

# INFORMATION PACKET

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Friday, August 31, 2018



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

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

**September 4, 2018 Councilmembers Absent:**

<b>Special Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
One Cent Survey Results & Suggested Projects	Direction Requested	80 min	4:30
Agenda Review		10 min	5:50
Approximate Ending Time			6:00

**September 4, 2018 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - August 21 Personnel & August 28 Personnel & Property Acquisition					
Bright Spot - Proclamations for Star Spangled Banner Day & Constitution Week					
Bright Spot - Bishop House & National Fair Housing Act					
Approve August 21 Meeting Minutes, August 21 Executive Session Minutes, and August 28 Executive Session Minutes					
Establish September 18, 2018 as the Public Hearing Date for Consideration of Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.	C				
Establish September 18, 2018 as the Public Hearing Date for Consideration of Hotel Guest Registration Ordinance.	C				
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). First Reading/Public Hearing		N			
Amendment to Agreement with First Interstate Bank Regarding Lockbox Services.				C	
Accepting a Drainage Easement from 5725 Highland Drive, Inc., for Maintenance of a Storm Sewer Main that Serves Highland Drive and Surrounding Properties.				C	
Accepting a Storm Sewer Pipe Easement from Stella Johnston for Maintenance of a Storm Sewer Main.				C	
Authorizing an Underground Right-of-Way Easement with Rocky Mountain Power to Install Electrical Service Underground to the Permitted Verizon Wireless Cell Tower at 795 College Drive.				C	
Authorizing Acceptance of a Grant Award from the Wyoming Office of the Attorney General, Division of Victim Services, in the Amount of \$132,764, to be Used for Existing Salaries, Training, Operating Expenses, Emergency Assistance, Advertising, and other Services Covered by the Grant.				C	
Restorative Justice				C	
Authorizing the Discharge of \$34,573.19 of Uncollectible Accounts Receivable Balances, Aged Between the Date of April 1, 2013 and June 30, 2013, Including More Recent Estate Liquidations and Bankruptcies.					C

**The Grid**

A working draft of Council Meeting Agendas

**September 11, 2018****Councilmembers Absent:****Meeting to be held at the Life Steps Campus at 4:00 p.m.**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
LifeSteps Campus Tour	Information Only	30 min	4:00
Sales Tax Issue Explanation (Dan Noble)	Information Only	40 min	4:30
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (Lt. John Harlin)	Move Forward for Approval	20 min	5:10
Health Fund Update (Tracey Belser)	Information Only	20 min	5:30
Abandoned Vehicle Ordinance (Chief McPheeters)	Move Forward for Approval	30 min	5:50
Smart Water Meters (Darren Mizokami)	Direction Requested	40 min	6:20
Agenda Review		10 min	7:00
Legislative Update		10 min	7:10
Council Around the Table		20 min	7:20
Approximate Ending Time			7:40

**September 18, 2018****Councilmembers Absent: Morgan**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (tentative)					
Hotel Guest Registration Ordinance. First Reading/Public Hearing		N			
Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.		N			
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). 2nd Reading			N		
Authorizing the Sole Source purchase of three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant.				C	
Authorizing a Contract for Outside-City Water Service with C.E. Swinney, LLC.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	

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

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Casper Area Convention & Visitors Bureau Update (Brook Kaufman)		20 min	4:30
Non-Motorized Transportation Plan (Bike/Pedestrian Plan Update)		20 min	4:50
Summer Pool Usage Discussion		20 min	5:10
Soil Compaction in Residential Areas - Draft Ordinance		40 min	5:30
Agenda Review		20 min	6:10
Legislative Update		10 min	6:30
Council Around the Table		20 min	6:40
Approximate Ending Time			7:00

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

**October 2, 2018**                      **Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent                      N = Item is <u>not</u> on Consent					
Hotel Guest Registration Ordinance. Second Reading			N		
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). Third Reading			N		

**October 9, 2018**                      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

**October 16, 2018**                      **Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent                      N = Item is <u>not</u> on Consent					

**October 23, 2018**                      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

**The Grid**

A working draft of Council Meeting Agendas

**Upcoming Work Session Agenda Items**

Hogadon &amp; Golf Debrief

Casper Mountain Biathlon Club-Crushing Operations

Spay &amp; Neuter Code Discussion - Review of Needs

Pre-Annexation &amp; Island Annexation

City of Casper App/Citizen Engagement

Liquor Ordinance, Part II

Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?

Dog Attacks/Bites - Penalties for Impound

Downtown Parking Study Implementation

Goodstein Lot Lease (Long Term Plan)

6th Cent Funding Study

Wyoming Business Council Grant for Midwest

Property Code Revisions

Event Guide

Bar Hours on Sunday



# SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>5:00 p.m.</i> - CNFR (Parkway Plaza)  <i>Labor Day City Offices Closed</i>	4  <i>First Day of School</i>  <b>6:00p</b> -Council Meeting	5 <i>11:30a</i> -Drug Court <i>5:30p</i> -Platte River Restoration Advisory Committee	6 <i>7:00p</i> -Youth Empowerment	7	8
9	10 <i>8:30a</i> -Historic Preservation	11 Council Work Session to be held at Life Steps Campus  <i>4:00p</i> - Tour <i>4:30p</i> - Meeting begins	12 <i>11:30a</i> -DDA <i>1:00p</i> -Civil Service Commission <i>2:00p</i> -Senior Advocacy Committee <i>6:00p</i> -Amoco Reuse JPB	13 <i>7:00a</i> -CAEDA <i>4:30p</i> -Leisure Services Board <i>7:00p</i> -Youth Empowerment	14 <i>11:30a</i> -Chamber Coordination/ Infoshare	15  <b>VOLUNTEER DAY</b>  <i>8:15a</i> - Registration <i>9:00a</i> - Work begins <i>11:00a</i> - Lunch for Volunteers
16	17 <i>12:30p</i> -Senior Services <i>4:00p</i> -OYD Advisory Committee	18 <i>11:30a</i> -Regional Water JPB <i>4:00p</i> -Chamber of Commerce  <b>6:00p</b> -Council Meeting	19 <i>7:00a</i> -Mayor/ Commissioner	20 <i>10:30a</i> -Housing Authority <i>4:00p</i> -Contractors' Licensing Board <i>5:30p</i> - City County Board of Health <i>6:00p</i> - Planning & Zoning <i>7:00p</i> -Youth Empowerment	21	22 <i>Fall Begins</i>  
23 30	24 <i>2:00p</i> -CATC	25 <i>11:30a</i> -Travel & Tourism <i>1:00p</i> -NIC  <b>4:30 p</b> -Council Work Session	26 <i>7:00a</i> -CPU Advisory Board <i>12:00p</i> -Meth Committee <i>5:15p</i> -CAP	27 <i>7:00p</i> -Youth Empowerment	28	29



# Department of Environmental Quality

*To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.*



Matthew H. Mead, Governor



Todd Parfitt, Director

August 27, 2018

J. Carter Napier  
City of Casper  
200 North David Street  
Casper, WY 82601

**REQUEST TO BE A PARTY  
GATEWAY WEST TRANSMISSION LINE PROJECT APPLICATION FOR  
PERMIT TO THE INDUSTRIAL SITING COUNCIL, DEQ/ISC 12-10**

Dear Mr. Napier:

We received your letter dated August 17, 2018 requesting party status for the city of Casper in the captioned action of the Industrial Siting Council. Your letter is part of the record. It has been referred to the hearing examiner for further action.

Sincerely,

Kimber Wichmann  
Department of Environmental Quality  
Industrial Siting Division  
(307) 777-7369

Distribution: Peter Froelicher, Hearing Examiner  
Paul Hickey, Attorney

**ECONOMIC DEVELOPMENT JOINT POWERS BOARD  
PUBLIC MEETING**

**June 19, 2018 at 9:00am  
CAEDA Board Room  
DRAFT**

**Members Present:** Mark Pepper, John Lawson, Bob Hopkins, Forrest Chadwick

**Members Absent:** Ray Pacheco

**Staff Present:** Charles Walsh, Cary'e Parsons

**Guests:** None

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CALL TO ORDER:

Chairman Pepper called the meeting to order at 9:15am

APPROVAL OF MINUTES

Chairman Pepper presented the minutes from the regular board meeting held on May 22, 2018.

**John Lawson motioned to accept the minutes as written, Bob Hopkins seconded. All in favor, motion carries.**

FINANCIALS:

**Presentation for invoices for payment:**

- Team Networks (\$5,881.95) Memo #287
- Treto Construction – 33 Mile Retainage (\$98,041.47) Memo #288
- Downtown Development Authority D.S.S Phase 2 (\$500,000.00) Memo #289

**Bob Hopkins motioned to accept and authorize payment for the invoices as presented, Forrest Chadwick seconded. All in favor, motion carries.**

OPERATIONS:

Mr. Walsh presented to the board a software productivity application called Mindjet Mind Mapper that will be a great asset to the team and office productivity. The total cost for the software is \$504.00.

**Bob Hopkins motioned to approve the purchase of Mindjet Software for \$504.00 at the start of the new fiscal year 2019. John Lawson seconded. All in favor, motion carries.**

BUDGET REVIEW:

Chairman Pepper stated that since EDJPB did not receive the \$14,000 from Bishop Rail in the FY18 we should zero out the \$14,000 and add in the \$21,014.12 from the interest earned from open project loans in FY18.

**Bob Hopkins motioned to approve the FY18 amended budget with the above changes as listed, John Lawson seconded. All in favor, motion carries.**



Charles Walsh presented the FY19 budget, after some discussion and edits **Bob Hopkins motioned to accept the FY19 budget as presented, Forrest Chadwick seconded. All in favor, motion carries.**

OTHER BUSINESS:

FY 2019 Operational Plan: Chairman Pepper proposed that the CAEDA Team provide an operational plan update at the August 2018 Board meeting that included goals for the upcoming year. Additionally, he proposed that we draft a new budget template for EDJPB consideration that simplified revenues and expenses correlation.

North Star project: The loan document is now in the hands of the company for their review. Once final loan terms have been negotiated by CAEDA Team, a copy of the loan will be sent to the Economic Development Joint Powers Board to review and a special meeting will be called for the vote of approval. Date of meeting to be determined.

ADJOURN

**Motion: John Lawson motioned to adjourn the meeting, Bob Hopkins seconded. All in favor.**

There being no further business, Chairman Pepper adjourned the meeting at approximately 10:05am.

Copies of all materials presented to the board are filed in the board's permanent file in the CAEDA office.

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These minutes were adopted by vote of the Economic Development Joint Powers Board as a fair and accurate account of all business conducted when a quorum was present.

APPROVED:

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Chairman, Mark Pepper

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Date

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Treasurer, Bob Hopkins

---

Date

**BOARD MEETING**  
August 28, 2018  
CAEDA Conference Room  
**AGENDA**

- 1. Call to Order**
- 2. Introductions**
- 3. Approval of Minutes**
  - a. June 26, 2018 Special Budget Minutes
- 4. Financials**
  - a. June Financials (PD)
  - b. Audit Update
  - c. Capital/Depreciation financial levels
- 5. Presentation of Invoices for Payment**
  - a. CAEDA – Reimbursement for software (\$504.00) Memo #290
  - b. Williams, Porter, Day & Neville, P.C. (\$2,984.80) Memo #291
  - c. Team Networks Solutions – Hard Drive Replacement (\$92.40) Memo # 292
- 6. Project Report**
  - a. RH Farms
  - b. Wyoming Regional Training Center
  - c. CCR
  - d. Project North Star
- 7. FY 2019 Strategic Considerations**

**Economic Development Joint Powers Board  
Financial Statements  
June 30, 2018**

**PRELIMINARY DRAFT – SUBJECT TO CHANGE**

RICK MASON, CPA  
JONI KUMOR, CPA  
JOHN A. SMITH, CPA  
SCOTT BUCKINGHAM, CPA  
JACK E. LENHART, CPA - OF COUNSEL



LARRY D. GRAHAM, CPA  
RICHARD P. REIMANN, CPA  
STEPHEN A. WILLADSON, CPA  
STEPHANIE L. MEANS, CPA  
LARRY G. BEAN, CPA - OF COUNSEL

To the Board of Directors  
Economic Development Joint Powers Board  
300 S. Wolcott St., Suite 300  
Casper, WY 82601

Management is responsible for the accompanying financial statements of Economic Development Joint Powers Board (a component unit of the City of Casper, Wyoming), which comprise the statement of net position as of June 30, 2018, and the related statements of revenues and expenditures budget vs. actual for the quarter and year then ended June 30, 2018 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all disclosures and the statement of cash flows required in financial statements prepared in accordance with accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Economic Development Joint Powers Board.

PRELIMINARY DRAFT – SUBJECT TO CHANGE

Lenhart, Mason & Associates, LLC  
August 14, 2018

**Economic Development Joint Powers Board  
A Component Unit of the City of Casper, Wyoming  
Statement of Net Position  
June 30, 2018**

**ASSETS**

<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · First Interstate Checking	1,092,154.68	
1012 · Platte Valley Bank Checking	10,211.61	
1016 · Platte Valley Bank CD *6426	93,900.48	
1220 · Geneos Wealth Management	104,362.01	
<b>Total Current Assets</b>		1,300,628.78
<b>Fixed Assets</b>		
1226 · Furniture & Equipment	120,847.87	
1227 · A/D-Furniture & Equipment	-100,279.56	
1229 · Leasehold Improvements	3,200.00	
1233 · A/D-Leasehold Improvements	-604.42	
<b>Total Fixed Assets</b>		23,163.89
<b>Other Assets</b>		
1238 · N/R - RH Farms	79,522.18	
1241 · N/R - Casper/Natrona Airport	85,000.00	
1280 · Contract Receivable - CCF	1,757,000.00	
1283 · Discount Contract Receivable	-885,716.56	
<b>Total Other Assets</b>		1,035,805.62
<b>TOTAL ASSETS</b>		2,359,598.29

**LIABILITIES AND NET POSITION**

<b>Liabilities</b>		
<b>Current Liabilities</b>		
2000 · Accounts Payable	2,365.20	
<b>Total Current Liabilities</b>		2,365.20
<b>Total Liabilities</b>		2,365.20
<b>Net Position</b>		
3000 · Net Position-Unrestricted	2,229,704.28	
3200 · Net Position-Committed	130,000.00	
3900 · Net Position-Invested-Cap Assets	27,449.20	
Net Income	-29,920.39	
<b>Total Net Position</b>		2,357,233.09
<b>TOTAL LIABILITIES &amp; NET POSITION</b>		2,359,598.29

**Economic Development Joint Powers Board  
A Component Unit of the City of Casper, Wyoming  
Statements of Revenues and Expenditures  
For the quarter and year then ended June 30, 2018**

	<u>F/Y '18 - 4th Qtr</u> <u>06/30/18</u>	<u>F/Y '18 - YTD</u> <u>06/30/18</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4015 · City Revenue	105,050.46	420,281.00
4020 · County Revenue	30,962.05	123,235.10
4070 · Interest - Notes	7,751.42	19,450.12
4100 · Interest & Dividend Income	692.44	2,630.85
4602 · Grant Income - 33 Mile Sewer	52,033.13	52,033.13
4999 · Other Income	23,141.30	23,141.30
<b>Total Income</b>	<u>219,630.80</u>	<u>640,771.50</u>
<b>Expense</b>		
<b>Operations</b>		
5005 · CAEDA Expense	133,822.75	535,291.00
6010 · Audit Fees	0.00	11,117.50
6040 · Accounting Fees	500.00	2,737.50
6062 · Grant Expense-BRC Admin Fees	1,500.00	6,000.00
6090 · Depreciation	1,775.08	7,100.32
6100 · Legal Fees	2,272.80	2,632.80
6210 · Office Expenses	792.35	879.64
6211 · Office Equipment Lease & Maint.	5,182.00	5,400.00
<b>Total Operations</b>	<u>145,844.98</u>	<u>571,158.76</u>
<b>Projects</b>		
6066 · Grant Expense-33 Mile Sewer	0.00	52,033.13
6069 · Hotel Conference Site Analysis	0.00	7,500.00
6414 · Proud to Host the Best	0.00	30,000.00
6415 · CNFR Sponsorship	10,000.00	10,000.00
<b>Total Projects</b>	<u>10,000.00</u>	<u>99,533.13</u>
<b>Total Expense</b>	<u>155,844.98</u>	<u>670,691.89</u>
<b>Net Ordinary Income</b>	<u>63,785.82</u>	<u>-29,920.39</u>
<b>Net Income</b>	<u><u>63,785.82</u></u>	<u><u>-29,920.39</u></u>

PRELIMINARY DRAFT – SUBJECT TO CHANGE

See Accountants' Compilation Report

**Economic Development Joint Powers Board**  
**A Component Unit of the City of Casper, Wyoming**  
**Statements of Revenues and Expenditures Budget vs. Actual**  
**For the quarter and year ended June 30, 2018**

	<u>Jul 17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4015 · City Revenue	420,281.00	420,281.00	0.00	100.0%
4020 · County Revenue	123,235.10	123,235.11	-0.01	100.0%
4070 · Interest - Notes	19,450.12	21,014.12	-1,564.00	92.56%
4100 · Interest & Dividend Income	2,630.85	2,371.05	259.80	110.96%
4602 · Grant Income - 33 Mile Sewer	52,033.13	0.00	52,033.13	100.0%
4999 · Other Income	23,141.30	0.00	23,141.30	100.0%
<b>Total Income</b>	<u>640,771.50</u>	<u>566,901.28</u>	<u>73,870.22</u>	<u>113.03%</u>
<b>Expense</b>				
<b>Operations</b>				
5005 · CAEDA Expense	535,291.00	535,291.00	0.00	100.0%
5010 · Miscellaneous	0.00	0.00	0.00	0.0%
5030 · Bank Charges	0.00	0.00	0.00	0.0%
6010 · Audit Fees	11,117.50	11,117.50	0.00	100.0%
6040 · Accounting Fees	2,737.50	2,737.50	0.00	100.0%
6062 · Grant Expense-BRC Admin Fees	6,000.00	6,000.00	0.00	100.0%
6090 · Depreciation	7,100.32	0.00	7,100.32	100.0%
6100 · Legal fees	2,632.80	360.00	2,272.80	731.33%
6210 · Office Expenses	879.64	3,602.25	-2,722.61	24.42%
6211 · Office Equipment Lease & Maint.	5,400.00	5,400.00	0.00	100.0%
<b>Total Operations</b>	<u>571,158.76</u>	<u>564,508.25</u>	<u>6,650.51</u>	<u>101.18%</u>
<b>Projects</b>				
6066 · Grant Expense-33 Mile Sewer	52,033.13	0.00	52,033.13	100.0%
6069 · Hotel Conference Site Analysis	7,500.00	0.00	7,500.00	100.0%
6300 · Incentive Fund	0.00	0.00	0.00	0.0%
6414 · Proud to Host the Best	30,000.00	30,000.00	0.00	100.0%
6415 · CNFR Sponsorship	10,000.00	10,000.00	0.00	100.0%
<b>Total Projects</b>	<u>99,533.13</u>	<u>40,000.00</u>	<u>59,533.13</u>	<u>248.83%</u>
<b>Total Expense</b>	<u>670,691.89</u>	<u>604,508.25</u>	<u>66,183.64</u>	<u>110.95%</u>
<b>Net Ordinary Income</b>	<u>-29,920.39</u>	<u>-37,606.97</u>	<u>7,686.58</u>	<u>79.56%</u>
<b>Net Income</b>	<u><u>-29,920.39</u></u>	<u><u>-37,606.97</u></u>	<u><u>7,686.58</u></u>	<u><u>79.56%</u></u>

PRELIMINARY DRAFT – SUBJECT TO CHANGE

See Accountants' Compilation Report

**Economic Development Joint Powers Board  
General Ledger - Preliminary Draft - Subject to Change**

As of June 30, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>1000 - First Interstate Checking</b>							
Deposit	04/08/18			Deposit	138,012.51		1,185,387.57
Deposit	04/16/18			Deposit	12,876.33		1,301,380.08
Deposit	04/23/18			Deposit	500,000.00		1,314,356.41
Deposit	04/30/18	Interest		Interest	107.81		1,814,486.22
Deposit	05/01/18			Deposit	5,000.00		1,819,486.22
Deposit	05/11/18			Deposit	12,961.67		1,832,427.89
Bill Pmt ...	05/22/18	5402	Lenhart Mason & Associates LLC	Memo #282		1,450.00	1,830,977.89
Check	05/22/18	5403	CAEDA*	Memo #283 - BRC Admin Fee - Qtr 4		1,500.00	1,829,477.89
Check	05/22/18	5404	CAEDA*	Memo #284 - 4th quarter funding		133,822.75	1,695,655.14
Check	05/22/18	5405	National College Finals Rodeo	Memo #285 - 2018 - CNFR Sponsorship		10,000.00	1,685,655.14
Check	05/30/18	5406	Charles Walsh - reimb	Memo #286 - 2 Surface Pro Laptops - purchased 05-25-18		2,815.01	1,682,840.13
Deposit	05/31/18	Interest		Interest	137.40		1,682,977.53
Deposit	06/15/18			Deposit	12,945.00		1,695,922.53
Bill Pmt ...	06/26/18	5409	Downtown Development Authority	#61 - Phase II Community Enhancement Grant by WBC ...		500,000.00	1,195,922.53
Bill Pmt ...	06/26/18	5407	Team Networks	00-5777011		5,881.95	1,190,040.58
Bill Pmt ...	06/26/18	5408	Treto Construction LLC	33 Mile - project complete - release retainage		98,041.47	1,091,999.11
Deposit	06/29/18	Interest		Interest	155.57		1,092,154.68
<b>Total 1000 - First Interstate Checking</b>					<b>680,298.29</b>	<b>753,511.18</b>	<b>1,092,154.68</b>
<b>1012 - Platte Valley Bank Checking</b>							
Deposit	04/30/18	Interest		Interest	2.08		10,205.28
Deposit	05/31/18	Interest		Interest	2.17		10,207.45
Deposit	06/30/18	Interest		Interest	2.10		10,211.61
<b>Total 1012 - Platte Valley Bank Checking</b>					<b>6.35</b>	<b>0.00</b>	<b>10,211.61</b>
<b>1016 - Platte Valley Bank CD *6426</b>							
<b>Total 1016 - Platte Valley Bank CD *6426</b>							<b>93,900.48</b>
<b>1220 - Geneos Wealth Management</b>							
Deposit	04/30/18	Interest		Interest	87.14		104,076.70
Deposit	05/31/18	Interest		Interest	96.04		104,163.84
Deposit	06/30/18	Interest		Interest	102.13		104,259.88
<b>Total 1220 - Geneos Wealth Management</b>					<b>285.31</b>	<b>0.00</b>	<b>104,362.01</b>
<b>1222 - Funding Receivables</b>							
<b>Total 1222 - Funding Receivables</b>							<b>0.00</b>
<b>1230 - Notes Receivable</b>							
<b>Total 1230 - Notes Receivable</b>							<b>0.00</b>
<b>1232 - Grant Receivable</b>							
Invoice	04/12/18	DDR1	WBC - Grants		500,000.00		500,000.00
Payment	04/23/18	Direct Pay	WBC - Grants			500,000.00	0.00
<b>Total 1232 - Grant Receivable</b>					<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>
<b>1410 - Accrued Interest Receivable</b>							
General J...	06/30/18	SCA02R		Reverse of GJE SCA02 -- Record interest receivable on ...		1,584.00	0.00
<b>Total 1410 - Accrued Interest Receivable</b>					<b>0.00</b>	<b>1,584.00</b>	<b>0.00</b>
<b>1499 - Undeposited Funds</b>							
Payment	04/23/18	Direct Pay	WBC - Grants		500,000.00		500,000.00
Deposit	04/23/18	Direct Pay	WBC - Grants	Deposit		500,000.00	0.00
<b>Total 1499 - Undeposited Funds</b>					<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>
<b>1226 - Furniture &amp; Equipment</b>							
Check	05/30/18	5406	Charles Walsh - reimb	Silver Microsoft Surface Pro with colball cover and surfac...	1,403.83		118,032.88
Check	05/30/18	5406	Charles Walsh - reimb	Silver Microsoft Surface Pro with burgundy cover and sur...	1,411.18		119,436.89
<b>Total 1226 - Furniture &amp; Equipment</b>					<b>2,815.01</b>	<b>0.00</b>	<b>120,847.87</b>
<b>1227 - A/D-Furniture &amp; Equipment</b>							
General J...	06/30/18	Depr		Post quarterly depreciation		1,721.75	-98,557.81
<b>Total 1227 - A/D-Furniture &amp; Equipment</b>					<b>0.00</b>	<b>1,721.75</b>	<b>-100,279.56</b>
<b>1229 - Leasehold Improvements</b>							
<b>Total 1229 - Leasehold Improvements</b>							<b>3,200.00</b>
<b>1233 - A/D-Leasehold Improvements</b>							
General J...	06/30/18	Depr		Post quarterly depreciation		53.33	-551.09
<b>Total 1233 - A/D-Leasehold Improvements</b>					<b>0.00</b>	<b>53.33</b>	<b>-604.42</b>
<b>1238 - N/R - RH Farms</b>							
Deposit	05/01/18	1446		Inductance Energy Corporation - Payment to be applied l...		4,589.58	84,091.78
<b>Total 1238 - N/R - RH Farms</b>					<b>0.00</b>	<b>4,589.58</b>	<b>79,522.18</b>
<b>1242 - N/R - Casper/Natrona Airport</b>							
General J...	06/30/18	SC02		To record balance of promisory note from the airport	75,174.43		9,825.57
<b>Total 1242 - N/R - Casper/Natrona Airport</b>					<b>75,174.43</b>	<b>0.00</b>	<b>85,000.00</b>
<b>1280 - Contract Receivable - CCF</b>							
Deposit	04/16/18			Wyoming Contractors		10,000.00	1,787,000.00
Deposit	05/11/18			Wyoming Contractors		10,000.00	1,777,000.00
Deposit	06/15/18			Wyoming Contractors		10,000.00	1,767,000.00
<b>Total 1280 - Contract Receivable - CCF</b>					<b>0.00</b>	<b>30,000.00</b>	<b>1,757,000.00</b>
<b>1283 - Discount Contract Receivable</b>							
<b>Total 1283 - Discount Contract Receivable</b>							<b>-885,716.56</b>
<b>2000 - Accounts Payable</b>							
Bill	04/30/18	Inv #67476	Lenhart Mason & Associates LLC	E050 #67476		500.00	-950.00
Bill Pmt ...	05/22/18	5402	Lenhart Mason & Associates LLC	Memo #282	1,450.00		-1,450.00
Bill	05/22/18	Retainage	Treto Construction LLC	33 Mile - project complete - release retainage		98,041.47	0.00
Bill	06/12/18	86720	Team Networks	#6720 - 2 Microsoft Office - 2016 Home & Business		481.95	-98,041.47
Bill	06/13/18	61	Downtown Development Authority	#61 - Phase II Community Enhancement Grant by WBC ...		500,000.00	-98,523.42
Bill	06/18/18	88731	Team Networks	#6731 - NetManage Agreement 07-01-18 to 06-30-19		5,400.00	-598,523.42
Bill Pmt ...	06/26/18	5409	Downtown Development Authority	#61 - Phase II Community Enhancement Grant by WBC ...		500,000.00	-603,923.42
Bill Pmt ...	06/26/18	5407	Team Networks	00-5777011		5,881.95	-103,923.42
Bill Pmt ...	06/26/18	5408	Treto Construction LLC	33 Mile - project complete - release retainage		98,041.47	-98,041.47
Bill	06/26/18	88756	Team Networks	#6756 - repair part for front desk pc		92.40	0.00
Bill	06/30/18	Strnt #66504	Williams Porter Day & Neville	Strnt #66504 - June legal services		2,272.80	-92.40
<b>Total 2000 - Accounts Payable</b>					<b>605,373.42</b>	<b>608,788.82</b>	<b>-2,365.20</b>



**Economic Development Joint Powers Board  
General Ledger - Preliminary Draft - Subject to Change**

As of June 30, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
2440 - Retainage Payable							-88,041.47
Bill	05/22/18	Retainage	Treto Construction LLC	33 Mile - project complete - release retainage	98,041.47		0.00
Total 2440 - Retainage Payable					98,041.47	0.00	0.00
3000 - Net Position-Unrestricted							-2,229,704.28
Total 3000 - Net Position-Unrestricted							-2,229,704.28
3200 - Net Position-Committed							-130,000.00
Total 3200 - Net Position-Committed							-130,000.00
3900 - Net Position-Invested-Cap Asset							-27,449.20
Total 3900 - Net Position-Invested-Cap Asset							-27,449.20
4015 - City Revenue							-315,230.54
Deposit	04/06/18	127478		City of Casper - Qtr 4 funding		105,050.46	-420,281.00
Total 4015 - City Revenue					0.00	105,050.46	-420,281.00
4020 - County Revenue							-82,273.05
Deposit	04/06/18	89418		Natrona County Commissioners - Qtr 4 funding		30,962.05	-123,235.10
Total 4020 - County Revenue					0.00	30,962.05	-123,235.10
4070 - Interest - Notes							-11,898.70
Deposit	04/16/18			Wyoming Contractors		2,978.33	-14,877.03
Deposit	05/01/18	1446		Inductance Energy Corporation - Payment to be applied l...		430.42	-15,107.45
Deposit	05/11/18			Wyoming Contractors		2,961.67	-18,069.12
Deposit	06/15/18			Wyoming Contractors		2,945.00	-21,014.12
General J...	06/30/18	SCA02R		Record interest receivable on RH Farms	1,584.00		-19,450.12
Total 4070 - Interest - Notes					1,584.00	9,315.42	-19,450.12
4100 - Interest & Dividend Income							-1,938.41
Deposit	04/30/18	Interest		Interest		2.08	-1,940.49
Deposit	04/30/18	Interest		Interest		87.14	-2,027.63
Deposit	04/30/18	Interest		Interest		107.81	-2,135.44
Deposit	05/31/18	Interest		Interest		2.17	-2,137.61
Deposit	05/31/18	Interest		Interest		96.04	-2,233.65
Deposit	05/31/18	Interest		Interest		137.40	-2,371.05
Deposit	06/29/18	Interest		Interest		155.57	-2,526.62
Deposit	06/30/18	Interest		Interest		2.10	-2,528.72
Deposit	06/30/18	Interest		Interest		102.13	-2,630.85
Total 4100 - Interest & Dividend Income					0.00	692.44	-2,630.85
4602 - Grant Income - 33 Mile Sewer							0.00
General J...	06/30/18	SC02		To record balance of promisory note from the airport		52,033.13	-52,033.13
Total 4602 - Grant Income - 33 Mile Sewer					0.00	52,033.13	-52,033.13
4604 - Grant Income - David St Station							0.00
Invoice	04/12/18	DDR1	WBC - Grants	David Street Plaza - Phase IV - project #GS-006530 - D...		500,000.00	-500,000.00
Bill	06/13/18	61	Downtown Development Authority	#61 - Phase II Community Enhancement Grant by WBC ...	500,000.00		0.00
Total 4604 - Grant Income - David St Station					500,000.00	500,000.00	0.00
4999 - Other Income							0.00
General J...	06/30/18	SC02		To record balance of promisory note from the airport		23,141.30	-23,141.30
Total 4999 - Other Income					0.00	23,141.30	-23,141.30
Operations							425,313.78
5005 - CAEDA Expense							401,468.25
Check	05/22/18	5404	CAEDA*	Memo #284 - 4th quarter funding	133,822.75		535,291.00
Total 5005 - CAEDA Expense					133,822.75	0.00	535,291.00
6010 - Audit Fees							11,117.50
Total 6010 - Audit Fees							11,117.50
6040 - Accounting Fees							2,237.50
Bill	04/30/18	Inv #67478	Lenhart Mason & Associates LLC	E050 #67478	500.00		2,737.50
Total 6040 - Accounting Fees					500.00	0.00	2,737.50
6062 - Grant Expense-BRC Admin Fees							4,500.00
Check	05/22/18	5403	CAEDA*	Memo #283 - BRC Admin Fee - Qtr 4	1,500.00		6,000.00
Total 6062 - Grant Expense-BRC Admin Fees					1,500.00	0.00	6,000.00
6090 - Depreciation							5,325.24
General J...	06/30/18	Depr		Post quarterly depreciation	1,775.08		7,100.32
Total 6090 - Depreciation					1,775.08	0.00	7,100.32
6100 - Legal fees							360.00
Bill	06/30/18	Stmt #86504	Williams Porter Day & Neville	Stmt #86504 - June legal services	2,272.80		2,632.80
Total 6100 - Legal fees					2,272.80	0.00	2,632.80
6210 - Office Expenses							87.29
Bill	06/12/18	86720	Team Networks	#86720 - 2 Microsoft Office - 2016 Home & Business	481.95		569.24
Bill	06/28/18	86756	Team Networks	#86756 - repair part for front desk pc	92.40		661.64
General J...	06/30/18	SC01		Reclass 08-24-17 posting from Source Office - Memo #266	218.00		879.64
Total 6210 - Office Expenses					792.35	0.00	879.64
6211 - Office Equipment Lease & Maint.							218.00
Bill	06/18/18	86731	Team Networks	#86731 - NetManage Agreement 07-01-18 to 06-30-19	5,400.00		5,618.00
General J...	06/30/18	SC01		Reclass 08-24-17 posting from Source Office - Memo #266		218.00	5,400.00
Total 6211 - Office Equipment Lease & Maint.					5,400.00	218.00	5,400.00
Total Operations					146,082.98	218.00	571,158.76
Projects							89,533.13
6066 - Grant Expense-33 Mile Sewer							52,033.13
Total 6066 - Grant Expense-33 Mile Sewer							52,033.13
6069 - Hotel Conference Site Analysis							7,500.00
Total 6069 - Hotel Conference Site Analysis							7,500.00
6414 - Proud to Host the Best							30,000.00
Total 6414 - Proud to Host the Best							30,000.00

**Economic Development Joint Powers Board  
General Ledger - Preliminary Draft - Subject to Change**

As of June 30, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							0.00
6415 - CNFR Sponsorship							
Check	05/22/18	5405	National College Finals Rodeo	Memo #285 - 2018 - CNFR Sponsorship - Breakaway Ro...	5,000.00		5,000.00
Check	05/22/18	5405	National College Finals Rodeo	Memo #285 - 2018 - CNFR Sponsorship - Goat Tying Ev...	5,000.00		10,000.00
Total 6415 - CNFR Sponsorship					10,000.00	0.00	10,000.00
Total Projects					10,000.00	0.00	99,533.13
<b>TOTAL</b>					<b>3,119,621.26</b>	<b>3,119,621.26</b>	<b>0.00</b>

**ECONOMIC DEVELOPMENT JOINT POWERS BOARD  
PUBLIC MEETING**

**June 19, 2018 at 9:00am  
CAEDA Board Room  
DRAFT**

**Members Present:** Mark Pepper, John Lawson, Bob Hopkins, Forrest Chadwick

**Members Absent:** Ray Pacheco

**Staff Present:** Charles Walsh, Cary'e Parsons

**Guests:** None

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CALL TO ORDER:

Chairman Pepper called the meeting to order at 9:15am

APPROVAL OF MINUTES

Chairman Pepper presented the minutes from the regular board meeting held on May 22, 2018.

**John Lawson motioned to accept the minutes as written, Bob Hopkins seconded. All in favor, motion carries.**

FINANCIALS:

**Presentation for invoices for payment:**

- Team Networks (\$5,881.95) Memo #287
- Treto Construction – 33 Mile Retainage (\$98,041.47) Memo #288
- Downtown Development Authority D.S.S Phase2 (\$500,000.00) Memo#289

**Bob Hopkins motioned to accept and authorize payment for the invoices as presented, Forrest Chadwick seconded. All in favor, motion carries.**

OPERATIONS:

Mr. Walsh presented to the board a software productivity application called Mindjet Mind Mapper that will be a great asset to the team and office productivity. The total cost for the software is \$504.00.

**Bob Hopkins motioned to approve the purchase of Mindjet Software for \$504.00 at the start of the new fiscal year 2019. John Lawson seconded. All in favor, motion carries.**

BUDGET REVIEW:

Chairman Pepper stated that since EDJPB did not receive the \$14,000 from Bishop Rail in the FY18 we should zero out the \$14,000 and add in the \$21,014.12 from the interest earned from open project loans in FY18.

**Bob Hopkins motioned to approve the FY18 amended budget with the above changes as listed, John Lawson seconded. All in favor, motion carries.**

Charles Walsh presented the FY19 budget, after some discussion and edits.

**Bob Hopkins motioned to accept the FY19 budget as presented, Forrest Chadwick seconded. All in favor, motion carries.**

OTHER BUSINESS:

FY 2019 Operational Plan: Chairman Pepper proposed that the CAEDA Team provide an operational plan update at the August 2018 Board meeting that included goals for the upcoming year. Additionally, he proposed that we draft a new budget template for EDJPB consideration that simplified revenues and expenses correlation.

North Star project: The loan document is now in the hands of the company for their review. Once final loan terms have been negotiated by CAEDA Team, a copy of the loan will be sent to the Chairman Mark Pepper for review and signature.

ADJOURN

**Motion: John Lawson motioned to adjourn the meeting, Bob Hopkins seconded. All in favor.**

There being no further business, Chairman Pepper adjourned the meeting at approximately 10:05am.

Copies of all materials presented to the board are filed in the board's permanent file in the CAEDA office.

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These minutes were adopted by vote of the Economic Development Joint Powers Board as a fair and accurate account of all business conducted when a quorum was present.

APPROVED:

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Chairman, Mark Pepper

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Date

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Treasurer, Bob Hopkins

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Date



DATE: August 28, 2018  
TO: Chairman Mark Pepper  
Economic Development Joint Powers Board  
FROM: Charles Walsh  
President / CEO  
[charles@caeda.net](mailto:charles@caeda.net)  
RE: Check Request to Casper Area Economic Development Alliance

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Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to CAEDA for reimbursement correlating to new office software that was purchased.

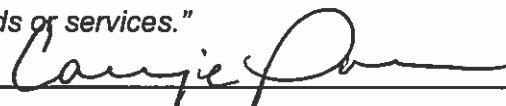
Attached is invoice #0061M00000Y49CJQAQ from Corel in the amount of \$504.00 requesting payment for the Mindjet Mind mapper software.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #290

*"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$504.00 represents a valid claim for payment of goods or services."*

Signed by:   
(Vendor or EDJPB official)

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
(Board member)



Quote Number DQ-20180525-22028  
 Expiration Date 5/31/2018  
 Created Date 5/25/2018

*Pay back to CAEDA. Was put on C.C.*

Prepared By Kevin James Address 9225 Bee Cave Building A suite 201  
 Email kevin.james@mindjet.com Austin, TX 78733  
 Phone (415) 229-4366 United States

Account Name Casper Area Economic Development Alliance

Bill To 300 S. Wolcott St  
 Suite 300  
 Casper, Wyoming 82601  
 United States

Product Code	Product	Start Date	End Date	Quantity	Sales Price	Total Price
LCMM18M11MUA	Mindjet MindManager - Academic- Multi (Electronic Delivery) incl. Windows 2018 and Mac v.11			4.00	USD 79.00	USD 316.00
600858A	Mindjet MindManager Upgrade Protection Plan - Academic (3 Year)	5/31/2018	5/30/2021	4.00	USD 47.00	USD 188.00

Subtotal USD 504.00  
 Total Price USD 504.00

Subscription Products (Maintenance & Support, Mindjet for Business, etc ) will be automatically renewed annually and you will be invoiced unless either party notifies the other of nonrenewal in writing at least 30 days prior to the renewal date  
 Customer agrees the following Terms and Conditions applicable to product(s) purchased in this quote govern the use of the product(s)  
 - MindManager Desktop End User License Agreement and Mindjet for Business Terms <http://www.mindjet.com/legal>  
 - Mindjet Software Assurance and Support Terms and Conditions <http://www.mindjet.com/legal/msa-products-terms/>  
 - Mindjet Software Assurance and Support Guide <http://www.mindjet.com/legal/mindjet-customer-support-services-guide/>  
 - Consulting and training services <http://www.mindjet.com/legal/consulting-and-training/>  
 Payment Terms Net 30 days from the invoice date Sales and other taxes are the responsibility of the customer and will be added to the invoice, as applicable.

To complete this order Customer must:  
 - Sign below in the space indicated, AND  
 - Issue a Purchase Order referencing this quote

Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

**PAID**

Date \_\_\_\_\_ Approval \_\_\_\_\_  
 Check \_\_\_\_\_ Class Ed/IB  
 Bank F.I.B G/L 4210

Purchase orders must (i) be on company letterhead, (ii) be signed and (iii) list all pricing and shipping requirements (physical or electronic delivery) Submit to Mindjet by email (corelom@iqbackoffice.com, or the Account Executive) to complete your order Tax exempt companies must provide a copy of its exemption certificate, otherwise taxes will be charged, as applicable.

This Quote is confidential information and may not be disclosed to any third party.  
 This Quote shall remain valid for thirty (30) calendar days from the Date of Quote or the last day of the calendar quarter, whichever comes first.

*Monday.*



# mindjet

INVOICE#D061M00000Y49CJQAQ

Status	Draft
Invoice date	07/02/2018
Due date	07/03/2018

Corel / Mindjet / WinZip

Bill to:

**Casper Area Economic Development Alliance**  
**Cary'e Parsons**  
**Carye@caeda.net**  
**Wyoming, 82601US**

Item and Description	Unit cost	Quantity	Tax	Discount	Total
LCMM18M11MUA, Mindjet MindManager - Academic - Multi incl. Windows 2018 and Mac v.11 (UPP is required)	79.00	4.00	-	-	316.00 USD
600858A, Mindjet MindManager Upgrade Protection Plan - Academic (3 Year)	47.00	4.00	-	-	188.00 USD

Notes:

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**Sub Total:** 504.00 USD

Thank you for choosing Mindjet

**Amount:** 504.00 USD



*Put the Amount on Bow Card  
EdjPB to Reimburse CAEDA.*



CASPER, WYOMING

DATE: August 28, 2018  
TO: Chairman Mark Pepper  
Economic Development Joint Powers Board  
FROM: Charles Walsh  
President / CEO  
[charles@caeda.net](mailto:charles@caeda.net)  
RE: Check Request to Williams, Porter, Day & Neville, P.C.

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Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Williams, Porter, Day & Neville, P.C. for services relating to the True North loan agreement.

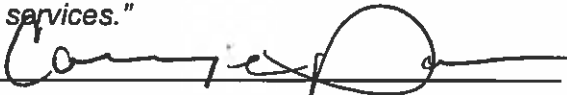
Attached is invoice #86504/87531 from Williams, Porter, Day & Neville in the amount of \$2,984.80 requesting payment for the loan structure review and finalization.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #291

*"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$2,984.80 represents a valid claim for payment of goods or services."*

Signed by: \_\_\_\_\_  
  
(Vendor or EDJPB official)

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
(Board member)



**Williams, Porter, Day & Neville, P.C.**

Attorneys At Law  
P. O. Box 10700  
Casper, WY 82602  
Telephone (307) 265-0700  
Fax (307) 266-2306  
I.D. No. 20-3695528

Casper Area Economic Development  
Alliance, Inc.  
Charles Walsh  
300 S. Wolcott, Suite 300  
Casper, WY 82601

August 08, 2018

Statement No. 87531

Please include statement number with remittance of payment.

Re: General Matters

**Professional Services**

		Hours	Amount
07/01/2018	CSC Modifications to True North agreements to include requested changes and necessary phraseology to incorporate personal guarantee.	2.00	400.00
07/02/2018	CSC Finalize modifications to Promissory Note and Security Agreement.	1.00	200.00
07/02/2018	CSC Review email from Riata concerning the language that relates to Primary Jobs. Modifications to the definition based on Riata's email. Send back to Riata for review/approval.	0.20	40.00
07/03/2018	CSC Call to Riata to get update on True North Agreement.	0.00	No Charge
07/05/2018	JRK Review and add modifications to Promissory Note and Security Agreement. .	0.40	32.00
07/06/2018	CSC Email to Charles requesting update on True North's review of the Security Agreement and Promissory Note. Review response.	0.20	40.00
07/18/2018	JRK Final modifications to the Security Agreement and Promissory Note. Email to Riata.	0.00	No Charge
Sub-total Fees:			\$712.00

**Attorney Summary**

Name	Hours	Rate	Amount
Charles S. Chapin	3.40	\$200.00	\$680.00
Jennifer R. Kruger	0.40	\$80.00	\$32.00
Total hours:	3.80		

Total Current Billing: \$712.00

**Williams, Porter, Day & Neville, P.C.**

Attorneys At Law

P. O. Box 10700  
Casper, WY 82602  
Telephone (307) 265-0700  
Fax (307) 266-2306  
I.D. No. 20-3695528

Previous Balance Due:	<u>\$2,272.80</u>
Total Payments:	\$0.00
<b>Total Now Due:</b>	<b>\$2,984.80</b>



DATE: August 28, 2018  
TO: Chairman Mark Pepper  
Economic Development Joint Powers Board  
FROM: Charles Walsh  
President / CEO  
[charles@caeda.net](mailto:charles@caeda.net)  
RE: Check Request to Team Networks.

---

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Team Networks for a computer hard drive repair.

Attached is invoice #86756 from Team Networks in the amount of \$92.40. Requesting payment for the repair of the front desk computer's hard drive.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #292

*"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$92.40 represents a valid claim for payment of goods or services."*

Signed by:

(Vendor or EDJPB official)

Approved by: \_\_\_\_\_

\_\_\_\_\_

(Board member)



340 W. B Street STE 103  
Casper, WY 82601

PH: 307-235-6691  
FAX: 307-577-6485  
teamnetworks.com

# Invoice

Date	Invoice #
6/26/2018	86756

Bill To
CAEDA 300 S. Wolcott Suite 300 Casper, WY 82601

Ship To
CAEDA 300 S. Wolcott Suite 300 Casper, WY 82601 U.S.A.

P.O. No.	Rep	Terms	Due Date	Ship Via	
	MH	Net 20	7/16/2018	UPS	
Item	Description	Qty	Rate	Serviced	Amount
	---REPAIR PART FOR FRONT DESK PC				
1V0215	1 TB 3.5-inch SATA 6 Gb/s PC Hard Drive - SATA	1	88.00		88.00T

**PAID**

Date \_\_\_\_\_ Approval \_\_\_\_\_  
 Check \_\_\_\_\_ Class EdJPB  
 Bank F.I.B G/L U210

**PLEASE PAY THE AMOUNT SHOWN IN THE TOTAL FIELD**

Subtotal	\$88.00
Sales Tax (5.0%)	\$4.40
<b>Total</b>	<b>\$92.40</b>

Please pay within 30 days from the date of the invoice. After 30 days, interest will accrue at 18% per annum (1.5% per month) on all unpaid amounts.

Signature \_\_\_\_\_

EdJPB



JOIN US FOR OUR  
"TASTE OF 307" EVENT!

*Benefitting the Boys and Girls Club*

**When:** September 22<sup>nd</sup>, 2018

**Time:** 12pm-6pm

**What:** This is all about "Wyoming."  
Exclusive Wyoming made Wine and Beer Tasting,  
Vendors and Car Show

**Live Music:** Jalan Crossland, Pappy Longlegs,  
Hagen in the Grainbox and Chaser

Check us out on Facebook for more information:  
<https://www.facebook.com/YellowstoneGarage/>



Charger Holdings, LLC  
dba Yellowstone Garage Bar, Grill & Venue  
824 W. Yellowstone  
Casper, WY 82601  
307-215-7266



August 14, 2018

Dear Local Business,



Yellowstone Garage Bar, Grill and Venue offers a great space for Holiday Parties. We know it's still pretty early in the year but now is also the best time to start thinking about where you want to host your Holiday Party. Our calendar is starting to fill up, so call us today for more information and to reserve your spot.

- We have the option for you to rent our private room that can hold up to 60 people, or shared space with the private room and our bar for up to 100 people.
- We offer a plated dinner or a buffet (must have more than 25 people attending to utilize the buffet option).
- If you have more than 100 people attending your Holiday Party, we will gladly close our doors to the public and make it a Private Party Event.
- During the Private Party Event, we can offer a plated dinner for up to 200 people and more than 200 people will have a buffet.
- Private room fee is \$100
- Private Party Event fee is \$250
- Private Party Events must take place after 5pm, however renting a private room can be done anytime during our normal business hours.



If you'd like to book your Holiday Party with us, we require a non-refundable \$100 deposit that will go towards your room fee and guarantee your reservation with us.



We are also offering specials if you'd like to book your Holiday party before the craziness of the holidays begins or after. Between November 1-November 15, 2018 or January 20-February 28, 2019, your room fee or private event fee will be half price and you will get one bottle of wine per table during your event with a maximum of 8 bottles, your choice of red and/or white.



Please call us with any questions or to book your Holiday Party! We look forward to hearing from you and thank you for your consideration!

Sincerely,

Wendy Norton  
Forristt Fooshee  
307-262-7256



August 27, 2018

Natrona County Liquor Dealers Association  
1016 South Poplar Street  
Casper, WY 82604

To Whom It May Concern:

It has come to our attention that the City of Casper is considering allowing open containers of alcohol over a large area, and over an indefinite period of time, in the downtown area. We would like to take this opportunity to express our concerns with this proposal.

As you know, the Wyoming State Liquor Association is not only a trade association that represents the alcohol industry, we also coordinate the state-wide TIPS alcohol training program, with funding and support from the Wyoming Liquor Division, that has trained over 33,000 Wyomingites free of charge. We realize that as retailers of a product that can, when abused, bring harm and tragedy to people's lives, we always have to be on the forefront of keeping those sales as responsible and safe as we possibly can.

That's where our concern with the Casper open container proposal lies. I know of no other Wyoming municipality that allows such widespread, and potentially harmful, alcohol use. Cheyenne, for example, banned open containers in the downtown area during Cheyenne Frontier Days decades ago. Cheyenne events at the downtown Plaza are strictly regulated, and over a small enough area that law enforcement can easily monitor, and stop, anyone leaving the area with an open container, as they do if anyone tries to leave the Cheyenne Frontier Days fairgrounds with an open container.

Our concerns are multi-faceted. Who will carry the legal responsibility and liability if an underage person gets access to alcohol outside of one of our establishments? Who is going to monitor those that get intoxicated, or any of the problems that may result from that? How will an already manpower strained Casper Police Department cover blocks of downtown Casper with open containers of alcohol floating around? Will the City of Casper itself be legally liable if (or when) any alcohol related tragedies happen?

We recognize the ability for municipalities to allow for limited and controlled events that allow open containers. Casper did so over the eclipse last year, and many other municipalities take advantage for concert venues and special events. But those are special events, with specific permits, allowing for the partnership of retailers and law enforcement to ramp up awareness and manpower to deal with those events. To our understanding, the current proposal would have very little of these controls, and would take place over a large enough area to make effective enforcement nigh impossible.

Although we are certainly supporters of responsible alcohol service, we see major problems if this proposal goes through. The City Council, law enforcement, and alcohol retailers all should have one major concern in common... public safety. Our fear is that this proposal has the potential of running contrary to that concern.

Regards, Mike

Mike Moser

To Whom It May Concern,

The Natrona County Liquor Dealers Association opposes any deregulation to the **existing** "Open Container" laws &/or statutes. Though our reasons for opposing "Open Container" changes may differ from proprietor to proprietor, we all agree the negative effects drastically outweigh the positives. These adverse impacts would be felt financially and socially, as well as creating situations fraught with legal complications.

Currently the system has many stipulations insuring the safety of the consumer and the community at large. These regulations also protect the fiscal integrity of businesses enacting the permits and those in the surrounding areas. The proposed loosening of "Open Container" laws would also only concentrate on downtown Casper, ignoring all other businesses located outside this concentric circle. This would be a true form of the city giving advantages to a few and neglecting the many.

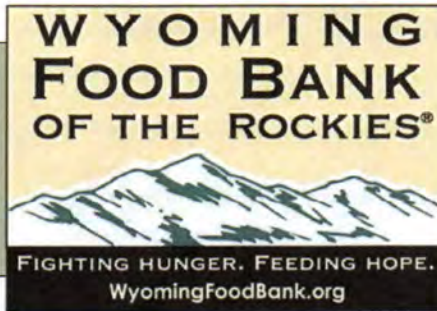
An unrestricted, barrier-less area opens the door for a B.Y.O.B. situation. This further complicates monitoring personal consumption as well as drastically altering sales for the worse. When opportunity presents itself for individuals to consume their own alcohol in order to save money, even when illegal, tragically people will do so.

In this day and age, to carelessly allow alcohol in public, would drastically increase problems already being battled by society, law enforcement, and bars alike.

Respectfully,

Matt Galloway, Owner: The Gaslight Social, The Keg & Cork, Galloway's Pub  
President, Natrona County Liquor Dealers Association  
Board of Directors, Wyoming State Liquor Association





August 24, 2018

City of Casper  
200 N. David  
Casper, WY 82601

Dear City of Casper,

On behalf of Wyoming Food Bank of the Rockies, thank you for your generous tax-deductible gift of **\$91,475.00**.

We would also like to thank you on behalf of The Ferguson Family, who have been affected by the slow incline of the Wyoming economy. Tony has only been able to find odd jobs to help pay the household bills, this means sometimes keeping healthy and nutritious food on his family's table has been a challenge. That is where their local WFBR partnering food pantry has helped them. They are able to receive fresh produce, meat, dairy, and non-perishables to help sustain their family to the next paycheck.

"Thank you to all the donors who support WFBR and their mission. Even a small donation helps them provide meals to those in need, like my family. It makes a world of difference for us!" ~ *Tony*

Last year WFBR distributed more than **8.4 million meals** throughout the great state of Wyoming through our programs and partner agencies on the front lines of hunger. None of this would have been possible without your *generosity and kindness!*

***Together, we can eliminate hunger in Wyoming!***

Warm Regards,

Shanna Harris  
Executive Director

Wyoming Food Bank of the Rockies is a 501(c)3 organization as determined by the Internal Revenue Service. Gifts are tax-deductible, EIN:45-3855680.  
Please keep this for your tax records to claim your deduction.

### **Donor Receipt Information**

**Donation Date: 8/24/2018 Amount: \$91,475.00**

***No goods or services were provided in exchange for this donation.***

***For every dollar donated to WFBR 96 cents goes directly to our programs.***



**Please know we value your support as well as your privacy.**  
**WFBR never sells or trades your name to any other organization.**

5150 Reserve Drive \* P.O. Box 1540 \* Evansville WY 82636 \* 307.265.2172 \* 877.265.2172 \* Fax 307.472.1869

[www.wyomingfoodbank.org](http://www.wyomingfoodbank.org)

A United Way Agency

**Subject:** Public Notice for DWS-Endow Priority Sector Business Grants (PSBG) Program proposed rules

Good morning!

I am happy to announce the proposed rules for the DWS-Endow Priority Sector Business Grants (PSBG) Program have been accepted and posted by the Secretary of State's (SOS) office. In the next few days it will be visible on their website: [rules@wyo.gov](mailto:rules@wyo.gov)

This means this proposed rule is open for public comment until **10/22/18**. You can make public comments on the SOS website or send in comments to the address listed on the public notice.

I have attached the public notice that will be published in the Casper newspaper this Sunday, September 2, 2018. This notice will also be posted on the DWS website.

I'm also attaching the clean copy of the rules for your purview. If you have any questions, comments, complaints, compliments....let me know!

Have a great day.

Marcia Price, CWCP  
DWS - Standards & Compliance  
Research & Policy Unit  
1510 E. Pershing Boulevard  
Cheyenne, Wyoming 82002  
Phone: (307) 777-6746  
Fax: (307) 777-7027  
E-mail: [marcia.price@wyo.gov](mailto:marcia.price@wyo.gov)

"Being humble means recognizing that we are not on earth to see how important we can become, but to see how much difference we can make in the lives of others." - Gordon B. Hinckley

**PUBLIC NOTICE OF PROPOSED CHANGES TO THE WYOMING DEPARTMENT OF WORKFORCE SERVICES (DWS), RULES AND REGULATIONS**

**PUBLIC NOTICE IS HEREBY GIVEN** that the Wyoming Department of Workforce Services (DWS) proposes adopting a new rule, DWS-Endow Priority Sector Business Grants (PSBG) Program, Chapter 1, which will affect the Department's rules and regulations.

The Department proposes to add Chapter 1, DWS-Endow Priority Sector Business Grants (PSBG) Program, due to a new statute change, W.S. §§ 9-2-2609 through 9-2-2611; 2018 Session Law Chapter 128. The new statute, effective July 1, 2018, establishes a grant program based on the Wyoming ENDOW (Economically Needed Diversity Options for Wyoming) strategic plan, which was completed August 1, 2018. The strategic plan will identify what priority sector businesses to focus on for diverse economic development in Wyoming.

The overall design of the PSBG program requires DWS to partner with the Wyoming Business Council, the Attorney General's office and with the Governor's office. DWS will also partner with businesses throughout Wyoming as well as with eligible training providers, which include the University of Wyoming, community colleges, an entity operated by a tribal government or an entity approved to provide workforce training.

The PSBG program will provide training funds through DWS to train and educate employees in new jobs for new and/or existing businesses, which will result in business expansion and the production of high wage and high skill jobs. This endeavor will increase earning potential and employment opportunities for Wyoming employees as well as enhance and diversify the state's economy.

The new rule includes definitions, a pre-application process, application requirements, business compliance requirements, application approval process, and reporting requirements.

Written comments should be submitted to the following address by **October 22, 2018**.

Wyoming Department of Workforce Services  
ATTN: Sheila Tenorio  
614 South Greeley Highway  
Cheyenne, WY 82007  
(307) 777- 8650

Or via email to: [Sheila.tenorio@wyo.gov](mailto:Sheila.tenorio@wyo.gov)

A public comment period will end at close of business on **October 22, 2018**.

Copies may be obtained by submitting a written request to the Division, with pre-payment by personal check or money order for the total number of copies requested; the fee for each copy is \$4.00. The proposed rules may be downloaded, free of charge, from the Department of Workforce Services (DWS) at:

<http://www.wyomingworkforce.org/news/publicnotices/>

## Chapter 1

### DWS ENDOW – Priority Sector Business Grants (PSBG) Program

#### Section 1. Authority.

The Department of Workforce Services (DWS) is authorized under the Department of Workforce Services Act Wyoming Statutes (W.S.) §§ 9-2-2601 through 9-2-2611, and the Wyoming Administrative Procedures Act, W.S. §16-3-101, *et seq.* to promulgate rules and regulations to be used by the Department of Workforce Services in the discharge of its functions. W.S. §§ 9-2-2609 through 9-2-2611 provides authorization for the Department of Workforce Services to establish the Wyoming workforce development-priority economic sector partnership program.

#### Section 2. Purpose.

The Wyoming workforce development-priority economic sector partnership program shall be known as the DWS ENDOW Priority Sector Business Grants (PSBG) program. The PSBG program provides training funds to train and educate employees in existing businesses, which will result in business expansion, the production of high wage and high skilled jobs that will increase the earning potential and employment opportunities for Wyoming employees and enhance and diversify the state's economy.

#### Section 3. Definitions.

(a) Exceptional circumstances - means in situations where an Applicant requests more than five thousand dollars (\$5,000.00) per employee for training, DWS will use the seventy-fifth percentile (75%) of the specific industry and county listed in the Occupational Employment Statistics estimates produced using the Local Employment and Wage Information System quarterly report from Research and Planning.  
<http://doe.state.wy.us/lmi/oes.htm>.

(b) Eligible training provider includes:

(i) The entities specified at W.S. §§ 9-2-2610(a)(v)(A), (B), and (C),  
and;

(ii) Any entity that is listed on the Department's eligible training providers list (ETPL) that is maintained by the Department as required by the federal Workforce Innovation and Opportunity Act (WIOA). The list can be viewed by going to [www.wyomingatwork.com](http://www.wyomingatwork.com) and searching for ETPL Approved Programs using the provided search box.

#### **Section 4. Pre-Application Process.**

(a) Pre-screening.

(i) All businesses interested in applying for PSBG are required to complete a Letter of Intent to include the following:

(A) Identify and document the business as priority-sector based on the Governor's diversity strategy plan per W.S. § 9-2-2610(a)(xii);

(B) Identify training needs;

(C) List number of newly created jobs for full-time and/or part-time employees per W.S. § 9-2-2610(a)(ix),(x),(xi);

(D) Identify matching funds and resources;

(E) Identify training provider that is listed on the Department's eligible training providers list (ETPL);

(I) Letter of Support from training provider; and,

(F) Specify amount of funding the business is requesting.

(ii) The Department, upon review of the information received in pre-screening submission, shall notify the applicant of whether or not the applicant qualifies for the PSBG program. If the Department finds the applicant does not qualify, it shall state its reasons for such a finding in the form of written notice to applicant.

#### **Section 5. Application Requirements.**

(a) Applications for funding shall contain all information required by W.S. § 9-2-2611(h).

#### **Section 6. Business Compliance Requirements.**

(a) Businesses participating in the application process shall meet the State of Wyoming's registration requirements to be eligible to receive training grants as posted on the following:

(i) Secretary of State's website:  
<http://soswy.state.wy.us/Business/StartABusiness.aspx>.

(ii) Wyoming Business Council's website:  
[http://www.wyomingbusiness.org/DocumentLibrary/B%20and%20I/17\\_mar\\_11\\_business\\_checklist\\_info\\_0311.pdf](http://www.wyomingbusiness.org/DocumentLibrary/B%20and%20I/17_mar_11_business_checklist_info_0311.pdf).

**Section 7. Application Approval Process.**

(a) Each payment obligation of DWS is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial or administrative action.

(b) DWS, in consultation with the coordinator of economic diversification shall administer the PSBG program. Once applications are received, reviewed and are deemed complete, they will be forwarded to the following entities, and in the specified order:

- (i) Wyoming Business Council to review and approve;
- (ii) Attorney General’s Office to review and approve; and,
- (iii) Governor’s Office representative for final approval.

**Section 8. Reporting Requirements.**

(a) Annual Report.

(i) Pursuant to W.S. § 9-2-2611(j)(iii), at a minimum, the following data points will be required from each Applicant to submit on or before August 31 covering July 1 through June 30 of the previous year:

- (A) Number of employees in training;
- (B) Number of full time and part-time employees in newly created jobs;
- (C) Number of employees who have completed training;
- (D) Number and types of credentials received;
- (E) Pre and Post wages and benefits – show progression;
- (F) Expenditures and matching monies (include equipment);
- (G) Employee attrition and reasons for leaving; and,
- (H) Recruitment efforts.

(b) Closeout Report.

(i) Pursuant to W.S. § 9-2-2611(j)(iii) and based on executed contract terms, at a minimum, the following information will be required from each Applicant:

- (A) Updated financial information;
- (B) Business plan outcomes based on stated goals;
- (C) Identify new barriers;
- (D) Reflections on process, outcomes and future goals; and,
- (E) Identify business processes for replication efforts.



**From:** Rick Kaysen [mailto:[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)]  
**Sent:** Friday, August 24, 2018 3:11 PM  
**Subject:** FW: Proposed Rule Packet Approved

FYI as/if needed—enjoy the weekend.

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

*"Communities that don't matter, don't exist."*



**Subject:** Proposed Rule Packet Approved

Proposed Rule Packet Approved

The following proposed rule packet has been approved by the Secretary of State's Office and is now open for public comment.

Name of Packet: **053.08242018 WC Chapter 11 Workplace Safety Contracts**  
Agency: Workforce Services, Department of  
Program: Workers' Compensation Division

Chapters Effected: - Chapter 11 (Workplace Safety Contracts) with a Filing Date of 2018-08-24T14:53:02 and Document ID 1746

**From:** Rick Kaysen [mailto:rkaysen@wyomuni.org]  
**Sent:** Sunday, August 26, 2018 4:34 PM  
**Cc:** Earla Checchi <checchi@wyomuni.org>  
**Subject:** Regional Fall Meetings

Good afternoon—

Yes the season of fall is knocking at our doors, the leaves are beginning to turn in some locations, temperatures dipping in to the low 30s in some locations, and snow plows are----never mind.

Following is the schedule and location for Region Meetings:

**Region 1 -- Wednesday, September 5, Laramie, Recreation Center, 920 Boulder Drive**

**Region 2 – to be determined**

**Region 3 – Thursday, September 6, Powell, Northwest College, Yellowstone Building, 331 W 7<sup>th</sup> Street**

**Region 4 – Wednesday, September 12, Lander, Community Center, 950 Buena Vista**

**Region 5 – Thursday, September 13, Jackson, Snow King Resort, 400 E. Snow King Avenue**

**Region 6 – Monday, September 24, Rawlins, Fire Station #2, 501 E. State Street.**

Meetings will be from 5:30pm-7:30pm, a light dinner will be available beginning at 5:00pm.

Thanks to the hosting communities—

Attached is a list of lodging choices if needed.

See you in September, and enjoy the coming week.

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

*"Communities that don't matter, don't exist."*

Laramie Hotels:

Comfort Inn – 307.742.6665

Hampton Inn – 307.742.0125

Hilton Garden Inn – 307.745.5500

Powell Hotels:

Americas Best – 307.754.5117

Super 8 Wyndham – 307.754.7231

Lander Hotels:

Inn at Lander – 307.332.2847

Holiday Inn Express – 307.332.4005

Shoshone Casino Hotel – 307.206.7001

Jackson Hotels:

Antler Inn – 307.733.2535

49'er Inn & Suites – 307.733.7550

Snow King Resort – 307.733.5200

Rawlins hotels:

Hampton Inn – 307.324.2320

Holiday Inn Express – 307.324.3760

**From:** Earla [mailto:checchi@wyomuni.org]  
**Sent:** Thursday, August 30, 2018 10:57 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Word from WAM



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## *Word from WAM!*

*A Weekly Message*

### **ENDOW Strategy Released**

#### **ENDOW Economic Diversification Strategy Released**

20-Year Strategy to Be Presented to the Joint Minerals, Business & Economic Development Committee on Tuesday

**Cheyenne, Wyo.** - The ENDOW (Economically Needed Diversity Options for Wyoming) Executive Council released their 20-year economic diversification strategy yesterday, prior to a press conference held this morning with members of the media.

The ENDOW Economic Diversification Strategy is available online [here](#) or can be accessed at [www.endowyo.biz](http://www.endowyo.biz). A summary of the report is also available on the website or [here](#). Members of the ENDOW Executive Council will join Jerimiah Rieman, Director of Economic Diversification Strategy and Initiatives, in formally presenting the report to the Wyoming Legislature Joint Minerals, Business & Economic Development Committee on Tuesday, August 28th. The meeting will be held at the University of

Wyoming Coe Library in Laramie. ENDOW will be presenting on Tuesday, August 28 at 8:30 a.m.

ENDOW was established by Governor Mead and the Wyoming State Legislature over eighteen months ago to drive Wyoming's economy forward and develop opportunities that will allow citizens to find good-paying jobs and meaningful work both now and long into the future. The report released this week was driven by thousands of engaged Wyoming citizens, hundreds of Wyoming businesses, multiple education and research institutions and countless industry and community leaders to establish a collaborative vision for economic diversification driven from the ground up.

The final report supports a shared mission to move Wyoming beyond the boom-and-bust cycles that have driven the state's collective fate for too long. The recommendations outlined support Wyoming's natural resource, tourism and recreation, and agriculture industries while growing additional sectors alongside, not in lieu of them.

Central to these recommendations is the premise that the private sector will be responsible for diversifying Wyoming's economy and achieving ENDOW's objectives. Businesses and their actions in the marketplace will define success, spur economic growth and create jobs. The government's role is not to interfere with that process, but foster, and where possible, accelerate it, particularly in terms of education, workforce training, infrastructure, and research and development.

For questions, please contact ENDOW Communications Coordinator Ryan McConnaughey at 307.851.4330 or email [endow@wyo.gov](mailto:endow@wyo.gov).

## Grants Writing USA

### **Grants Training in Casper, WY - September 6-7, 2018**

Casper Police Department and Grant Writing USA will present a two-day grants workshop in Casper, September 6-7, 2018. This training is for grant seekers across all disciplines. Attend this class and you'll learn how to find grants and write winning grant proposals.

[Click here for full event details.](#)

Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend.

We are excited to offer your members and their staff a special tuition rate of \$425 which includes everything: two days of terrific instruction, workbook, and access to our Alumni Forum that's packed full of tools, helpful discussions and more than 200 sample grant proposals. Please use discount code "WYASSN" to receive this \$30 discount off full price at registration.

Multi-enrollment discounts and discounts for Grant Writing USA returning alumni are also available. Tuition payment is not required at the time of enrollment. Complete event details including learning objectives, class location, graduate testimonials and online registration are [available here](#).

**Contacts:**

Tammy Pitts  
at Grant Writing USA  
888.435.7281 toll free  
[tammyp@grantwritingusa.com](mailto:tammyp@grantwritingusa.com)

Sgt. Nunn  
Casper Police Department  
307.235.8490  
[snunn@casperwy.gov](mailto:snunn@casperwy.gov)

**A BIG Welcome to WAM's New Member Service Manager!**

**I'd like to introduce you to Justin Schilling.**



**Justin is WAM's new Member Services Manager.  
He will start his new position on September 4th.  
You will have the opportunity to meet him during the  
Fall Region Meetings.**

**WAM's New Training Videos are Here!**

**WAM in cooperation with Leadership Training Services (LTS) is pleased to bring you Seven NEW Training Videos. They are available on the WAM Website home page at [www.wyomuni.org](http://www.wyomuni.org).**

**The topics are:**

- **Fundamentals of Municipal Budgeting [Click here](#)**
- **Guidelines for the Conduct of Elected Officials [Click Here](#)**
- **Basic Responsibilities of the Governing Body [Click Here](#)**
- **Ethics and Conflict of Interest [Click Here](#)**
- **Wyoming Open Meetings Law [Click Here](#)**
- **Legal Framework for Municipal Government [Click Here](#)**
- **Wyoming Public Records Act [Click Here](#)**

**We received many comments back on our training video.**

**Kelley Millar - Upton clerk - "These are great! I wish email had a love button! Thanks guys!"**

**Cheryl Schneider Clerk/Treasurer Moorcroft - "Thank you to WAM for providing these videos. It will be very beneficial for those who cannot attend the training's."**

**Tammy Taylor - Glenrock Clerk - "Thank you! I am super excited to watch these videos and I think they will be great to share with current and future council members as well as the mayor. I rarely get a chance to attend any conferences. I truly appreciate that you all listened to the feedback and now are offering this option."**

**Judy Johnstone - Burns Council Member - "Hallelujah!"**

**We would appreciate your comments, please [click here](#) to complete the WAM Training Video Questionnaire.**

**FALL REGION MEETINGS**



**The crisp mornings and cool evenings remind us that the beautiful season of Fall in Wyoming is just around the corner.**

**Fall Region Meetings are scheduled for the following days and locations.**

**Region 1, Wednesday, September 5, Laramie**

**Region 2, To be Rescheduled in October**

**Region 3, Thursday, September 6, Powell**

**Region 4, Wednesday September 12, Lander**

**Region 5, Thursday, September 13, Jackson**

**Region 6, Monday, September 24, Rawlins**

**Watch for future communications for more details, and thanks to our host communities.**

**Save the Date  
WAM's Fall Workshop in Lander, WY**





**WAM's Fall Workshop for Administrators/Manager and Finance Directors will be held October 31 - November 2, in Lander, WY.**

**WAM has a group rate for lodging accommodations at The Inn at Lander. Rooms rates are ranging from \$93-\$103/night. Please call 307-332-2847 before October 19th to insure the group rate. Ask for the WAM Block.**

**See you in Lander!**

## **2018 City Summit National League of Cities**



The City Summit is for local leaders to convene and collaborate on solutions to the common challenges facing America's cities. Each year, the conference is hosted in a different U.S. city - offering fresh and new best

practices for government officials to improve the conditions back home.  
Learn more at [citysummit.nlc.org](http://citysummit.nlc.org).

The beautiful Los Angeles, California will be the 2018 host.

## 2019 WAM Winter Conference Coming Soon to Cheyenne

**Come join us for the WAM Winter Conference to be held  
February 20-22, 2019 at Little America in Cheyenne.**

**More details to come!**

## Legislative Interim Committee Meetings

### **Appropriations**

9/18/2018 - 9/19/2018, 8:30 AM

Bomber Mountain Civic Center

63 N. Burritt Ave.

Buffalo, Wyoming

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Corporations, Elections & Political Subdivisions**

9/18/2018 - 9/19/2018 - 8:00 AM

Days Inn, 115 E. Park Street, Thermopolis, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Revenue**

9/20/2018 - 9/21/2018, 8:30 AM

Buffalo, Wyoming

### **Judiciary Committee**

9/20/2018 - 9/21/2018 - 8:00 AM

University of Wyoming, Coe Library, 1000 E. University Ave., Laramie, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Blockchain Task Force**

9/24/2018 - 9/25/2018, 8:30 AM  
Teton County Library, Ordway Auditorium  
Jackson Hole, Wyoming

**Agriculture, State and Public Lands & Water Resources**

9/27/2018 - 9/28/2018 -8:00 AM  
Northwest College, Yellowstone Conference Center, 331 W. 7th Street, Powell, WY  
Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

**Education Committee**

9/27/2018 - 9/28/2018 - 8:30 AM  
UW at Casper College, UU 322, 125 College Drive, Casper, WY  
Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

tel: 307.632.0398 | fax: 307.632.1942 | [www.wyomuni.org](http://www.wyomuni.org)



Protect against costly infrastructure failures and water outages

Support economic development in your community

Ensure that your community has safe and reliable water now and in the future

Assess the current viability of your local utilities and plan for the future

## September 13, 2018

2:00pm – 3:00pm Eastern

# RURAL AND SMALL SYSTEMS SUSTAINABLE UTILITY MANAGEMENT WORKSHOP IN A BOX WEBINAR

## COMMUNITY LEADERS ENCOURAGED TO ATTEND!

The economic strength and public health of communities across the United States depends on water systems that reliably deliver clean and safe water. Aging infrastructure, such as pipes and pumps, can fail, leading to water outages for homes and businesses, or the release of untreated sewage into homes, roads, and surface waters. Water and wastewater utilities often lack the resources needed to perform the ongoing equipment maintenance and infrastructure replacement required to ensure reliable, safe service now and into the future.

Help your utilities provide affordable and dependable, clean and safe water by attending this powerful, highly regarded workshop and make your water systems a community priority. Learn from workshop leaders and other utilities about how to address the challenges of today while planning for the future to improve utility success over time and bring real benefits to your community.

**September 13, 2018**

*Sponsored by: USDA RD, & U.S. EPA*



**REGISTER NOW!**

<https://attendee.gotowebinar.com/register/915905672897156354>

## WHAT CAN I DO TO HELP?

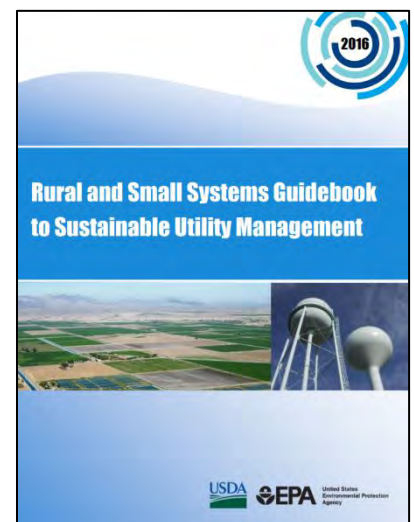
- Attend a *Rural and Small Systems Sustainable Utility Management Workshop Webinar* with your utility managers
- Encourage fellow community leaders to attend a *Rural and Small Systems Sustainable Utility Management Workshop*
- Talk to your utility leaders about the challenges that they are facing, and work together to put a plan in place for tackling those challenges
- Work through the *Rural and Small Systems Sustainable Utility Management* materials as a team exercise with community leaders and utility managers (a template for a “team exercise” workshop is available in USDA and EPA’s *Workshop in a Box* – links to this material can be found in the section below)
- **Make water a priority.** Water is the lifeblood of any healthy community. Without clean and safe water, no community can survive, and without the support of its community leaders, no water utility can survive.

## WHAT RESOURCES ARE AVAILABLE?

The Environmental Protection Agency (EPA) and United States Department of Agriculture (USDA) have worked with utilities, water associations, and technical assistance providers to create materials that help utilities address challenges and capture improvement opportunities. These materials include the *Rural and Small Systems Guidebook to Sustainable Utility Management* and the *Workshop in a Box*. You can find these resources on USDA and EPA’s websites, and you can access them through your local technical assistance providers.

<http://water.epa.gov/infrastructure/sustain/watereum.cfm>

<http://www.rd.usda.gov/programs-services/services/sustainable-management-tools>



## Ten Key Management Areas

The workshops and Guidebook are built around ten key management areas. These ten areas of sustainable utility management help utility and community leaders assess utility health, discuss potential community impacts, and prioritize future activities based on what is best for the utility and the community.

- |   |   |
|---|---|
| ■ Financial Viability                               | ■ Infrastructure Stability              |
| ■ Operational Resiliency                            | ■ Product Quality                       |
| ■ Employee and Leadership Development               | ■ Customer Satisfaction                 |
| ■ Water Resource Adequacy                           | ■ Stakeholder Understanding and Support |
| ■ Community Sustainability and Economic Development | ■ Operational Optimization              |



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

**WAM Region Meeting - Region 4**  
**September 12, 2018**  
**Lander Community Center**  
**950 Buena Vista, Lander**  
**5:30 pm – 7:30 pm**

*Presiding: Charlie Powell*

*Current Board Members: Buck King, Charlie Powell*

*Current LLC Member: Joel Highsmith*

**I. Opening, 5:30 pm – 5:35 pm**

1. Welcome & Introductions

**II. WAM Board Member Elections 5:35 pm – 5:40 pm (Rick)**

1. Explanation of Board of Directors election and status
2. Action Item: Elec a Representative to complete term of Holly Jibben, (City) - June 2019

**II. Legislative Updates, 5:35 pm-6:00 pm (Rick)**

1. WAM's 2019 Legislative Draft Agenda
2. Approved Resolutions from WAM Business Meeting during WAM Summer Conference
2. Member Comments/Questions

**III. Legislative Conversation (Legislative Leadership Committee Members) 6:00 pm – 7:00 pm**

- a. Discussion from Legislators on current issues relative to Wyoming Municipalities and to discuss issues that may be forth coming into the 2019 General Legislative Session.
  - i. What is your experience with local government?
  - ii. What is your opinion on increasing the ability of local government control over taxes?
  - iii. Would you change the state funding allocations to cities/towns? How and why?
  - iv. Are you familiar with the requirements and expectations from an incorporated municipality?
  - v. Generally speaking if elected, how would you support local government in the upcoming legislative session?

**IV. WAM Member 7:00 pm – 7:30 pm (WAM Members)**

1. Update from cities and towns to WAM Board Members on what is happening in their municipalities and issues specific to them.

**V. Upcoming WAM Events**

1. WAM Board Meeting September 27, Riverton
2. WAM Fall Workshop, October 31 - November 2, Lander
3. WAM Winter Conference, February 20-22, 2019, Cheyenne
4. WAM Summer Conference, June 12-14, 2019 Sheridan

**Next Region 4 meeting will be in conjunction with 2019 WAM Winter Conference.**

*Wyoming Association of Municipalities mission is to advocate for cities' and towns' common interests and provide educational opportunities for WAM members.*

The **WYOMING ASSOCIATION OF MUNICIPAL CLERKS AND TREASURERS** is an organization dedicated to the continuing growth and education of all Wyoming clerks, deputy clerks, treasurers, and support staff through associations, workshops, and conferences.

# 2018 INSTITUTE AT CASPER COLLEGE

**SEPTEMBER 11-14, 2018**

The Wyoming Association of Municipal Clerks and Treasurers and Casper College are collaborating for the Wyoming Municipal Institute for the next three years, including treasurer specific training. The three-year institute is composed of 120 hours of training specifically for municipal clerks and treasurers. The coursework includes topics such as public administration and organization, social and interpersonal issues, management, and technology related training. Attendees pursuing their Certified Municipal Clerks or Master Municipal Clerk certifications at the end of this three-year institute will receive the points to apply to those certifications.

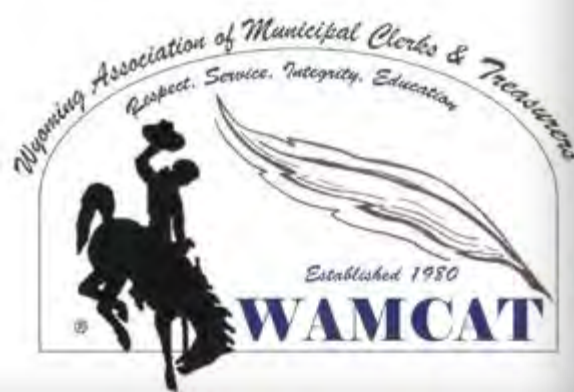
## **REGISTER:**

<http://bit.ly/2LnSVpgcaspercollegeconferences>

- Member full conference – \$300
- Nonmember full conference – \$365
- One day only – \$130
- Banquet only – \$25

### **For more information contact**

Sarah Schneider, workforce training specialist,  
307-268-3847, [sarahschneider@caspercollege.edu](mailto:sarahschneider@caspercollege.edu)



# **Casper College**

Through the Center for Training and Development at Casper College