

INFORMATION PACKET

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Friday, February 12, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

February 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting Meadowlark Park					
Pre-Meeting Portable Classroom Buildings for the Fire Training Facility					
Pre-Meeting 7th Street Vacation					
Pre-Meeting Golf Course Needs					
Approval of Feb. 2 Executive Session Minutes					
Public Hearing: Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 1st Reading		N			
Public Hearing: Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 1st Reading		N			
Public Hearing: Consideration of a Resolution Certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the East Robertson Road Addition and 3489 South Robertson Road to the City of Casper Complies with W.S. § 15-1-402. a.Resolution b.Third Reading Ordinance Approving Annexation, and Zoning of the East Robertson Road Addition.		N			
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2021 through March 31, 2022.		N			
Amending Chapter 9.24 of the Casper Municipal Code – Offenses Against Public Decency, Modifying Certain Sections and Creating New Sections Thereof. (Prostitution) 3rd reading (postponed at Feb. 2 Council meeting)			N		
Plat of Highland Park Cemetery Addition No. 2. 3rd Reading			N		
Vacation of a Portion of East 7th Street. 2nd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 2nd Reading			N		
Approving the Purchase of Bluebeam Studio Prime Level 1 Licensing.				C	
Accepting a Grant from the Wyoming State Historic Preservation Office.				C	
Authorizing Change Order No. 3 with High Plains Construction, Inc., in the Amount of \$28,406.65, for the CY Booster Station Replacement, Project No. 16-024.				C	
Authorizing a Contract for Professional Services with WLC Engineering, in the Amount of \$63,500 for the Industrial Avenue Drainage and Surfacing Improvements Project.				C	
Authorizing an Agreement with Crown Construction LLC, in the Amount of \$196,750, for the Collins Drive Street Mill and Overlay Project.				C	
Authorizing a Portable Building Donation Agreement and Bill of Sale with the City of Mills, Wyoming, for the Donation of Two (2) Portable Classroom Buildings to the City which will be Located at the Fire Training Facility at 2582 Metro Road.				C	

The Grid

A working draft of Council Meeting Agendas

February 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing a Contract for Outside-City Water Service with Wayne and Mary Coleman.				C	
Authorizing the Purchase of One (1) New 2021 Mack Transport Tractor Truck, in the Total Amount of \$108,181.07, from CMI TECO, Casper Wyoming, for Use by the Solid Waste Division of the Public Services Department.					C
Executive Session - Personnel and Litigation					

February 23, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Parking on Parkways & Parking Manual	Direction Requested	60 min	6:05
Council Goals	Direction Requested	90 min	4:35
Agenda Review		20 min	7:35
Legislative Review		20 min	7:55
Council Around the Table		10 min	8:15
Approximate Ending Time:			8:25

March 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Work Session/Council Meeting Date Changes					
Approval of Feb. 16 Executive Session Minutes - Personnel & Litigation					
Establish Public Hearing: Amending Section 13.04.060 of the Casper Municipal Code	C				
Vacation of a Portion of East 7th Street. 3rd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 3rd Reading			N		
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 2nd Reading		N			
Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 2nd Reading		N			
Accepting Proclamation Guidelines				C	
Authorizing a Contract for Outside-City Sewer Service with JR and Heather Boyles Living Trust.				C	
Zonar (tentative)				C	
Consideration of financial policy guidelines				C	

The Grid

A working draft of Council Meeting Agendas

March 9, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Capital Budget Review	Direction Requested	45 min	4:35
Council Review of Proposed Fiscal Year 2020-2021 Budget Amendment #4	Move Forward for Approval	20 min	5:20
Community Promotion Funding (Part 1)	Direction Requested	40 min	5:40
LWCF Grant	Move forward for Approval	30 min	6:20
Agenda Review		20 min	6:50
Legislative Review		20 min	7:10
Council Around the Table		10 min	7:30
Approximate Ending Time:			7:40

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Follow-up: Mike Lansing Field Proposals			
Missing Persons			
Bus Stop Safety/Shoveling - Public Awareness			
Restitution Paid to Fire Department			
Excessive Vehicle Storage in Yards			
Fort Caspar - Seasonal Hours/Closure			
Graffiti Abatement & Alternatives			

Staff Items:

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Community Promotion Funding (Part 2)			March 23, 2021
Second Sheet of Ice Feasibility Study			March 23, 2021
Ford Wyoming Events Center Update			March 23, 2021
Budget Review			May 17 & 19, 2021
2021 International Building Code			April 13, 2021
GIS Demo			

Potential Topics-- Council Thumbs to be Added:

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

Future Regular Council Meeting Items:

Establish March 16 th public hearing date for consideration of fiscal year 2020-2021 Budget Amendment #4			March 2, 2021
1. Public Hearing on consideration of fiscal year 2020-2021 Budget Amendment #4			March 16, 2021
2. Council consideration of fiscal year 2020-2021 Budget Amendment #4			March 16, 2021
Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

Retreat Items:

Economic Development and City Building Strategy



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming

City of Casper

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

Building Department

January 2021 Report



Type of Permit	Number of Permits	Fees	Valuations
Rep-Re-Roof	9	\$3,717.20	\$476,136.00
Rem-residential	4	\$612.00	\$28,500.00
Rep-Deck	1	\$207.00	\$12,000.00
Rem-Commercial	7	\$7,564.34	\$666,970.00
Rep-res Misc	8	\$3,388.00	\$283,300.00
Rem-Bathroom	3	\$314.00	\$10,500.00
New-residential	4	\$8,476.80	\$1,111,630.00
Add-Garage	1	\$520.00	\$45,000.00
Rem-Basement	10	\$1,967.00	\$114,908.00
New-Storage Bldg	4	\$652.00	\$30,217.95
Add-Deck	1	\$89.00	\$1,800.00
Add-Other	1	\$207.00	\$12,000.00
Rem-Multi Family	1	\$89.00	\$1,800.00
Rem-Kitchen	1	\$330.00	\$22,500.00

55 \$28,133.34 \$2,817,261.95

Electrical Permits Issued	Fees Invoiced
71	\$13,588.00

Mechanical Permits Issued	Fees Invoiced
51	\$8,075.00

Plumbing Permits Issued	Fees Invoiced
83	\$9,613.00

Single Family Houses YTD			January Single Family Houses		
2020		5		2020	5
2021		4		2021	4



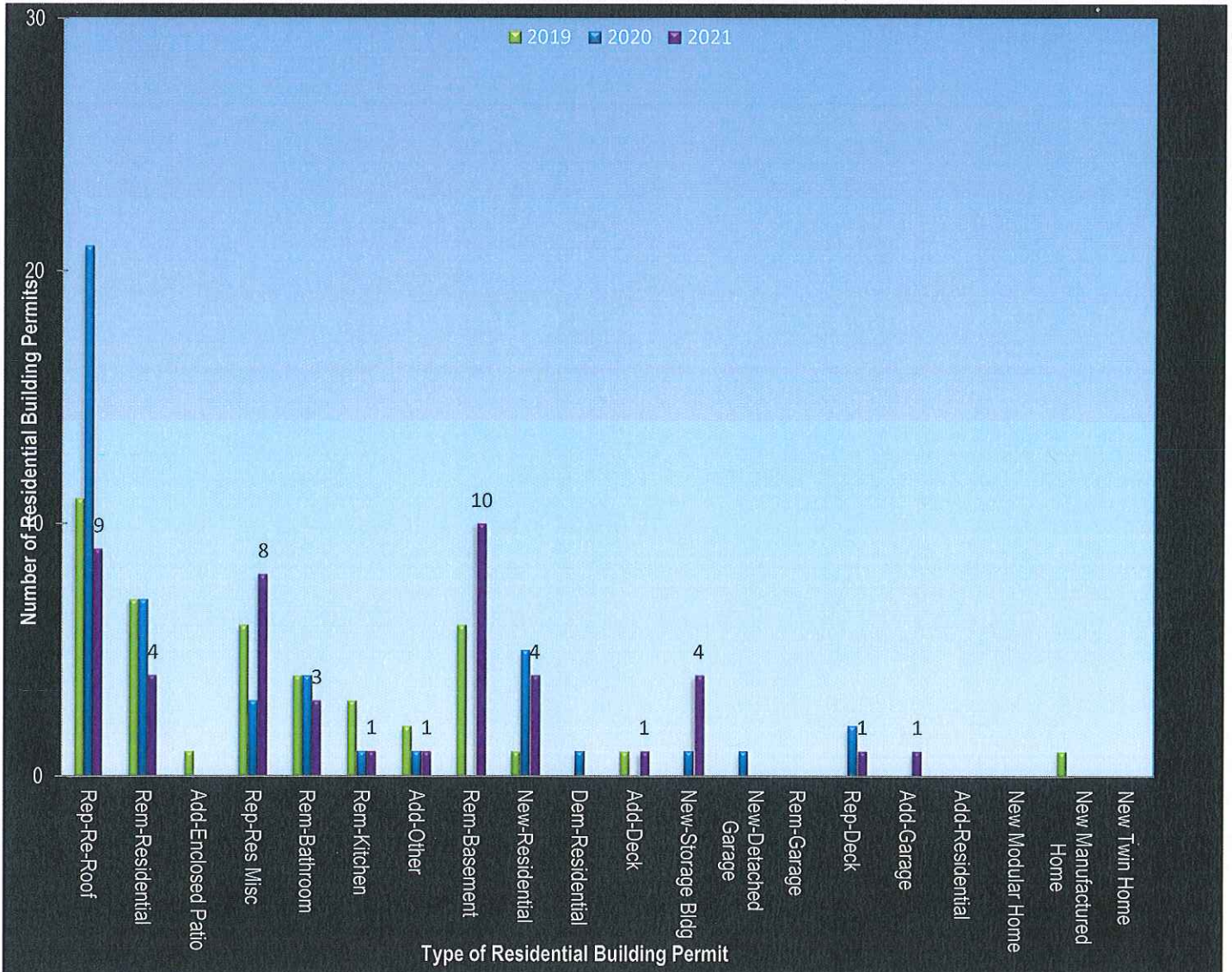
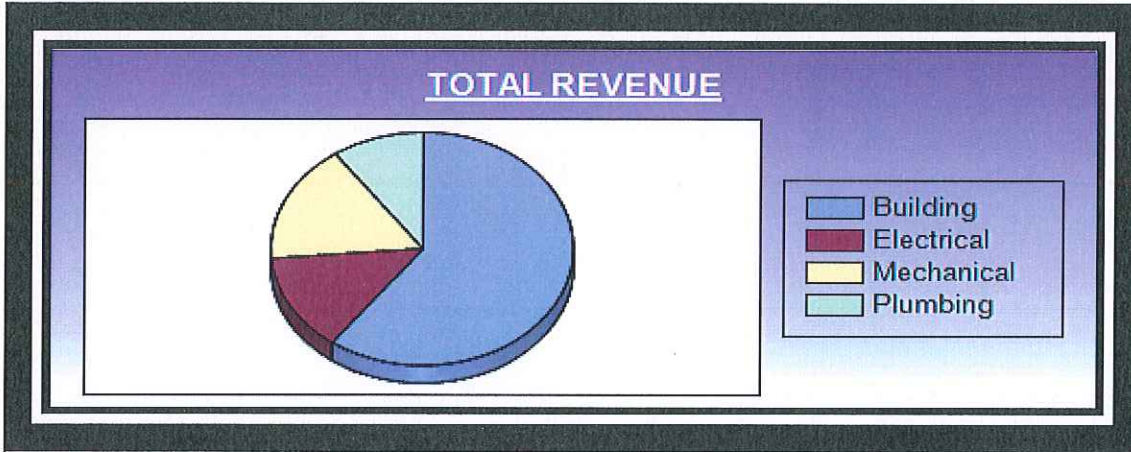
COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming City of Casper

200 N David St Phone: (307) 235-8264

Building Department

January 2021 Report





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming

City of Casper

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

Building Department

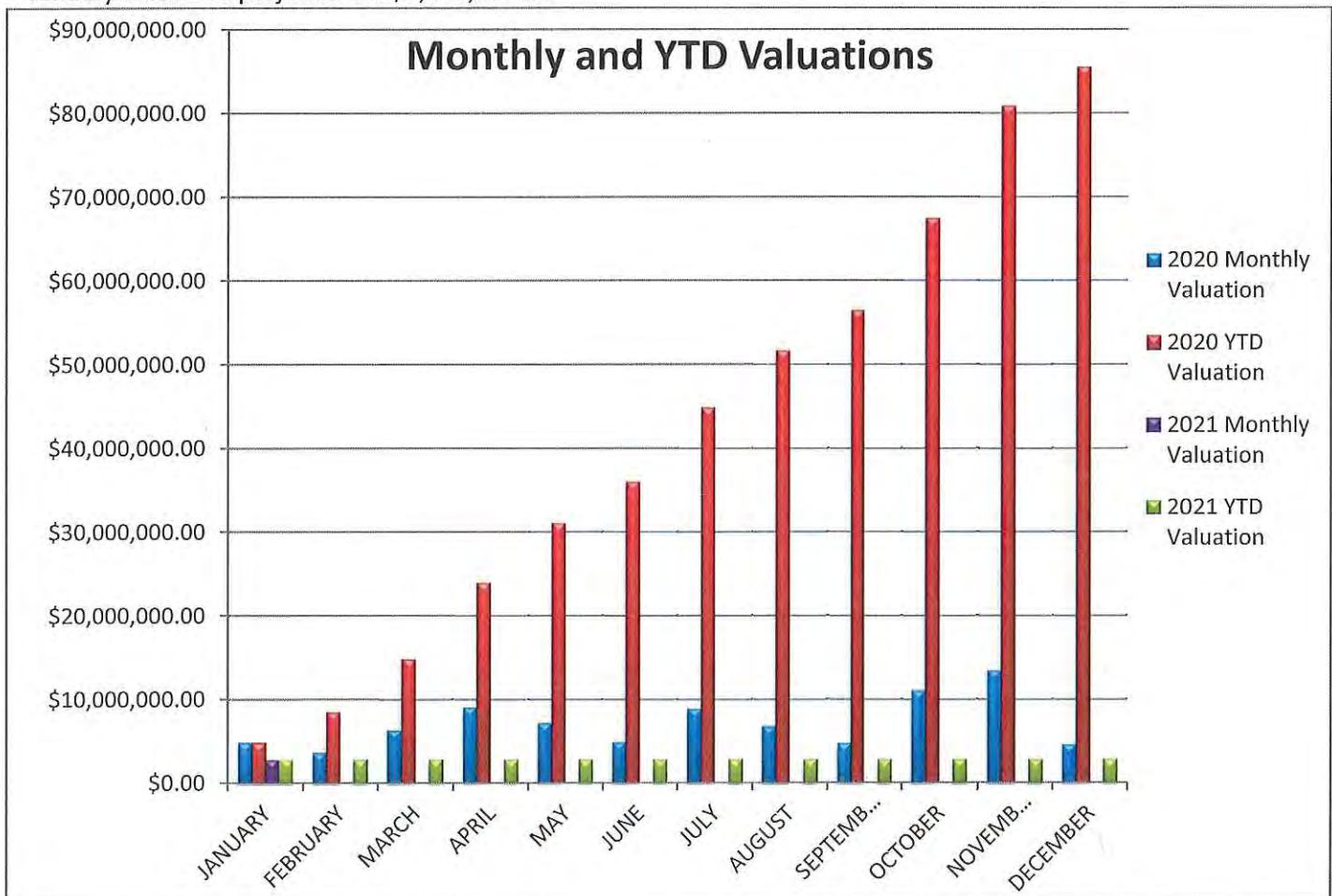
January 2021 Report



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

LARGE VALUATIONS:

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





COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper

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

Building Department
Fees Collected
January 2021 Report



Table with 2 columns: Category and Amount. Rows include BUILDING PERMITS (INCLUDES DEMO PERMITS) \$ 26,940.60, ELECTRICAL PERMITS \$ 13,437.00, MECHANICAL PERMITS \$ 7,775.00, PLUMBING PERMITS \$ 9,753.00, ELECTRICAL LICENSES \$ 6,209.00, PLUMBING LICENSES \$ 2,927.00, MOBILE HOME LICENSES \$ 165.00, MECHANICAL LICENSES \$ 3,024.00, UTILITY LICENSES \$ 1,060.00, GENERAL CONTRACTORS LICENSES \$ 8,250.00, SIGN PERMITS \$ 145.00, C-CAN PERMITS \$ -, EROSION CONTROL PERMITS \$ -, MOBILE HOME PERMITS \$ -, PLAN CHECK FEES \$ 3,934.74, PLANNING FEES \$ 2,000.00.

Totals: \$ 85,620.34

MONTHLY INSPECTIONS:

Table with 4 columns: BUILDING, ELECTRIC, PLUMBING, MECHANICAL. Values: 119, 133, 105, 49.

Table with 2 columns: CONSULTS, PLAN REVIEW. Values: 34, 20.

YTD INSPECTIONS:

Table with 4 columns: BUILDING, ELECTRIC, PLUMBING, MECHANICAL. Values: 119, 133, 105, 49.

Table with 2 columns: CONSULTS, PLAN REVIEW. Values: 34, 20.

2021 Monthly Inspections
January 2021

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff			91	31			122
Justin Scott	95	1			10	10	116
Shawn Barrett	4	69			2	15	90
Dan Elston	20		14	6	8	9	57
Rus Lutz		63					63
							0
Monthly Total	119	133	105	37	20	34	448

YTD Totals	119	133	105	37	20	34	448
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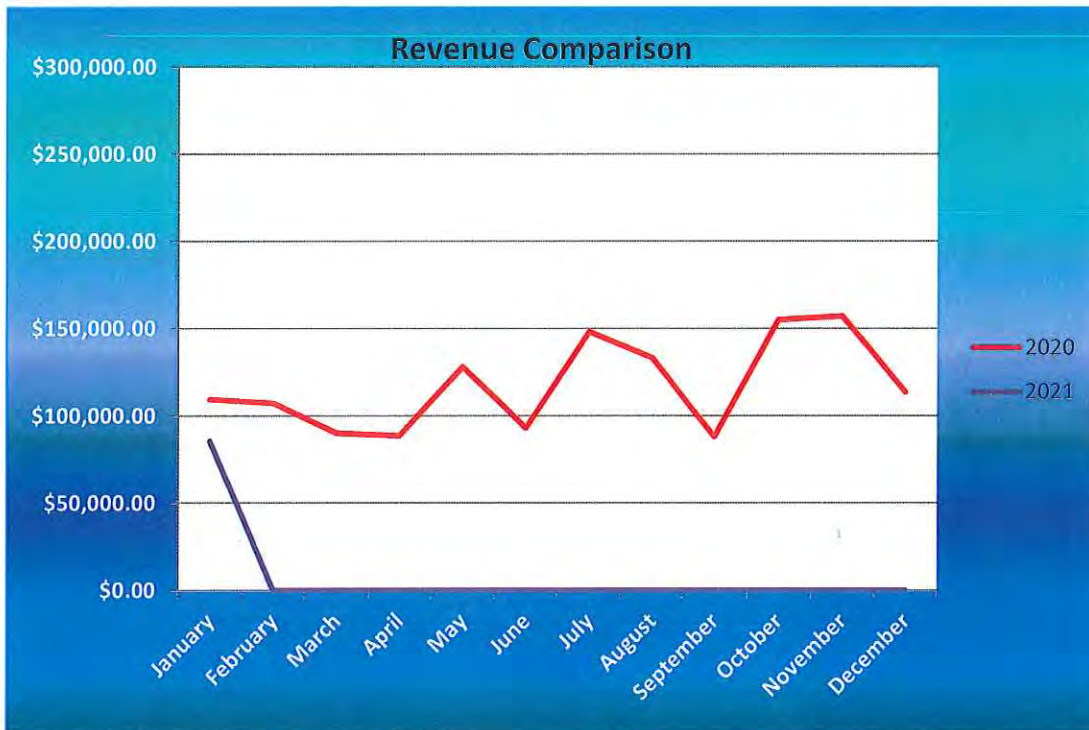
COMMUNITY DEVELOPMENT DEPARTMENT

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



Building Department
Revenue Collected
January 2021 Report


Table with 3 columns: Month, TOTAL REVENUE FOR 2020, TOTAL REVENUE FOR 2021. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official

January 11, 2021

MEMO TO: J. Carter Napier, City Manager 
FROM: Jolene Martinez, Assistant to the City Manager
SUBJECT: Council Goals and Objectives Progress Report

Meeting Type & Date

Council Work Session January 26, 2021

Action Type

Information only

Recommendation

No recommendation

Summary

Council held a meeting on February 25, 2019 to outline its strategic goals and directed staff to develop objectives and tasks to meet the goals. Staff drafted objectives and tasks for Council consideration at their March 26, 2019 work session. Council formally adopted, via resolution, the goals and objectives at their April 2, 2019 meeting.

The goals, objectives and tasks for the 2019 effort were guided by Council direction as well as two documents: Generation Casper: Comprehensive Plan (2017) and the State of Wyoming's ENDOW report called Transforming Wyoming (2018). When considered together and with the added guidance of other City of Casper master plans and planning documents, these documents provide a strong framework for the City's strategic direction.

Staff has worked to achieve the 2019 Council Goals and Objectives based on a multi-year timeline. Progress in 2020 was slowed due to the COVID-19 Pandemic coupled with a downturn in the state's energy sector. These factors interrupted normal operations and tax revenues. Some of the progress highlights include increasing workforce housing; enhancing community gateways; and increasing sworn police staffing. A progress report is attached.

Financial Considerations

There are no financial considerations

Oversight/Project Responsibility

J. Carter Napier, City Manager

Attachments

Progress report

Council Goals 2019

Progress Report December 2020

Background

Much study, research, funding, and public input have gone into recent city and state efforts such as Generation Casper Comprehensive Plan (2017) and **Governor Mead's ENDOW Initiative (2018)**. These two pieces of work complement each other as well as complement **Council's Goals**. The public input, findings, and recommendations of Generation Casper and ENDOW were used as guidance in developing focus areas, objectives, and **strategies to address Council's goals**.

Council has three goals: Enhance the attractiveness of the community for business and workforce development; Enhance public safety and the efficiency of police and fire operations; and Provide the highest quality service to citizens.

Generation Casper Comprehensive Plan is Casper's land use policy document that will help ensure efficient city services, adequate key infrastructure, and continued growth of Casper's unique quality of life. Generation Casper is based on six themes: Endless Character; Vibrant Urban Center; Distinctive Regional Hub; Enhanced Connectivity; Embrace the River; and Undiscovered Quality of Life.

ENDOW (Economically Needed Diversity Options for Wyoming) sees five building blocks for Economic Opportunities and Job Growth in Wyoming: Workforce and Education; Health and Quality of Life; Infrastructure; Entrepreneurial Ecosystem; and State Capabilities. **Council's Goals nearly mirror the ENDOW building blocks when State Capabilities is replaced with City Capabilities.**

When viewed holistically, tracked, and measured, Council's Goals represent a nice nexus of public input and public direction gathered through the - aforementioned initiatives.

Goal 1

Enhance the attractiveness of the community for business and workforce development.

Focus Area: Housing Options

The City of Casper will leverage the addition or redevelopment of desirable workforce housing to create 100 opportunities by doing the following:

Objective A: Coordinate and prioritize neighborhood redevelopment with Public Services and Public Safety. *(Andrew, Keith, Liz)*

1. Review following neighborhoods for re-development using quality of life measurements to leverage 25 units for redevelopment with key infrastructure improvements.
 - o Ft Caspar Phase III
 - o West NCHS
 - o North Casper
 - K Street corridor
 - a. Present Council with findings and a recommendation for consideration in fall 2019.
2. Review options of underutilized multifamily housing stock for redevelopment to leverage 25 units of workforce housing.
 - a. Present Council a proposal by April 2021.

STATUS DECEMBER 2020

Part I offenses, consisting of homicide, rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson, were mapped against the Pavement Condition Index. Based on that analysis, phase 2 of East K Street was reconstructed over the summer. Project limits were from North Grant Street to St. Mary Street. Improvements included street realignment to create better pedestrian connectivity; a mill and overlay asphalt surface; replacement of cast iron water mains; installation of storm sewer catch basins; ADA accessible ramps at intersections along the corridor; and miscellaneous repairs to sidewalk, curb, gutter and curbside.

Fronting onto K Street are 14 residential lots. Casper Housing Authority is also converting the old North Casper Elementary School into their main offices and providing a day-care for working families. The City meets consistently with the Casper Housing Authority to review multifamily housing stock in the North Casper area. At least 25 units have been identified for redevelopment into workforce housing.

*In 2017, the residences fronting K Street within this project area had ten (10) reported Part I crimes. The annual number of Part I Crimes has decreased to seven (7) in 2018, four (4) in 2019, and three (3) in 2020, constituting a **70%** decline in Part I crimes since 2017. The Casper Police Department supports the application of rejuvenation and infrastructure in reducing crime in specific neighborhoods. The K Street project is an example of a collaborative, team-based success.*

Objective B: Make City-owned land available for housing in key areas to add 30 units of workforce housing within 3 years. (Liz)

1. Review City-owned properties with Council by July 2019 to divest the City of housing potential land inventory by 100%.
2. Establish dates by which property could be in private ownership with Council in August 2019.
3. Develop a Request for Proposal or Bid Process for the identified target properties by August 2019.
 - a. Ensure that housing developments start within one year of each parcel being let to the private sector.

STATUS DECEMBER 2020

*Staff received approval from the Casper City Council in August 2019 to put the Beverly Street property out for bid for private-sector development into approximately 50 units of workforce housing. A Request for Bid (RFB) was published in March 2020 for the **property. The appraised value on the property is \$1,255,000. The City's Housing Authority responded to the RFB and submitted a bid of \$601,000 for a 60-unit affordable housing development, which will offer both affordable, and workforce housing, and fulfills a housing goal identified by Council. The bid met the required terms and conditions of the RFB. It was the only bid received. The Casper Housing Authority has applied to the Wyoming Community Development Authority (WCDA) for tax credits to build the low-income housing development, to be known as Liberty Square. The difference between the appraised price and the purchase price on their application will show as a donation by the City, which shows local governmental support of a tax credit/workforce housing project. Construction is planned for September 2021.***

Objective C: Create development incentives for key areas to leverage the availability of 20 units of workforce lots or structures by 2022. (Liz, John)

1. Select development areas by April 2021.
2. Present Council with a development incentives proposal by April 2021.

DECEMBER 2020

Development incentives still to be determined.

Focus Area: Housing Options

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	Endow Building Block
Outputs & Outcomes					Undiscovered Quality of Life	Health & Quality of Life
Neighborhood blocks reviewed	4	4			Undiscovered Quality of Life	Health & Quality of Life
Units for redevelopment	25	25			Undiscovered Quality of Life	Health & Quality of Life
Presentation to Council			Fall 2019	Fall 2019	Undiscovered Quality of Life	Health & Quality of Life
Housing units leveraged	25		2022		Undiscovered Quality of Life	Health & Quality of Life
Presentation to Council			Apr 2021		Undiscovered Quality of Life	Health & Quality of Life
Review city owned properties			Jul 2019	Aug 2019	Undiscovered Quality of Life	Health & Quality of Life
Establish dates for private owner			Aug 2019	Aug 2019	Undiscovered Quality of Life	Health & Quality of Life
Develop RFP/RFB			Aug 2019	Mar 2020	Undiscovered Quality of Life	Health & Quality of Life
Private owner housing Start	1 year	1.5 year			Undiscovered Quality of Life	Entrepreneurial Ecosystem
City owned property listed			Jul 2019	Mar 2020	Undiscovered Quality of Life	Health & Quality of Life
City owned property sold			Dec 2019	Dec 2020	Undiscovered Quality of Life	Health & Quality of Life
Workforce housing units added	30	60			Undiscovered Quality of Life	Health & Quality of Life
Select development areas			Apr 2021		Undiscovered Quality of Life	Health & Quality of Life
Presentation to Council			Apr 2021		Undiscovered Quality of Life	Health & Quality of Life
Incentive workforce lots	20		2022		Undiscovered Quality of Life	State Capabilities

Focus Area: Infrastructure Development

The City of Casper will invest in high quality, reliable infrastructure necessary for increased business development opportunities and quality of life by doing the following:

Objective A: Evaluate opportunities that exist with broadband and other digital infrastructure to improve redundancy by 75% and provide high speed access for every business by 2022. *(Tracey, John)*

1. Consult with private partners to gather a capability, capacity, and need analysis by end of FY2020.
 - a. Establish priorities for future use with the Council in summer of 2020.
2. **Analyze the City's needs regarding** City leases of fiber optic cabling by the end of FY2020.
 - a. Establish cost needs for long term, redundant fiber optic network connecting City facilities to form proposal for Council consideration by September 2020.

STATUS DECEMBER 2020

Broadband services in Casper continued to improve in terms of speed of service availability from 2019-2021. A noteworthy example was the announcement by Charter Communications (Spectrum) of the provision of gigabit services to the community. In addition to Charter and Centurylink, there are several other telecommunications companies that either have or are installing fiber optics within City limits. Moving forward, staff will research a dig once policy, similar to the one employed by the State of Wyoming along highway and Interstate Rights of Way whereby the company performing the work is required to add two additional conduits for future expansion.

The agreement with Charter Communications providing for fiber optic communications between eleven City facilities is set to expire in 2026. A recent quote obtained from Advanced Communications Technology (ACT) out of Sheridan provided an approximate cost of \$4 million to install new, city-owned fiber connections to these locations. This figure coincided with the new construction amount in the Fiber Feasibility Study the City had performed in 2015. (That study included another \$700,000 for engineering fees.) A proposal was also received from Charter Communications for continued fiber use between City Hall and ten remote locations. The new agreement would extend the usage to 2033 at a cost of \$62,400 per year. The benefits of City-owned fiber do not outweigh the costs required at this time. Moving forward, staff will continue negotiations to extend the agreement with Charter in advance of the 2026 expiration. Redundancy for City operations will continue to be expanded as needed, including a fiber run in 2021 to connect the Solid Waste and Metro Animal Control sites to the Waste Water Treatment Plant.

Objective B: Connect all major business and recreational segments to population centers via pedestrian access by 2022 to increase walkability with more interconnectivity and reduce connectivity gaps by 15% each year. *(Andrew, Tim, Liz)*

1. Partner with the Platte River Trails Trust to execute any capital contracts necessary to complete the planned trail projects by October 2019.
2. Update the Bike, Pedestrian, and Pathway Plan (2015) in 2020.
3. Implement key elements of the Bike, Pedestrian, and Pathway Plan (2020) in years 2020-2022.

- a. Identify 3 opportunity areas for implementation for inclusion in the FY 21 budget.

STATUS DECEMBER 2020

The Bike, Pedestrian, and Pathway Plan from 2015 is in the process of being updated with funds from MPO. Funding sources will be identified for selected projects. The City has identified and progressed in constructing pathway and pedestrian amenities. The pathway improvements and expansions have been done in partnership with the Platte River Trails Trust. Notable pathway and pedestrian amenities constructed within the last year or scheduled for construction include the following:

- Rotary Park Phase II - a new multi-use detached asphalt pathway along Casper Mountain Road from the intersection of Wyoming Boulevard and Casper Mountain Road extending to the south for approximately 7,650 feet, or 1.45 miles. Funded by: TAP Grant & 1%#15 Optional Sales Tax.*
- Morad Park to Walmart Trail – currently under design, this pathway will be approximately 2,200 feet long and connect Morad Park to the west side Wal-Mart. Funded by: TAP Grant & 1%#15 Optional Sales Tax.*
- Midwest Avenue Bike Lane and Pedestrian Development – as part of the Midwest Reconstruction project from Elm Street to Walnut Street, a new separated bike lane will be constructed along with 10-foot concrete sidewalks. Funded by: TAP Grant, Capital Fund Reserves, 1%#14, 1%#15.*
- Paradise Valley to Robertson Road Trail – the city currently has HDR Engineering under contract for the design of a pedestrian bridge and pathway to connect Robertson Road to Paradise Valley park. Funded by: TAP Grant, 1%#16.*
- 2019 Platte River Trails Replacement – replaced 2030-feet of deteriorated asphalt pathway with 10-ft wide concrete pathway at the North Casper Soccer Fields Complex, and installed 1130-feet to provide pedestrian access from M St. to the trail network. Replaced 1000-feet of deteriorated asphalt pathway in the middle of Paradise Valley Park. Funded by: 1%#15.*
- North Beverly Street Roadway Improvements – project included widening 1100-feet of sidewalk to 10-feet to improve connectivity between the Rails-to-Trails pathway network and the Platte River Trails network. Funded by: 1%#15.*
- 3^d Street Improvements – Beverly to Conwell – project installed 470-feet of sidewalk to eliminate sidewalk gaps. Funded by: 1%#15.*
- Verda James Pedestrian Overpass – project removed and replaced the pedestrian bridge ramps. Funded by: 1%#14, 1%#15.*

Objective C: Decrease infrastructure loss caused bank erosion by 100%. (Jolene)

1. Complete river restoration design for First Street Reach and bid project by June 3, 2019.
2. Construct First Street Reach by December 31, 2019.
 - a. Increase wetlands as a best management practice for treating stormwater.
 - b. Increase public amenities such as parks or trails to engage with the river by 25%.

- c. Increase public access to the river by 25%.

STATUS DECEMBER 2020

The First Street Reach of the river restoration project was designed, bid, and awarded. Construction delays caused by the need to address contamination from the old Amoco Refinery were significant enough that a change order was requested and authorized. This made the project a two-season construction, which will extend the construction on the project into spring 2021 and possibly 2022. Two wetlands were created and existing wetlands were enhanced. One stormwater outfall realignment was initially removed from project due to cost but funding has been found. Therefore, the project will be re-bid in spring 2021 and constructed in summer 2021. Installation of boulder stairs on river left by Jonah Bank increased access in 2019. The river banks between First Street and the BNSF bridge have been enhanced such that river access is increased in that area. Other access will be increased when the boat ramp is constructed near the BNSF bridge. Amenities were removed from the river restoration project due to costs, but will be re-bid as separate projects as funding becomes available. Grant writing and fundraising are underway to develop a linear riverfront park (a.k.a First Street Gateway) with a boat ramp and additional amenities.

Objective D: Decrease unenhanced gateways by 100% through implementation of the I-25 Gateway Beautification Plan. *(Andrew, Tim, Liz)*

- 1. Identify and budget for FY20 priority areas in May 2019.
- 2. Complete conceptual design plans for additional gateway elements by June 30, 2019.
 - a. Schedule out phases of implementation for the next Capital Plan (FY21).
- 3. Improve east gateway with iconic feature by September 2019.

STATUS DECEMBER 2020

Under a cooperative agreement with WYDOT, plans have been developed to enhance the I25 & Walsh Drive interchange. Improvements include the installation of decorative lighting and street trees, the extension of the Rails to Trails pathway from Walsh Drive to Curtis Street, and a "Welcome to Casper" sign. The Center Street underpass pedestrian railing was replaced summer 2020 with new, powder-coated, decorative railing.

WYDOT will make enhancement funds available in 2022 for their work on I25 between Center St. and F St. Additional funds will be available in 2024 for their work along I25 between the Yellowstone Bridge and Center St. WYDOT enhancement funds will also be made available in 2024 for the intersection of CY Ave. & Wyo. Blvd. as well as Poplar St. between CY Ave. and Collins Dr.

After an extensive permitting process with WYDOT and the FHWA, the eastside "Welcome to Casper" gateway statue was moved to the gore area between the interstate and Hat Six Road off-ramp. Funded by the W.N. McMurry Revocable Trust, the new location is much more visible to motorists on I25.

*As part of the First Street river restoration project, an additional gateway project, the First Street Gateway Project has been identified as an important opportunity **and to address "embracing the river" as outlined in Generation Casper Comprehensive Plan.** The project includes a riverfront linear park with a boat ramp and other amenities including art as interpretive elements. Planning, grant writing, and fundraising are underway, and the project will be added to FY21 capital plan.*

Objective E: Update or create business plans for City amenities to improve target services to reduce subsidies and utilities to reduce need for rate increases by 10%. *(Andrew, Tim, Tom Pitlick)*

1. Build business plans aimed at drawing more year-round use at recreational amenities by April 2020 to increase business during off season by 15% by 2021.
 - a. Increase year round use opportunities at Hogadon Lodge by paving the parking lot and installing air conditioning by September 2019, pending Council approval.
2. Identify other efficiencies and treatment needs at utilities by April 2020
 - a. Finish Utility business plan development by FY 2021.

STATUS DECEMBER 2020:

Business plans have been developed for both CPU and Solid Waste. Presentations were made to Council at work sessions in spring 2020. Business plans for recreational amenities are complete and have been presented to the City Manager. Staff continues to look for year-round opportunities that will not increase subsidy requirements. Approximately one third of the Hogadon parking lot was paved in the summer of 2020. Additional paving may take place depending on prioritization of funding in future years. The air conditioner for Hogadon was installed in the summer of 2020 to accommodate more functions in the summer months.

Objective F: Implement the Downtown Parking Study. *(Liz, Chief McPheeters)*

1. Explore use of parking meter technology by August 2019.
 - a. Implement by September 2021.
2. Recommend modernized parking enforcement programs/technology for implementation by April 2020, pending Council approval.
3. Consider the establishment of Parking Enterprise Fund to eliminate dependence upon the General Fund by 100% by 2022.

STATUS DECEMBER 2020

The Casper Area MPO partnered with the Casper Police Department to explore the potential for installing parking meters in downtown Casper, along key commercial corridors. The other recommendations from the Downtown Park Study were also explored – hiring parking management professional/firm and increasing enforcement and implementing a consistent fine structure with Municipal Court. Beginning in September 2019, three work session presentations were conducted for discussion and direction from the City Council. The final decision was not to install parking meters or hire a parking management professional, but instead, to focus on consistent enforcement from the Casper Police Department and subsequent citations and fine penalties with Municipal Court. Implementation began in January 2020, with ongoing improvements and reporting through spring 2020. The establishment of a Parking Enterprise Fund was also declined by City Council.

Focus Area: Infrastructure Development

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
Stake holders gathered			Jun 2019	Oct 2020	Enhanced Connectivity	Infrastructure
Needs analysis completed			Jun 2019	Nov 2020	Enhanced Connectivity	Infrastructure
City Loop lease termination proposal			Sep 2020	N/A	Enhanced Connectivity	Infrastructure
Connectivity gaps reduced	15%	20%			Enhanced Connectivity	Infrastructure
Bike, Pedestrian, & Pathway Plan updated			Dec 2020		Enhanced Connectivity	Health & Quality of Life
Increase river access	25%	25%			Embrace the River	Health & Quality of Life
In-River construction bids			Jun 2019	Jun 2019	Embrace the River	Health & Quality of Life
Increase public amenities	25%	construction planned for summer/fall 2021			Embrace the River	Health & Quality of Life
First Street Reach constructed			Dec 2019	Dec 2020	Embrace the River	Health & Quality of Life
125 Gateway beautification priority areas identified			May 2019	May 2019	Endless Character	State Capabilities
Conceptual designs for gateway elements completed			Jun 2019	Jun 2019	Endless Character	State Capabilities
Unenhanced gateways remaining	0	1			Endless Character	State Capabilities
Eastside gateway feature completed			Sep 2019	Aug 2019	Endless Character	State Capabilities
Hogadon lodge lot paving completed			Sep 2019	Aug 2020	Undiscovered Quality of Life	Health & Quality of Life
Hogadon lodge air-conditioning installed			Sep 2019	Aug 2020	Undiscovered Quality of Life	Health & Quality of Life
Off season recreational business plans produced			Apr 2020	Apr 2019	Undiscovered Quality of Life	Health & Quality of Life
Reduce recreational subsidy	10%	13.7% increase			Undiscovered Quality of Life	Health & Quality of Life
Increase off - season business	15%	18%			Undiscovered Quality of Life	Health & Quality of Life
Additional utilities inefficiencies & treatments identified			Apr 2020		Endless Character	Infrastructure
Utility business plan completed			Jun 2020	Apr 2020	Endless Character	Infrastructure
Rate increase need reduced	10%	undetermined			Endless Character	Infrastructure
Parking meter technology analyzed			Aug 2019	Sep 2019	Vibrant Urban Center	Health & Quality of Life
Parking meter technology implemented			Sep 2021	Per Council do not implement	Vibrant Urban Center	Health & Quality of Life
New parking enforcement program implemented			Apr 2020	Jan 2020	Vibrant Urban Center	Health & Quality of Life
Parking enterprise fund established		Per Council	Jul 2022	Per Council do not implement	Vibrant Urban Center	Health & Quality of Life

Focus Area: Marketing

The City of Casper will exceptionally market itself as a great community to locate a business and to live by doing the following:

Objective A: Communicate community amenities with Way Finding plan. *(Andrew, Tim, Liz)*

1. Introduce a Way Finding Plan by October 2019.
 - a. Work with state and federal partners to identify funding options.
2. Implement the Way Finding project no later than FY2021 to increase communication touch points to community and guests at major gateways by 75%.

STATUS DECEMBER 2020

The Wayfinding Plan project kicked off in spring 2019 with the formation of a City and community-representative Steering Committee. They identified the goals for the Plan and funding sources. The Plan budget is \$100,000 and is federally-funded through the MPO. An RFP was issued in June 2019, and the consultant (RDG Planning and Design) was hired in late July 2019. A series of on-site meetings and monthly Skype meetings occurred through January 2020. Artwork has been finalized, destinations for the signs have been identified, locations for the signs are now underway, and costs to make and install the signs have been determined. The Plan was completed by March 2020 so that all area municipalities could include the costs to produce and install the wayfinding signs in their respective FY21 capital budgets. The cost per sign was estimated at \$6,500. The Casper City Council asked staff to prepare an RFP with the design standards and installation requirements to be issued to local sign companies to see if a better cost could be identified. The goal is to have installation occur over 2 phases, beginning in 2021, for budgetary purposes. The Platte River Trails Trust has about \$70K set aside for signage on the trail system.

Major gateways into 100% of the municipalities were identified with monument signs in the Wayfinding Plan.

Objective B: Identify and create marketing opportunities. *(Jolene, Rebekah, Dane/Jenn)*

1. Develop a request for proposals for a marketing consultant contract by the end of the FY20 to enhance business and/or relocation inquiries by 15%.
2. Budget for the marketing costs during the FY21 budget process.

STATUS DECEMBER 2020

Possible marketing consultants were identified through a series of meetings on marketing issues within the City and what the scope of services would be. The downturn in Wyoming's economy led to a decision to eliminate the budget for marketing services at this time. However, the issue will continue to be revisited and staff will continue to look for low-cost/no-cost opportunities.

Objective C: Enhance marketing of existing City amenities and programs by 10% to enhance cost recovery methods and reduce subsidy by 5% annually. *(Rebekah, Tim)*

1. Build business plans around the marketing opportunities identified in 2018.

STATUS DECEMBER 2020

Upon completion of the business plans, it was noted that a common theme for all facilities was the lack of a consistent marketing effort. After meeting with other departments, it was determined the City of Casper suffers from a lack of consistent, managed marketing. It has also been noted that there can be a common confusion about the difference between marketing and communications. The Parks and Recreation Department has setup an internal marketing task force to work as a team to identify marketing issues and solutions to those problems. City staff leadership has explored how to develop a long term, comprehensive solution City-wide but all possible solutions were deemed cost prohibitive for the current economic environment.

Objective D: Create partnerships with other entities to market our community assets on a broader basis, spread marketing costs in key areas across at least two partners, and increase community messaging by 50%. *(Rebekah, Jolene, John, Carter, Dane/Jenn)*

1. Identify partner agencies by June 2019.
2. Establish Marketing proposal by September 2020.

STATUS DECEMBER 2020

Possible partnerships such as Advance Casper, Natrona County, and VisitCasper have been identified. However, lack of City resources will continue to prevent the City from moving forward.

Focus Area: Marketing

ENDOW						
	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	Building Block
Outputs & Outcomes					Endless Character	State Capabilities
Way Finding Plan completed			Oct 2019	Jan 2020	Endless Character	State Capabilities
		delayed per Council				
Way Finding Plan at gateways	75%				Endless Character	State Capabilities
RFP for marketing consultant released			Jun 2020	No Funding	Endless Character	State Capabilities
Business /relocation inquiries	15%				Endless Character	State Capabilities
Marketing costs budgeted			Mar 2020	No Funding	Endless Character	State Capabilities
City amenities marketing budget increase	10%			No Funding	Undiscovered Quality of Life	State Capabilities
Amenity subsidy reduction	5%				Undiscovered Quality of Life	State Capabilities
Number of partner agencies identified	2	3			Undiscovered Quality of Life	State Capabilities
Marketing proposal established			Sep 2020	No Funding	Undiscovered Quality of Life	State Capabilities
Community messaging increased	50%			No Funding	Undiscovered Quality of Life	State Capabilities

Goal 2

Enhance public safety and the efficiency of police and fire operations.

Focus Area: Sworn Police Staffing Levels

The City will ensure that the police department is staffed appropriately by doing the following:

Objective A: Increase School Resource Officer team by 3 for the beginning of the 2020 school year. *(Chief McPheeters)*

STATUS DECEMBER 2020

For the 2019-20 school year, three (3) additional School Resource Officers were added to the team. During the 2020-2021 school year, one (1) additional SRO was added and the School Resource Officers Program is operating at its full complement with one (1) sergeant and nine (9) officers.

Objective B: Reduce patrol officer vacancy rates by 10% from 2018 levels. *(Chief McPheeters)*

STATUS DECEMBER 2020

In 2018, the Casper Police Department completed the calendar year with 95 sworn police officers (3 vacancies) a 77% decrease in vacancies from 2017's eighty-six (86) sworn officers, (13 vacancies).

In 2019, the Casper Police Department completed the calendar year with 101 sworn police officers (8 vacancies). This increase in vacancies is solely attributable to the addition of 10 new SRO positions and an additional supervisor position.

In 2020, the Casper Police Department completed the calendar year with 98 sworn police officers (6 vacancies) a 25% decrease in vacancies from 2019.

Four (4) lateral Police Officers and two (2) entry level police officers are scheduled for hire in the first 2 months of 2021 (January 18, 2021 (two laterals), February 15, (2 laterals), and at the end of February (2 entry-level).

1. Ensure that each police academy class has no less than 3 officer candidates included.

STATUS DECEMBER 2020

The Casper Police Department exceeded this goal by 47%.

During calendar year 2019, three academy classes were held at the Wyoming Law Enforcement Academy and the Casper Police Department enrolled five (5) officers into the January Academy, four (4) officers into the April Academy, and four (4) Officers into the August Academy. In 2020, the Casper Police Department enrolled four (4) Officers into the January Academy. However, due to COVID restrictions, the Wyoming Law Enforcement Academy shut down operations in March 2020 and the Casper police officer candidates were sent home. The Casper Police Department began their own academy on June 22, 2020 with five (5) candidates enrolled. The Casper Police Department has scheduled another Academy class on April 26, 2021 with a minimum of two candidates enrolled. We anticipate that the Casper Police Department will successfully recruit at least two more qualified candidates for inclusion in this academy class.

*In 2019, the Casper Police Department implemented the Senior and Master Police Officer positions program. This program has had a positive impact on recruiting and retention. In 2020, the Casper Police Department was able to recruit and hire seven (7) qualified, lateral police officer candidates. Likewise, voluntary and involuntary departures have declined significantly from thirteen (13) in 2017 and fourteen (14) in 2018, to seven (7) in 2019 and seven (7) in 2020. The vast majority of departures during 2019 and 2020 were overwhelmingly due to new, officers-in-training being unable to successfully complete Field Training or the Probationary Period, rather than through the voluntary departure of veteran officers. This change in the rate of attrition of police officers in 2019 and 2020 represents a 48% decline from the attrition rate which occurred in 2017 and 2018 **and a significant deviation from the Department's preceding 5 years' average of thirteen (13) officer departures per year.***

2. Increase self-initiated activity by 25%.

STATUS DECEMBER 2020

In 2019, the Patrol Division of the Casper Police Department saw a 23.5% increase in drug related arrests, a 17% increase in Felony Arrests, a 17% increase in Misdemeanor Arrests, and a 17% increase in total arrests. During this same time period, juvenile arrests increased by 39%. Traffic stops resulting in an adult arrest were up by 14%, traffic stops resulting in juvenile arrests were up by 56%.

In March of 2020, the advent of COVID-19, forced the Casper Police Department to prioritize enforcement actions to maintain operational capacity by attempting to mitigate the unwanted transmission of the virus in the Police Department and to protect the capacity of the Natrona County Detention Center by intelligently minimizing contacts, detentions, and arrests of populations and groups likely to be at higher risk of COVID-19 transmission. Statistical comparisons of 2020 CPD enforcement efforts are hampered by a variety of COVID-19 anomalies such as the closures of bars and restaurants, public business quarantines, and stay-at-home orders.

In 2020, despite the challenges of COVID-19, the Casper Police Department conducted a 2.2% increase in self-initiated enforcement activities. All other statistical categories of enforcement declined as a direct result of COVID-19 restrictions and recommended enforcement prioritization, with total arrests declining by 19%.

Objective C: Re-establish crime prevention and reduction teams by January 1, 2020. *(Chief McPheeters)*

STATUS DECEMBER 2020

In 2020, despite ongoing staffing shortages, the Casper Police Department made the decision to commit precious personnel resources (1 Sergeant, 4 Police Officers, and 2 K-9 Officers) to the re-establishment of the Problem Oriented Response Team (PORT). In the 3 months since PORT began operations, the team, by themselves, has accounted for 63 felony arrests, 171 misdemeanor arrests, 7 DUI arrests, 469 Traffic Stops, and 296 Felony Investigations. During this same time-period, the team was also tasked with completing various, high-profile, criminal investigations and multiple community outreach assignments.

The Casper Police Department added one (1) additional Officer to the Traffic Unit.

In addition, the Department revitalized the Downtown Parking Enforcement Program, assigned two (2) new Task Force Officers to the DEA, and maintained existing commitments to the DCI and FBI Task Forces. The Department also further developed the strong working relationship with the DEA, resulting in significant grant funding for the department to focus on drug-related crime prevention in 2021.

Lastly, due to the Department's state-leading performance on traffic safety projects, the Department has been awarded an all-time record award of overtime funding for traffic safety projects: approximately double for the year 2021 over that of 2020.

1. Increase proactive exercises by 25% by 2021.

STATUS DECEMBER 2020

Proactive exercises conducted by the Casper Police Department increased over 2018's numbers by 43 exercises (from 19 to 62) through the end of 2020, an increase of 226%.

In 2018, the Casper Police Department conducted twelve (12) Active Shooter trainings in the community, one (1) overall analysis for NCSD, two (2) CPTED analyses, two (2) Health Care Security analyses (Elkhorn and Meadow Wind) and participated in two (2) tabletop and full-scale exercises.

In 2019, Casper Police Department personnel participated in four (4) tabletop scenario exercises, three (3) full-scale scenario exercises, and attended twelve (12) exercise design meetings (950% increase).

In 2019, the Casper Police Department completed twenty-eight (28) active-shooter trainings (133% increase), conducted six (6) CPTED analyses (NCSD and City Facilities: Ice Arena, Events Center, Landfill, and Garage) (100% increase) and two (2) Health Care Security assessments (WMC and WMC East campus) (no increase).

In 2020, the Casper Police Department completed CPTED analyses at an additional seven (7) NCSD schools (16% increase).

Due to COVID-19 restrictions arising in March 2020, additional private business trainings and CPTED analyses were postponed.

Focus Area: Sworn Police Staffing Levels

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
Increase SRO Team members	3	4	Sep 2019	Sep 2020	Undiscovered Quality of Life	Health & Quality of Life
Patrol vacancy rate reduction	10%	25%	May 2020		Undiscovered Quality of Life	Health & Quality of Life
Number in polic academy	3	22		2019	Undiscovered Quality of Life	Health & Quality of Life
Self-initiated increase	25%	*2.2%	May 2020		Undiscovered Quality of Life	Health & Quality of Life
Proactive exercise increase	25%	226%	May 2021		Undiscovered Quality of Life	Health & Quality of Life
*COVID-19 impacted data						

Focus Area: Building Security

The City will enhance the security of City-owned properties and harden itself against cyber-attack for critical infrastructure by doing the following:

Objective A: Develop protocols for securing City properties by April 2020. *(Tracey, SAFE)*

1. Implement Active Shooter Drills for all City facilities.

Objective B: Evaluate/implement SAFE designs for City properties. *(Jolene, Fleur, Dabney/Griswold)*

1. Complete City Hall SAFE projects by 2020.
2. Develop recommendations for building modifications at other properties by April 2020 for potential implementation in 2021.

Objective C: Implement a plan for cyber risk mitigation by April 2020 to reduce the incidence of successful cyber-attacks by 100%. *(Tracey, Michael)*

1. Make Budget recommendations in FY21 for cyber risk mitigation.

STATUS DECEMBER 2020

Buildings and Structures provided a list of City-owned facilities to the Casper Police Department. Utilizing this list, CPD has developed a plan for completing facility security assessments of the locations, beginning with the largest and/or most complex. Any necessary revisions are made and the report is sent to the facility manager. In some cases, such as Solid Waste, facility managers have already submitted BAS requests to either modify or provide estimates to modify facilities based on the recommendations provided by PD. In most cases, however, the team proposed earlier this year will need to come together to help hash out the priorities, solutions, funding, etc. This team analysis has only been done for City Hall. The facilities where security assessments have been completed are:

- *City Hall*
- *Casper Events Center*
- *Recreation Center/Aquatics Center/Ice Arena*
- *Solid Waste Facility*
- *Casper Service Center (report is almost completed)*

Council approved the City Hall remodel, and design work has been completed.

Active shooter training will be mandatory for all employees and drills will be incorporated into the training. Risk Management will work with PD and facility managers to ensure that each facility develops a specific emergency response plan for active shooter (and other emergency situations). This goal was not achieved in 2020 due to priority on focusing on pandemic response. This will continue to be worked on in 2021.

Information Security policy approved March 2019.

FY20 Capital Projects included:

- **Security Awareness/Email Phishing Training** - Online software designed to further educate staff regarding proper cybersecurity practices. Several of the major product components include email phishing campaigns, training videos, and an alert button to notify IT of suspicious messages. The organization's average failure for phishing simulations is 5.1%, and the City remains well below the industry standard of Phish-Proneness of 15%.
- **Product Implementation COMPLETE. Two training campaigns have taken place.**
- **Web Application Firewall** - A hosted service that filters internet traffic destined for City resources. Instead of Internet users directly accessing web-based applications provided by the City (i.e., GeoSMART, Employee Self Service Portal, etc.), traffic is directed through this service as an additional level of protection. **Installation COMPLETE**

In FY21, budget recommendations were made to mitigate any cyber risk. A cyber incident could be catastrophic from the data perspective. In 2018, the City experienced a cyber incident. It was investigated by an outside forensics team. Their findings came back that no information was compromised. The City will continue to put processes in place to have zero cyber incidents. Network Security Assessment budgeted for FY21 did not receive grant funding in FY21. It will be re-submitted as a capital request for FY22.

Focus Area: Building Security

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
Facility Active Shooter Drills	4 per year	0		planned for 2021 beginning in April	Undiscovered Quality of Life	Health & Quality of Life
City Hall Safe Projects Completed	23	1	Apr 2021	No budget	Undiscovered Quality of Life	Health & Quality of Life
Building modifications Recommended	29	2	Apr 2020		Undiscovered Quality of Life	Health & Quality of Life
Cyber risk mitigation			Apr 2020	Jan 2020	Enhanced Connectivity	Infrastructure
Successful Cyber Attacks	0	0			Enhanced Connectivity	Infrastructure

Focus Area: Public Safety Training

The City will lead **a robust training program for Casper's public safety personnel** and the community by doing the following:

Objective A: Continue Crisis Intervention Training (CIT). *(Chief Solberg, Chief McPheeters)*

1. Increase patrol officers trained by 20% by end of FY20.
2. Send 6 fire department employees to International Assoc. of Firefighters Peer Support program in May 2019

STATUS DECEMBER 2020

At the end of 2019 a total of 53 Police Officers are CIT trained. This is a 36% increase over 2018. Due to COVID, the November 2020 scheduled class was cancelled. In 2019, 6 fire department employees were sent to the International Association of Firefighters Peer Support program. The fire department is actively using the program effectively for internal call issues.

Objective B: Expand Active Shooter community training. *(Chief McPheeters)*

1. Increase trainings by 20% from 2018 levels.

STATUS DECEMBER 2020

In 2019, 35 active shooter response, de-escalation techniques and environmental security assessments were completed at businesses, churches, schools, medical facilities and other public buildings. This is a 106% increase over 2018.

Objective C: Complete downtown building mapping by the end of FY20. *(Chief Solberg, CRR)*

1. Complete the aerial drone survey and create electronic versions for tactical operation use during incidents.

STATUS DECEMBER 2020

The aerial drone survey was completed, as approximately 50 downtown buildings have been completed with fly over photographs using drone technology and are being matched with street level images to be formatted as hard copies and digital images.

Objective D: Acquire licensing and trainer status for Critical Incident Management. *(Chief McPheeters)*

1. Evaluate the training program most applicable to Casper.
2. Identify funding source – *Grant Submitted*
 - a. 80K to Homeland Security

STATUS DECEMBER 2020

BowMac Critical Incident training involved the Casper Police Department, PSCC, Natrona County Emergency Management, and Casper Fire Department who all participated in a three (3) day training course. This program included a train the trainer for future Officer/Tele-communicator training. Funding for this project came from the unspent personnel costs (salary savings) from FY19. The system is installed at the PSCC and ongoing training has been occurring and will continue on a regular basis.

Focus Area: Public Safety Training

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
CIT trainers trained	12	53			Undiscovered Quality of Life	Health & Quality of Life
FDE Peer Support Trained	6	6				
Active Shooter Trainings increase	20%	106%			Undiscovered Quality of Life	Health & Quality of Life
Ariel Drone survey completed			Jun 2020	June 2020	Undiscovered Quality of Life	Health & Quality of Life
CIM licensing funding source identified	funding		Apr 2020		Undiscovered Quality of Life	Health & Quality of Life
CIM trainer status acquired	license		Apr 2020		Undiscovered Quality of Life	Health & Quality of Life

Focus Area: Public safety service demands and quality
The City will maintain the highest level of public safety response possible by doing the following:

Objective A: Decrease response time variances for fire and medical incidents by 25%. *(Chief Solberg)*

1. Identify factors for response time variances by September 2019.
2. Identify factors for delayed medical transports by November 2019.
 - a. Establish recommendations regarding potential delays to Council by spring 2020.

STATUS DECEMBER 2020

The annual number of incidents has increased to over 7,180. The factors that have been identified are overlapping incidents that require "out of district" response and creates a longer response time. During 2018, Casper Fire-EMS experienced overlapping incidents 50% of the time.

The primary factor for delayed medical transport is the number of available ambulances and multiple calls including non-emergency medical transfers. Casper fire department relies on Wyoming Medical Center and outside agencies to transport. Wyoming Medical Center has a limited number of staffed ambulances for both emergency and non-emergency incidents. During 2019, ambulances from Mills and Evansville were used 108 times to respond for transport into the City of Casper. The distances for Mills and Evansville may create a delay in transport.

Objective B: Develop an action plan to address increased service demands. *(Chief Solberg)*

1. Conduct and complete an analysis of increased service demands with outside consultant by December 2019.
2. Establish baseline data on contributing factors by November 2019.
3. Propose an action plan for FY21 to meet 100% of service demands with appropriate staffing 2022.

STATUS DECEMBER 2020

The analysis of increased service demands is being delayed until additional information is obtained to determine the scope.

Baseline data has been collected and will continue to be compared with future data. The baseline data includes total number of incidents, number of times overlapping calls occurred, average response times, time of medical transport, number of times outside ambulance is utilized for transport. (status-ongoing)

The proposed action plan to meet current service demands includes an Alternative Response Vehicle. The Alternative Response Vehicle would be available on a roving assignment during high service demand to maintain appropriate response times. Additionally, the alternative response would be "Transport Capable" to prevent any delay of definitive medical care at the receiving hospital.

Objective C: Develop operational deployment options to reduce fleet cost replacement by 15% and improve response by 25%. *(Chief Solberg)*

1. Evaluate various fire apparatus types to include a Quint and/or Alternative Response Vehicle.
 - a. Identify cost benefit advantages.
 - b. Incorporate into fleet replacement strategy by 2022. **(status- ongoing)**

STATUS DECEMBER 2020

The evaluation process of staffing a Quint and incorporating into the fleet replacement strategy is ongoing at this time.

Focus Area: Public Safety Service Demands

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
Response time decrease	25%	time not decreased - overlapping calls interfering			Undiscovered Quality of Life	Health & Quality of Life
Response time variance factors identified			Sep 2019	Sep 2019	Undiscovered Quality of Life	Health & Quality of Life
Factors for delayed medical transport Identified			Nov 2019	Nov 2019	Undiscovered Quality of Life	Health & Quality of Life
Action Plan submitted to Council			Jul 1905		Undiscovered Quality of Life	Health & Quality of Life
Fleet cost replacement reduced	15%	continues to be evaluated			Undiscovered Quality of Life	Health & Quality of Life
Fleet replacement strategy			Feb 2022		Undiscovered Quality of Life	Health & Quality of Life

Goal 3

Provide the highest quality services to citizens.

Focus Area: Capital City Facility Projects & City Staffing

The City of Casper will provide the highest level of services to its citizens with its facilities and staffing by doing the following:

Objective A: Coordinate City Capital Projects to ensure the most productive facilities for future growth.

1. Police station & Fire Station 1 (*Chief Solberg, Chief McPheeters*)
 - a. Complete needs assessment by August 2019.
 - b. Develop a funding plan and proposal no later than April 2020.
 - c. Complete the refurbishment of the public safety facilities by 2023.

STATUS DECEMBER 2020

The needs assessment was completed by the Police Facility Design Group in June 2019 and presented to Council during a work session in September 2019. Discussion is under way on funding for this project. In January 2020 a town hall meeting was held to present the police building project to the public. The Casper Police Department staff continues to raise awareness of the need for the police station.

2. Rec Center Entryway (*Tim*)
 - a. Begin analysis August 2020
 - b. Complete design for entryway by October 2020.
 - c. Propose a budget for entryway construction by November 2020.
 - d. Construct entryway in FY22, pending Council direction.

STATUS DECEMBER 2020

The rough design for what is needed for the Rec Center entryway is complete. Based on the engineer's estimate, the budget for design work was submitted in the FY21 budget proposal. However, it was cut from the FY21 budget. It will be re-proposed for the FY22 budget.

3. Fort Caspar Expansion (*Tim*)
 - a. Determine what is needed September 2019
 - b. Complete initial design and determine fundraising target
 - c. Follow-up with the fundraising effort quarterly.

- d. Start construction of the expansion in FY22 if funding allows.

STATUS DECEMBER 2020

The Fort Caspar Museum Association along with the Tripeny/Shickich Family joined with the Fort Caspar staff to determine what is ideally needed for an expansion. The initial design was completed and it was determined that \$1.2M would need to be raised for the formal design and construction. In December of 2019, Council passed a resolution in support of the fundraising effort. As of December 1, 2020, over \$350K has been received or pledged to the effort. Various grants are also in the application process.

- 4. Metro Animal Shelter (*Liz*)
 - a. Begin a needs analysis in Spring 2020.

STATUS DECEMBER 2020

Metro Animal Shelter replaced its entire HVAC system, ceiling tiles, and filtration system in the spring of 2020. During that process, it was determined that the boiler would need to be replaced next. That work is being bid, and after it is completed, the Shelter facility should be in good shape.

Objective B: Attract and retain the highest caliber city employees.

- 1. **Establish the organization's pay philosophy** (*Carter, Tracey*)
 - a. Complete a Class and Compensation Study by February 2020
 - b. Develop a plan for implementation and budget impacts for Council by May 2020.
- 2. Establish sustainability with the health fund to achieve financial goals by 2023. (*Tom Pitlick, Carter*)
 - a. Start annual performance review with Council in FY20.
- 3. Promote opportunities for talent development in all departments. (*Carter, Tracey, et. al.*)
 - a. Develop and implement a talent development plan where appropriate by April 2020.
 - b. Develop some level of advancement opportunities post-wage cap to budget in FY21.
- 4. Identify service gaps
 - a. Secure adequate staffing in a trend following economic behaviors locally. (*All*)
 - i. Complete a Citizen Service Survey complete by FY20. (*Fleur*)
 - ii. Develop a proposal toward staffing recovery for FY21 to fully recover service losses by FY22. (*Tracey, et. al.*)

STATUS DECEMBER 2020

Graves Consulting reviewed results of the comprehensive compensation and classification study it performed for the City of Casper in May 2020. Overall, City employees are being paid at, or above market. Only a few positions, most were non-full time, were shown to be paid below market. Graves recommended a

completely revised pay structure for general employees that is an open range versus a step-based system to provide the City much greater flexibility to provide pay increases based on market data. A timeline for implementation over the next few years was accepted by City Council.

*The City stopped having a self-funded health plan in January 2020. The health fund will still need to pay premium costs to the State of Wyoming. Additionally, budgeting for the City department head life insurance premiums, and fire department (Union) life insurance premiums, Long-term disability premium, Three Trails Employee Assistance Program premium, NBS flex spending (run out), 2019 claims run-out with Cigna, Cigna administrative fees, and additional part-time employee **enrollment, wellness programs such as NERD wellness and "Way to Wellness" will need to be considered on how to fund going forward.***

A new Talent Development Program (SOAR) for City employees began in August 2020 with employees who entered the program.

The Citizen Service Survey was not budgeted in FY21 due to financial constraints. It will be considered for the FY22 budget. Staffing recovery will continue to be evaluated as more becomes known in our uncertain economy.

Focus Area: Capital City Facility Projects

	Planned	Actual	Date Due	Date Completed	Generation Casper Theme	ENDOW Building Block
Outputs & Outcomes						
Police Station needs assessment complete			Aug 2019	Jun 2019	Undiscovered Quality of Life	Health & Quality of Life
Fire Station 1 needs assessment complete			Aug 2019	Jun 2019	Undiscovered Quality of Life	Health & Quality of Life
Public safety funding plan and proposal submitted			Apr 2020	no decision made	Undiscovered Quality of Life	Health & Quality of Life
Public safety facility completed			Dec 2023		Undiscovered Quality of Life	Health & Quality of Life
Rec Center entry way design submitted			Oct 2019	Oct 2019	Undiscovered Quality of Life	Health & Quality of Life
Rec Center entry way budget proposed			Nov 2019	Jan 2020	Undiscovered Quality of Life	Health & Quality of Life
				Delayed due to budget constraints		
Rec Center entry way construction completed			Jun 2021		Undiscovered Quality of Life	Health & Quality of Life
Metro Animal Shelter needs analysis completed			Aug 2020	May 2020	Undiscovered Quality of Life	Health & Quality of Life
Class & Compensation Study completed			Feb 2020	May 2020	Distinctive Regional Hub	Workforce & Education
Class & Comp. plan and budget submitted to Council			May 2020	No Funding	Distinctive Regional Hub	Workforce & Education
Health Fund annual review completed			Mar 2020	State Plan	Distinctive Regional Hub	Workforce & Education
				Delayed due to budget constraints		
Post wage cap advancement plan developed			Apr 2020		Distinctive Regional Hub	Workforce & Education
Complete Citizen Service Survey			Jun 2020	No Funding	Distinctive Regional Hub	State Capabilities
Citywide vacant positions			Mar 2020	No Funding	Distinctive Regional Hub	Workforce & Education

Changes to Public Health Orders Related to COVID-19

February 2021

Summary

- The statewide mask protocol will continue.
- Changes to the current public health orders will take effect on **February 15, 2021 and will expire on February 28, 2021.**
- Due to improving metrics around the state (case counts, hospitalizations, etc.), changes to the next round of orders include:
 - ◆ Further easing of restrictions on restaurants.
 - ◆ Further easing of restrictions on gyms.
 - ◆ Easing of restrictions on indoor and outdoor events.
 - ◆ Easing of restrictions on organized sports and artistic performances.

Additional detail on the changes to each public health order is provided below.

Continuation of Statewide Order for Mask Use (Public Health Order #4)

Use of masks statewide will continue with this round of orders.

Changes to Public Health Order #1

- **Further easing restrictions on restaurants and theaters.** Groups of up to 8 will now be permitted to sit together, up from 6.
- **Further easing of restrictions on gyms.** Remove the limit of 1 person per 120 square feet. Patrons must remain at least 6 feet during their workout.

Changes to Public Health Order #2

- **Gatherings** (without required distancing between groups) are limited to 25 individuals (previously 10).
- **Indoor events** may allow up to 25% of venue capacity with a maximum of 500 people (up from 250). Groups of up to 8 will now be permitted to sit together, up from 6.
- **Outdoor events** may allow up to 50% of venue capacity with a maximum of 1,000 people (up from 500). Groups of up to 8 will now be permitted to sit together, up from 6.
- Participants in **organized sporting events and artistic performances** shall not congregate in groups larger than 25 individuals (up from 12).

Changes to Public Health Order #3

- There are **no changes** to public health order #3 at this time.

**TWENTY-FIRST CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER REGARDING BARS, RESTAURANTS, THEATERS,
GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES,
UNIVERSITIES, AND TRADE SCHOOLS**

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

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order also continues to authorize the businesses outlined in this Order to operate under similar conditions outlined in the previous statewide public health order (Twentieth Continuation), except that this Order removes the 1 person per 120 square feet restriction for gymnasiums and swimming pools. This Order also increases the allowable group size from 6 to 8 people in certain businesses described herein.

This Order is effective on February 15, 2021, and shall remain in effect through February 28, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 28, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,068 confirmed cases of COVID-19 in Wyoming as of February 10, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 647 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.

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

ORDER

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

2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on February 15, 2021, and continuing through February 28, 2021, unless revoked or extended by the Wyoming Department of Health before February 28, 2021, restaurants, food courts, cafes, coffeehouses, bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, cigar bars, and other places of public accommodation offering food, beverages, or alcoholic beverages for on-premises consumption may provide services (indoors and outdoors) under the following restrictions, to be enforced by the business owner:
 - a. All patrons shall be seated at tables or booths;
 - b. Tables and booths must be limited to groups of 8, however, a business may make exceptions for groups greater than 8 if the group is solely comprised of members from the same household;
 - c. Tables with patrons must be positioned such that patrons at different tables are at least 6 feet apart on all sides when seated; the requirement for patrons at different tables to be seated 6 feet apart does not apply to booths;
 - d. Signage must be positioned on premises reminding separate parties to stand at least 6 feet apart; designated waiting areas must have floor markers to indicate proper spacing;
 - e. Physical distancing guidelines must be maintained while customers enter and remain on premises;
 - f. Staff that come within 6 feet of customers or other staff shall wear Face Coverings; staff shall perform hand hygiene between interactions with each table;
 - g. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - h. Hand sanitizer shall be available at the business entrance and immediately adjacent to all bathrooms;
 - i. Cleaning and disinfecting shall be performed in the morning, afternoon, and evening; all tables, chairs, door handles, floors, and bathrooms, and any high-touch surfaces must be cleaned and disinfected;
 - j. No self-serve food service or buffet options shall be available unless food is pre-packaged; drink refills are not allowed in the same containers;
 - k. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;

- l. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options and food containers;
 - m. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - n. Playgrounds at the business shall remain closed;
 - o. Dances or karaoke shall not take place at the business; and
 - p. The business shall place signage at the business entrance to remind customers not to enter the business if they have symptoms of COVID-19.
3. Gymnasiums may operate in a limited capacity, only under the following restrictions, to be enforced by the owner of the facility:
- a. Staff that come within 6 feet of customers or other staff shall wear Face Coverings;
 - b. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - d. Locker rooms may be open, provided that lockers are assigned by patron and are disinfected by staff after each use; showers may be open, provided that proper cleaning is performed; at all times, physical distancing must be maintained in locker rooms;
 - e. Workout equipment must be no less than 6 feet apart (and preferably 10 feet apart), enforced by staff during operation;
 - f. Workout equipment shall be cleaned by staff or patrons in between each patron use;
 - g. Handwashing stations, or hand sanitizer, shall be readily available for all patrons;
 - h. Group workout classes shall be limited to 25 participants;

- i. Patrons must maintain physical distancing during their workout (including while in a swimming pool);
 - j. Spas, steam rooms, and saunas may open so long as appropriate physical distancing measures are maintained between patrons that are not of the same household;
 - k. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies; and
 - l. Signage must be displayed reminding customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
4. Movie theaters, performance theaters, opera houses, concert halls, and music halls may operate in a limited capacity, under the following restrictions to be enforced by the owner of the facility:
 - a. Groups of patrons seated together must be limited to 8, however, a business may make exceptions for groups greater than 8 if the group is solely comprised of members from the same household;
 - b. A 6-foot distance must be maintained between individual groups at all times, including in waiting areas and while seated in the facility;
 - c. Close contact between members of different groups is prohibited before, during, and after each performance;
 - d. Signage must remind patrons to remain at least 6 feet apart from other groups of people; waiting areas must have floor markers to indicate proper spacing;
 - e. Staff shall perform hand hygiene between interactions with each customer or party;
 - f. Staff that come within 6 feet of customers or other staff shall wear a Face Covering;
 - g. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;
 - h. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - i. Hand sanitizer shall be available at the entrance to the facility and immediately adjacent to the bathrooms;

- j. The facility shall be thoroughly cleaned and disinfected prior to and after each performance; all countertops, seating, armrests, door handles, floors, bathrooms, and any high-touch surfaces must be cleaned and disinfected according to CDC guidelines for cleaning;
 - k. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - l. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
 - m. The business shall place signage at the business entrance to remind customers not to enter the business if they have symptoms of COVID-19; and
 - n. Food service must follow the provisions for restaurants in paragraph 2 above.
5. For clarity, this Order does not apply to any of the following:
- a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, retail stores that offer food, convenience stores, pharmacies, drug stores, and food pantries;
 - b. Room service in hotels;
 - c. Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
 - d. Crisis shelters or similar institutions;
 - e. Airport concessionaires; and
 - f. Any emergency facilities necessary for the response to the events surrounding the public health emergency and state of emergency caused by COVID-19.
6. In order to help protect the health and safety of children, child care centers or home daycares may operate only under the following conditions:
- a. The child care provider shall ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility;
 - b. The child care provider shall ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and may not allow any symptomatic

- individuals to enter the facility; logs of the employee screening activity must be kept and made available for inspection by the local health officer;
- c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - d. In the event of a confirmed case of COVID-19 within the facility, the provider shall consult with health officials on next steps; the provider shall close the facility if determined necessary by health officials;
 - e. The child care provider shall require individuals dropping off or picking up children to stay 6 feet away from children that the individual is not dropping off or picking up; and
 - f. The child care provider shall ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls) or at least twice a day (e.g. doorknobs, light switches, toilet handles, sink handles, countertops).
7. In addition to the measures noted above, child care centers or home daycares are required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
 8. As child care is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services.
 9. K-12 schools, colleges, universities, and trade schools may provide on-site instruction to students and allow other use of their facilities under the following conditions:
 - a. Groups of students and teachers shall be limited to 50 in each separate room, however, 6 feet of separation between individuals should be maintained as much as possible;
 - b. Up to 250 people may be allowed in rooms where 6 feet of separation between individuals can be maintained (including, by way of example, cafeterias, auditoriums, large classrooms);
 - c. Students, teachers, and school staff shall wear Face Coverings both indoors and outdoors where 6 feet of separation between individuals cannot be maintained;
 - d. The following are excepted from the requirement to wear a Face Covering:
 1. Children who are younger than three years of age;

2. Individuals with a medical condition, mental health condition, or disability that prevents wearing a Face Covering, including an individual with a medical condition for whom wearing a Face Covering could cause harm or dangerously obstruct breathing; K-12 schools shall require documentation from the student's parent/guardian, or the student's medical provider, that the student meets this exception;
 3. Individuals who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance;
 4. Individuals who are deaf or hard of hearing while communicating with others, or individuals who are communicating with an individual who is deaf or hard of hearing, where the ability to see the mouth is essential for communication, in which case it is recommended that a face shield or alternative protection such as a plexiglass barrier be used (a face shield is a personal protective equipment device which protects the person's entire face from potentially infectious materials);
 5. Individuals who have an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act, 20 U.S.C. § 1414, or an accommodation under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, that would necessitate exempting the individual from wearing a Face Covering;
 6. Children for whom a Face Covering may interfere with the ability to effectively participate in educational activities or may increase the risk of disease transmission because of increased hand to face contact; or
 7. Individuals engaged in athletic activities.
- e. Six foot spacing of students during transportation to and from the facility shall be maintained as much as practicable; Face Coverings shall be worn during transportation when six feet of separation cannot be maintained, with the exceptions listed in paragraph d above;
 - f. Outdoor and indoor events attended by non-students (e.g., parents, families, or members of the public), must comply with the provisions of the "Twenty-First Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People";
 - g. Hand hygiene must be performed frequently within the facility; and
 - h. Individuals with symptoms of COVID-19, or exposure to an individual with COVID-19 within the last 14 days, may not attend the institution unless otherwise directed by public health officials.

10. Specific exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented. Any specific exception under this paragraph must be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
11. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
12. This Order is entered in conjunction with statewide public health orders titled "Twenty-First Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People", entered February 11, 2021, "Twenty-First Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered February 11, 2021, and "Third Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered February 11, 2021.
13. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

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

DATED THIS 11 DAY OF February, 2021.



Alexia Harrist
Wyoming State Health Officer

TWENTY-FIRST CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER #2: REGARDING GATHERINGS OF MORE THAN TWENTY-FIVE (25) PEOPLE

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

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order differs from the previous statewide public health order (Twentieth Continuation), as it authorizes gatherings of 25 people or less, with exceptions, and this Order increases the maximum number of people allowed at certain indoor events (up to 500 people) and certain outdoor events (up to 1,000 people), with conditions.

This Order is effective on February 15, 2021, and shall remain in effect through February 28, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 28, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,068 confirmed cases of COVID-19 in Wyoming as of February 10, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 647 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new)

coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

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

ORDER

1. As used in this order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Gatherings of more than twenty-five (25) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.

3. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than twenty-five (25) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
4. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1 or #3, the restrictions in those orders govern those businesses or entities unless otherwise specifically noted herein.
5. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than twenty-five (25) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers;
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
 - n. Religious or faith based organizations and funeral homes; and
 - o. Parades.
6. Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 25 people but no more than 25% of venue capacity with a maximum

of 500 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 25 people but no more than 50% of venue capacity with a maximum of 1,000 people. Events allowed under this paragraph are subject to the following conditions, to be enforced by the host or organizer of the event. These events include by way of example but are not limited to rodeos, speedway motor races, concerts, organized sporting events, fairs, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature.

- a. Groups of attendees seated or standing together must be limited to 8, however, an event may make exceptions for groups greater than 8 if the group is solely comprised of members from the same household;
- b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;
- c. Prior to the event, staff, hosts/organizers of the event, and event participants (not event attendees) must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event; logs of the screening activity shall be kept and made available for inspection by the local health officer;
- d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;
- e. Staff who come within 6 feet of event attendees or other staff must wear a Face Covering;
- f. In the event the required 6 feet of distance between individual groups cannot be maintained, Face Coverings must be worn during the event, to the greatest extent possible, unless wearing a Face Covering is specifically required by Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions;
- g. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- h. The event shall encourage contactless and non-signature payment, as applicable; if not possible for the attendee, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
- i. Signage must remind attendees not to enter if they have symptoms of COVID-19, and the signage must be displayed at the entrance of the event; signage must also be positioned on event premises reminding separate parties to stand at least 6 feet apart;
- j. Food and beverage service shall follow the provisions for restaurants in the Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars,

Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;

- k. Participants in organized sporting events and artistic performances shall not congregate in groups larger than 25 individuals. This means that participants (up to 25 individuals) may interact with each other in direct close proximity without physical distancing;
 - l. The event should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a Face Covering when in public; and
 - m. For clarity, the person limit in paragraph 6 (page 3-4) is not calculated by adding participants and spectators/attendees together.
7. Additional specific gathering exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
8. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
9. This Order is entered in conjunction with the statewide public health orders titled "Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered February 11, 2021, "Twenty-First Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered February 11, 2021, and "Third Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered February 11, 2021.
10. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

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

DATED THIS 11 DAY OF February, 2021.



Alexia Harrist
Wyoming State Health Officer

TWENTY-FIRST CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER #3 REGARDING NAIL SALONS, HAIR SALONS, BARBER SHOPS, MASSAGE THERAPY SERVICES, TATTOO, BODY ART AND PIERCING SHOPS, AND COSMETOLOGY, ELECTROLOGY, AND ESTHETIC SERVICES

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

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order also continues to authorize the businesses outlined in this Order to operate under the same conditions outlined in the previous statewide public health order (Twentieth Continuation).

This Order is effective on February 15, 2021, and shall remain in effect through February 28, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 28, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,068 confirmed cases of COVID-19 in Wyoming as of February 10, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 647 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei

Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close certain public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on February 15, 2021, and continuing through February 28, 2021, unless revoked or extended by the Wyoming Department of Health before February 28, 2021, nail salons, hair salons, barber shops, cosmetology, electrology, and esthetic services, massage therapy services (excluding massages

performed for medical purposes which are exempt from this Order) and tattoo, body art, and piercing shops may operate only under the following conditions:

- a. Patrons shall only receive services at stations with at least 6 feet of separation on all sides from other stations serving patrons;
 - b. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - c. All staff must wear Face Coverings when within 6 feet of customers or other staff;
 - d. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - e. Patrons in waiting areas shall remain 6 feet apart; waiting areas must have floor markers to indicate proper spacing;
 - f. Cleaning and sanitizing shall be completed after each patron is served, including hand washing and surface sanitation;
 - g. The business shall not operate without appropriate protective equipment for staff (Face Coverings, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - h. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options; and
 - i. Signage must remind customers to not enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
3. The restrictions imposed by this Order do not prohibit owners, employees, contractors, vendors, or suppliers of the services listed above from entering, exiting, or occupying that place of business in their professional capacity.
 4. Specific service provider exceptions to the restrictions within this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented by the service provider. Any specific exception under this paragraph shall be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.

5. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
6. This Order is entered in conjunction with the statewide public health orders titled "Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered February 11, 2021, "Twenty-First Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People", entered February 11, 2021, and "Third Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered February 11, 2021.
7. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

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

DATED THIS 11 DAY OF February, 2021.



Alexia Harrist
Wyoming State Health Officer

THIRD CONTINUATION OF STATEWIDE PUBLIC HEALTH ORDER #4: REQUIRING FACE COVERINGS IN CERTAIN PLACES, WITH EXCEPTIONS

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

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order specifically continues the requirement that individuals wear Face Coverings in certain places, with exceptions.

This Order is effective on February 15, 2021, and shall remain in effect through February 28, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 28, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,068 confirmed cases of COVID-19 in Wyoming as of February 10, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 647 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's

communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of the healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Respiratory droplets from infected individuals are a major mode of COVID-19. This understanding is the basis of the recommendations for physical distancing, and of the PPE guidance for healthcare workers. Droplets do not only come from coughing or sneezing; in a-/pre-symptomatic individuals, droplets are generated via talking and breathing.
10. Face Coverings reduce droplet dispersal and cloth-coverings reduce emission of particles by variable amounts.
11. Evidence indicates that wearing Face Coverings reduce the transmissibility per contact by reducing transmission of infected droplets.
12. The most comprehensive, systematic review of meta-analysis of Face Coverings published to date has found that Face Coverings reduce risk of transmission of COVID-19 by an expected 85%.
13. Guidelines published by the CDC on April 3, 2020, recommend that all people wear cloth Face Coverings in public settings where other physical distancing measures may be difficult to maintain. The CDC also advises the use of a simple Face Covering to slow the spread of the virus and help people who may have the virus and do not know from transmitting it to others.
14. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease, including by requiring that Face Coverings be worn in certain places.

15. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a Face Covering when in public.

ORDER

1. As used in this order "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on February 15, 2021, and continuing through February 28, 2021, unless revoked or extended by the Wyoming Department of Health before February 28, 2021, individuals within the State of Wyoming shall wear a Face Covering in certain places as further described below.
3. "Business" means any business entity (retail or commercial) that employs or engages workers or volunteers.
4. Except as specifically exempted below, all members of the public must wear a Face Covering outside their home or other place of residence in the following situations:
 - a. When any person is inside, or in line to enter, any business, or any government facility open to the general public, including state, county, and municipal buildings but excluding federal buildings; or
 - b. When any person is obtaining services at, or visiting healthcare operations, including, but not limited to, hospitals, clinics, and walk-in health facilities, dentists, pharmacies, blood banks, other healthcare facilities, behavioral health providers, and facilities providing veterinary and similar healthcare services for animals; or
 - c. When any person is waiting for or riding on public transportation or paratransit, or while they are riding in a taxi, private car service, shuttle, tour, or ride-sharing vehicle. The driver shall also wear a Face Covering when passengers are in the vehicle.
5. All businesses must post notices, in a clearly visible location at or near the entrance of the business, stating that Face Coverings are required.
6. All government facilities open to the public, including state, county, and municipal buildings, but excluding federal buildings, must post notices, in a clearly visible location at or near the entrance of the building, that Face Coverings are required.
7. All employees, owners, and volunteers of businesses and employees and volunteers of government facilities open to the public, including state, county, and municipal buildings but

excluding federal buildings, shall wear Face Coverings at their business or government facility when they are within 6 feet of customers, clients, other staff/workers, or volunteers. They must also wear a Face Covering when working or volunteering in a space that could be visited by members of the public, such as by way of example, but not limited to: reception areas, hallways, grocery store aisles, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces that could be used by members of the public.

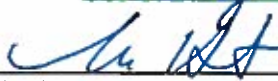
8. A Face Covering is not required under the following circumstances:

- a. When a person is in a personal office (a single room) where others outside of that person's household are not present as long as the public does not regularly visit the room, but that individual must put on a Face Covering when they are within 6 feet of a client, customer, volunteer, worker, or other member of the public.
- b. Children who are under 12 years of age. However, children 3 to 11 years of age are encouraged to wear Face Coverings.
- c. When a person is seated at a table of a restaurant or other food service venue, the person is separated by at least 6 feet from other patrons at other tables, and no more than 8 people in total are seated at the table. If more than 8 individuals are seated at the table, but all individuals are members of the same household, this exception applies. This exception also applies if a person is seated at a booth. However, individuals shall wear a Face Covering while entering, exiting, or otherwise moving about the establishment.
- d. When a person is inside or obtaining services at a location engaged primarily in providing congregate care, residential health care, or shelter care, and the individual is engaged in activities not conducive to wearing a Face Covering, such as eating or drinking, or the individual is in an area of that facility that is not designed for community gathering, such as a sleeping area.
- e. If a person has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes, by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. A person is not required to provide any documentation demonstrating that the person cannot wear a Face Covering for any medical condition, mental health condition, or disability.
- f. Individuals who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.
- g. Individuals for whom wearing a Face Covering would create a risk to the individual related to their work, as determined by local, state, or federal workplace safety guidelines.

- h. Individuals who are obtaining a service involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service.
 - i. Individuals who are purchasing a product or receiving a service that requires identification may briefly remove a Face Covering as necessary, so that the retailer or service provider can verify identity.
 - j. When actively exercising in a gym in accordance with the Statewide Public Health Orders, as amended.
 - k. When law enforcement asks an individual to remove a Face Covering for identification purposes.
9. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved in writing and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
10. This Order is entered in conjunction with the statewide public health orders titled “Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools”, entered February 11, 2021, “Twenty-First Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People”, entered February 11, 2021, and “Twenty-First Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services”, entered February 11, 2021.
11. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.
12. The Wyoming State Health Officer may grant exceptions to this Order, on a case-by-case basis after evaluating the request.
13. This Order supersedes all individual county health orders requiring Face Coverings.

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

DATED THIS 11 DAY OF February, 2021.



 Alexia Harrist
 Wyoming State Health Officer

THE MUNICIPAL

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February 2021

Streets, Highways & Bridges



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New Mexico cities team with anti-trafficking task force

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Mill Valley Golf Course plans for the future

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Startup Waco gathers tools to boost entrepreneurs

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Jersey City composting program garners community support

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ON THE COVER

MRL Equipment Company's Mini Mac 400 Detail Striper, a versatile self-propelled ride-on unit, offers innovative features that have caught the industry's attention and has numerous advantages over the older push model stripers. Its one-man operation makes short work of intersection, crosswalks and lane markings. Learn more on page 10.

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INSIDE:
 Road Striping Solutions from MRL Equipment
 Newark rolls out parking solutions
 Ohio highway study deploys drones



Connecting crossroads:

Casper transportation plan looks forward 30 years

By MAGGIE KENWORTHY | The Municipal

In January 2020, the Casper, Wyo., Area Metropolitan Planning Organization presented a long-range transportation plan to local governing committees. This presentation was the culmination of two years of work dedicated to creating this 30-year plan, named Connecting Crossroads.

In total, Connecting Crossroads contains over 60 projects with an estimated cost of \$917 million.

Renee Hardy, Casper Area MPO technician, explained creating the LRTP is a requirement for MPOs to receive federal funding. The Casper Area MPO has gone through this process multiple times, beginning in 1997.

But, instead of just attempting to fulfill the funding requirements, the MPO works hard to ensure the plan goes above and beyond to create the best plan possible. One of the ways the organization does this is by relying heavily on public input when creating the plan.

“The MPO has done a good job of really engaging with not only the residents in

ABOVE: *The Midwest Avenue reconstruction project was deemed the highest priority in the long-range transportation plan. Pictured is a portion of the street that has already been reconstructed to allow for safer transportation. (Photo provided by Casper Area MPO)*

Casper but also the surrounding communities in the Casper Metro, and has really kind of gone above and beyond,” said Aaron Kloke, former Casper MPO supervisor. “I think that’s probably most important and what this project is all about, is really engaging with the residents, engaging with all the stakeholders and really getting an idea of what kind of transportation system is going to positively impact the community.”



In March 2019, a multiday workshop was held where committee members could meet with the consultants to see the work that was being done on the long-range transportation plan. (Photo provided by Casper Area MPO)

To ensure everyone has a chance to give their input, the Casper MPO created a website for the project — www.connectingcrossroads.com — hosted three sets of meetings and workshops, set up information booths at local events and created a public survey to gather more input. Additionally, the Casper MPO hosted coffee talks for developers to come to on a regular basis to hear updates on the plan.

“Survey results and input from attendees at our events was used in almost every step of the process from developing the goals to reprioritizing projects based on community and user interest — or opposition,” said Hardy. “More specifically, we added the word ‘easy’ to one of our project goals after our first set of workshops and events since we continually heard that many people were just as interested in ease of use as they were in affordability or a decrease in travel time.”

Another way the Casper MPO got the community involved was by creating a citizen’s guide. The full LRTP is around 200 pages long, but there is a summarized, 10-page version that allows the public to get a condensed view of the whole plan.

When it came to drafting the specific projects, the Casper MPO, along with a consultant team from Nelson\Nygaard Consulting Associates, focused on two main criteria. First, the team pinpointed projects that had already been started or had already received funding, including those within the Statewide Transportation Improvement Plan or the Metropolitan Transportation Improvement Plan. From there, the team concentrated on projects that increased the safety and mobility for everyone using the transportation system.

During the planning process, each proposed project was scored and divided into low, medium and high priority projects. The scoring criteria included elements such as network connectivity, ADA accessibility, access to community assets, parking impacts, maintenance responsibility and more.

The project with the highest priority was the reconstruction of Midwest Avenue. This project is currently in phase II of reconstruction.

“This series of three phases along Midwest Avenue meets each and every goal of the LRTP and will set a precedent in the city for complete streets concepts,” said Hardy. “We will be providing a safe and sound way for people who walk or bike to travel to and through downtown, improving safety on the road with better sight distances and wider roads, improving safety throughout the neighborhood with better lighting and landscaping, and generally making travel through downtown via all modes much, much easier. In addition, this road is part of our Old Yellowstone District. This is an area of recent redevelopment that has brought not only new businesses and restaurants to the area but also includes open space and event venues, all enhancing the city’s character and growing our economy.”

Other projects set to begin work in 2021 include the reconstruction of Interstate 25 through Casper, the reconstruction of a high-traffic intersection at Poplar and First streets near the Mills and Casper boundary and the redesign and reconstruction of Lathrop Road in Evansville.

Kloke explained a lot of the LRTP’s success is through choosing a good consulting agency. The Casper MPO has a procurement ►

policy it uses when selecting contractors, which includes creating a request for proposals and interviews of interested agencies.

“Especially with a budget of this size, we don’t take procurement lightly. We’re using federal funds, using taxpayer dollars, we want to make the best decision,” said Kloke. “Ultimately, we’re selecting a group of people to be a part of our team for the next year.”

The Casper MPO chose Nelson\Nygaard Consulting Associates based on its breadth of experience working on LRTPs and its innovative approach to transportation solutions.

When it comes to other ways MPOs can make creating plans an easier process, Hardy suggested building flexibility into timelines.

“The biggest challenge for the MPO during the project was most certainly timing. We ended up authoring two contract extensions during the course of it,” said Hardy. The first was just because we didn’t allow for enough time to finish a project of this magnitude... and the second was to allow for our required 40-day public comment period, which was not written into the original scope.”

Also, it helps to get every entity possible involved in the process. “Make sure your member entities and agencies are on board,” said Hardy. “Ours are very cooperative and motivated to build and grow, and that made the process very easy on us. If this might be an issue for another MPO or organization, start right away keeping them involved and engaged.” **M**



In the summer of 2019, the Casper Area MPO participated in a farmers market to give the public a chance to see how the plans were developing. Community members were encouraged to give input on the proposed plans. (Photo provided by Casper Area MPO)

TOP OF THE LINE



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CONNECTING CROSSROADS

LONG-RANGE TRANSPORTATION PLAN UPDATE

CITIZEN'S GUIDE

FEBRUARY 2020

WHAT IS CONNECTING CROSSROADS?

Connecting Crossroads is a guiding document for transportation investments throughout the Casper Area for the next three decades. The plan is an update of the 2040 Long Range Transportation Plan (LRTP) that was published in July 2014 for the Casper Area Metropolitan Planning Organization (MPO). The Casper MPO includes the City of Casper, Towns of Bar Nunn, Evansville, and Mills, and portions of Natrona County. The plan identifies transportation projects, programs, and policies that improve transportation options for people of all ages and abilities based on documented community values and available financial resources.



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper • Mills • Evansville • Bar Nunn • Natrona County

OUR PROCESS

The Connecting Crossroads team – made up of MPO staff and consultants – engaged with the community for more than a year to capture Casper Area values and priorities to build a vision for transportation needs and opportunities.



WHAT WE LEARNED

The project team reviewed dozens of past plans and data sources and collaborated throughout with MPO advisory committees and local decisionmakers. Needs were assessed through a review of existing conditions in the Casper Area including demographics, population and job growth, commuter patterns, transit ridership and performance, and collision and traffic data.

- Population has **INCREASED BY 8% SINCE 2010**, with the population of adults aged 65 and over increasing by 29%
- 88% of Casper Area commuters **DRIVE ALONE TO WORK**; nearly 75% arrive to work in less than 20 minutes (a much larger share than national average)
- WYOMING BLVD, CY AVE, AND 2ND ST.** experience the highest levels of traffic congestion and the highest levels of fatal crashes and collisions
- There are between **1,000 AND 1,500 CRASHES** involving vehicles every year in the Casper Area

WHAT YOU SAID

Through popup events in the winter and summer, community meetings, topic area workshops, and a survey available online and on paper, we heard your ideas to improve getting around the Casper Area today and in the future.

Icons: Bicycle, Car, Pedestrian

Feedback:

- We need better connections to existing trails
- The more biking and walking paths, the more chance folks will choose a healthy option to getting around.
- It would be nice if the stop lights in the downtown and other areas were coordinated to create a better traffic flow especially at peak times.
- Bike lanes with separation from traffic would be ideal, with designated bike routes on low traffic streets.
- Covered bus stops should be a priority as many people in fragile health have to stand out in the weather, the heat and the cold.
- Emphasize walkable development and facilitate transportation for everyone, especially those without cars.
- We need to close gaps in sidewalks and make crossing Wyoming Blvd and CY Avenue safer.

Community: Seven diverse human figures representing the community.

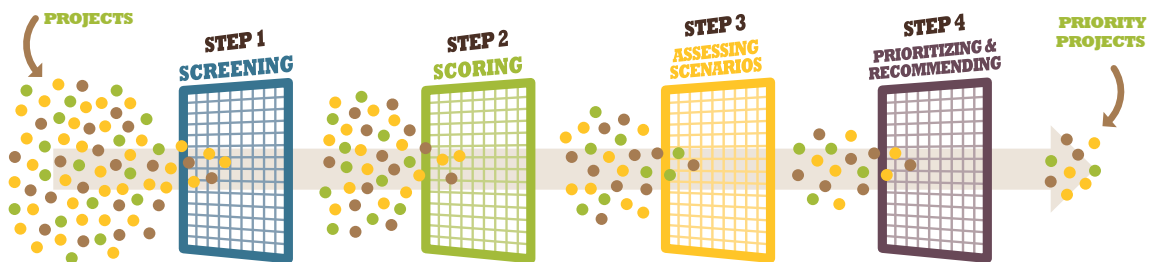
GOALS BASED ON VALUES

Connecting Crossroads includes five goals to reflect today’s needs and priorities and the outcomes we want to achieve in the next three decades. The goals are also the basis for the project and scenario evaluation process that helped us refine our priorities. Our goals were formed by those of the previous LRTP, Generation Casper, and input meetings with the MPO advisory committees.

<p>GOAL 1 INCREASE TRANSPORTATION OPTIONS FOR ALL MODES</p>	<p>GOAL 2 IMPROVE SAFETY AND HEALTH FOR ALL RESIDENTS</p>
<p>GOAL 3 ENHANCE THE REGION’S DISTINCT CHARACTER</p>	<p>GOAL 4 SUPPORT THE REGION’S DIVERSIFYING ECONOMY</p>
<p>GOAL 5 PROMOTE AFFORDABLE AND EASY MOBILITY SOLUTIONS</p>	

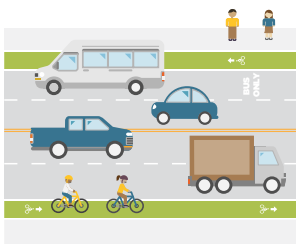
EVALUATION PROCESS

The established goals informed our evaluation process that shaped recommendations for future transportation project investments. This process used your input and areawide data to **SCREEN, SCORE, ASSESS, AND PRIORITIZE** a long list of projects that came from previous plans, guidance from technical experts, and conversations with the public.



RECOMMENDED PROJECTS

We used the results of the evaluation process and what we heard from you to develop a list of projects that best meet the Connecting Crossroads goals with the resources available. The final list of projects was carefully devised to equitably spread investments across transportation modes and the Casper Area. It includes:



7
COMPLETE STREETS PROJECTS

Supports the access and safety of all users and modes



20
MULTIMODAL IMPROVEMENTS

Enhances connectivity and safety for pedestrians and/or bicyclists



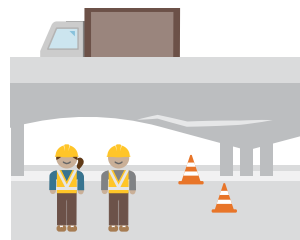
4
INTERSECTION IMPROVEMENTS

Improves operations and reduces conflict potential at hotspots



20
ROADWAY CONSTRUCTION PROJECTS

Provides increased vehicular connectivity and/or capacity



5
BRIDGE IMPROVEMENTS

Replaces structures near the end of their lifetime to ensure existing system performance

ALL PROJECTS BY TYPE

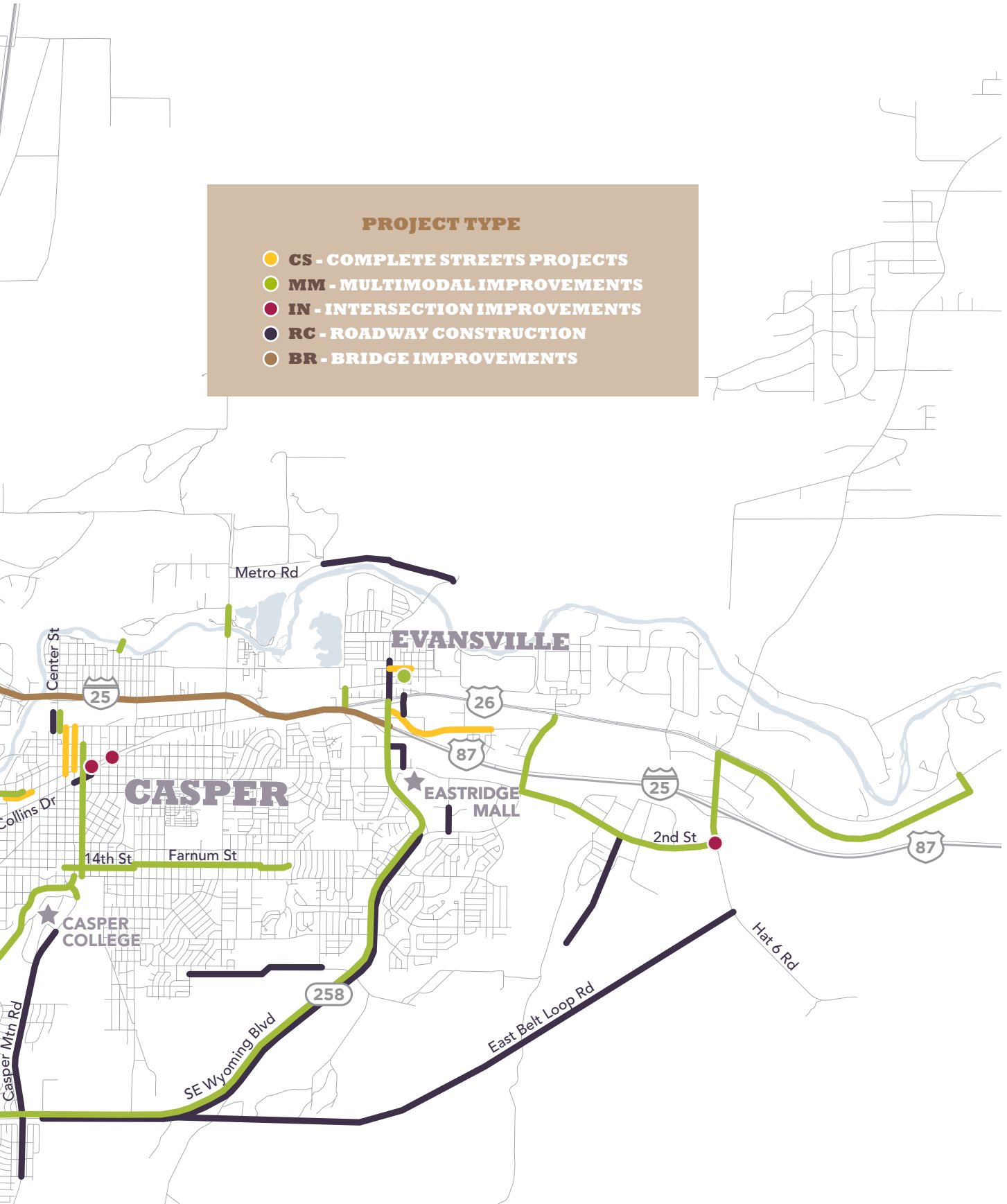
Connecting Crossroads includes five goals to reflect today's needs and priorities and the outcomes we want to achieve in the next three decades. The goals are also the basis for the project and scenario evaluation process that helped us refine our priorities. Our goals were formed by those of the previous LRTP, Generation Casper, and input meetings with the MPO advisory committees.





PROJECT TYPE

- **CS - COMPLETE STREETS PROJECTS**
- **MM - MULTIMODAL IMPROVEMENTS**
- **IN - INTERSECTION IMPROVEMENTS**
- **RC - ROADWAY CONSTRUCTION**
- **BR - BRIDGE IMPROVEMENTS**



IMPLEMENTING PROJECTS

This list of projects is fiscally constrained, meaning that the total cost is within the MPO’s projected future revenues from eligible federal, state, and county funding sources. The recommended projects will be implemented in order of three prioritization phases based on identified need, funding availability, and readiness for planning and design.

 Near Term 1-7 Years (2020-2026)	 Medium Term 8-13 Years (2027-2033)	 Long Term 14-28 Years (2034-2048)
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SUPPORTIVE PROGRAMS AND POLICIES

In addition to capital projects, Connecting Crossroads provides recommendations for programs to ensure the ongoing success of the transportation system, and ideas for policies to further address sustainable growth, health, safety, and equity. A vital component of this is designating more than half of estimated funding through 2048 for asset management to ensure maintenance and preservation of transportation infrastructure like roads and bridges.

- ▶ **ENHANCED ASSET MANAGEMENT (MAINTENANCE)**
- ▶ **ENHANCED TRANSIT**
- ▶ **COMPACT GROWTH POLICIES**
- ▶ **PUBLIC HEALTH AND EQUITY**
- ▶ **SAFE ROUTES TO SCHOOL**
- ▶ **SAFE ROUTES FOR SENIORS**
- ▶ **COMPLETE STREETS DESIGN**

FUNDING THE PLAN

Funding of Connecting Crossroad’s projects and programs will take a coordinated effort of federal, state, local, and other funding sources. With federal, state, and local funds combined, there is an estimated \$917.5 million available to fund projects and programs between 2020 and 2048. Expected revenue from federal, state, and local sources were estimated based on historic averages for the Casper MPO.



PERFORMANCE MEASURES

Performance measures are used to indicate how well the transportation system is meeting agency goals and the community's expectations. They are useful in monitoring the achievement of specific regional access and mobility goals, such as accessibility to key regional population, employment, cultural, and recreational centers, the mobility of disadvantaged populations, air quality, and economic health. Connecting Crossroads provides performance measures and metrics tied to the established plan goals in order to achieve progress towards regional access and mobility, economic development, health, safety, and equity .

**GOAL
1**

INCREASE TRANSPORTATION OPTIONS FOR ALL MODES

MEASURE

Increase the number of available mobility options

Enhance reliability of the transportation system

Provide new connections to existing street network

Improve ADA accessibility

**GOAL
2**

IMPROVE SAFETY AND HEALTH FOR ALL RESIDENTS

MEASURE

Eliminate traffic-related fatalities and reduce serious injuries from traffic collisions

Increase physical activity by making walking and biking preferred modes of travel

Expand the active transportation network density

Improve access to healthy food sources

**GOAL
3**

ENHANCE THE REGION'S DISTINCT CHARACTER

MEASURE

Consistency with community plans

Reduce transportation-related air emissions

Protect or enhance cultural resources

**GOAL
4**

SUPPORT THE REGION'S DIVERSIFYING ECONOMY

MEASURE

Bring existing infrastructure into a state of good repair

Bring existing transit assets into a state of good repair

Improve freight movement

**GOAL
5**

PROMOTE AFFORDABLE AND EASY MOBILITY SOLUTIONS

MEASURE

Improve mobility outcomes for vulnerable populations

Improve transit performance





**CONNECTING
CROSSROADS**

LONG RANGE TRANSPORTATION PLAN

From: Justin Schilling <jschilling@wyomuni.org>
Sent: Friday, February 12, 2021 2:56 PM
Subject: A message from WAM President Matt Hall

Thank you very much Region 4 for joining us for your Zoom Region meeting Tuesday. I want to apologize for the timing, I know Tuesday evenings are a popular time for council meetings so I'm grateful for those who could attend. We had great reports from our Executive Director Dave Fraser and our lobbyist in the pit Bob McLaurin, thank you guys for your hard work. I know you are representing the Association well at the capital both physically and virtually.

At the moment the legislature is in recess until the 1st of March so this would be a good time to reach out to WAM staff, the Legislative Leadership Committee, LLC chairman Kelly Krakow, or myself if you have questions about bills and upcoming interim topics. As Shakespere quotes to Julius Caesar " beware the ides of March", please watch for Calls to Action (cta) from our WAM staff once the Legislature gavels back in next month.

Meanwhile stay warm,

Matt Hall
Mayor City of Cody
WAM President



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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



renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, January 13, 2021

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

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

Absences: None

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

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

1. Welcome New Board Members

Mr. Chynoweth asked each attendee to introduce themselves and started with himself.

2. Minutes from December 9, 2020 Regular Meeting

A motion was made by Mr. Merschat and seconded by Mr. Belcher to approve the Minutes of the December 9, 2020 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

3. Approval of January 13, 2021 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of January 13, 2021 were presented by Mr. Lane.

A motion was made by Mr. Belcher and seconded by Mr. Merschat to approve the Treasurer's Report of January 13, 2021, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained and summarized the investments.

The December 2020 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He shared that the property sale was listed incorrectly under the Platte River Commons (PRC) and should be listed in as Property Sales Salt Creek Heights Business Center (SCHBC). He inquired if any of the Board had additional questions. No other questions were asked.

Investment/Financial Committee

Mr. Lane discussed the six dates the securities will be maturing from the Davidson Funds in 2021. Mr. Lane summarized and described each depository for ARAJPB.

4. Committee Reports

- **Three Crowns**

Mr. Belcher explained that this is a slower time for the golf course. "Maintenance is working and preparing their equipment for next season." Mr. Reams is reviewing the Capital Equipment and creating a five-to-ten-year replacement report. Mr. Belcher informed the board that Covid-19 is affecting the revenue in the restaurant this year.

- **PRC**

Ms. Hahn informed the Board that there was no report.

- **Refined Properties**

Mr. Merschat summarized and highlighted the Status Report from Refined Properties.

He shared the closing date on the purchased lot in Salt Creek occurred on 12/23/20. Basically, one year from the date expected due to Planning and Zoning modifications needed to the PUD. "There is currently an interested party looking at two lots in the SCH".

- **Architectural Review**

Ms. Kaufman had nothing to report.

- **Executive Committee**

Ms. Hahn shared that conversation was about preparations for the Regular Board Meeting at 6:00 p.m.

5. Election of Officers

Mr. Merschat announced nominations to the Board and the following members have agreed to serve for the year 2021:

- Chairman: Bob Chynoweth
- Vice Chairman: Rob Hurless
- Treasurer: Terry Lane
- Secretary: Reed Merschat

A motion was made by Mr. Belcher and seconded by Mr. Merschat approving the selection of committees and members. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye. Mr. Belcher thanked each Board Member for taking on the positions.

6. Establishment of Regular Meeting Dates and Times for Calendar Year 2021

A motion was made by Mr. Merschat and seconded by Mr. Belcher that the Board establish the second Wednesday and, if needed, the fourth Wednesday of each month as the regular meeting dates for the Board for the calendar year of 2021, with all meetings starting at 6:00 pm and that the normal meeting location will be in the Big Horn Conference Room of Casper Area Innovation Center, located at 2435 King Blvd., Casper, WY with one exception for the December Meeting being held at Three Crowns 1601 King Blvd., starting at 5:00 p.m. and a special meeting to be held on June 25, 2021 to pay all unpaid invoices for the fiscal year.

There being no further discussion, the Board proceeded to vote, and the motion carried with all members in attendance voting aye.

7. Establishment of Financial Institutions

A motion was made by Mr. DeGolia and seconded by Ms. Freye to have the official financial institutions for the year 2021 be Hilltop National Bank, the Wyoming Government. Investment Fund and the FIB Davidson Fund, aka as FIB Wealth Management and the possibility of a new depository announced later in the year. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

8. 2021 Committee Members and Tasks

The following committee and membership were presented by Chairman Chynoweth:

- Financial/Investment: Terry Lane - Chair, Brook Kaufman, and Bob Chynoweth.
- Three Crowns Management: Jim Belcher and Jim DeGolia ARAJPB Representatives.
- Jona/Refined Properties: Reed Merschat, Rob Hurless, and Jim DeGolia (ex-officio) ARAJPB Representatives.
- Architectural Review Committee: Brook Kaufman - Chair and Amy Freye.
- Platte River Commons Maintenance: Khrystyn Lutz - Chair, and Amy Freye.
- Executive Committee: Bob Chynoweth - Chair, Rob Hurless - Vice Chair, Terry Lane - Treasurer, and Reed Merschat - Secretary.

9. Interaction with City and County Representatives – Specific Issues and Concerns

County Representative Kaufman updated the Board on the County had completed 1016 property tax appeals to date. She also shared that the Nordic lodge is progressing. City Representative Lutz informed all attendees the City has had a large turnover with the Council so they are trying to update and inform the new members. The City is trying to recover from working in the Covid-19 mode and moving forward with helping distributions with the State Vaccine Program.

10. Other

Mr. Belcher briefed the Board on Three Crowns PPP Loan Forgiveness Program. Mr. Belcher has concerns about the legality of the contract with Landscapes Unlimited (LU) on how they proposed to account for the PPP Loan. The plans by LU include recognizing the loan as traditional operation expenses which he believes is incorrect. All the Board was in consensus to have Ms. Hahn reach out to Ms. Skogen to solicit her opinion.

Mr. Belcher also inquired on the classes that will be given to the new Board Members which he would like to attend. Ms. Hahn thought it might make more sense to hold one-hour classes in the next couple of months and allow the new members time to adjust and formulate their questions.

11. Future Meetings/Agenda

- Regular Board meeting - February 10th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee - February 18th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

Office Closures:

January 18th - Martin Luther King Day

February 15th - Presidents' Day

12. Public Comment

There was no public comment.

13. Good of the Order

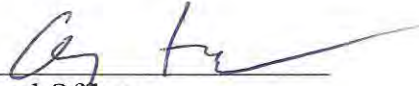
Ms. Hahn thanked Mr. Chynoweth for all his time that he puts forth as Chairman.

14. Adjournment

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Ms. Lutz to adjourn the meeting at 7:42 p.m. The motion carried with all members in attendance voting aye.

2/10/21

Date


Board Officer

2-10-21

Date


Presiding Officer



FY 2021 One Cent Funding Biannual Report

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

Organization: Casper Housing Authority_____	Program: Lifesteps Campus_____	
Contact Person: Kim Summerall-Wright_____	Phone Number: 307-266-1388 x17_	Date: <u>February 4, 2021</u>
Email address: kswright@chaoffice.org_____		
Please Select One:	1 st Reporting Period <u>X</u> July 1 – December 31 Due on January 10	2 nd Reporting Period _____ January 1 – June 30 Due on July 10

1. Mission

Please state the agency's mission/vision.

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

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

Amount Awarded for FY2020	\$125,000
Amount billed from CHA to City (7/1-12/31)	\$44,173
Amount spent by CHA on Lifesteps (7/1-12/31)	\$57,841

3. Program Significance

Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Our organization serves families and individuals who are low-income and live below the poverty line.
- The Life Steps Campus provides transitional housing for those that are undergoing a major life change. This could include escaping domestic violence, dealing with a substance abuse problem or other major events.

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

- Impact on the community includes homeless prevention and providing safe, affordable housing for those undergoing a major life change.

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

- There has been an influx of inquiries, however, folks are very nervous to make a move during the COVID pandemic. Once the vaccine is out to the general public, it is expected

that people will be more willing to move from the streets and the mission to permanent housing.

4. Results

Please describe the outcomes/outputs.

- Transitional Housing – Homeless families with children: Staff has implemented the program and local families have been accepted.
- Current families waiting for assistance - 37

Please describe the method of measurement.

- Intake and Waitlist.

Please describe the performance results.

- The marketing of the program and the opportunity to build new agency partners has had a direct effect on the number of families the program can now reach.

5. Program Results/Impacts (use bullets)

Explain how much (quantity) service the program delivered.

- Families are no longer afraid to take the opportunity to make a change when they are in unsafe situations as the program is available to provide a foundation towards independent housing. There are currently 37 families on the wait list to be housed in the 5 available housing units.
- In addition, space continues to be provided for Health Care for the Homeless and the Unaccompanied Student Initiative.

How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

- The social work team has been trained as Transformational Life Coach's under the Connections for Success program. 1/3 of the residents have completed the program and are working towards self-sufficiency.

What does your analysis of the past year's data tell you about what is happening to the impacted target population?

- As news of the program spreads, the partners are contacted on a daily basis for placement of those who are in need. It appears that one of the greatest needs is for single parents and victims of domestic violence.

6. Results Analysis

COVID has definitely had an impact on service provision for all programs. There is less face to face involvement which has hampered case management progress. Now that the organization has access to the vaccine and is reopening all programs, it is expected that the tenant response will improve.

7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

- All participants are registered via an application process, lease and wait list. Abodo software has been secured and is currently being implemented.



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Bruce Knell

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

February 16, 2021

11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) January 19, 2021 Regular Meeting *
 - b) January 19, 2021 Executive Meeting
3. Approve Vouchers – February 2021 *
4. Approve Financial Report – January 2021 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Discuss EPA Revised Cryptosporidium Treatment Schedule Approval *
 - b) Other
8. New Business
 - a) Consider Reserves Policy Update *
 - b) Discuss RWS Investments
 - c) Consider Contract with Engineering Associates for the 2021 Well Rehab Project No. 20-032 in the amount of \$71,530 *
 - d) Consider Amendment No. 1 to the Contract with HDR Engineering for the SCADA Upgrade Project in the amount of \$24,244.78 *
 - i) Consider FY2021 Budget Reallocation in the amount of \$24,245 *
 - e) Consider Change Order No. 1 to the Contract with Maguire Iron for the 2.6 MG Tank Project for a Time Extension of 143 Days *
 - f) Update of Annual Financial Disclosure Letters
 - g) Other
9. Executive Session – Discuss Potential Property Acquisition and Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – March 16, 2021

****Indicates Attachment***



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

MEETING PROCEEDINGS

January 19, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 19, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Treasurer Bertoglio, and Board Members Cathey, Freel, Knell and Powell. Secretary Waters was absent.

City of Casper – Cathey, Freel, Knell, Powell, 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 – Linda Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin, P.C. – Williams, Porter, Day & Neville, P.C. by Phone; Lisa Burrige – Lisa Burrige & Associates Real Estate

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

1. In Announcements., Mr. Martin stated that Secretary Waters in not in attendance today, but Ms. Linda Tasler from the Pioneer Board is in attendance and has his proxy.

Mr. Martin introduced Mr. Bruce Knell as the new member of the Board representing the City of Casper.

Mr. Martin stated that the Casper City Council asked Board Member Powell to finish out his term on the Board.

Board Members Cathey and Freel arrived at 11:31 a.m.

2. Chairman King asked for a motion to approve the minutes from the December 15, 2020 meeting. A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the minutes from the December 15, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the January 2021 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the January 2021 voucher list to include voucher numbers 8238 through 8243 in the amount of \$614,259.22. 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 December 2020 was 164 MG, which is right at the five-year average. Mr. Martin stated that year to date production is 2.38 BG, which is 106 MG more than the five-year average. Mr. Martin stated that even with the decreased production in December, production for the year is still above average.

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

Mr. Martin stated that Water Utility Charges for FY2021 is \$4.848 M, which is an increase of approximately \$323,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,004,652 which is approximately \$48,000 more than last year. Mr. Martin stated that this increase was expected due to the increased production and needed chemical purchases.

Mr. Martin stated that the Balance Sheet is included in the Financial Report this month as Mr. Pitlick has the audited figures. Mr. Martin stated that the Balance Sheet is broken out into Assets, Liabilities, and Fund Balance. Mr. Martin stated that Fund Balance is broken out to Net Assets, Designated Net Assets, and Unassigned Fund Balance. Mr.

Martin stated that the Total Liabilities + Fund Balance is \$53 M.

Chairman King asked for a motion to approve the December 2020 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to approve the December 2020 Financial Report as presented.

Treasurer Bertoglio stated that there is a new comparable fund being started with no introductory fees and pays 17% interest. Mr. Martin asked Treasurer Bertoglio to get the information to Mr. Pitlick. Mr. Martin stated that Mr. Pitlick will be bringing information to the Board about switching some of the accounts up to get a better interest rate.

Motion put and carried.

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

Mr. Schroeder stated that as mentioned at the last meeting, the Lead Operator retired on December 31st. Mr. Schroeder stated that the hiring process has begun and the first round of interviews were completed. Mr. Schroeder stated that additional interviews will take place with the remaining four candidates. Chairman King asked if any of the candidates were from in-house. Mr. Schroeder stated that there is one candidate from in-house, two from the City of Casper, and two from out of town.

Mr. Schroeder stated that cleanup continues around the WTP. Mr. Schroeder stated that staff is getting into the settled water chambers, and other places to clean up the ferric chloride, sand, and mud from the summer season.

Mr. Schroeder stated that new magnetic flow meters were installed on the ammonia system this week. Mr. Schroeder stated that they will be connected to the new SCADA system and the Operators will be able to create the chloramine ratio from the SCADA.

Mr. Schroeder stated that staff is working on the Capital Budget for FY22.

Mr. Schroeder stated that the contractor for the Raw Water MCC Project will be on site next week to start the work. Mr. Schroeder stated that the new VFDs and motor control center for the Raw Water will be replacing the old, which are original to the WTP and were installed in 1973.

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

Mr. Schroeder stated that Water Distribution crews hauled the Actiflo sludge from the drying bed and one lagoon has been cleaned.

Mr. Schroeder stated that Water Distribution staff has also been repairing fencing around boosters and testing wholesale water meters.

Mr. Schroeder stated that Water Distribution staff installed and tested the new magnetic flow meter at Salt Creek Booster.

Mr. Schroeder stated that Water Distribution staff has also been working on hydrants.

Mr. Schroeder stated that Water Distribution staff made sump repairs at the WTP. Mr. Schroeder stated that there were issues with the sump in the High Service area.

Mr. Schroeder stated that Water Distribution staff has been completing weekly sampling on booster checks, and checking the chlorine levels. Mr. Schroeder stated that the nitrification in the system is going away and residuals are increasing. Mr. Schroeder stated that nitrification happens every year.

Board Member Powell asked based on a scale of 1 to 10, how Mr. Schroeder would rate the new SCADA system. Mr. Schroeder stated that he would give it an 8 or 9. Mr. Schroeder stated that he hasn't had a lot of time using the new SCADA system, however the Operators love it, but they were using an antique system. Mr. Schroeder stated that the new SCADA system is very efficient and great for reporting, but for him it is still a learning process to use it.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. In New Business:
 - a. Mr. Martin stated that the Board has received a request from Ms. Lisa Burridge regarding relocating a portion of the Airport waterline. Mr. Martin stated this is a similar request to the one that was received from the Town of Mills. Mr. Martin stated that Ms. Burridge is in attendance today to speak to the Board about this request. Mr. Martin pointed out on the map the portion of the Airport waterline that is mentioned in the relocation request. Mr. Martin stated that Ms. Burridge is in the process of developing the land. Mr. Martin turned the time over to Ms. Burridge to speak to the Board.

Ms. Burridge handed out a map to the Board. Ms. Burridge stated that there is no easement, and nothing in public record for the waterline to be located where it is. Ms. Burridge stated that she relied on a Title Commitment, and it didn't have a recorded waterline. Ms. Burridge stated that she is proposing the relocation of the waterline.

Ms. Burridge stated that the waterline runs at a funny angle through this property, and runs under a lot of homes as well. Ms. Burridge stated that the waterline can be relocated to under the street.

Ms. Burrige stated that there are a few issues with the relocation. Ms. Burrige stated that first, it is going to cost approximately \$160,000 to relocate the waterline. Ms. Burrige stated that the second issue is that she understands that the City would like to see this portion of the waterline upsized to 16-inch, from a 12-inch waterline.

Ms. Burrige stated that from the easement perspective, she has been told that the Board has adverse possession and she respects that. Ms. Burrige stated that to prove up the adverse possession, you can't just say you have adverse possession, it takes a court action to prove it up, and she doesn't want to go through any legal action when it comes to proving up adverse possession. Ms. Burrige stated that she was hoping that something simple could be figured out, like maybe splitting the cost of the relocation. Ms. Burrige stated that in the past the City has always covered the cost of upsizing, and assumes that would be the same for the Board. Ms. Burrige stated that she would like to know if everyone is thinking different than that.

Board Member Knell stated that he has two questions; 1) how long has this line been in its existing home? Ms. Burrige stated that she thinks it has been there since the 1950's. Mr. Martin stated that the Airport waterline was installed in 1963.

Board Member Knell stated that his second question is if it is currently under houses, they built over it in the past, and asked what the issue is with where it is right now. Ms. Burrige stated that the houses that are over the waterline are trailer houses, so they were just set over the top of the waterline with no basements. Ms. Burrige stated that the configuration of the waterline as it is now, is right through the center of the property so it doesn't allow for a logical development for this project.

Board Member Knell asked how deep the waterline is currently. Mr. Martin stated that it has to be a minimum of six feet deep. Chairman King stated that the waterline is six to eight feet deep.

Chairman King asked that when Ms. Burrige acquired the property, was she aware the waterline was there. Ms. Burrige stated that she relied on the Title Commitment, but she had heard there was a waterline on the property, and she acknowledges there is a waterline there and has been for a long time. Ms. Burrige stated that without having any kind of an easement, she relied on the Title Commitment to show what was on the property.

Ms. Burrige stated that from the adverse possession perspective, which she thinks is the argument that the Board wants to make, you can't just say that because it has been there, you can have it there. Ms. Burrige stated that there are several elements that go into proving adverse possession, and it actually takes a court of law to do so. Ms. Burrige stated that she isn't here to be ugly, or to say

that she wants to get in a court battle. Ms. Burrige stated that she thought that as the Board has an issue, that perhaps they could work together to solve the issue.

Mr. Martin stated that just for clarification, the portion of waterline being requested to be relocated, does not include the portion of the waterline under the trailers farther along the waterline. Ms. Burrige stated that was correct.

Board Member Knell asked how big a can of worms would be opened, as from the map it looks like the waterline runs under many lots. Ms. Burrige stated that the map she provided is showing proposed lots, there is not anything on the property at this time. Mr. Martin showed on the map on the screen where the proposed waterline relocation is located. Ms. Burrige stated that she has spoken to Mr. Art Boatright, with Mobile Concrete, about an easement and then showed the Board the proposed route for the waterline relocation. Ms. Burrige stated that the waterline would be under a future street. Board Member Knell stated that it seems to him that there is a lot of work to be done. Ms. Burrige stated that she has already spoken to Mr. Boatright and he does not have an issue granting the easement.

Board Member Cathey asked why staff wants to increase the size of the waterline. Mr. Martin stated that during internal discussions, it was discussed that part of the waterline is 12-inch and part of it is 16-inch and if the waterline was going to be relocated, it is the perfect time to upsize it to 16-inch. Board Member Cathey asked how much 12-inch waterline is on both sides of the portion to be relocated. Mr. Martin stated that the waterline is 16-inch on both sides of the portion to be relocated.

Board Member Knell stated that the bid isn't going to be right to upsize the waterline. Ms. Burrige stated that the bid is only for the 12-inch.

Board Member Cathey stated that he was just trying to determine where the 16-inch waterline started. Board Member Cathey asked if the waterline was 16-inch clear to the WTP. Mr. Martin showed on the map the areas of 16-inch waterline.

Chairman King asked in the future, if the Westwinds Road waterline is installed, if that would eliminate the need for the Airport waterline. Mr. Martin stated that there are some possibilities of changes in the far future, but it is so far down the road at this point to even discuss.

Treasurer Bertoglio asked for clarification if this relocation of the waterline takes it through the trailer houses, or up to them. Ms. Burrige stated that this relocation goes just up to the trailer houses.

Board Member Knell asked at what point the City's liability ends, as he assumes the line would be abandoned, capped and left in place. Board Member Cathey stated that the bid lists removal. Ms. Burrige stated that the waterline will be

removed from the property, and relocated in the street.

Board Member Cathey clarified that it would be the Joint Powers Board liability and not the City of Casper.

Board Member Powell asked if when the Town of Mills brought this to the Board, if they included the waterline under the trailer houses as well. Mr. Martin stated that was correct.

Ms. Burrige stated that part of this project has other lines that are being worked on with funds from the US Department of Agriculture (USDA), and if the Board is interested, she would talk to the lady in charge of the project and see if she would be able to provide a grant to move the waterline since it is under houses. Board Member Cathey asked if they would cover the whole waterline. Ms. Burrige stated that they would not cover the whole waterline. Board Member Cathey asked why not. Ms. Burrige stated because they are government and will only do what they want to do.

Board Member Knell asked if the City of Casper and the Town of Mills have any financial responsibility in this. Ms. Burrige stated that she was told this is a Regional Water waterline and that is why she is at the meeting today. Board Member Cathey stated that basically the Town of Mills said no, and the Board said if they had to, they would get a prescribed easement. Board Member Powell asked if there were any easements for this waterline at all in the Town of Mills. Mr. Beamer stated that there is an easement across Boatright's property, and it follows road right-of-ways.

Board Member Knell informed Ms. Burrige that he is not for or against anything, he is just asking questions. Ms. Burrige stated that she appreciated that. Ms. Burrige stated that she is happy to answer any questions and she would contact the USDA if the Board wants her to.

Board Member Knell asked if the waterline is relocated in this area, what happens with the rest of the waterline that is under houses. Ms. Burrige stated that there are no houses over the portion of the waterline that she is talking about, but the waterline under the houses could be abandoned in place. Ms. Burrige stated that the reason it can't be abandoned in her development is because it is too shallow and she is building houses with basements.

Board Member Powell asked for Mr. Chapin's input. Mr. Chapin stated that his opinion at this point in time, is that the Board's position of adverse possession is stronger than what Ms. Burrige assesses it to be, as he believes all the elements are there. Mr. Chapin suggested that the Board discuss this item in more detail. Mr. Chapin stated that this isn't anything more than what the Town of Mills presented. Mr. Chapin stated that the cost is less than what was presented by the Town of Mills.

Chairman King stated that the Board would go into executive session to discuss and when a decision is made, a letter will be sent to Ms. Burrige.

Treasurer Bertoglio stated that every time government touches something, it's more expensive. Treasurer Bertoglio stated that the estimate is based on if Ms. Burrige does the work, but he is sure that would not be allowed, and asked Mr. Beamer to answer. Mr. Beamer stated that staff would review the construction plans, specifications, and assurances that there are inspection services going on. Mr. Beamer stated that he isn't saying it could not be done under her contract, but additional oversight would be needed. Treasurer Bertoglio asked if Ms. Burrige was saying she would be paying half of what the costs would be. Ms. Burrige stated she would absolutely.

Board Member Powell asked what the cost would be for upsizing to 16-inch. Mr. Beamer stated that the labor cost would not change much, but the cost of materials would increase. Board Member Powell asked Ms. Burrige if she would be willing to split the cost of the upsizing as well. Ms. Burrige stated that she would.

Mr. Martin stated that for clarification, this property belonged to the Town of Mills, and asked Ms. Burrige if she now owns it. Ms. Burrige stated that this is her property.

Board Member Cathey asked if Ms. Burrige purchased the property from the Town of Mills. Ms. Burrige stated that she did. Board Member Cathey asked if they told her about the waterline being on the property before she purchased it. Ms. Burrige stated that she relied on a title commitment. Board Member Cathey stated that the Town of Mills knew that waterline was there.

Chairman King asked if there was a motion to move into Executive Session. Mr. Chapin stated that there is an Executive Session later in the meeting. Board Member Cathey stated that the Executive Session listed is for Potential Property Acquisition. Mr. Chapin stated that if there is to be an Executive Session on this issue, it should be set up and notified as a separate item to be discussed, particularly due to prior discussions on this with the Town of Mills.

Chairman King stated that this item could be tabled until the next meeting. Treasurer Bertoglio asked that staff come up with costs for a larger project to move the waterline. Mr. Chapin stated that all these questions and concerns are better off to be discussed in Executive Session.

A motion was made by Board Member Cathey and seconded by Board Member Knell to table this item for an Executive Session for the next meeting. Motion put and carried.

- b. Mr. Martin stated that the WTP HVAC Chiller needs to be replaced. Mr. Martin

stated that this was in the budget last year, but there were unexpected costs for the 2.6 MG Tank Project, so the funds were reallocated. Mr. Martin stated that \$180,000 for this project was rebudgeted in the FY2021 budget. Mr. Martin stated that the contract before the Board today is just for design and construction administration services. Mr. Martin stated that a couple of proposals were received for the project. Mr. Martin stated that staff recommends West Plains Engineering for the design and construction administration services in an amount not to exceed \$10,950.

Chairman King asked for a motion to approve the contract with West Plains Engineering in the amount of \$10,950. A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the contract for design and construction administration services with West Plains Engineering for the WTP HVAC Chiller Replacement, Project 20-030 in the amount of \$10,950.

Board Member Cathey stated that the other bids were not listed in the memo and asked what they were. Mr. Martin stated that the other proposal received was from EDA in the amount just under \$14,000. Mr. Beamer stated that these were proposals and not bids. Board Member Cathey stated that he understands that these were proposals, but it would still be nice to have the information in the memo.

Treasurer Bertoglio asked if this is just a replacement, or redoing the entire HVAC. Mr. Martin stated that this is to replace the chiller unit, the refrigerant condenser, system pumps, controls, and minor piping changes.

Motion put and carried.

- c. Chairman King asked how they wished to proceed with Election of Officers. A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to retain the current Board officers for 2021; H. H. King, Jr. – Chairman, Larry E. Keffer – Vice-Chairman, Kenneth L. Waters – Secretary, and Paul C. Bertoglio – Treasurer. Motion put and carried.

Mr. Martin stated that Secretary Waters did indicate that he would be willing to continue being Secretary.

- i. Mr. Martin stated that with the Board Officers staying the same, the current Board Officer bonds need to be renewed.

A motion was made by Board Member Cathey and seconded by Board Member Freel to approve voucher 8244 in the amount of \$400 for Board Officer Bonds. Motion put and carried.

- d. In Other New Business, Treasurer Bertoglio asked if there had been any news from EPA regarding the response letter. Mr. Schroeder stated that he was

informed that EPA did receive the response letter.

9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition. A motion was made by Treasurer Bertoglio and seconded by Board Member Tasler to adjourn into Executive Session at 12:15 p.m. to discuss potential property acquisition. Motion put and carried.

A motion was made by Board Member Freeland and seconded by Board Member Cathey to adjourn from Executive Session at 12:34 p.m. Motion put and carried.

A motion was made by Board Member Tasler and seconded by Vice-Chairman Keffer to open the Regular Session at 12:35 p.m. Motion put and carried.

Chairman King stated that the Board discussed getting a Title Commitment report first, then getting a Fair Market Assessment on the property discussed in Executive Session.

Board Member Knell asked staff to let the property owner know that the Board is doing their due diligence.

A motion was made by Board Member Knell and seconded by Vice-Chairman Keffer to move forward with getting a Title Commitment report and Fair Market Assessment for the property discussed in Executive Session. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on February 16, 2021. Board Member Knell stated that he will be out of town and will not be in attendance at the February meeting.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to adjourn the meeting at 12:36 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
February 10, 2021**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8245	City of Casper	Operations Reimbursement – Jan2021	\$129,217.87
8246	City of Casper	Loan Payment	\$127,960.40
8247	City of Casper	FY2020 Roof Project	\$49,835.00
8248	Williams, Porter, Day & Neville, P.C.	Legal Expense – Jan2021	\$665.00
8249	Maguire Iron, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement PP#1	\$44,820.00
8250	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#10	\$3,566.80
		Total	\$356,065.07



City of Casper
200 North David Street
Casper, WY 82601

General Billing

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	01/31/2021	1094	\$0.00	03/02/2021	\$129,217.87
LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE		
01/20/2021	\$63,980.20	\$0.00	\$257,178.27		

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$129217.8700	EACH	\$129,217.87	\$0.00	\$0.00	\$129,217.87
Invoice Total:							\$129,217.87

January 2021 Operations Reimbursement

January 2021 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$89,699.97
9020.00	Chemical Charge - O&M	\$10,425.28
9030.00	Utilities - O&M	\$17,587.33
9040.00	Supplies - O&M	\$2,308.43
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$5,600.00
9080.00	Testing & Lab Services - O&M	\$1,389.11
9090.00	Other Reimbursable Costs - O&M	\$2,158.75
6040.10	Consulting	\$49.00
300-6257	Invoice Total	\$129,217.87

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing

Remit Portion

Invoice Date	01/31/2021
Invoice Number	1094
Customer Number	2784
Amount Paid	\$129,217.87
Due Date	03/02/2021
Invoice Total Due	\$129,217.87

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

000001&2021400001094200129217873

City of Casper Wyoming
Expenditure Reimbursement Request
January 31, 2021

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
AMERICAN EQUIPMENT L	Maintenance Agreements	01/27/2021	0151881-IN	2,158.75	Crane inspections for 2020
AMERICAN WATER WORKS ASSOC.	Dues & Subscriptions	12/28/2020	7001852361	221.00	Annual AWWA Membership
ATLAS OFFICE PRODUCT	General Supplies & Materials	01/15/2021	64593-1	20.90	Cleaning Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	01/08/2021	64154-1	14.80	Cleaning Supplies
ATLAS OFFICE PRODUCT - Pcard	General Supplies & Materials	01/12/2021	64593-0	140.46	Cleaning Supplies
BLACK HILLS ENERGY	Natural Gas	01/18/2021	RIN0030373	7,095.63	Natural Gs
CENTURYLINK	Communication	01/25/2021	33769	39.33	P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	01/04/2021	602955	1,551.00	Actiflo Sludge taken to the Landfill
CITY OF CASPER	Refuse Collection	01/14/2021	198754	124.50	Sanitation
CITY OF CASPER	Refuse Collection	01/20/2021	603196	5,025.24	Actiflo Sludge taken to the Landfill
CITY OF CASPER	Refuse Collection	01/27/2021	603214	3,700.62	Actiflo sludge taken to the la
CITY OF CASPER	Sewer	01/14/2021	198754	24.56	Sewer
Coastal Chemical Co - Pcard	General Supplies & Materials	01/05/2021	0122187	90.19	Vehicle Fuel
Coastal Chemical Co - Pcard	General Supplies & Materials	01/20/2021	0122286	68.00	Vehicle Fuel
CRUM ELECTRIC SUPPLY	General Supplies & Materials	12/31/2020	2225580-00	42.00	Lighting for Control room
Dana Kepner Co - Pcard	General Supplies & Materials	01/13/2021	2232117-00	(129.51)	Credit on return from invoice 2231885-00
Dana Kepner Co - Pcard	General Supplies & Materials	01/13/2021	2232106-00	130.00	Tap Saddle for 2200 Salt Creek
DPC INDUSTRIES, INC.	Chemicals	01/14/2021	737005272-20	6,886.27	Sodium Hypohlorite 12/18/20
Energy Laboratories - Pcard	Testing	01/15/2021	368966	306.00	Lab Test TAS
Energy Laboratories - Pcard	Testing	01/15/2021	368967	57.00	Lab Test Well Mix
Energy Laboratories - Pcard	Testing	01/11/2021	367760	22.00	Lab Test BCT
Energy Laboratories - Pcard	Testing	01/11/2021	360339530	-75.00	Credit for overcharge on invoice 366454
Energy Laboratories - Pcard	Testing	01/11/2021	367772	231.00	Lab Test TAS
Energy Laboratories - Pcard	Testing	01/07/2021	366454	306.00	Lab Test TAS
Eurofins Eaton Analytical - Pcard	Testing	12/28/2020	33241/L0547155	100.00	Lab Tests Bromate
GW MECHANICAL, INC.	Maint/Repair	01/27/2021	SV-6396	5,600.00	Replace hot water supply pump
Harbor Freight - Pcard	Lab Supplies	01/11/2021	047778	44.97	Lab supplies - Micro Torches
Idexx - Pcard	Lab Supplies	01/18/2021	1575359341	234.60	New Ecoli Light
NORCO, INC. - Pcard	General Supplies & Materials	01/18/2021	34412244424	50.00	Calibrate Air Monitor
O'Reilly Auto Parts - Pcard	Lab Supplies	01/13/2021	3155-205693	15.87	Lab supplies - Butane
Other Insurance	Other Insurance	11/12/2020		(620.88)	Other Insurance Benefits
Payroll	Personnel	1/7/2021		51,880.29	1/7/2021 Payroll
Payroll	Personnel	1/21/2021		38,440.56	1/21/2021 Payroll
Rocky Mountain Air Solutions	Chemicals	01/20/2021	30233254	3,539.01	Liquid Oxygen
TYLER TECHNOLOGIES I	General Supplies & Materials	01/25/2021	045-327877	7.00	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	General Supplies & Materials	01/25/2021	045-327184	42.00	Gems S028911 - Tyler Conversio
UPS - Pcard	Testing	01/13/2021	00008F045W021	146.67	Ship Lab Test
Verizon Wireless - Pcard	Communication	01/14/2021	9870356753	26.45	WTP Operator Cell Phone
Winn-Marion - Pcard	General Supplies & Materials	01/14/2021	3290403	(82.06)	Credit for tax on invoice 3290216

City of Casper Wyoming
 Expenditure Reimbursement Request
 January 31, 2021

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
Winn-Marion - Pcard	General Supplies & Materials	01/14/2021	3290216-1	19.34	Paid freight which was missed
Winn-Marion - Pcard	General Supplies & Materials	01/07/2021	3290216	1,723.31	Parts for Magmeter (flowmeter)
			Total	<u><u>\$129,217.87</u></u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2020-2021

Entity	Gallons of Water Produced							Year-to-Date
	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	
Salt Creek JPB	1,421,197.959	2,000,391.837	2,417,363.265	3,081,829.592	3,946,861.224	6,349,170.408	6,526,368.367	25,743,182.653
Wardwell W&S	7,332,762.245	8,102,334.694	8,073,981.633	13,512,352.041	26,549,672.449	40,724,741.837	45,505,286.735	149,801,131.633
Pioneer	3,169,194.898	2,600,203.061	4,045,538.776	4,567,135.714	6,338,637.755	8,923,956.122	10,229,624.490	39,874,290.816
Poison Spider	602,397.959	636,275.510	617,295.918	728,469.388	1,113,877.551	2,154,285.714	2,771,836.735	8,624,438.776
33 Mile Road	763,673.469	627,142.857	922,142.857	775,000.000	999,591.837	1,541,428.571	1,594,846.939	7,223,826.531
Sandy Lake	511,419.388	782,880.612	837,366.327	971,097.959	1,277,796.939	2,415,355.102	2,618,221.429	9,414,137.755
Lakeview	118,098.980	118,098.980	191,061.224	242,033.673	457,433.673	910,136.735	1,006,235.714	3,043,098.980
Mile-Hi	159,268.367	154,638.776	194,705.102	321,000.000	489,945.918	1,129,656.122	1,046,403.061	3,495,617.347
City of Casper	141,759,538.735	150,325,755.673	148,482,127.898	200,275,371.633	341,727,526.653	654,189,861.388	667,333,140.531	2,304,093,322.510
Regional Water	(19,391.000)	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(539,000.000)	(940,310.000)	(1,525,300.000)	(13,457,256.000)
TOTAL	155,818,161.000	164,543,722.000	164,325,133.000	216,301,485.000	382,362,344.000	717,398,282.000	737,106,664.000	2,537,855,791.000

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED:

3,933,039,105.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2020-2021

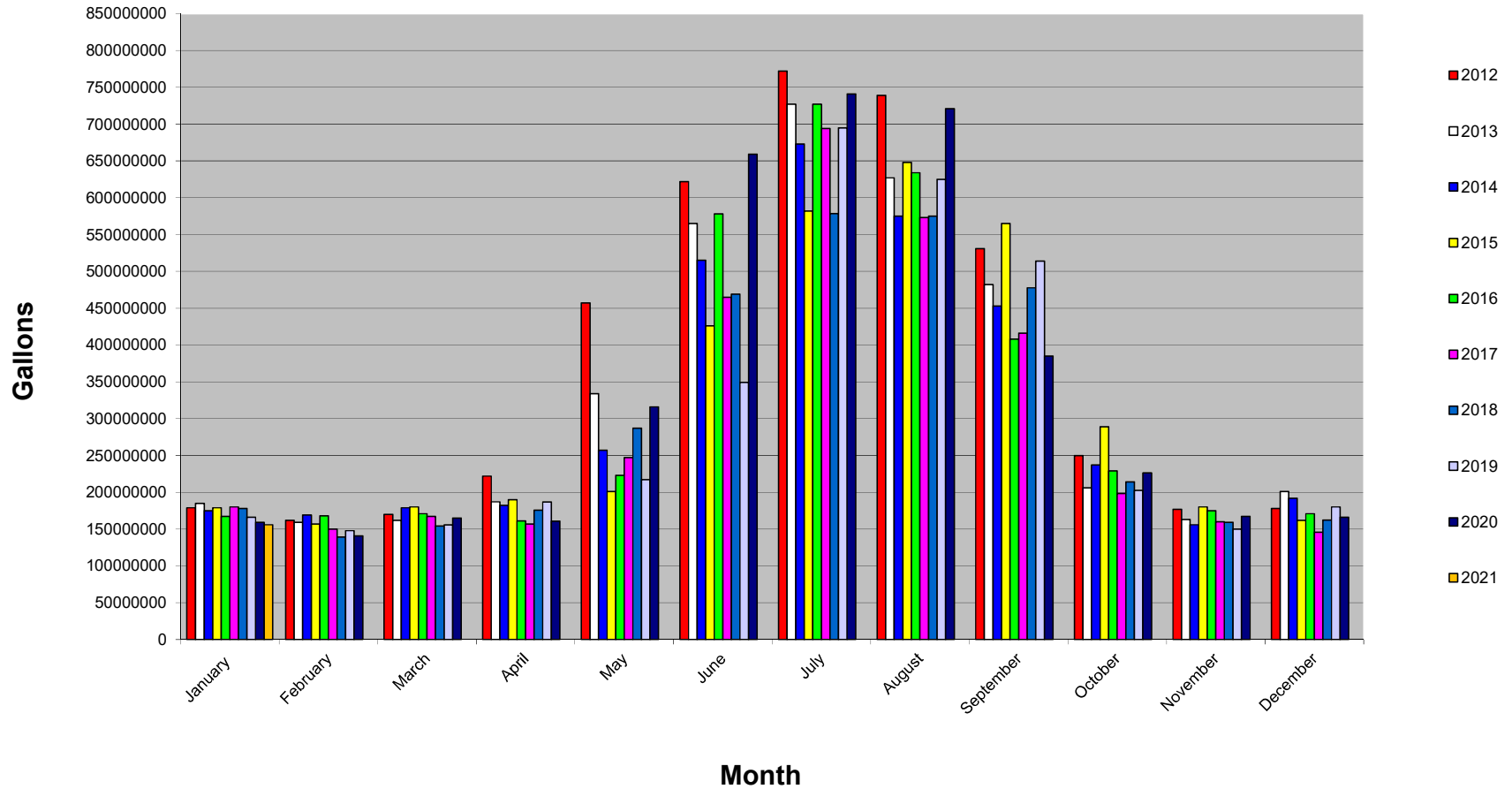
Entity	Water Rates Billed							Year-to-Date
	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	
Salt Creek JPB	\$ 2,885.03	\$ 4,060.80	\$ 4,907.25	\$ 6,256.11	\$ 8,012.13	\$ 12,888.82	\$ 13,248.53	\$ 52,258.66
Wardwell W&S	\$ 14,885.51	\$ 16,447.74	\$ 16,390.18	\$ 27,430.07	\$ 53,895.84	\$ 82,671.23	\$ 92,375.73	\$ 304,096.30
Pioneer	\$ 6,433.47	\$ 5,278.41	\$ 8,212.44	\$ 9,271.29	\$ 12,867.43	\$ 18,115.63	\$ 20,766.14	\$ 80,944.81
Poison Spider	\$ 1,222.87	\$ 1,291.64	\$ 1,253.11	\$ 1,478.79	\$ 2,261.17	\$ 4,373.20	\$ 5,626.83	\$ 17,507.61
33 Mile Road	\$ 1,550.26	\$ 1,273.10	\$ 1,871.95	\$ 1,573.25	\$ 2,029.17	\$ 3,129.10	\$ 3,237.54	\$ 14,664.37
Sandy Lake	\$ 1,038.18	\$ 1,589.25	\$ 1,699.85	\$ 1,971.33	\$ 2,593.93	\$ 4,903.17	\$ 5,314.99	\$ 19,110.70
Lakeview	\$ 239.74	\$ 239.74	\$ 387.85	\$ 491.33	\$ 928.59	\$ 1,847.58	\$ 2,042.66	\$ 6,177.49
Mile-Hi	\$ 323.31	\$ 313.92	\$ 395.25	\$ 651.63	\$ 994.59	\$ 2,293.20	\$ 2,124.20	\$ 7,096.10
City of Casper	\$ 287,771.86	\$ 305,161.28	\$ 301,418.72	\$ 406,559.00	\$ 693,706.88	\$ 1,328,005.42	\$ 1,354,686.28	\$ 4,677,309.44
Regional Water	\$ (39.36)	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,124.17)	\$ (1,814.80)	\$ (3,096.36)	\$ (28,210.87)
TOTAL	\$316,310.87	\$334,104.16	\$333,725.66	\$439,909.30	\$774,165.56	\$1,456,412.54	\$1,496,326.53	\$5,150,954.62

TOTAL PRIOR YEAR (FY2020) BILLING:

\$ 7,590,424.53

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

WTP PRODUCTION





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8

1595 Wynkoop Street
Denver, CO 80202-1129
Phone 800-227-8917
www.epa.gov/region8

Ref: 8WP-SDB

SENT VIA EMAIL

Mr. H.H. King, Jr.
Chairman
Central Wyoming Regional Water System Joint Powers Board
1500 SW Wyoming Boulevard
Casper, Wyoming 82604

Re: **Revised *Cryptosporidium* Treatment Schedule Approval**
PWS ID# WY5600009

Dear Mr. King:

The purpose of this letter is to notify you that the U.S. Environmental Protection Agency has received and approved your proposed revised schedule for installing UV disinfection at the Ground Water Treatment Plant (TP02). Once installed, the UV disinfection will be used to achieve the additional *Cryptosporidium* reduction credits required at TP02 as a result of the Bin 2 classification of the North Platte River Source.

The following interim and final installation deadlines apply:

- Complete preliminary design report by April 30, 2022;
- Secure design and construction funding by October 30, 2023;
- Award UV equipment procurement contract by October 30, 2024;
- Develop 100% design documents by October 30, 2025;
- Start construction by April 30, 2026;
- Final completion of the project (i.e., UV units installed and operating, and the required monthly reporting of UV operation to the EPA has been initiated) by April 30, 2028.

Failure to provide EPA with adequate documentation to demonstrate that any of the above deadlines are may result in a violation and a referral to formal enforcement.

If you have any questions about the information in this letter, or would like to set up a conference call or meeting to discuss these requirements in more detail, please contact Jake Crosby toll-free at 1-(800) 227-8917 extension 312-6389, directly at (303) 312-6389, or by email at crosby.jake@epa.gov.

Sincerely,

ANGELIQUE DIAZ Digitally signed by ANGELIQUE DIAZ
Date: 2021.01.21 15:42:33 -07'00'

Angelique D. Diaz, Ph.D., P.E.
Safe Drinking Water Branch, Section B
Water Division

Agenda Item
7 a

cc: Mr. Brian Schroeder
WTP Operations Manager
Central Wyoming Regional Water System

Central Wyoming Regional Water System Policy

Policy Number: ACCT - 003

Subject: Fund Reserve Policy

Effective: 02/16/2021

I. Purpose

To identify and establish targeted reserve accounts that are appropriate and for what purpose the reserves are intended.

Fund reserve balances will be maintained that:

- Provide adequate financial resources to conduct the normal business of the Board and ensure the continued delivery of services in the event of any disruption stemming from short-term interruptions in cash flow.
- Provide adequate financial resources to maintain the Board's credit worthiness.
- Provide for the accumulation of financial resources for use in capital acquisitions or to comply with legal and contractual requirements.
- Provide adequate financial resources to respond, in a planned and decisive manner, to long-term or permanent decreases in revenues.
- Provide adequate financial resources to ensure continued delivery of water supplies and essential infrastructure maintenance services in response to natural disasters and events.
- Are not excessive.

II. Goal

To establish minimum levels of reserves to ensure stable service delivery, meet future needs, and protect against financial instability.

III. Applicable Funds

This Policy applies to all of the Board's cash and investment balances.

IV. Reserved Fund Equity Components and Specified Balances

To achieve and maintain the desired reserve balances, the following applicable reserves components will be maintained:

- **Operating Reserves** - Those expenditures incurred necessary to conduct daily operational activities exclusive of capital related expenses and debt principal payments:
 - 90 days of budgeted operating expense as calculated from most recent Board approved annual budget.
- **Debt Service Reserves** – Those expenditures required to meet the principal payment obligations related to incurred debt:
 - The greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements.
- **Capital Reserves** – Those expenditures incurred to acquire assets that meet the depreciation threshold:
 - One-year annual depreciation expense as taken from most recent annual audit.

V. Use of Surplus Financial Reserve Balances

As stated in Section II, reserves are maintained to ensure stable service delivery, meet future needs, and protect against financial instability. As such, utilization of reserves should only be considered in response to a temporary economic downturn, planned stabilization of rates, or funding for unplanned/emergency expenditures. The Board shall direct the use of reserves through a budget appropriation process which should include a plan for replenishment.

Target and actual reserve levels will be calculated annually as part of the budget process. Additional contributions that may be needed to obtain the target reserve levels will be budgeted from applicable fund resources over a period of time as deemed appropriate by the Board.

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Approved By:

Date:

H. H. King, Jr.
Chairman

02/16/2021

Attested By:

Date:

Kenneth L. Waters
Secretary

02/16/2021

CWRWS DESIGNATED RESERVE OPTIONS

Prepared 2/09/2021

CURRENT RESERVE POLICY

FY '20 YE Current Net Assets (less inventory) \$ 6,234,370

Reserve Requirement Per Existing Policy:

CRITERIA

General Operating Reserve	\$ (441,967)	45 days of operating expense from most recent approved budget
Emergency Reserve	\$ (441,967)	45 days of operating expense from most recent approved budget
Water Rights Fund	\$ (486,513)	No specific \$ amount; contributed to annually at Board's discretion
Debt Service Fund	\$ (381,685)	Tied to loans referenced in Exhibits A & B as of 2007
Capital Improvement Reserve	\$ (833,228)	No specific \$ amount referenced in policy
WWDC Restricted	\$ (1,000,000)	Reserve requirement per WWDC loan agreement
Total Reserve Requirement	\$ (3,585,360)	
Undesignated/Unassigned Balance	<u>\$ 2,649,010</u>	

PROPOSED RESERVE POLICY

FY '20 YE Current Net Assets (less inventory) \$ 6,234,370

Portion Designated Per Proposed Policy:

CRITERIA

Operating Reserve	\$ (883,934)	90 days of operating expense from most recent approved budget
Debt Service Reserve	\$ (2,082,197)	Greater of one year annual principal payments or loan contract required
Capital Reserve	\$ (2,026,703)	One year depreciation expense taken from most recent audit
WWDC Restricted	\$ (1,000,000)	Reserve requirement per WWDC loan agreement
Total Reserve Requirement	\$ (5,992,834)	
Undesignated/Unassigned Balance	<u>\$ 241,536</u>	

February 16, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Assistant Public Utilities Manager
Andrew Colling, Engineering Technician

SUBJECT: Authorizing an Agreement with Engineering Associates, in the amount of \$71,530 for the 2021 Well Rehab, Project No. 20-032.

Meeting Type & Date

CWRWS Joint Powers Board Meeting
February 16, 2021

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize an Agreement with Engineering Associates, for the 2021 Well Rehab, Project No. 20-032, in the amount of \$71,530.

Summary

The Central Wyoming Regional Water System Joint Powers Board desires to rehabilitate Casper Well #10 and Casper Well #20 to improve water production from the wells.

The project consists of providing engineering services to include technical assistance and direction to perform the rehabilitation effort as well as performing the rehabilitation operations utilizing a subcontractor. All services related to this contract are to be completed by May 31, 2021.

Financial Considerations

Funding for this project is included in the RWS FY2021 capital budget.

Oversight/Project Responsibility

Andrew Colling, Engineering Technician, Public Services

Attachments

Agreement
Proposal

CONTRACT FOR PROFESSIONAL SERVICES

PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this ____ day of February, 2021 by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604 (“Board”).
2. Engineering Associates, 605 Plaza Court, Laramie, Wyoming 82073 (“Consultant”).

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

RECITALS

A. The Central Wyoming Regional Water System Joint Powers Board is undertaking certain activities necessary to rehabilitate Casper Well No. 10 and Casper Well No. 20, located in the Central Wyoming Regional Water System Well Field, with this rehabilitation identified as Casper City Engineering Project No. 20-032.

B. The project requires professional services for providing technical assistance, coordination, reporting, and with the assistance of a well rehabilitation specialist subcontractor, for performing actual well rehabilitation procedures.

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

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

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

1. SCOPE OF SERVICES:

The Consultant shall perform the services as detailed in their proposal dated January 26, 2021, Exhibit ‘A’, attached here to as part of this contract.

2. TIME OF PERFORMANCE:

The services of the Consultant are to commence on the date of approval of this Contract for Professional Services by the Central Wyoming Regional Water System Joint Powers Board, expected February 16, 2021. The Project shall be undertaken and completed within a period that may reasonably be required for execution of well rehabilitation

services and associated report preparation and submittal. **All services related to the Project shall be completed by May 31, 2021.**

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed in accordance with paragraph 1, not to exceed sum of Seventy-One Thousand Five Hundred Thirty and 00/100 Dollars (\$71,530).

4. METHOD OF PAYMENT:

Payment will be made following receipt of an itemized invoice from the Consultant for services rendered in conformance with the Contract, and following approval by the Board. Consultant shall submit an invoice for payment specifying that it has performed the services rendered under this Contract, in conformance with the Contract, and it is entitled to receive the amount requested under the terms of the Contract.

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

5. TERMS AND CONDITIONS:

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

6. EXTENT OF CONTRACT:

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

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

"This portion of this page has been left blank intentionally."

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

APPROVED AS TO FORM:

ATTEST:


CENTRAL WYOMING REGIONAL WATER
SYSTEM JOINT POWERS BOARD
A Joint Powers Board


Kenneth L. Waters
Secretary

H.H. King, Jr.
Chairman

WITNESS:

CONSULTANT:
Engineering Associates

By: 
Printed Name: JULIE MCGINNIS
Title: ADMIN ASST.

By: 
Printed Name: JOHN WETSTEIN
Title: PROJECT MANAGER

CONTRACT FOR PROFESSIONAL SERVICES

PART II - GENERAL TERMS AND CONDITIONS

1. TERMINATION OF CONTRACT:

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

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

2. CHANGES:

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

3. ASSIGNABILITY:

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

4. AUDIT:

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

5. EQUAL EMPLOYMENT OPPORTUNITY:

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

6. OWNER OF PROJECT MATERIALS:

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

7. FINDINGS CONFIDENTIAL:

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

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the Seventh Judicial District, Natrona County, Wyoming. The Consultant shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

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

10. SUBCONSULTANT:

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

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

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

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

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

11. INSURANCE AND INDEMNIFICATION:

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

hereunder by the Consultant, its sub consultants, agents, representatives, or employees.

B. Minimum Scope and limit of Insurance.

Coverage shall be at least as broad as:

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

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

D. Other Insurance Provisions

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

1. *Additional Insured Status*

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

2. *Primary Coverage*

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

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

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

5. *Deductibles and Self-Insured Retentions*

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

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

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

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

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

8. *Verification of Coverage*

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

9. *Sub consultants*

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

10. *Special Risks or Circumstances*

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

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

12. INTENT:

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

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

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

15. FORCE MAJEURE:

Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.



January 26, 2021

City of Casper
Engineering
200 North David
Casper, WY 82601-1553

Attn: Mr. Andrew Colling

Re: Proposal to Rehabilitate the Casper Well Nos. 10 and 20

Gentlemen:

We are pleased to submit this proposal to rehabilitate the Casper No. 10 and Casper No. 20 Wells. We successfully performed similar rehabilitation work in 1996, 2005, 2007, 2013 and 2020 on other wells. As with the previous rehabilitation efforts, we plan to use Watson Well from Laramie to assist us with the project. The following is a scope of services for the work to be conducted during the rehabilitation of the wells.

The production from the Casper No. 10 and Casper No. 20 Wells has fallen off over recent years and is believed to be due to encrustation with calcium carbonate and other precipitates. The work involved with this project will include chemically treating of the well followed by surging and bailing to remove the encrusted and any fine material that may be trapped outside of the well screens. The wells will then be re-tested to substantiate the success of the rehabilitation effort.

Services to Be Provided by the Engineer

The Engineer shall provide the technical assistance and direction to perform the rehabilitation effort. The Engineer shall provide the necessary planning and direction for the Owner so that work can be completed in a timely and efficient manner, and procure the services of a subcontract to perform the actual rehabilitation of the wells, and shall provide onsite direction. The Engineer, through his subcontractor, shall provide all tools, chemicals, temporary piping, pumps, pump service rigs, drilling rigs, man power and incidentals necessary to rehabilitate the two wells. This work shall include all dirt work required to construct and remove an adequate earthen ramp to allow the drilling rig to be positioned over the well once the well houses have been removed. This work shall also include all electrical work required to disconnect and re-connect the power supply from the facility and from the panel board to the well and other electrical components.

Services to Be Provided by the Owner

The Owner shall provide access to the sites. The Owner shall provide the dirt required to construct the earthen ramp. This dirt shall be replaced in the stock pile area upon

City of Casper
2021 Well Rehabilitation Proposal

Page 1



completion of the rehabilitation efforts. The Owner will also provide water required for the re-development effort. Finally, the Owner will be responsible for properly disposing of the original pump and column pipe that will be removed from these two wells but not re-installed because new pumps are being furnished by the Owner.

Scope of Work

The Engineer through his subcontractor, will disconnect the power and will remove the buildings over the wells and the pumps, motors and well heads. After rigging up over the wells, the wells will be re-developed by surging, bailing, jetting, and chemical treatment to breakdown the encrustation.

Upon completion of re-development of the wells, a generator, flow measuring equipment and temporary piping will be moved on site and a test pump capable of producing at least 400 gallons per minute will be installed in the wells. Each well will be pump tested for approximately 8 hours to determine its production characteristics and to evaluate the effectiveness of the rehabilitation effort. Upon completion of the pump tests, the test pump will be removed and new pumps, provided by the Owner, will be installed in the well. The well houses will then be re-installed and all power re-connected to the appropriate equipment.

Estimated Costs

We propose to perform the project at the attached hourly rates and will submit a single invoice at the completion of the project. We will invoice you for the actual number hours spent on rehabilitation and testing of the wells. The following is a summary of the estimated costs:

Estimate based on 2 wells

Mob/Demob of drilling rig and support equipment	\$7,500.00
Dirt work (install/remove) for rig access to well #20	\$4,000.00
Rig Time – 32 hours @ \$420.00/hour	\$13,440.00
Remove/reinstall buildings (incl. pumps)–2 @ \$2,200.00	\$4,400.00
Jetting tool and Surge block rental	\$1,500.00
Chemical NW120 – (2) 55 gal. @ \$3,010.00	\$6,020.00
Freight on chemical	\$1,000.00
Mob/Demob for pump testing	\$1,850.00
Furnish, Install, and Remove Test Pump 2 @ \$2,000.00	\$4,000.00
Test Pumping – 16 hours @ \$200.00/hour	\$3,200.00
Per Diem - \$125.00/man/day @ 8 days	\$3,000.00
Total	\$49,910.00



ENGINEERING ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS

Mark Up (10 Percent)	\$ 4,990.00
Engineering	\$16,630.00
Total	\$71,530.00

As with the previous rehabilitation efforts, a summary report will be prepared at the conclusion of the project describing the rehabilitation activities and containing the pump test data. We anticipate we will mobilize to the project in early or mid-March and it will take about two and half weeks to complete. We will invoice the City or Joint Powers Board once at the conclusion of the project. If you have any questions please give me a call at (307) 742-9220 or email me at John.Wetstein@EAengineers.com. If you find this proposal acceptable, please execute a copy and return one to us - this will serve as our contract.

Respectfully submitted,
Engineering Associates

John Wetstein

Reviewed and accepted by: _____

Title: _____

Date: _____

February 3, 2021

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

FROM: Andrew B. Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Ethan Yonker, P.E., Associate Engineer

SUBJECT: Authorizing Contract Amendment No. 1 with HDR Engineering, Inc. (HDR), for a price increase of \$24,244.78 for additional design and construction administration fees for the Water Treatment Plant SCADA Improvements, Project No. 17-038.

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board authorize Contract Amendment No. 1 with HDR, for a price increase of \$24,244.78 for additional design and construction administration fees for the Water Treatment Plant SCADA Improvements, Project No. 17-038.

Summary:

HDR is under contract for design and construction administration services for the Water Treatment Plant SCADA Improvements, Project No. 17-038. The agreement for this project was executed in May of 2017 and it was not anticipated that the project would not be completed until the summer of 2020. HDR had expended the available design and construction administration budget for the project several months before the completion of construction. HDR submitted a request to City Staff for a contract amendment in the amount of \$31,336.78 to cover additional costs beyond the original contract amount. After several months of negotiation, City Staff and HDR agreed that a cost increase of \$24,244.78 was a reasonable compromise.

Financial Considerations:

Funding for this amendment will come from FY21 RWS Capital Budget.

Oversight/Project Responsibility:

Ethan Yonker, P.E., Associate Engineer, Public Services Department.

Attachments:

Contract Amendment #1

**AMENDMENT NO. 1 TO THE CONTRACT
FOR PROFESSIONAL SERVICES (“AMENDMENT”)**

This Amendment to the Contract for Professional Services (“Amendment”) is entered into on this ____ day of February, 2021, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 SW Wyoming Boulevard, Casper, Wyoming 82604 (“Owner”).
2. HDR Engineering, Inc., 601 Metz Drive, Gillette, Wyoming, 82717-0457 (“Consultant”).

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

RECITALS

A. On May 16, 2017, the CWRWS JPB and Consultant entered into a *Contract for Professional Services* (“Contract”) for design and construction administration services for upgrades to the SCADA System and replace programmable logic controllers (PLC’s) at the Central Wyoming Regional Water System Water Treatment Plant located at 1500 Southwest Wyoming Boulevard in Casper, Wyoming 82604, as well as PLC’s at some remote wells, booster pump stations, and tanks hereinafter referred to as the “Project.”

B. Due to an extend project period, the original budget for the design and construction administration services was exhausted before the completion of the work.

C. HDR Engineering, Inc. has requested a contract amendment to cover the additional services in the amount of \$31,336.78 (Exhibit A – Proforma Invoice). After negotiations with City Staff, HDR has agreed to an increase of \$24,244.78 for a revised contract amount of \$454,894.78.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Contract as follows:

1. INCORPORATION OF RECITALS

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

2. AMENDMENT TO PART 1, SECTION 3. COMPENSATION.

The dollar amount “Four Hundred Thirty-Three Thousand Six Hundred Fifty Dollars (\$430,650.00)” is deleted in its entirety and replaced with the following:

“Four Hundred Fifty-Four Thousand Eight Hundred Ninety-Four and 78/100 Dollars (\$454,894.78)”

3. RATIFICATION

The terms and conditions of the Contract, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

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

(Water Treatment Plant SCADA Improvements - HDR)

APPROVED AS TO FORM

ATTEST

CENTRAL WYOMING REGIONAL WATER
SYSTEM JOINT POWERS BOARD

Kenneth L. Waters

H. H. King, Jr.
Chairman, CWRWS

WITNESS

CONSULTANT
HDR Engineering
601 Metz Drive
Gillette, Wyoming 82717-0457

By: Elizabeth Coday

By: Jason Kjenstad

Printed Name: Elizabeth Coday

Printed Name: Jason Kjenstad

Title: Office Manager

Title: Vice President



EXHIBIT A

Proforma Invoice

Reference Invoice Number with Payment

HDR Engineering Inc.
Gillette, WY 82717-0457
Phone: (307) 228-6000

HDR Invoice No. 43-DRAFT
Invoice Date 04-JUL-2020
Invoice Amount Due \$31,336.78
Payment Terms 30 NET

Central Wyoming Regional Water System
Ethan Yonker
1500 Wyoming Blvd SW
Casper, WY 82604-2931

Remit To PO Box 74008202
Chicago, IL 60674-8202
ACH/EFT Payments Bank of America ML US
ABA# 081000032
Account# 355004076604

Description of Project Services -CWRWS SCADA System Update

Professional Services
From: 29-MAR-2020 To: 04-JUL-2020

Table with 4 columns: Professional Services Summarization, Hours, Billing Rate, Amount. Rows include ASME, Accountant, Administrative Assistant, Engineer - I & C, Engineer IV, and Total Professional Services.

Table with 4 columns: Expense Summarization, Quantity, Billing Rate, Amount. Rows include Airfare, Airline Baggage Fees, Car Rental, Car Rental/HDR Vehicle Fuel, Lodging, Meals, Parking, Printing/Reprographics, and Total Expenses.

Amount Due This Invoice (USD) \$31,336.78

Proforma Invoice

HDR Invoice No. 43-DRAFT
Invoice Date 04-JUL-2020

Fee Amount	\$430,650.00
Fee Invoiced to Date	\$461,986.78
Fee Remaining	(\$31,336.78)

HDR Internal Reference Only	
Client Number	6188
Cost Center	10225
Project Number	10060354

Proforma Invoice

HDR Invoice No. 43-DRAFT
 Invoice Date 04-JUL-2020

Professional Services and Expense Detail

Project Number: 10060354 Project Description: CWRWS-SCADA update
 Task Number: 001 Task Description: Project Management

Professional Services		Hours	Billing Rate	Amount
Accountant	Morrison, Rebecca V	3.75	100.00	375.00
Administrative Assistant	Dickson, Dacee Kay	0.50	70.00	35.00
		4.25		\$410.00
Total Professional Services				\$410.00
Total Task				\$410.00

Professional Services and Expense Detail

Project Number: 10060354 Project Description: CWRWS-SCADA update
 Task Number: 007 Task Description: Construction Administration

Professional Services		Hours	Billing Rate	Amount
ASME	Polk, Spencer	6.00	175.00	1,050.00
ASME	Rohloff, Kaitlyn Elizabeth	7.75	175.00	1,356.25
Administrative Assistant	Westenberg, Karen R	9.25	70.00	647.50
Engineer - I & C	Penner, David F	91.00	225.00	20,475.00
Engineer IV	Van Wyhe, Nicholas J	35.00	155.00	5,425.00
		149.00		\$28,953.75
Total Professional Services				\$28,953.75

Expense	Qty	Billing Rate	Amount
Airfare			733.65
Airline Baggage Fees			70.00
Car Rental			189.90
Car Rental/HDR Vehicle Fuel			9.39
Lodging	8.00		776.08
Meals			121.39
Parking			70.00

Total Expense \$1,970.41

Total Task \$30,924.16

Proforma Invoice

HDR Invoice No. 43-DRAFT
Invoice Date 04-JUL-2020

Professional Services and Expense Detail			
Project Number:	10060354	Project Description:	CWRWS-SCADA update
Task Number:	008	Task Description:	Expenses

Expense	Qty	Billing Rate	Amount
Printing/Reprographics		ARC Document Solutions LLC	2.62

Total Expense	\$2.62
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Total Task	\$2.62
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February 8, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Brian Schroeder, Water Treatment Plant Manager

SUBJECT: Reallocation of FY21 RWS Capital Funds

Meeting Type & Date:

Regular JPB Meeting
February 16, 2021

Action Type:

Approval

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board (JPB) reallocate \$24,245 of FY21 capital funds from the Roof Replacement project to the Water Treatment Plant SCADA Improvements Project.

Summary:

The purpose of this funding reallocation is to cover additional design and engineering costs associated with Amendment No. 1 to the HDR Water Treatment Plant SCADA Improvements Project contract. A recent estimate shows that there are adequate funds in the FY21 Roof Replacement Project to accommodate this request.

Financial Considerations

Reallocation of \$24,245 within the FY21 capital budget. This adjustment does not increase the FY21 budget.

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Budget Reallocation Form



Central Wyoming Regional Water System Joint Powers Board

Budget Reallocation Form

Fiscal Year: FY 2021

Date: 2/3/2021

Prepared By: Janette Brown

Page: 1 of 1

Public Utilities Manager: _____

Chairman: _____

Treasurer: _____

Processed By: _____

Date: _____

Line Item Budget Reallocation

Ref.	<u>Account Number</u>	<u>Account Description</u>	<u>(To) Increase</u>	<u>(From) Decrease</u>
	Contract No. 20300017	WTP SCADA Improvements 17-038	\$ 24,245.00	
	300-6305			
	Project No. 3000021006	FY21 Roof Replacements		\$ 24,245.00
	3000021006-300-BUILDING-BUILD			

For Finance use only:

Verify Account Numbers: _____

Verify Funds Available: _____

Explanation of Need:

Move funds to cover Amendment No. 1 to the contract with HDR Engineering for SCADA design

Project: 3000021006 (FY21 Roof Replacements)

Budget Method: Yearly

Expenses Paid: \$0.00 Funding Received: \$0.00 Cash Balance: \$0.00

[EXPENSES](#) [FUNDING](#) [MILESTONES](#) [WARNINGS](#)

Hide Tree

Project Segment/String	Year to Date	Life to Date
▶ 3000021006 FY21 Roof Replacements	\$0.00	\$0.00

Project - 3000021006: FY21 Roof Replacements

[TOTALS](#) [INVOICES](#) [CONTRACTS](#) [PURCHASE ORDERS](#) [EMPLOYEE COST](#) [GENERAL JOURNALS](#)

Project Segment/String Totals			Expense Type Totals			
	Year to Date	Life to Date		Year to Date	Life to Date	
Original Budget	\$225,000.00	\$225,000.00	CONS	\$0.00	CONS	\$0.00
Net Transfers	\$0.00	\$0.00	PROF	\$0.00	PROF	\$0.00
Revised Budget	\$225,000.00	\$225,000.00				
Actuals Paid	\$0.00	\$0.00				
Pending Invoices	\$0.00	\$0.00				
Encumbrances	\$0.00	\$0.00				
Requisitions	\$90,000.00	\$90,000.00				
Available Budget	\$135,000.00	\$135,000.00				

20300017 Gems S029046- WTP SCADA Improvements 17-038

CWR Water System Agency, HDR ENGINEERING, INC.

Totals

Original	107,318.99
Revised	107,318.99
Open Req	0.00
Open PO	0.00
Expended	107,318.99
Available	0.00

Dates

Entered	06/24/2019
Estimated Start	ms / dms
Est. Completion	ms / dms
Initial Expiration	ms / dms
Renewal Action	ms / dms
Extended Through	ms / dms

[INVOICES](#) [PURCHASE ORDERS](#) [REQUISITIONS](#) [CHANGE HISTORY](#) [APPROVERS](#) [TERMS](#) [LIENS](#)

Navigation icons: Home, Back, Forward, Refresh, Print, etc.

February 16, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Assistant Public Utilities Manager
Andrew Colling, Engineering Technician

SUBJECT: Change Order No. 1
2.6M Gallon Tank Roof Replacement

Meeting Type & Date:
CWRWS Joint Powers Board Meeting
February 16, 2021

Action Type
Board Approval

Recommendation:
That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize Change Order No. 1 with Maguire Iron, Inc., for a time extension of 143 days, as part of the 2.6M Gallon Tank Roof Replacement.

Summary:
Maguire Iron, Inc. is under contract with the Board for the 2.6M Gallon Tank Roof Replacement. The project includes the removal and replacement of the roof and supporting structure of the 2.6M Gallon Tank.

Due to ambiguity in the contract language regarding shop drawing submittals and the timeline necessary to be issued a permit to construct from the Wyoming Department of Environmental Quality (WYDEQ), Maguire Iron is requesting a time extension. Maguire Iron has not been able or willing to move forward with fabrication without approved shop drawings and confirmation that a permit to construct has been issued. It is recommended that the contract time be extended one hundred forty-three (143) days to allow for Maguire Iron to complete the structural work as specified by the original contract.

With the approval of this Change Order, the substantial completion date will become June 15, 2021.

Financial Considerations:
None.

Maguire Iron, Inc.
2.6M Gallon Tank Roof Replacement

Oversight/Project Responsibility:

Nick Van Whye, P.E., HDR Engineering

Andrew Colling, Engineering Technician, Public Services

Attachments:

Recommendation from HDR

Change Order No. 1

Date of Issuance: 2/16/21
 Owner: Central Wyoming Regional Water System
 Contractor: Maguire Iron
 Engineer: HDR
 Project: 2.6 MILLION GALLON BACKWASH TANK ROOF
 REPLACEMENT

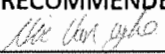

Effective Date: 2/16/21
 Owner's Contract No.:
 Contractor's Project No.:
 Engineer's Project No.:
 Contract Name:

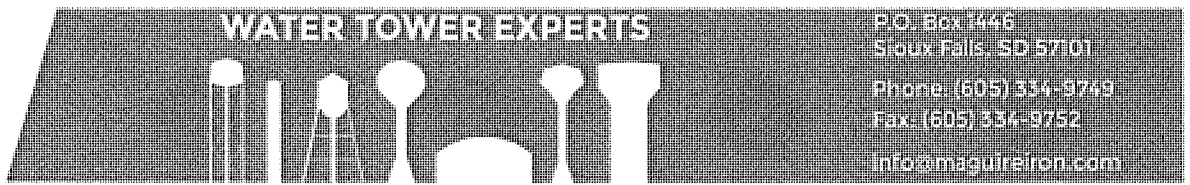
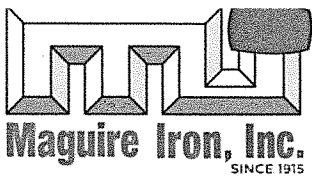
The Contract is modified as follows upon execution of this Change Order:

Description: Time extension for roof shop drawings and manufacturing

Attachments: Letters from Maguire Iron and HDR reviewing contract time and construction estimated time to complete.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 679,000.00	Original Contract Times: Substantial Completion: <u>January 23, 2021</u> Ready for Final Payment: <u>January 31, 2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 679,000.00	Contract Times prior to this Change Order: Substantial Completion: <u>January 23, 2021</u> Ready for Final Payment: <u>January 31, 2021</u> days or dates
[Increase] [Decrease] of this Change Order: \$ _____	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>June 15, 2021</u> Ready for Final Payment: <u>June 23, 2021</u> days or dates
Contract Price incorporating this Change Order: \$ 679,000.00	Contract Times with all approved Change Orders: Substantial Completion: <u>June 15, 2021</u> Ready for Final Payment: <u>June 23, 2021</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u></u>	By: _____	By: <u></u>	By: <u></u>	By: <u></u>	By: <u></u>
Title: <u>Project Engineer</u>	Title: _____	Title: <u>Owner (Authorized Signature)</u>	Title: _____	Title: <u>Contractor (Authorized</u>	Title: <u>Senior Project Manager</u>
Date: <u>2/10/2021</u>	Date: _____	Date: _____	Date: _____	Date: <u>2/10/2021</u>	Date: _____
Title: _____	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____



January 7, 2021

Mr. Andrew Colling
City of Casper
200 North David Street
Casper, WY 82601

RE: City of Casper
2.6 Million Gallon Tank Repairs
Time Extension

Dear Mr. Colling,

I am writing to reiterate my concerns in regards to the Casper water storage tank schedule. It has become increasingly apparent that we will not be able to complete the project by the contractual substantial completion date. There have been a few different items that have delayed us from obtaining the planned production for the progress-controlling work.

1. The Notice to Proceed on this project was issued on July 23, 2020. Our intent was to do the work on this project in the fall of 2020 before winter weather hit. We requested a pre-construction meeting several times, starting in August but a meeting was not set until October 14.
2. We were aware that this project required a DEQ permit before we would be allowed to do any work. We have been requesting the status of this permit and when it would be issued since August. We have asked the status of this multiple times and we were not told until after we made our shop drawing submittal, that this permit would not be issued until shop drawings were approved. If we had known this information, we would have put a high urgency on getting these completed.
3. We were required to resubmit shop drawings a second time due to issues that we did not have correct on the first submittal. We resubmitted those drawings on Dec 11 and as of today, we have still not had those returned.
4. As of today, the DEQ permit has still not been issued and we are not able to work on this project.

We would like to formally request a time extension that allows us to successfully complete this project. We would plan to work on this project in the spring so that you could still complete painting in the early summer. Based on having approved drawings returned and the executed DEQ permit obtained by January 31, 2021; we would like to request a revised substantial completion date of June 15, 2021.

Please feel free to contact us with any questions. We look forward to hearing back from you.

Sincerely,

Corey R. Sanders
Senior Project Manager



January 8, 2021
Andrew Colling
City of Casper
200 North David Street
Casper, WY 82601

RE: Letter from Maguire Iron - City of Casper 2.6 Million Gallon Tank Repairs Time Extension

Dear Mr. Colling,

HDR is in receipt of the letter referenced above and the request for a response to CWRWS. The date of the notice to proceed in the referenced letter is accurate. Our records show discussions of submittals on September 14, 2020 for the door sheet and a request for a preconstruction meeting September 28, 2020. Due to scheduling conflicts a meeting was not held until October 14th, 2020.

Discussions with CWRWS and Maguire Iron have previously included the requirement to submit the Shop Drawings for the tank roof to the DEQ. After reviewing the contract there was not a time limit included stating how long this review would take however the requirement for a Wyoming PE to stamp the shop drawings was included in the contract documents. As is standard with previous tank projects these shop drawings need to be submitted to the DEQ before construction can begin if a delegated design such as the tank roof is required. The result of the DEQ permit not yet being received is due to delays in contractor required drawings, not delays by the DEQ, CWRWS or HDR. We need to have the stamped and approved drawings in order to provide additional information.

Previous discussions with CWRWS staff in September included Maguire requesting to cut out a door sheet from the tank and remove the tank roof. At that time there was no submittal for the roof replacement that had been submitted to HDR for review. It is our understanding that removing a door sheet and the tank roof would be a structural concern for the tank until the roof was replaced. A shop drawing submittal was provided to HDR to remove the door sheet in September and Maguire Iron indicated that the shop drawing for the roof would be following in the near future. This correspondence was forwarded to CWRWS staff for records.

The shop drawing for the roof was received on November 16, 2020 and returned on November 30, 2020. There was missing information on the submittal that was required by the contract documents. The shop drawing was returned as revise and re-submit. HDR forwarded the shop drawing transmittal to CWRWS staff after the submittal was returned to Maguire Iron. Upon return HDR discussed with CWRWS staff the need to have the approved drawing before forwarding to the DEQ to avoid any potential or additional confusion by forwarding multiple shop drawings before a final version was accepted.

The shop drawing for the roof was re-submitted on December 11, 2020. HDR discussed the shop drawing resubmittal the week of December 23, 2020. HDR is currently reviewing the shop drawing with the structural engineer and will return to Maguire Iron when the review is complete. HDR acknowledges this final shop drawing review has taken an additional week and will work to expedite the return of the shop drawing to Maguire Iron.

The shop drawing review process and requirement to have a stamped and approved roof replacement was included in the contract documents. The requirement to submit the roof shop drawings to the DEQ was reiterated at the preconstruction meeting. It is not clear why there seems to be a miscommunication of the requirement to have the roof shop drawing submitted and approved. HDR will work with CWRWS and Maguire Iron to expedite the process moving forward and will forward the reviewed shop drawing to the DEQ pending its approval from the structural engineer.

Sincerely,
HDR Engineering



Nick Van Wyhe, PE
Project Manager



January 28, 2021
Andrew Colling
City of Casper
200 North David Street
Casper, WY 82601

RE: Letter from Maguire Iron - City of Casper 2.6 Million Gallon Tank Repairs Time Extension, 2nd Response for Consideration of Additional Time

Dear Mr. Colling,

HDR provided a response regarding the timeline in a letter dated January 8, 2021. The previous letter outlined discussions with CWRWS and Maguire Iron leading up to the shop drawing submittal for the tank roof replacement. Discussions with CWRWS and Maguire Iron have previously included the requirement to submit the Shop Drawings for the tank roof replacement design. Maguire Iron communicated in December 2020 and January 2021 that they were not aware that the shop drawing on the tank was required to be approved before completing work on the tank.

After further discussion with CWRWS, HDR reviewed the contract documents for clarity on the roof shop drawing submittal. In review of the contract documents the requirement to provide shop drawings prepared and stamped by a Wyoming Professional Engineer are clearly required, however a timeline and schedule were not provided. The shop drawing for the roof replacement was also discussed at the Preconstruction meeting in October with Maguire Iron. Maguire Iron staff have stated that the requirement for an approved shop drawing on the roof replacement was not clearly identified and established to be approved in order to start working on the roof replacement. In review of the contract HDR believes that the requirement for an approved shop drawing was included in the contract documents however an established schedule for submittal was not. Typically, the Engineer does not take on or establish a schedule for work to be completed by the contract days as means and methods are up to the Contractor.

The timeline provided by Maguire Iron in January to complete the work which provides a crew to be on site with material in Mid-April and approximately 50-60 days of field work after arriving on site, is in line with the estimated amount of time for construction that was used to establish the construction time period in the contract. A final shop drawing submitted by Maguire Iron was received on December 11, 2020. Regardless of whether a schedule or timeline was provided in the contract or was part of a miscommunication the final shop drawing for the roof replacement was not received until December 11, 2020. If the schedule provided by Maguire Iron is accurate a shop drawing submittal in December would not have made it possible to complete the work on time for the substantial and final completion days in the contract even if the shop drawing was approved on the same day it was submitted for review in December.

When establishing the construction timeframe of January 31st for final completion the discussions with CWRWS staff was based on having the roof replacement work completed so that a coating contractor could start working on the tank coating in the Spring of 2021 when weather conditions allowed. CWRWS could consider a time extension through the winter/spring months when the weather pattern is not conducive to completing coating work on the tank due to cold weather and high humidity/dew points typical in the spring. Establishing a timeframe for enforcing liquidated damages could be considered when the work to be completed by Maguire Iron begins to interfere with the coating work to be completed.

Maguire Iron has provided a schedule to complete construction in by June 15, 2021. Typically weather in the Casper, Wyoming area does not provide an extended time period of favorable weather conditions for completing a full tank interior and exterior coating until Mid-May or June. Temperature, dew point, and humidity are critical factors for a successful coating project and vary dependent upon the type of coating material used. HDR recommends extending the construction time frame for the project to allow for completion of the roof replacement in the Spring of 2021 with a hard finish date on the June 15, 2021. If construction is not complete and interferes with the tank coating work to be completed and the tank put into service beyond June 15, 2021, it is recommended that the Liquidated Damages be assessed at that time.

Sincerely,
HDR Engineering



Nick Van Wyhe, PE
Project Manager

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

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

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

AGENDA

I. APPROVAL OF THE JANUARY 21, 2021 MEETING MINUTES

II. MONTHLY REPORT

III. NEW BUSINESS

2021 "I" Code Adoption Schedule for Council and Significant Changes – to date
EnerGov Implementation

IV. APPLICATIONS FOR THE BOARD'S CONSIDERATION:

GENERAL CONTRACTORS

JOHN J FRAUSTO, BLUE AND J CUSTOM REMODELING AND RENOVATION – Applying for a Class II General Contractor's License.

SCOTT PADILLA, PADILLA ENTERPRISES INC. – Applying for a Class II General Contractor's License.

ALICIA BELL – *Resubmittal* - Applying for a Class II General Contractor's License.

KENA BLAIS, AMERICAN REMODELING, INC. – *Resubmittal* – Applying for a Class III Contractor's License.

JORDAN RICHMOND, DABELLA EXTERIORS LLC dba DABELLA –Applying for a Class III Contractor's License.

MATTHEW HUELSMAN, LIMITLESS CONSTRUCTION SERVICES – Applying for a Class III Contractor's License.

PLUMBING APPLICATIONS

JOE ALEXANDER – Applying for a Master Plumbing License.

DON APPANAITIS – Applying for a Master Plumbing License.

V. COMPLAINTS

VI. COMMUNICATIONS FROM PERSONS PRESENT

VII. ADJOURNMENT

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
JANUARY 21, 2021**

MEMBERS PRESENT: **SCOTT WARREN** **JASON HUBER**
 STEVEN WALKIN **STEVE BOYLE**
 ANDREW ELSTON

COUNCIL LIAISON: **BRUCE KNELL**

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

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

NOTES FROM DECEMBER 2020: Jason Huber moved to approve the December 2020 Notes. Andrew Elston seconded the motion. Motion approved.

ELECTION OF OFFICERS: Scott Warren moved to keep all the officers the same for 2021, (i.e., Scott Warren as Chairperson and Jason Huber as Vice Chairperson). Andrew Elston seconded the motion. Motion approved.

MONTHLY REPORT: Dan Elston reported for the month of December, 5 building permits were issued for construction of single family homes. To date, 58 building permits have been issued for single family homes compared to 62 for the same period last year. The Building Division issued 63 building, 60 electrical, 55 mechanical, and 83 plumbing permits during December. Overall, the Building Division's value of construction for December was \$4,586,294 with fees collected of \$113,491. The inspectors completed 535 inspections in December, which includes consults and plan reviews.

Below is a breakdown of 13 commercial projects that are in progress:

- State Office Building – Interior framing is complete; mechanical, electrical and plumbing rough-ins are complete in areas C and B, continuing in Area A. Penthouse mechanical piping is in process. Drywall is in process in Areas B and C and is approximately 50 percent complete. Exterior brick/masonry is 95 percent complete. The estimated completion date is December 2021.
- Boyd Avenue Gym – Final interior finishes are in process.
- Wyoming Retina Center Remodel – Final finishes are in process.
- Meadowlark Vista Senior Apartments – Roofing is complete, exterior finishes are in process, interior mechanical, electrical and plumbing are in process.
- NCHS Natatorium – Basement floors and backfill are in process. The estimated completion date is fall of 2021.
- Fuzzy Tacos – Site work is in process; foundation caissons are complete; plumbing underground in crawlspace is complete; structural steel is in process. They are planning for a late summer opening.

- Rocky Mountain Car Wash – The foundation is complete; site work is in process.
- Rescue Mission Discipleship Housing – The footing/foundation are complete for the Men’s Building.
- YMCA Natatorium – Caissons are complete; foundation walls are in process. The estimated completion date is winter of 2021/2022.
- Frank’s Butcher Shop and Liquor – The footing, foundation and floor slab are complete; framing is in process.
- Wyoming Medical Center Triage Remodel – Final finishes are in process.
- Sam’s Remodel – This small remodel is in process.
- McGinley’s Office - 2nd Floor Remodel (old Wells Fargo “onion” building) This remodel is in process. They are anticipating a spring opening for 2nd floor only.

Completed Projects:

Smile Doctors located in the Platte Valley Bank building – 5271 E 2nd Street
 First Interstate Bank – 4901 E 2nd Street
 Wells Fargo Bank - 141 N Wolcott

Anticipated Upcoming Projects:

Old Ridley’s on CY Avenue – There is going to be multiple businesses in this space.
 McGinley’s Office – 124 E A Street - 1st floor and basement. They are planning to put in an operating room in the basement.
 VA Building – 5000 E 2nd Street - 2nd floor – Multiple retail spaces are planned.

To date, we have no new plans submitted for approval.

2021 Code Change – Dan Elston has begun reviewing the 2021 Plumbing and Mechanical significant code changes, which is very time consuming. The International Building Code (IBC) and International Residential Code (IRC) have not come out yet. Dan is planning to present the significant 2021 code changes to Council at their April 14th Work Session.

INTRODUCTIONS – Dan Elston introduced our new City Councilman Bruce Knell to all Board members. Bruce Knell is our new liaison for the Contractors’ Licensing and Appeals Board.

LICENSE APPLICATIONS

ANTHONY “TONY” WILLE, HIGH PLAINS BUILDERS, LLC – Applying for a Class II General Contractor’s License. After discussion and review of the application and affidavits, Jason Huber moved to approve Anthony Wille to license as a Class II General Contractor. Steve Boyle seconded the motion. Motion approved.

BRIAN COLE – Applying for a Master Mechanical License – After discussion and review of the application and affidavit, Andrew Elston moved to approve Brian Cole to test for a Master Mechanical License. Jason Huber seconded the motion. Motion approved.

JASON LEDOUX – Applying for a Master Mechanical License. After discussion and review of the application and affidavit, Jason Huber moved to approve Jason LeDoux to test for a Master Mechanical License. Andrew Elston seconded the motion. Motion approved.

COURTLAND LOVATO – Applying for a Master Mechanical License. After discussion and review of the application and affidavits, Steven Walkin moved to approve Courtland Lovato to test for a Master Mechanical License. Andrew Elston seconded the motion. Motion approved.

NICHOLAS SCHOTT – Applying for a Master Plumbing License. After discussion and review of the application and affidavit, Steve Boyle moved to approve Nicholas Schott to test for a Master Plumbing License. Jason Huber seconded the motion. Motion approved.

BROCK HOVEY – Applying for a Journeyman Plumbing License. After discussion and review of the application and affidavit, Steven Walkin moved to approve Brock Hovey to test for a Journeyman Plumbing License. Andrew Elston seconded the motion. Motion approved.

KENNA BLAIS, AMERICAN REMODELING – Applying for a Class II General Contractor's License. After discussion and review of the application and affidavits, Andrew Elston moved to table Kenna Blais' application pending additional documentation of experience. Jason Huber seconded the motion. Motion approved.

COMMUNICATIONS

Dan Elston reported that he is in the process of preparing the year-end annual report. The Building Division has beat last year's value of construction. To date, The Building Division hasn't been made aware of any big projects coming up except for Discount Tire and the Nolan Project.

ADJOURN – The meeting adjourned at 4:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dan Elston".

Dan Elston, Secretary



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, February 10, 2021

11:30AM – 12:30PM

AGENDA

- | | | |
|-------|--|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
January 2021 Board Minutes | T.Schenk |
| V. | Financials (DDA & David Street Station)
A) January 2021 Reports
B) February 2021 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Ice Skating Review
-Ice Rink Chiller
-Fundraising Plan
-Summer Planning Underway | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting March 10, 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

January 13, 2021

11:30 a.m.

I. Call Meeting to Order

Present through Zoom: Kerstin Ellis, Critter Murray, Nicholas Grooms, Kyle Gamroth, Deb Clark, Shawn Houck, Ryan McIntyre, Tony Hager, Will Reese

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

Guests: Liz Belcher, Craig Collins

Excused: Tim Schenk, Pete Fazio

II. Public Comments:

- Kyle – Welcome to DDA Board. Is excited to be liaison for city and is passionate about the downtown sector and Downtown Development Authority.

III. City Report:

A. Liz Belcher

- City is working through getting appointments made for new city council members.
- Will be attending webinar on Biden Administration to get information on changes.
- Working on historic preservation catalog of Casper ghost signs.
- Re-looking at maintenance of various bus stops.
- Reminder that in downtown, adjacent property owners' sidewalks are their responsibility. If there are any concerns on who is supposed to plow and who may need assistance it is asked that they contact the city. City is asking for feedback on issues.

IV. Approval of November and December 2020 Board Meeting Minutes

Motion, Second, Passed (Nicholas Grooms, Will Reese) (All Approved)

V. Financials – Nicholas Grooms

- Financial reports in packet are through the first 6 months of the fiscal year, where December 31st is the mid-point for us.
- Cash continues to decline as we pay our bills, but hopefully with our new messaging and network we can get new donations without relying on a heavy event schedule.
- Kevin – we always try to stay transparent through our financials, and everything that goes in and out of our office you will see line item by line item on the report. We are looking to reduce costs once the ice rink is down by canceling overnight security, cancel our scissor lift rental for the next couple months.

Approval of November/December 2020 & January 2021 DDA & DSS Financial Reports & Payments

Motion, Second, Passed (Ryan McIntyre, Tony Hager) (All Approved)

VI. Director's Report - Kevin Hawley

- Our goal this year was to hit \$40,000 in ice skating and we should hit that goal by end of season. We have seen an increase in skaters this year.

- For the \$300,000 fundraising plan, staff is working to come up with different ideas to achieve this goal. We will have an outline to present, and then a board committee to oversee outline. We really like the idea of a board challenge, where each member will help raise funds. We will elaborate more on that in the coming days.
- Next few weeks will be winter tear down and we will move into summer planning.
- We will be securing past sponsors and securing new sponsors for the upcoming year.

VII. Committee Reports –

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

Comments: N/A

Motion to adjourn at approximately 12:00 PM

Motion, Second, Passed (Will Reese, Deb Clark)

Action Items:

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of January 31, 2021

Jan 31, 21

- Balance

ASSETS

Current Assets

Checking/Savings

CHECKING 34,616.88

NOW Acct 197,776.96

Total Checking/Savings 232,393.84

Accounts Receivable

Due To/Due From -65,000.00

Total Accounts Receivable -65,000.00

Other Current Assets

Due from Parking Garage -5,035.12

Total Other Current Assets -5,035.12

Total Current Assets 162,358.72

TOTAL ASSETS 162,358.72

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 5,998.92

Total Other Current Liabilities 5,998.92

Total Current Liabilities 5,998.92

Total Liabilities 5,998.92

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -168,351.43

Net Income -57,613.21

Total Equity 156,359.80

TOTAL LIABILITIES & EQUITY 162,358.72

Casper Downtown Development Authority
Profit & Loss

January 2021

DDA-P&L

Jan 21

Ordinary Income/Expense

Income

ACCT. INTEREST 1.95

ASSESSMENTS 24,995.35

Total Income 24,997.30

Expense

ADMINISTRATIVE

Payroll Expense 745.04

Incentives 4,000.00

Director's Salary 6,250.02

Social Security 2,307.47

Unemployment Insurance 264.04

Cell Phone Reimbursement 75.00

Total ADMINISTRATIVE 13,641.57

MISCELLANEOUS

Service Chg 43.50

Total MISCELLANEOUS 43.50

OPERATIONS

Office Automation 644.79

Office Equipment 195.10

Office Rent 2,650.00

Total OPERATIONS 3,489.89

Payroll Expenses 19,912.69

Total Expense 37,087.65

Net Ordinary Income -12,090.35

Net Income -12,090.35

Casper Downtown Development Authority
Transaction Detail by Account
January 2021

DDA-Jan Trans						
Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	01/01/2021		Alexandria Huss		-90.50	-90.50
Paycheck	01/01/2021		Aydan Bullard		-252.89	-343.39
Paycheck	01/01/2021		Cooper Quig		-307.84	-651.23
Paycheck	01/01/2021		Eli Realing		-150.53	-801.76
Paycheck	01/01/2021		Kade R Taheri		-257.51	-1,059.27
Paycheck	01/01/2021		Kati Mooney		-288.61	-1,347.88
Paycheck	01/01/2021		Kayla Fazio		-159.76	-1,507.64
Paycheck	01/01/2021		Laura Hoversland		-117.29	-1,624.93
Paycheck	01/01/2021		Morgan Witkop		-109.13	-1,734.06
Paycheck	01/01/2021		Samantha McCain		-157.92	-1,891.98
Paycheck	01/01/2021		Taylor Fazio		-189.32	-2,081.30
Liability Check	01/04/2021		IRS USA TAXPYMNT	83-0286881	-1,968.50	-4,049.80
Liability Check	01/04/2021		IRS USA TAXPYMNT	83-0286881	-421.74	-4,471.54
Bill Pmt -Check	01/08/2021		Charter Communications		-139.89	-4,611.43
Bill Pmt -Check	01/08/2021	6046	COMPUTER LOGIC		-504.90	-5,116.33
Bill Pmt -Check	01/08/2021	6047	FIB - MASTERCARD		-104.99	-5,221.32
Bill Pmt -Check	01/08/2021	6048	IRS USA TAXPYMNT	IRS Payment June 2020	-288.85	-5,510.17
Bill Pmt -Check	01/11/2021	6050	Ricoh USA, Inc	5061098029	-90.11	-5,600.28
Liability Check	01/13/2021		IRS USA TAXPYMNT	83-0286881	-1,026.00	-6,626.28
Paycheck	01/14/2021		Kevin Hawley		-3,280.00	-9,906.28
Deposit	01/14/2021			Deposit	24,995.35	15,089.07
Paycheck	01/15/2021		Alexandria Huss		-525.02	14,564.05
Paycheck	01/15/2021		Aydan Bullard		-490.02	14,074.03
Paycheck	01/15/2021		Cooper Quig		-355.71	13,718.32
Paycheck	01/15/2021		Eli Realing		-478.99	13,239.33
Paycheck	01/15/2021		Evan Fazio		-242.12	12,997.21
Paycheck	01/15/2021		Kade R Taheri		-610.39	12,386.82
Paycheck	01/15/2021		Kati Mooney		-440.44	11,946.38
Paycheck	01/15/2021		Kayla Fazio		-189.62	11,756.76
Paycheck	01/15/2021	6051	Laramie Sutton		-187.00	11,569.76
Paycheck	01/15/2021		Laura Hoversland		-96.97	11,472.79
Paycheck	01/15/2021		Morgan Witkop		-337.54	11,135.25
Paycheck	01/15/2021		Samantha McCain		-436.89	10,698.36
Paycheck	01/15/2021		Taylor Fazio		-140.37	10,557.99
Paycheck	01/15/2021		Kevin Hawley		-2,626.45	7,931.54
Paycheck	01/15/2021		Abbey Kersenbrock		-1,389.17	6,542.37
Paycheck	01/15/2021		Brooke C. Montgomery		-1,438.17	5,104.20
Paycheck	01/15/2021		Jaclyn A Landess		-1,953.92	3,150.28
Bill Pmt -Check	01/15/2021	6052	Walsh Property Management	Jan 2021	-2,650.00	500.28
Liability Check	01/18/2021		IRS USA TAXPYMNT	83-0286881	-2,896.12	-2,395.84
Liability Check	01/22/2021		IRS USA TAXPYMNT	83-0286881	-40.70	-2,436.54
Bill Pmt -Check	01/22/2021	6053	WYOMING DEPARTMENT OF	Quarter 4 - 2020	-456.19	-2,892.73
Liability Check	01/27/2021		IRS USA TAXPYMNT	83-0286881	-237.44	-3,130.17
Liability Check	01/27/2021		IRS USA TAXPYMNT	83-0286881	-1,914.64	-5,044.81
Paycheck	01/29/2021		Alexandria Huss		-94.65	-5,139.46
Paycheck	01/29/2021		Aydan Bullard		-146.92	-5,286.38
Paycheck	01/29/2021		Cooper Quig		-99.74	-5,386.12
Paycheck	01/29/2021		Eli Realing		-96.97	-5,483.09
Paycheck	01/29/2021		Kade R Taheri		-189.77	-5,672.86
Paycheck	01/29/2021		Kati Mooney		-188.86	-5,861.72
Paycheck	01/29/2021	6055	Laramie Sutton		-92.35	-5,954.07
Paycheck	01/29/2021		Laura Hoversland		-140.36	-6,094.43
Paycheck	01/29/2021		Morgan Witkop		-146.83	-6,241.26
Paycheck	01/29/2021		Samantha McCain		-145.00	-6,386.26
Paycheck	01/31/2021		Kevin Hawley		-2,626.44	-9,012.70
Paycheck	01/31/2021		Abbey Kersenbrock		-1,389.17	-10,401.87
Paycheck	01/31/2021		Brooke C. Montgomery		-1,438.17	-11,840.04
Paycheck	01/31/2021		Jaclyn A Landess		-1,953.92	-13,793.96
Check	01/31/2021			Service Charge	-43.50	-13,837.46
Deposit	01/31/2021			Interest	0.38	-13,837.08
Total CHECKING					-13,837.08	-13,837.08
NOW Acct						
Deposit	01/31/2021			Interest	1.57	1.57
Total NOW Acct					1.57	1.57
					<u>-13,835.51</u>	<u>-13,835.51</u>

Casper Downtown Development Authority
Transaction Detail by Account
 February 2021

DDA-Feb Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	02/05/2021	6056	Charter Communications		-139.89	-139.89
Bill Pmt -Check	02/05/2021	6057	MOOD		-100.00	-239.89
Bill Pmt -Check	02/05/2021	6058	PMCH	1099's, Quarterly Payroll reporting	-1,360.00	-1,599.89
Bill Pmt -Check	02/05/2021	6059	Walsh Property Management	Feb Rent	-2,650.00	-4,249.89
Total CHECKING					<u>-4,249.89</u>	<u>-4,249.89</u>
TOTAL					<u>-4,249.89</u>	<u>-4,249.89</u>

Downtown Development Authority
Balance Sheet

As of January 31, 2021

-Balance	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	137,553.86
Special Events	<u>31,776.32</u>
Total Checking/Savings	169,330.18
Accounts Receivable	
Accounts Receivable	<u>12,625.00</u>
Total Accounts Receivable	12,625.00
Other Current Assets	
Due To/From Clearinghouse	-113.00
Undeposited Funds	<u>225.00</u>
Total Other Current Assets	<u>112.00</u>
Total Current Assets	<u>182,067.18</u>
TOTAL ASSETS	<u><u>182,067.18</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	225,596.30
Net Income	<u>-43,529.12</u>
Total Equity	<u>182,067.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>182,067.18</u></u>

Downtown Development Authority

Profit & Loss

January 2021

DSS-P&L	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.51
Other Types of Income	
Miscellaneous Revenue	925.00
Other Types of Income - Other	<u>271.00</u>
Total Other Types of Income	1,196.00
Program Income	
Friends of Station	315.00
Ice Skating Fees	10,337.33
Partners In Progress	<u>7,271.00</u>
Total Program Income	<u>17,923.33</u>
Total Income	<u>19,120.84</u>
Gross Profit	19,120.84
Expense	
Business Expenses	
Business Registration Fees	<u>27.00</u>
Total Business Expenses	27.00
Contract Services	3,100.59
Facilities and Equipment	
Equip Rental and Maintenance	10,971.26
FF&E	1,397.92
Rent, Parking, Utilities	
Ash Street	1,757.84
DSS	<u>6,878.59</u>
Total Rent, Parking, Utilities	8,636.43
Facilities and Equipment - Other	<u>13.71</u>
Total Facilities and Equipment	21,019.32
Marketing	
Fundraising Expense	123.20
Marketing - Other	<u>18.60</u>
Total Marketing	141.80
Operations	
Books, Subscriptions, Reference	299.60
Entertainment/Talent	400.00
Equip/Supplies	117.33
Event Expense	575.79
Overnight Security	2,500.00
Postage, Mailing Service	553.12
Service Charge	29.38
Supplies	301.42
Operations - Other	<u>211.82</u>
Total Operations	<u>4,988.46</u>
Total Expense	<u>29,277.17</u>
Net Ordinary Income	-10,156.33
Net Income	<u><u>-10,156.33</u></u>

Downtown Development Authority
Profit & Loss
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	9.46
Direct Public Support	
Operational Grants	<u>10,000.00</u>
Total Direct Public Support	10,000.00
Other Types of Income	
Miscellaneous Revenue	6,554.17
Other Types of Income - Other	<u>271.00</u>
Total Other Types of Income	6,825.17
Program Income	
Beverage Sales	14,631.08
Event Sponsorship	96,300.00
Facility Rental	6,290.00
Friends of Station	
Treedition	3,490.80
Friends of Station - Other	<u>3,720.00</u>
Total Friends of Station	7,210.80
Ice Skating Fees	44,937.80
Partners In Progress	37,121.00
Vendor Fees	<u>3,050.00</u>
Total Program Income	<u>209,540.68</u>
Total Income	<u>226,375.31</u>
Gross Profit	226,375.31
Expense	
Business Expenses	
Business Registration Fees	<u>27.00</u>
Total Business Expenses	27.00
Contract Services	
Construction Expense	1,253.50
Legal Fees	750.00
Contract Services - Other	<u>7,956.59</u>
Total Contract Services	9,960.09
Facilities and Equipment	
Building Repairs/Maint	8,042.52
Equip Rental and Maintenance	25,507.34
FF&E	2,599.88
Landscaping, Repairs/Maint.	75.75
Rent, Parking, Utilities	
Ash Street	12,221.52
DSS	14,375.07
Rent, Parking, Utilities - Other	<u>2,292.57</u>
Total Rent, Parking, Utilities	28,889.16
Facilities and Equipment - Other	<u>13.71</u>
Total Facilities and Equipment	65,128.36
Marketing	
Advertising/Media	3,436.11
Fundraising Expense	175.70
Marketing - Other	<u>1,429.22</u>
Total Marketing	5,041.03
Operations	
Books, Subscriptions, Reference	3,680.19
Entertainment/Talent	1,250.00
Equip/Supplies	1,269.23
Event Expense	
A/V	10,650.00
Bands	13,147.52
Insurance	8,457.00
Security	1,825.00
Event Expense - Other	<u>10,824.80</u>
Total Event Expense	44,904.32
Overnight Security	16,300.00
Postage, Mailing Service	713.43
Service Charge	199.78
Supplies	5,232.90
Operations - Other	<u>997.69</u>
Total Operations	74,547.54
Payroll Expenses	115,000.00
Travel and Meetings	<u>200.41</u>
Total Expense	<u>269,904.43</u>
Net Ordinary Income	<u>-43,529.12</u>
Net Income	<u><u>-43,529.12</u></u>

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

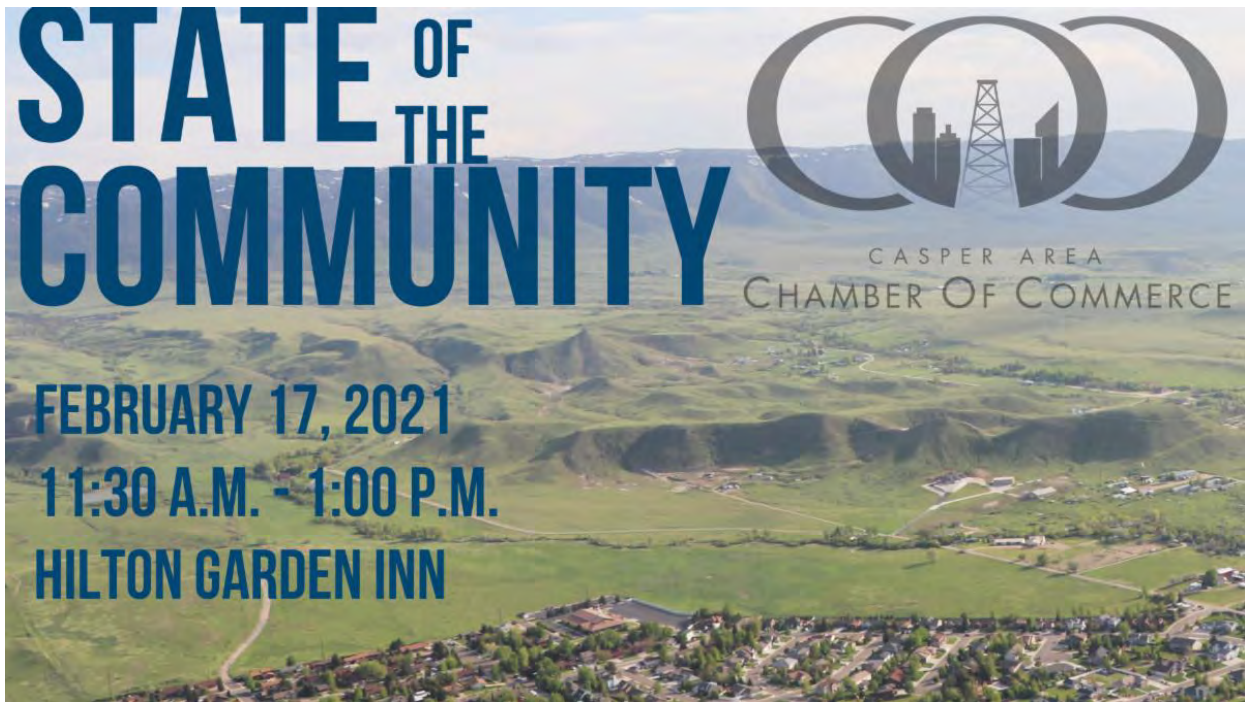
DSS-Jan Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	01/03/2021			Deposit	901.59	901.59
Deposit	01/03/2021			Deposit	1,511.89	2,413.48
Deposit	01/03/2021			Deposit	938.23	3,351.71
Deposit	01/04/2021			Deposit	5,653.00	9,004.71
Deposit	01/04/2021			Deposit	442.66	9,447.37
Deposit	01/04/2021			Deposit	4,500.00	13,947.37
Deposit	01/06/2021			Deposit	569.96	14,517.33
Bill Pmt -Check	01/08/2021	2178	aggreko	11/16/20-12/13/20	-10,000.00	4,517.33
Bill Pmt -Check	01/08/2021	2179	Ahern Rentals		-971.26	3,546.07
Bill Pmt -Check	01/08/2021	2180	Alliance Electric		-229.19	3,316.88
Bill Pmt -Check	01/08/2021	2181	AMBI Mail & Marketing		-12.88	3,304.00
Bill Pmt -Check	01/08/2021	2182	Black Hills Energy	Ash	-825.46	2,478.54
Bill Pmt -Check	01/08/2021	2183	Charter Communications		-126.97	2,351.57
Bill Pmt -Check	01/08/2021	2184	City of Casper - Water Services		-68.89	2,282.68
Bill Pmt -Check	01/08/2021	2185	Dream Upon a Princess	Princess/Superhero Skate	-360.00	1,922.68
Bill Pmt -Check	01/08/2021	2186	Mastercard	JL	-646.20	1,276.48
Bill Pmt -Check	01/08/2021	2187	Play It Again Sports	Skate Sharpening	-1,134.00	142.48
Bill Pmt -Check	01/08/2021	2188	Rocky Mountain Power	Ash	-794.80	-652.32
Bill Pmt -Check	01/08/2021	2189	Rocky Mountain Sound & Light	Glow Skate	-400.00	-1,052.32
Bill Pmt -Check	01/08/2021	2190	Secure Gunz LLC		-2,000.00	-3,052.32
Bill Pmt -Check	01/08/2021	2191	Stotz Equipment		-263.92	-3,316.24
Bill Pmt -Check	01/08/2021	2192	Black Hills Energy	DSS Firepit	-368.59	-3,684.83
Bill Pmt -Check	01/08/2021	2193	City of Casper - Water Services		-97.00	-3,781.83
Bill Pmt -Check	01/08/2021	2194	Mastercard	KH	-682.27	-4,464.10
Bill Pmt -Check	01/08/2021	2195	Rocky Mountain Power		-6,015.21	-10,479.31
Bill Pmt -Check	01/08/2021	2196	City of Casper - Water Services		-84.49	-10,563.80
Bill Pmt -Check	01/08/2021	2197	City of Casper - Water Services		-8.21	-10,572.01
Deposit	01/11/2021			Deposit	2,820.00	-7,752.01
Bill Pmt -Check	01/11/2021	2198	AMBI Mail & Marketing		-540.24	-8,292.25
Bill Pmt -Check	01/11/2021	2199	City of Casper - Water Services	DSS	-8.21	-8,300.46
Bill Pmt -Check	01/11/2021	2200	Secure Gunz LLC		-500.00	-8,800.46
Bill Pmt -Check	01/11/2021	2201	City of Casper - Water Services	DSS	-72.91	-8,873.37
Bill Pmt -Check	01/11/2021	2202	City of Casper - Water Services	DSS	-97.00	-8,970.37
Bill Pmt -Check	01/11/2021	2203	City of Casper - Water Services	Ash	-68.69	-9,039.06
Bill Pmt -Check	01/11/2021		John Lubner	Work 12/24-1/10	-2,235.40	-11,274.46
Deposit	01/13/2021			Deposit	500.00	-10,774.46
Deposit	01/14/2021			Deposit	321.00	-10,453.46
Deposit	01/18/2021			Deposit	20.00	-10,433.46
Deposit	01/18/2021			Deposit	700.00	-9,733.46
Deposit	01/21/2021			Deposit	25.00	-9,708.46
Deposit	01/22/2021			Deposit	1,491.00	-8,217.46
Bill Pmt -Check	01/29/2021		John Lubner	Jan 10-17	-636.00	-8,853.46
Check	01/31/2021			Service Charge	-29.38	-8,882.84
Deposit	01/31/2021			Interest	1.26	-8,881.58
Total Plaza Checking					-8,881.58	-8,881.58
TOTAL					-8,881.58	-8,881.58

Downtown Development Authority Transaction Detail by Account February 2021

DSS- Feb Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Check	02/05/2021	2204	aggreko	13572216	-10,000.00	-10,000.00
Bill Pmt -Check	02/05/2021	2205	Ahern Rentals	Invoice #23043121-001	-53.55	-10,053.55
Bill Pmt -Check	02/05/2021	2206	Alliance Electric	10567 - Disconnect electrical fo	-70.00	-10,123.55
Bill Pmt -Check	02/05/2021	2207	AMBI Mail & Marketing	Station Celebration posters	-40.00	-10,163.55
Bill Pmt -Check	02/05/2021	2208	Black Hills Energy		-179.29	-10,342.84
Bill Pmt -Check	02/05/2021	2209	Casper Fire Extinguisher Service	Ash Street Inspections	-58.00	-10,400.84
Bill Pmt -Check	02/05/2021	2210	Charter Communications	Invoice # 1113376013121	-126.97	-10,527.81
Bill Pmt -Check	02/05/2021	2211	City of Casper - Finance Division	Zamboni Lease	-400.00	-10,927.81
Bill Pmt -Check	02/05/2021	2212	GW Mechanical	Capture Glycol & Removal of Cl	-418.50	-11,346.31
Bill Pmt -Check	02/05/2021	2213	Hawkins Inc	Rebuild extra chemical pump	-231.12	-11,577.43
Bill Pmt -Check	02/05/2021	2214	High Country Crane Service	Chiller removal	-1,153.50	-12,730.93
Bill Pmt -Check	02/05/2021	2215	Mastercard	JL	-778.74	-13,509.67
Bill Pmt -Check	02/05/2021	2216	Rocky Mountain Power	DSS	-4,897.89	-18,407.56
Bill Pmt -Check	02/05/2021	2217	Secure Gunz LLC		-1,500.00	-19,907.56
Bill Pmt -Check	02/05/2021	2218	The Lyric		-200.00	-20,107.56
Bill Pmt -Check	02/05/2021	2219	Black Hills Energy	ASH	-769.85	-20,877.41
Bill Pmt -Check	02/05/2021	2220	Mastercard	AK	-234.30	-21,111.71
Bill Pmt -Check	02/05/2021	2221	Rocky Mountain Power	Ash	-891.82	-22,003.53
Bill Pmt -Check	02/05/2021	2222	Mastercard	KH	-379.18	-22,382.71
Bill Pmt -Check	02/05/2021	2223	Ahern Rentals	19629398-031	-85.00	-22,467.71
Total Plaza Checking					-22,467.71	-22,467.71
TOTAL					-22,467.71	-22,467.71



State of the Community

The Casper Area Chamber of Commerce is please to present the State of the Community Address. Hear from our local officials on how we ended 2020 and the outlook for the future.

Featured guest speakers:
Brook Kaufman - Visit Casper
Justin Farley - Advance Casper
Carter Napier - City of Casper
Paul Bertoglio - Natrona County Commissioners

[RSVP Now!](#)

From: Platte River Trails Trust <platteriver@wyoming.com>
Sent: Thursday, February 11, 2021 11:00 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Please Join Us For Our Virtual Annual Meeting



February 11, 2021

Please Join Us For Our Virtual Annual Meeting



Our Annual Meeting will be virtual this year and it will be easier than ever to learn about our work in 2020 and our plans for 2021 and beyond. It's easy to attend. Here's how!

WHAT: Platte River Trails Virtual Annual Meeting

WHEN: Wednesday, February 17, 2021, Noon

WHERE: Your office or couch

HOW: Registration is required but it's super easy. Even if you might not be able to make it at noon on the 17th, you can access a recording of the meeting. To easily register, [click here](#)

[Platte River Trails] | [307-577-1206] | [\[platteriver@wyoming.com\]](mailto:platteriver@wyoming.com) | [\[platterivertrails.com\]](http://platterivertrails.com)

Connect with us





February 5, 2021

To the Members of Casper City Council,

I wanted to reach out to you in regards to recent public allegations made against the Troopers Drum & Bugle Corps both online as well as the Casper Star-Tribune last week. I want to assure you, make you feel comfortable with us, and know that we value your trust and support. The City of Casper is an invaluable partner for the Troopers and I want to assure you that everything here is managing as best as possible under the circumstances.

The Troopers recognize the areas of concern voiced in the media and are addressing them faithfully. There are basically two parts to what the corps has dealt with. One part is the group MAASIN, and the other part is the members and young alumni from the years 2017 and 2019 themselves. If you would allow me, I think I can lead you through the dynamics of both parts.

PART ONE:

What is MAASIN?

MAASIN is an informal group of a few young people not affiliated with any arts organization with some members in the U.S. and one in Canada. From their website, MAASIN.net, "MAASIN (Marching Arts Access, Safety & Inclusion Network) is a community-led effort to increase equity and safety in DCI, WGI, DCA, and any ensemble within the purview of the marching arts community."

What do we know about MAASIN?

This group is not a registered 501(c)(3) organization in the United States, nor is it a registered non-profit organization in Canada, though the group is soliciting donations via its website and social media. It has no board of directors, and as far as we can tell, is not formally incorporated anywhere. Therefore this group presumably has no articles of incorporation, bylaws, or rules governing its operations or how to treat the donations it is receiving. If you would like to discuss their organization further with me, I would be happy to have that discussion.

What happened with our Trooper members?

During the summer of the year 2017, the Troopers responded to an event between two adult members based on third-party information. This report was made prior to the formal establishment of anonymous whistleblower complaint systems by both DCI (our parent

organization) and the Troopers. Contrary to MAASIN's claims, an immediate and thorough investigation began. As a result of this investigation, the corps attorney found the allegation unsubstantiated. Due to concerns regarding member privacy, as well as legal obligations, the Troopers, nor I, can discuss the specifics of any investigation.

After the summer 2019 season concluded, the Troopers learned of additional concerns through member surveys. As a result, investigations were conducted into dissatisfaction with the food program, the bus company contracted to transport the Troopers on tour, as well as a handful of other issues. These complaints were also thoroughly investigated pursuant to both DCI and Trooper policy, and full reports were made to the Trooper Board of Directors and to DCI. Plans were made to address these concerns going forward. MAASIN reported these complaints as well even though they had been investigated. Unfortunately, the Troopers did not get to demonstrate these changes to our members, because the 2020 season was canceled due to COVID-19.

So what is the problem now?

Even though thorough investigations were completed, and problems were addressed, MAASIN continues to regurgitate these old reports on social media via a Trooper Alumni Facebook page. This is not the official Troopers Drum & Bugle Corps page but is instead a page organized by alumni who wanted a place to talk drum corps. In their post, MAASIN claimed that the Troopers did not investigate any allegations or claims. This is just not the case. When MAASIN reintroduced old issues, members understandably interpreted its post to mean that no member complaints were ever addressed by the Troopers. As you can imagine, the comments became extremely emotionally heightened, and the administrators to the alumni page took a vote and decided to take the post down. Perhaps not understanding that the alumni page is not run by the Troopers, members felt they had been purposefully shut down and strong-armed into silence.

The Trooper Social Media Responses.

The Troopers' initial response to MAASIN was posted on social media accounts and stated that investigations were conducted and cautioned that the Troopers viewed attempts to defame the organization seriously. The members interpreted this response to be targeting them personally, (rather than MAASIN), creating a big wave of negative comments. The second response conveyed an apology to the members for the misunderstanding and was crafted by the Executive Committee as a whole. All the while though, there was a fast-growing number of members who were demanding the resignation of the Corps Director due to problems directly related to her. It became very apparent the corps had many problems with the corps director. So in the last response to its members, Troopers announced the resignation of the Corps Director, the new Interim Corps Director, Mike Gough, and offered a contrite apology to the members. Overall, this response has been very well received by members and alumni.

The Casper Star-Tribune articles.

On January 28th, the Casper Star-Tribune published an article about the MAASIN reports and contacted Mike Gough for comment to add to their story. The Star-Tribune reporter appears to have gotten MAASIN'S allegations and the anonymous reports straight from MAASIN's website without their own investigation. Mr. Gough's comments focused on the positive steps already taken by the Troopers and his excitement for the future of the corps. It is our intention to continue listening to our amazing young leaders and move forward with a brand new plan for member experience. Today's article attempted to show abuse in the corps. We now know that at this point, any response from the organization will not be enough. We are likely to be seeking help from an outside institution.

PART TWO

What the Troopers are doing.

- The new director, Mike Gough, and I have reached out together and separately to past members to hear them and listen to their concerns. We have already spoken to many members and engaged in hours of Zoom and phone calls.
- I have formed a task force to create a better member experience. This includes a new committee on the Board of Directors, "Member Relations". In this committee will be a Member Advocate which we are at the beginning of the hiring process right now. This individual will be a confidential listener for the member, then expertly navigate them through new policies we are creating until their problem is resolved. Also on the committee will be a Conflict Resolution person, the health team of the corps, (our nurse, EMT, and athletic trainer) as well as young alumni that will sit on the Board.
- We will be holding a Town Hall with skilled moderators so that voices that were not heard on social media can also have a chance to speak.
- We are revamping our food program to better accommodate vegetarians and vegans using a registered dietician.
- As mentioned previously, instating new policies to establish a positive member experience.

I want to assure you that In the days that have passed, the corps has grown stronger and stronger. While there are past members that are voicing their thoughts, the members of today are excited about the future of the corps and looking forward to their summer. Please reach out to me if you have any questions or would like to talk. This organization has been around for over 60 years and has so many alumni that have had sensational experiences.

Most sincerely,

Susan B. Masterson
Development Director
development@troopersdrumcorps.org