	Peden's Inc.	Casper Strong t-shirts			Accounts Payable	-370.00	-10,548.28
	Bill Pmt -Check	06/08/2020	2027	Rocky Mountain Power				Accounts Payable	-1,048.32	-11,596.60
	Bill Pmt -Check	06/08/2020	2028	Secure Gunz LLC				Accounts Payable	-2,875.00	-14,471.60
	Bill Pmt -Check	06/08/2020	2029	The Lyric				Accounts Payable	-100.00	-14,571.60
	Bill Pmt -Check	06/08/2020	2030	Wyoming Office Products & Interiors	Flag			Accounts Payable	-24.50	-14,596.10
	Bill Pmt -Check	06/08/2020	2031	Black Hills Energy				Accounts Payable	-46.34	-14,642.44
	Bill Pmt -Check	06/08/2020	2032	Rocky Mountain Power				Accounts Payable	-722.89	-15,365.33
	Bill Pmt -Check	06/08/2020	2033	Mastercard				Accounts Payable	-648.64	-16,013.97
	Bill Pmt -Check	06/08/2020	2034	Williams, Porter, Day, & Neville, P.C	Review for additional info and rejecting settlement			Accounts Payable	-50.00	-16,063.97
	Deposit	06/12/2020			Deposit			Undeposited Funds	10,000.00	-6,063.97
	Bill Pmt -Check	06/15/2020	2035	Alliance Electric	Invoice 10133			Accounts Payable	-207.00	-6,270.97
	Bill Pmt -Check	06/15/2020	2036	City of Casper - Water Services				Accounts Payable	-97.00	-6,367.97
	Bill Pmt -Check	06/15/2020	2037	Secure Gunz LLC	Invoice 482			Accounts Payable	-500.00	-6,867.97
	Bill Pmt -Check	06/15/2020	2038	Stoner Lawn & Landscape	INvoice #5401			Accounts Payable	-72.00	-6,939.97
	Bill Pmt -Check	06/15/2020	2039	City of Casper - Water Services				Accounts Payable	-80.27	-7,020.24
	Bill Pmt -Check	06/15/2020	2040	City of Casper - Water Services	DSS			Accounts Payable	-10.14	-7,030.38
	Bill Pmt -Check	06/15/2020	2041	City of Casper - Water Services	DSS			Accounts Payable	-32.38	-7,062.76
	Deposit	06/15/2020			Deposit			-SPLIT-	500.00	-6,562.76
	Bill Pmt -Check	06/15/2020		Casper DDA Transfer	DSS to DDA to cover employees			Accounts Payable	-15,000.00	-21,562.76
	Deposit	06/15/2020			Deposit			-SPLIT-	20.00	-21,542.76
Total Plaza Checking									-21,542.76	-21,542.76
TOTAL									-21,542.76	-21,542.76

Downtown Dev. Authority
Budget Summary 2020-2021

	Revenue	Expense	
DDA	\$167,250	\$183,600	-\$16,350
PG	\$124,720	\$152,793	-\$28,073
DSS	\$507,000	\$648,900	-\$141,900
	<hr/>	<hr/>	<hr/>
	\$798,970	\$985,293	-\$186,323

Casper DDA Budget for FY July 2020 - June 2021

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
(Allocation to Pkg Garage)	(\$9,800.00)
ED Bonus/Incentives	\$6,400.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$8,000.00
TOTAL ADMINISTRATIVE	\$80,500.00
OPERATIONS	
Board MTG Expense	\$500.00
Office Automation	\$3,000.00
Conference Registration	\$2,400.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,500.00
Planters	\$10,500.00
Graffiti	\$500.00
Insurance/Bonding (WARM)	\$4,000.00
Subscriptions	\$1,600.00
Music Service	\$600.00
Office Equipment	\$3,500.00
Office Rent	\$31,800.00
Garage Allocated	(\$7,200.00)
Office Supplies	\$2,000.00
Pigeon Control	\$5,000.00
Postage	\$400.00
Employee Development	\$1,500.00
Travel	\$5,000.00
TOTAL OPERATIONS	\$70,100.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$7,500.00
Strategic Planning	\$2,000.00
Media Expenditures	\$16,000.00
Other Projects	\$3,000.00
Recognition Awards	\$1,500.00
PR - Director	\$3,000.00
TOTAL Marketing/Comm.	\$33,000.00
TOTAL OPERATING EXPENSE	\$183,600.00
REVENUE	
Assessments @ Mill Levy of 16%	\$165,000.00
Interest (Savings and CD's)	\$250.00
Donations	
<u>Donations</u>	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$167,250.00
OPERATING SURPLUS/DEFICIT	(\$16,350.00)
BUDGET SUMMARY	
BUDGET	
BEGINNING BANK BAL (ALL ACCTS)	\$220,000.00
OPERATING EXPENSE	(\$183,600.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$167,250.00
ENDING BANK BALANCE	\$203,650.00

David Street Station -Operational Budget

EXPENSE		Jul'20-Jun'21	Notes
ADMINISTRATIVE			
Event Coordinator		\$40,000.00	
Marketing Manager		\$45,000.00	
Development Officer		\$40,000.00	
Event/Ice Staff		\$35,000.00	
Maintenance Staff		\$12,000.00	
Payroll Bonuses		\$7,500.00	
Payroll Liabilities		\$16,000.00	
TOTAL ADMINISTRATIVE		\$195,500.00	
OPERATIONS			
Website Development/Support		\$1,000.00	
Marketing/Advertising/Promotion		\$20,000.00	
Event Expenses			
AV		\$25,000.00	
Security		\$40,000.00	
Cleaning		\$15,000.00	
Entertainment		\$122,000.00	
Total Event Expense			\$202,000.00
Mail/Postage		\$2,500.00	
Software Subscriptions		\$3,500.00	
Accounting and Legal		\$6,000.00	
Zamboni Contractor		\$10,000.00	
Office Automation		\$2,400.00	
Utilities			
DSS		\$24,000.00	
Ash		\$30,000.00	
Total Utilities			\$54,000.00
Landscaping, Repairs/Maint.		\$12,000.00	
Equip./Supplies		\$12,000.00	
Building Repairs/Maintenance		\$12,000.00	
FF&E		\$50,000.00	
Insurance (Liability)		\$20,000.00	
Fundraising		\$6,000.00	
Chiller Rental		\$40,000.00	
TOTAL OPERATIONS		\$453,400.00	
TOTAL ADMIN & OPERATIONS		\$648,900.00	
REVENUE			
Event Sponsorships		\$100,000.00	
Event Sales/Vendor Fees		\$20,000.00	
Endowment		\$32,000.00	
Ice Skating Income		\$45,000.00	
Operational Grants		\$150,000.00	
Covid Relief	50,000		
Misc. Grants	100,000		
Partners in Progress		\$50,000.00	
Friends of Station		\$30,000.00	
Winter Appeal	5,000		
Summer Appeal	5,000		
Giving Tuesday	1,500		
Tree-dition	3,200		
Salute to Service	1,000		
On-Site Buckets	10,000		
Misc. Outreach	4,300		
Event Space Rental/Misc. Income		\$20,000.00	
5150 Funding		\$20,000.00	
Beverage Sales		\$40,000.00	
TOTAL REVENUE		507,000.00	
Net Profit/Loss		(\$141,900.00)	
(LESS INVESTMENT BY DDA)			



16th Annual



Country Golf Classic

*to benefit the Boys & Girls Clubs
of Central Wyoming*



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING



16th Annual
Country Golf Classic
- Aug. 28, 2020 -

EARLY BIRD SPECIAL

Register your 5-person team before July 24th
and pay \$860 per team or \$175 for individuals.

AFTER July 24th

5-person team: \$990 or \$200 for individuals.

Register:

www.bgccw.org/FossGolf20
(307) 235-4079



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

1701 E. K Street
Casper, WY 82601

CITY OF CASPER
OR CURRENT RESIDENT
200 N DAVID ST
CASPER, WY 82601-1815

Presorted
First-Class Mail
US Postage
PAID
Vistaprint
48174

9250 Red Rock Road
Reno, NV 89508



From: Justin Schilling <jschilling@wyomuni.org>
Sent: Friday, June 12, 2020 3:03 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Word from WAM - Getting back in the swing of things.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Word from WAM!

A Weekly Message

Getting Back in the Swing of Things

Good Friday afternoon members! As health restrictions begin to loosen, and events, meetings and other happenings start to be scheduled once again, it seems like the time to get the weekly Word from WAM back up and running. Thanks for bearing with me, and thanks as always for reading! Warm regards, Justin

**WAMCAT Sponsored Caselle Training
Proposed for August in Casper**



Caselle - We're here for you!

Who would be interested in Caselle training in Casper on August 12 & 13, 2020? This would be at Holiday Inn East in Casper. As of right now with the governors recommendations we are limited to 25 people in a gathering. This could change and we will adjust to those changes. We are looking at \$150-\$200 for the two day training. Respond to WAMCAT President Penny Robbins at probbins@mtvwy.com or 307-782-3100 for more information or to RSVP.

Wyoming Business Interruption Stipend Program up and Running

The Wyoming Business Council on Monday successfully launched the first of three grant programs targeted toward small-business owners who suffered economic hardship caused by the novel coronavirus.

To ensure the \$50 million Business Interruption Stipend program reaches those small-business owners with the fewest resources and the greatest need, the Business Council prioritized those who did not receive federal CARES Act grant funding and were specifically named in state public health orders closing or restricting business operations.

This priority includes:

- Bars
- Restaurants
- Theaters
- Gymnasiums
- Childcare facilities
- Trade schools
- Nail salons
- Hair salons
- Barber shops
- Massage therapy offices
- Tattoo, body art and piercing shops
- Cosmetology
- Electrology
- Esthetics

The grant application was designed with time-strapped sole proprietors and independent contractors in mind. The process takes a half hour or less to complete. We and our business resource partners have staff available to walk business owners through the application step-by-step.



The Business Interruption Stipend program is available to eligible businesses with up to 50 employees.

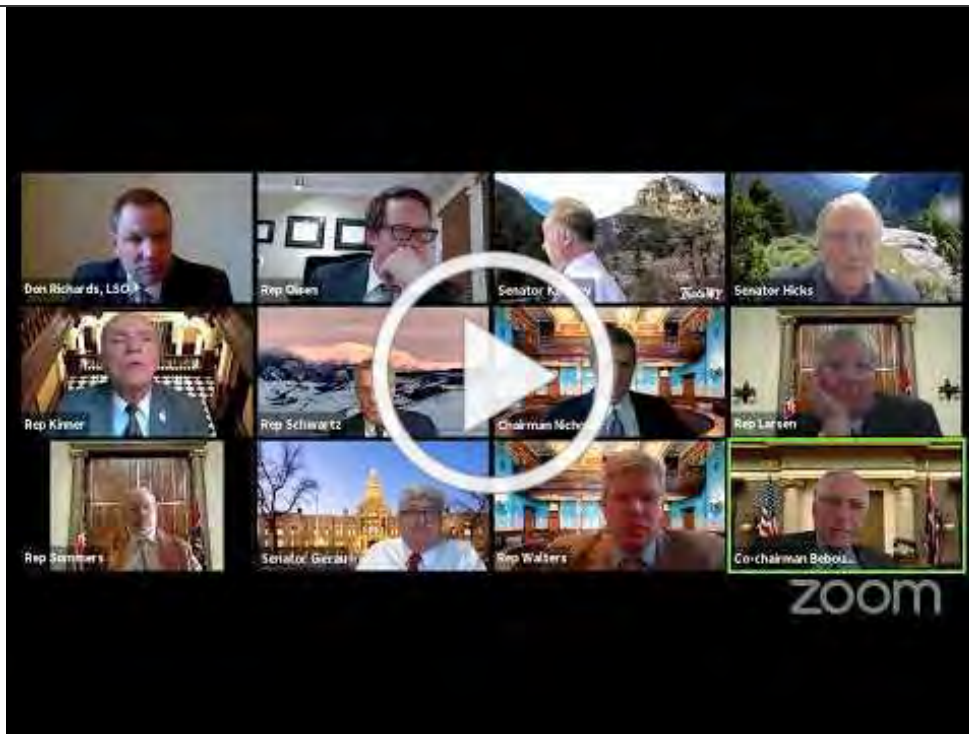
"Small-business owners have made it clear to us how busy and exhausted they are right now, so we ensured a fast, simple and secure application process to ease that burden," said Josh Dorrell, Business Council CEO. "We want to thank all our businesses owners for the hard work they do to create jobs, contribute to their communities and strengthen Wyoming."

Business owners are encouraged to reach out to [our regional directors](#) and the [Wyoming Small Business Development Center regional directors](#) or your local Chamber of Commerce director for help filling out the application, if necessary. The Wyoming Legislature authorized three grant programs during its May 15-16 special session using federal CARES Act funding. Gov. Mark Gordon signed the bill May 20. We expect to roll out the next two grant programs in early July.

"We won't know how much of the \$50 million in the Business Interruption Stipend program has been allocated until we start processing applications," Dorrell said. "Monday's launch was focused on receiving applications. We encourage business owners who didn't receive federal grant funding and were mentioned in state orders to apply as soon as possible."

For more information, including an FAQ, a worksheet to help you calculate how much money you may request, the program rules and more, visit wyobizrelief.org.

Testifying on Your Behalf in Front of Joint Appropriations



Joint Appropriations Committee Meeting, June 9, 2020 - PM

This past Tuesday WAM Executive Director David Fraser appeared alongside Wyoming County Commissioners Association Executive Director Jerimiah Rieman to testify in front of the Joint Appropriations Committee on the adverse impact Covid-19 response has had on local government revenues and the steps our communities are already taking to tighten their fiscal belts in these hard times. Click the video link above to see the testimony.

New WAM Directors Elected in First-Ever Virtual Elections

Congratulations to our new Directors!

With WAM Spring Meetings and Summer Convention cancelled we were forced to enter uncharted territory when it came to the required election of new members for the WAM Board of Directors. Online ballots were generated, and distributed to all communities in four regions with required elections this year. Participation was fantastic, and we thank everyone who took the time to participate.



The winners were.

Region 1: Dr. Mark Rinne, Cheyenne City Council President, and Albin Mayor Kelly Krakow both won reelection to their seats.

Region 4: Chuck Snyder, Mayor Pro Tem from Pavillion is the new "at-large" Director.

Region 5: Pinedale Mayor Matt Murdoch was reelected with unanimous support.

Region 6: Traci Fowler, Council Member, Hanna Council Member rejoins the board as the Region 5 "at-large" director.



One Call of Wyoming

Proudly supporting
Wyoming's
cities and towns

tel: 307.632.0398 | fax: 307.632.1942 | www.wyomuni.org